



**Product Data Reporting  
and Evaluation Program (PDREP)**

**Product Quality Deficiency Report  
(PQDR)**

**Originator Processing  
and PQDR Submission User Guide**

**User Guide  
May 2016**

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\*Hold the “CTRL” key and click on paragraph to follow link

## FOREWORD

This guide does not replace or amend any Department of Defense (DoD) instructions, regulations, and/or policies. Its purpose is to assist users with Product Data Reporting and Evaluation Program (PDREP) – Automated Information System (AIS) Product Quality Deficiency Report (PQDR) application’s functionalities only. The PDREP PQDR is designed to work in concert with existing DoD policy and processes for submitting PQDRs. Proper use of the PDREP application should facilitate compliance with DoD PQDR policy.

Refer to the appropriate PQDR instructions and manuals for information about DoD PQDR program requirements.

## REFERENCES:

- a. Code of Federal Regulations, 41 CFR 101-26.803-1 - Reporting discrepancies or deficiencies.
- b. Federal Acquisition Regulation Parts 9, 13, 15, 42, 46
- c. Defense Federal Acquisition Regulation Supplement Parts 209, 242 and 246
- d. Defense Logistics Agency Regulations 4155.24
- e. Secretary of Navy Manual M-5000.2
- f. Secretary of Navy Instruction 5000.2E
- g. Secretary of Navy Instruction 4855.3
- h. Secretary of Navy Instruction 4855.5
- i. DoD 5000.2
- j. NAVSO P3683
- k. AR 702-7
- l. AF(I) 21-115

## INTRODUCTION

This document is intended to guide DoD personnel in the use of the Product Data Reporting and Evaluation Program – Automated Information System (PDREP-AIS) and in the process of entering new Product Quality Deficiency Reports (PQDRs).

The PDREP application is accessible via the Product Data Reporting and Evaluation Program home page: <https://www.pdrep.csd.disa.mil/>

User access and login procedures can be located in the PDREP User Access and Login Procedures guide. First time PDREP users will need to submit a User Access request form, available on the NSLC home page. Click on [User Access Request Form](#) to download the form. Follow the directions on the form to submit the request for access to PDREP.

Requests for changes or improvement to any PDREP application or any of the NSLC Portsmouth web pages should be submitted to:

### **Customer Support Desk**

Commercial Phone: (207) 438-1690 / DSN 684-1690

FAX: (207) 438-6535, DSN 684-6535

Email: [webptsmh@navy.mil](mailto:webptsmh@navy.mil)

### **Mailing Address**

Naval Sea Logistics Center Portsmouth

Bldg. 153, 2nd Floor, Portsmouth Naval Shipyard

Portsmouth, NH 03804-5000

### **Online in the PDREP Application**

If already a PDREP User, log into PDREP and click on *Submit Feedback* at the top of most web pages.

There are two methods of entering a PQDR. Both methods are accessible from the PDREP Home Page link provided above.

- Personnel can apply for a PDREP-AIS user account and enter and manage PQDRs directly in the PDREP-AIS. Access to the PDREP-AIS allows the Originator to track the PQDR as it is processed, allows “Auto Fill” and “Lookup” options and validation of data entries when creating the PQDR, and allows access to PDREP data, search functions, reports and notifications.
- The Easy Product Data Reporting (EzPDR) application allows personnel to submit PQDRs without having a PDREP account or User ID. Personnel can monitor the progress of the PQDRs they have submitted, but are not permitted access to the full power of PDREPs entire PQDR database.

# 1 VIEWING THE WORKLIST

Once you have logged in the PDREP Home screen (Figure 1.1) will display. You may not see all of the options listed depending on your level of access.

*\*Please refer to PDREP User Access Request and Login Procedures.*

The screenshot shows the PDREP Home screen with a green header bar containing 'FOUO', 'UNCLASSIFIED', and 'FOUO'. Below the header is a blue bar with the text 'Product Data Reporting and Evaluation Program (PDREP)'. The main content area is divided into several sections:

- Navigation Links:** PDREP Home • Submit Feedback • External Links • PDREP Manuals
- User Profile:** User Profile: [Name] [Role] [Logout]
- PDREP APPLICATIONS:**
  - Batch Upload
  - Contract Award and Delivery Data (CAD)
  - Corrective Action Request (CAR)
  - Facility Oversight Plan (FOP) (DCMA Surveillance Plan)
  - QALI/Letter of Delegation (LOD)
  - Material Inspection Record (MIR)
  - Product Quality Deficiency Report (PQDR)** (highlighted with a red box)
  - Receipt Inspection Management System (RIMS)
  - Ship CSI Program (SCSI)
  - Special Quality Data (SQD)
  - Supply Discrepancy Report (SDR)
  - Supplier Audit Program (SAP)
  - Supplier Survey (Pre/Post Award)
  - Test Records
- PDREP SEARCHES:**
  - Ad Hoc Search
  - Bulletin Search
  - CAGE Search
  - DODAAC Search
  - DUNS Search
  - Feedback Search
  - FSC Search
  - GIDEP Search
  - HEDRS Search
  - Level 1/SubSafe Search
  - NSN Search
  - PDREP Search
  - PQDR Search
  - Qualified Product List Search
  - Requisition Search
  - Routing Identifier Code Search
  - SAP Search
  - SDR Search
  - UII Search
  - User Search
  - Warranty/SOR Search
- PDREP REPORTS:**
  - Contractor Profile
  - Material Profile
  - NAVSUP 874 Reports
  - NAVSUP 854 Reports
  - NAVSUP Level 1 Reports
- PDREP PARTNER REPORTS:**
  - DCIS Summary Report
  - DLA Reports
- SITE ADMIN:**
  - QA ADMIN (Internal)

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**Figure 1.1**

- a. Click the *Product Quality Deficiency Report* link under PDREP Applications toward the upper left portion of the screen. The PQDR Worklist will display (Figure 1.2).

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PQDR Worklist
[Create New PQDR](#)
[PQDR Search/Reports](#)
[PQDR Clone](#)
[PQDR Analysis Tool](#)
[Preview EZPQDR Entry](#)

**PQDR Worklist**

**Instructions**

1. Select **Show Worklist for**
2. Select **Status** for the PQDR list
3. Enter **DODAAC** and/or **User Code**.
4. Add additional information as required to reduce the Worklist result set.

[For additional help](#)

<p>Show Worklist For: <input type="text" value="ORIGINATOR"/></p> <p>From Date: <input type="text" value="06/06/2013"/> <input type="button" value="Calendar"/></p> <p>DODAAC: <input type="text"/></p> <p>Sort: <input type="text" value="RECEIVED DATE - ASC"/></p>	<p>Status: <input type="text" value="CURRENT WORKLIST"/></p> <p>To Date: <input type="text" value="06/06/2016"/> <input type="button" value="Calendar"/></p> <p>User Code: <input type="text"/></p> <p>Organization Code: <input type="text"/></p>
---	--

or select from your personalized PQDR Worklists below

To use previously saved Worklists:

1. Select the worklist from **my Worklists**
2. Click **Open my Worklist**
3. To create a new worklist select **Create New Worklist**
4. To delete previously saved worklist select **Manage my Worklists**

<input type="text" value="my Worklists"/>	<input type="button" value="Open my Worklist"/>	<input type="button" value="Create New Worklist"/>	<input type="button" value="Manage my Worklists"/>
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**Figure 1.2**

- a. The Worklist settings will default as shown above, with the Activity set to your primary DoDAAC and the User Code set to your PDREP User ID. Under “Show Worklist For”, select the desired role; ORIGINATOR, SCREENING POINT, ACTION POINT, or SUPPORT POINT. If you want to see only PQDRs currently assigned directly to you, click *Display Standard Worklist*. If you want to see all PQDRs assigned to your activity (DoDAAC) then you may remove your User Code and then Display Standard Worklist.
- b. The “Status” setting of CURRENT WORKLIST will return only PQDRs currently assigned to the role selected in Show Worklist For. Other available statuses include:
  - 1) **ALL**: Returns all PQDRs assigned to the designated activity and/or user code for investigation, whether the investigation is active or already completed and whether the PQDR is open or closed.
  - 2) **OPEN**: Returns all PQDRs assigned to the designated activity and/or user code for investigation, whether the investigation is active or already completed but where the PQDR has not yet been closed by the Screening Point. This includes PQDRs forwarded to a Support Point but not yet returned.
  - 3) **CLOSED**: Returns all PQDRs previously assigned to the designated activity and/or user code for investigation but where the PQDR has been closed by the Screening Point.
- c. The date range for the Worklist defaults to the present date minus three years but can be changed if needed. The Worklist can also be sorted by a variety of criteria but defaults to listing PQDRs in ascending order by the date on which the PQDR was first entered into PDREP.

- d. The Worklist can also be run for a specific team by entering the designator (Organization Code) for that team. The results will include any PQDR currently assigned to a PDREP user for action whose user profile contains the exact Organization Code specified in the search.
- e. When you have selected the criteria, click *Display Standard Worklist* to view all PQDRs matching the criteria entered. The Worklist results will appear below (Figure 1.3).

The screenshot shows the PDREP PQR Worklist interface. At the top, there are navigation links: PDREP Home, Submit Feedback, External Links, PDREP Manuals, User Profile, and logout. Below this is a breadcrumb trail: PQR Worklist > Create New PQR > PQR Search/Reports > PQR Clone > PQR Analysis Tool > Preview EZPQR Entry. The main content area is titled 'PQR Worklist' and contains instructions for using the worklist. It includes search filters for 'Show Worklist For' (set to ORIGINATOR), 'Status' (set to CURRENT WORKLIST), 'From Date' (05/23/2013), 'To Date' (05/23/2016), 'DODAAC', 'User Code', 'Sort' (set to RECEIVED DATE - ASC), and 'Organization Code'. A 'Display Standard Worklist' button is present. Below the filters, there is a section for 'my Worklists' with buttons for 'Open my Worklist', 'Create New Worklist', and 'Manage my Worklists'. The results section shows a 'Result count: 46' and a 'Worklist Download' link. A table of results is displayed with the following data:

CAT	Received	History & Corresp.	RCN	SF-368	Vendor CAGE	Manufacture CAGE	CSI	NSN	Nomenclature	Contact/Phone	Last Action	Status	Days Overdue	Delete
II	09/13/2013	<a href="#">View</a>	-13-0021	SF-368			NO	9999			ORIGINATOR	DRAFT		<a href="#">Delete</a>
II	09/13/2013	<a href="#">View</a>	-13-0022	SF-368			NO	9999 000044583			ORIGINATOR	DRAFT		<a href="#">Delete</a>
II	09/19/2013	<a href="#">View</a>	-13-0025	SF-368			NO	4730			ORIGINATOR	DRAFT		<a href="#">Delete</a>

Figure 1.3

- f. The search results include the following fields.
  1. **CAT (Category):** The category (I or II) of the PQDR. Category I PQDRs will be identified in red.
  2. **Received:** The date when the PQDR was forwarded to the Action Point level.
  3. **History & Correspondence:** Click the *View* link in this column to open a new window containing correspondence and forwarding history for this PQDR.
  4. **RCN (Report Control Number):** Click the *RCN* in this column to open the Action Point page for the PQDR. This is the page from which most Screening Point tasks will be performed.
  5. **SF-368:** Click *SF-368* link in this column to view the Standard Form 368 for the subject RCN in a new window.
  6. **CAGE (Commercial and Government Entity):** The CAGE code of the contractor to whom the deficiency has been attributed to will appear here if one has been supplied. Clicking on the *CAGE code* in this column will redirect you to the NIIN/Contract Search page and allow you to search for other PQDRs attributed to this CAGE code (which will be filled in automatically on the search page) or by other criteria.

7. **CSI (Critical Safety Item):** Indicates whether the item reported deficient has been identified as a CSI. Investigations of CSI items should be expedited according to the policies of the investigating activities.
8. **NSN (National Stock Number):** The NSN for the item reported deficient. The NSN may have as many as four separate components:
  - A. **COG:** (Optional) Two-character Cognizance Symbol of the deficient item. When used, the COG identifies the inventory manager for the deficient item.
  - B. **FSC:** (Required) Four-digit Federal Supply Class of the deficient item.
  - C. **NIIN:** (Optional) Nine-digit National Item Identification Number of the deficient item.
  - D. **SMIC:** (Optional) Two-character Special Material Identification Code for the deficient item. When used, the SMIC identifies items requiring stricter controls to ensure technical integrity (e.g. Navy Nuclear).

**Note: Click any component of the NSN to go to the NIIN/Contract Search page with the selected NSN component pre-filled. This page searches for PQDRs based on any combination of NSN components, CAGE, contract or requisition number and dates.**

9. **Nomenclature:** Item description associated with the NIIN.
10. **Contact/Phone:** The name and telephone number (if provided) of the point of contact who forwarded the PQDR to the current Work List level.
11. **Last Action:** Displays the last forwarding, release or closure action performed on the PQDR.
12. **Status:** Displays the current PQDR status.
13. **Days Overdue:** This value is based on the “Show Worklist For” level selected. For the Action Point level, this displays the relationship between the current date and the Action Point Suspense Date. A negative number, e.g. -30 indicates the number of days remaining until the current suspense expires. A positive number, e.g. 10 indicates the number of days since the current suspense expired. A blank in this column indicates either that no suspense date has been set or that the current suspense expires today.

## 1.1 Personalized PQDR Worklist

- a. Click *Create New Worklist*, to create a personalized PQDR Worklist. (Figure 1.4)

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[PQDR Worklist](#) | [Create New PQDR](#) | [PQDR Search/Reports](#) | [PQDR Clone](#) | [PQDR Analysis Tool](#) | [Preview EZPQDR Entry](#)

**PQDR Worklist**

**Instructions**  
1. Select **Show Worklist for**  
2. Select **Status** for the PQDR list  
3. Enter **DODAAC** and/or **User Code**.  
4. Add additional information as required to reduce the Worklist result set.  
[For additional help](#)

Show Worklist For:       Status:

From Date:       To Date:

DODAAC:       User Code:

Sort:       Organization Code:

or select from your personalized PQDR Worklists below

To use previously saved Worklists:  
1. Select the worklist from **my Worklists**  
2. Click **Open my Worklist**  
3. To create a new worklist select **Create New Worklist**  
4. To delete previously saved worklist select **Manage my Worklists**

                

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Figure 1.4

- b. After selecting *Create New Worklist* select the desired Data Elements for the Worklist (Figure 1.5).

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**WORKLIST REPORT**

**Instructions**  
Please follow these steps to create new Worklist:  
1. Select one or more 'Data Elements'  
2. Click **Add Columns>>** and/or **<< Delete Columns** to set the 'Selected Data Elements' List  
3. Select 'Data Element' and click **Add Where** to set the where condition(s)  
4. Enter the 'Expression' and 'Value' in the Where clause  
5. To add more then one where condition select a 'Logical Expression'  
6. Click on **RUN QUERY**

**Report Title:**  
**Data Record:** PRODUCT QUALITY DEFICIENCY REPORT

**Select Columns:**                      **Data Elements**                      **Selected Data Elements**

<div style="border: 1px solid gray; padding: 5px;"> Action Office  Action Officer Ack Date  Action Officer Major Command  Action Point Ack Date  Action Point Control Number  Action Point DODAAC  Action Point DSN Number  Action Point Due Date  Action Point EMAIL Address  Action Point Major Command </div>	<input type="button" value="Add Columns"/>  <input type="button" value="Delete Columns"/>	<div style="border: 1px solid gray; padding: 10px; min-height: 100px;"> No columns selected </div>
--	---	--

**Data Element:**

---

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**Figure 1.5**

c. Selecting of Data Elements:

- Selecting one Data Element will give you only the results on that individual element.
- Multiple Data Elements may be selected in the column together by using the CTRL or Shift key.
- Once Data Elements have been selected, click *Add Columns* to move them to the Selected Data Elements box. Data Elements can be removed from the Selected Data Elements box by selected them and clicking *Delete Columns*.
- Data Elements can be prioritized in the Selected Data Elements box by selecting data element and using the Up and Down arrows to the right of the box.
- Data Elements can be prioritized in the drop down next to the “Add Where” Button.
- After Data Elements have been selected click *Add Where* to go to the Worklist report query screen where values and expressions can be placed to retrieve desired report results.
- At Worklist report screen, values must be place in to run query. Once query has been run it can be saved to your profile as a personalized worklist.

## 2 ORIGINATE A NEW PQDR

The most common originator task is to enter a new PQDR into PDREP. Upon clicking the *Product Quality Deficiency Report (PQDR)* Link from the PDREP Home screen, the Worklist page displays with tabs across the top of the page. The DoDAAC and access level of the user determines whether all or only some of the tabs shown in (Figure 2.0) will appear.

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**PQDR Worklist**

**Instructions**  
1. Select **Show Worklist for**  
2. Select **Status** for the PQDR list  
3. Enter **DODAAC** and/or **User Code**.  
4. Add additional information as required to reduce the Worklist result set.  
[For additional help](#)

Show Worklist For:       Status:

From Date:       To Date:

DODAAC:       User Code:

Sort:       Organization Code:

or select from your personalized PQDR Worklists below

To use previously saved Worklists:  
1. Select the worklist from **my Worklists**  
2. Click **Open my Worklist**  
3. To create a new worklist select **Create New Worklist**  
4. To delete previously saved worklist select **Manage my Worklists**

                

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Figure 2.0

### 2.1 Create New PQDR Tab

- To enter a new PQDR, click the tab labeled *Create New PQDR*.
- The Create New PQDR page displays (Figure 2.1).
- An **(M)** by any data field indicates it is a mandatory field.
- Clicking the *yellow question mark* next to any field name links displays information about that data field.

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<a href="#">PQDR Worklist</a>	<a href="#">Create New PQDR</a>	<a href="#">PQDR Search/Reports</a>
<a href="#">PQDR Clone</a>	<a href="#">PQDR Analysis Tool</a>	<a href="#">Preview EZPQDR Entry</a>

Create New PQDR

**Instructions**  
**(M) denotes a mandatory field**  
 1. Enter RCN, which includes DODAAC, Year, and Serial Number.  
 2. You may optionally enter Requisition Number, FSC, and/or NIIN.  
 3. When entering a Requisition Number, include the suffix if available.  
 4. To add a DoD Unique Item Identifier (UII) manually, enter the UII into the field, and then click the **Add UII** button.  
 5. To add a UII using a scanner, click **Scan Barcodes**, and then immediately scan the 2D barcode.  
 6. Click **Create New PQDR** to create PQDR.  
 7. Selecting underlined items will provide help for that item

**PQDR information if using same serialization:**  
 Last Used RCN by BJONE3 for Activity N45112 : None found  
 Last Used RCN for Activity N45112 : N45112-160100

**(M) RCN:** 
**(M) DODAAC:** 
**(M) Year:** 
**(M) Serial Number:**

**Requisition Number:**

**FSC:** 
**NIIN:**

**DoD Unique Item Identifier:**  Manual Entry  Scan Barcodes

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**Figure 2.1**

e. The fields in the Create New PQDR tab are described as follows.

1. **RCN** - Enter a record control number (RCN); the system suggests the next available RCN for your DoDAAC. The RCN consists of your reporting activity DODAAC, Year, and Serial Number. These three fields are auto-filled, but can be changed. As a reference, the last RCN used by the reporting activity and the individual are listed. RCNs may only be used once. Typically users start RCN serial numbering sequences with serial number '0001' when there are no previous RCNs for the current year in PDREP.
2. **Requisition Number** is optional, but is highly suggested as it speeds up processing of your PQDR. Enter the 14 character Requisition Number and when the Requisition Number has a Suffix; enter the Suffix as the 15<sup>th</sup> character at the end of the Requisition Number. The Requisition Number field also assists in auto-populating data on the PQDR.
3. **FSC** and **NIIN** fields are optional on this page; however, FSC is a mandatory field when completing the PQDR form. The FSC and NIIN also assist in auto filling additional data fields in the PQDR in the event that the Requisition Number is unable to be located.

4. **DoD Unique Item Identifier** (UII) is an optional field. Item unique identification is a DoD requirement that enables life cycle traceability. All UIIs are maintained in the DoD's Item Unique Identification (IUID) Registry Database which is external to PDREP. To add a UII, type, cut and paste (from another application on your computer), or scan the 2D barcode(s) of material being reported into the DoD Unique Item Identifier field. PDREP will verify the UII with the IUID Registry to ensure only valid UIIs are entered into the QDR and that other similar markings or barcodes cannot be entered.
  - A. To add a UII manually, select the Manual Entry radial button and enter the UII into the "DoD Unique Item Identifier" field, then click the *Add UII* button.
  - B. To add an UII using a scanner, select the Scan Barcodes radial button, and then scan the 2D barcodes on the material or associated supply documentation.
  - C. If the scanned UIIs are not contained in the DoD IUID Registry, the system will notify you and request you to correct or remove the incorrect UIIs.
  - D. There may be many barcodes on supply documentation, boxes, and material. So it is quite possible to scan incorrect marks that are not UIIs. This why UII must be verified by PDREP prior to permitting them to be added to any PDREP record.
- f. Click the *Create New PQDR* button to create and auto-populate the PQDR.
- g. The PQDR will be auto-populated based on the Requisition Number, FSC-NIIN, and/or UII information provided. Please be patient as the system verifies the UIIs and auto-fills the new record.

## 2.2 Create New PQDR

- a. The auto-populated PQDR submission screen (Figure 2.2).

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**Create New PQDR**

**Instructions**  
**(M) denotes a mandatory field**  
1. Enter mandatory fields  
2. Enter optional fields, if information is known  
3. Correct format for Date Elements is **MM/DD/YYYY** or use Calendar  
4. To save the record, click **Save Draft**  
5. To forward PQDR to a Screening Point, click **Submit PQDR**  
6. To cancel the process, click **Cancel**  
7. To access only mandatory fields and fields that will expedite processing, click **Switch to EZ View**  
8. Selecting underlined items will provide help for that item

Last Used RCN by \_\_\_\_\_ for Activity \_\_\_\_\_  
Last Used RCN for Activity \_\_\_\_\_

(M) **Category:**  CAT I  CAT II  
**Sub-Category:** <SELECT>

(M) **Report Control Number:**

Activity	-	Year	-	S/N
<input type="text"/>		16		0003

(M) **Date:** 03/01/2016

(M) 1a. **From**  
**SYSCOM:** 90-UNKNOWN

**DODAAC:**  
**Activity Name:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**City,State,Zip:** \_\_\_\_\_

(M) 1b. **Originator Name, Phone Number & Email Address**  

<b>Name</b>	<b>Telephone Number</b>	<b>Email Address</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>

 Use Originator's Profile address as Originator Address

(M) 3. **Description Of Deficiency**  
  
**Supporting Documentation**

(M) **Detailed Cause Code:**  
**DO YOU SUSPECT THIS MATERIEL TO BE COUNTERFEIT?**  YES  NO  
3AI - AUTOMATIC TEST EQUIPMENT  
1AQ - BONDING  
1AP - BRAZING  
3AJ - CALIBRATION

**Where Deficiency Discovered**  
<SELECT>

Figure 2.2a

(M) 4. **Date Deficiency Was Discovered**

5. **Deficient Item National Stock Number (NSN)**  
 (M)FSC  NIIN   **Critical Safety Item**

(M) 6. **Deficient Item Nomenclature**

**Procurement Group Code (PGC)**  **DODIC/NALC (ammunition)**

**Unit Cost**  **Unit of Issue**  **Credit Card Buy Indicator**

**Estimated Repair Cost**

**MIR Serial No.**  
 -

**Shipper's DODAAC/CAGE Code**

**GBL Number**

7. **Operating Time at Failure**  
  (Specify hours, days, cycles, etc.)

8. **Deficient Item Part Number**

9. **Vendor CAGE Code** (Contracted Supplier)

a. **Manufacturer CAGE Code**

10. **Quantity**  
 (M) a. **Received**  b. **Inspected**  (M) c. **Deficient**  d. **In Stock**

**DoD Unique Item Identifier**  
 Manual Entry  Scan Barcodes

11. **Serial, Lot, or Batch Number**  
**Serial Number**  
  
**Lot/Batch Number**  **Lot/Batch Type**

(M) 12. a. **Item**  **Repairable Item**

Figure 2.2b

**b. Date MFRD/Repaired/Overhauled**      MFRD/Repaired/Overhauled  
       <SELECT> 

**c. Last Repair Facility (CAGE or DoDAAC)**

**13. a. Contract Number**      **Delivery Order Number**      **Contract Line Item No.**  
           

**b. Requisition/Document Number**

**c. Purchase Order Number**

**(M) 14. Government Furnished Material**  
 

**15. a. Item Under Warranty**      **b. Warranty Expiration Date**  
        

**Warranty Item Name**

**FSC**      **NIIN**  
     

**Warranty Item Serial Number**

**Warranty Item Claim Type**

**Warranty Cage**

**Warranty Part Number**

**16. End Item EIC/WUC/TAMCN**

**17. a. Next Higher Assembly NSN**

**COG**      **FSC**      **NIIN**      **SMIC**  
                 

**b. Nomenclature**      **c. Part Number**      **d. Serial Number**  
           

**Next Higher Assembly CAGE**

**18. a. End Item NSN**

**COG**      **FSC**      **NIIN**      **SMIC**  
                 

**b. Nomenclature**      **c. Type/Model**      **d. Serial Number**      **Part Number**  
                 

Figure 2.2c

End Item CAGE	Engine Model	Engine Serial Number
<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>19. Current Disposition of Deficient Item (the Exhibit)</b>		
<input type="text" value="H-HOLDING EXHIBIT"/>		
<b>20. Location of Deficient Material (DODAAC/ CAGE)</b>		
<input type="text"/>		
Location of Exhibit Narrative (Provide details as to where the material is currently stored.)		
<input type="text"/>		
Material Return Address		
<input type="text"/>		
Store as Hazardous Material <input type="checkbox"/>		
<b>21. Action Requested</b>		
<input type="text" value="&lt;SELECT&gt;"/>		
<b>(M)</b>	<b>Status</b>	
	<input type="text" value="A -ACTIVE"/>	
<input type="button" value="Spell Check"/> <input type="button" value="Save Draft"/> <input type="button" value="Add/View Attachments"/> <input type="button" value="Submit PQDR"/> <input type="button" value="Cancel"/>		
<input type="button" value="Switch to EZ View"/>		

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 Phone : (207) 438-1690 [Email Technical Support](#)  
 Tuesday, 1<sup>st</sup> March, 2016

**Figure 2.2d**

**NOTE**

It is extremely important to provide as much information as is available about any deficiency report. Mandatory fields in PDREP are marked with (M) and some additional fields may be required depending upon entries into other fields, but most fields are not mandatory. Without the information in those fields however, it may be impossible to conduct a thorough investigation. The end result may be recurrence of preventable defects, lack of credit or replacement for deficient items and potential failures of critical materiel after installation.

Where a data entry field corresponds to a block on the SF368 the block number is provided next to the field name.

## 2.2.1 DATA ENTRY FIELDS

- **Category:** This defaults to CAT II. The PQDR should only be identified as CAT I if the failure of the deficient item could cause serious damage or harm to equipment or personnel. When CAT I is selected a Category I Justification is required. Note: PQDRs submitted as a result of a DLA Audit are always CAT II.
- **Sub-Category:** This field is used to describe the nature of PQDR or the record type associated the PQDR submission.
- **Report Control Number:** The RCN consists of the 6 character DoDAAC of the originating activity, the 2 digit year, and a four digit serial number. Each PQDR must have a unique RCN, no duplications are allowed. The page displays the last RCN created by you for your current activity, and by your activity's DoDAAC.
- **Date:** This is the date the record is submitted.
- **From:** The SYSCOM Field defaults to the SYSCOM value of the originating activity's DoDAAC and can be edited, if needed. The activity name, address, city, state, and ZIP will default to the address for the activity (DoDAAC) in your User Profile. Also, if you have a different physical address in your User Profile than the default for the DoDAAC you may check "Use Originator's Profile address as Originator Address" and use the address from your User Profile instead.
- **Originator Name, Phone Number & Email Address:** These will default to the information in your User Profile, but can be changed if you are entering a PQDR on behalf of another Originator.
- **Description of Deficiency:** Enter a detailed narrative description of deficiency, referencing any applicable tests, drawings and design specifications.
- **Supporting Documentation:** Enter supporting information such as drawings, specifications, software, hardware, related data, or environmental conditions at the time of defect discovery, and other supporting information.
- **Category I Justification:** This block only appears if CAT I is selected. If the PQDR was classified as Category I then a justification is required.
- **Detailed Cause Code:** If you suspect counterfeit materiel, answer the question **DO YOU SUSPECT THIS MATERIAL TO BE COUNTERFEIT?** by clicking *YES*, PDREP will automatically select the *5AS - COUNTERFEIT MATERIEL, SUSPECT*. More than one Detailed Cause Code may be selected. Select a *Detailed Cause Code(s)* from the drop-down list, click *Add Cause Code* button. To select multiple codes hold down the control <Ctrl> key while selecting. Click *Delete* next to any incorrect code to remove it from the list.
- **Where Deficiency Discovered:** Select an appropriate code from the drop down list.
- **Date Deficiency Was Discovered:** Defaults to the current date but can be edited.

- **Deficient Item National Stock Number (NSN):** The NSN is made from the COG (Cognizance Symbol, used by Navy only), FSC (Federal Supply Class), NIIN (National Item Identification Number) and SMIC (Special Material Identification Code, used by Navy only). Can be auto-filled from the NIIN but can also be edited. At a minimum an FSC must be supplied in order to process a PQDR. The “Lookup FSC” button is a link to an external website that allows the Originator to research the FSC codes.
- **Critical Safety Item:** Auto-fills from the NIIN and may not be edited.
- **Deficient Item Nomenclature:** Auto-fills based on the NIIN (or FSC if NIIN not filled in) and may be edited, if no nomenclature is auto-populated.
- **Procurement Group Code (PGC):** This is a DLA field that auto-fills from the NIIN if the deficient material is a clothing item.
- **DODIC/NALC (ammunition):** Used to identify the Department of Defense Identification Code (DODIC) or Naval Ammunition Logistics Code (NALC) for ammunition components.
- **Unit Cost:** May be filled automatically from the NIIN if one was provided. Enter or edit the correct Unit Cost if known.
- **Unit of Issue:** Select the unit (e.g. EA-Each, LO-Lot, etc.) in which the item is issued. This will also be automatically filled if a valid NIIN was provided.
- **Credit Card Buy Indicator:** Check the credit card indicator if the deficient material was acquired through a local credit card purchase.
- **Estimated Repair Cost:** Enter an estimated repair cost, if known.
- **Job Order-Keop:** Enter the Job Order number and the designator for the operation KEOP if the material is designated for use in a specific job order. This is typically used by Navy Units.
- **MIR Serial No.:** To **associate** a Material Inspection Report (MIR) or Acceptance Inspection Discrepancy Report (AIDR) with the deficient item, enter the MIR/AIDR Serial Number and click *Add MIR*. To **remove** a MIR/AIDR, left click on the *MIR number* to highlight it and click the *Remove MIR* button.
- **Shipper’s DoDAAC/CAGE Code:** Enter the Shipper’s DoDAAC or CAGE Code if known or click *Lookup CAGE* or *Lookup DoDAAC*. The Lookup buttons provide a search tool to find the DoDAAC or CAGE if the Name of the shipper is known.
- **GBL Number:** Enter the Government Bill of Lading (GBL) number from shipping paperwork if provided.
- **Operating Time at Failure:** If the deficient item was already installed or used, specify in the appropriate units (e.g. hours, cycles, etc.).
- **Deficient Item Part Number:** Enter if known.
- **Vendor CAGE Code:** Enter if known or click *Lookup*. This should be the CAGE of the vendor or repair facility that supplied the deficient item. The Lookup button provides a search tool to find the CAGE if the name of the Vendor is known.
- **Manufacturer CAGE Code:** Enter if known or click *Lookup*. This should be the CAGE of the manufacturer of the deficient item. The Lookup button provides a search tool to find the CAGE if the name of the Manufacturer is known.

- **Quantity (a. Received b. Inspected c. Deficient d. In Stock):** Enter the quantities received, inspected, deficient and remaining in stock (e.g. the number of the same item currently in inventory from the same manufacturer or supplier, if known).
- **DOD Unique Identification Identifier (UII):** Enter the UII here if the deficient item has a government-issued Unique Item Identifier (UII).
- **Serial, Lot, or Batch Number**
- **Serial Number:** If a serial was supplied with the material then enter it here. If needed, fields will be added for additional numbers.
- **Lot/Batch Number:** If a lot or batch number was supplied with the material then enter it here. If needed, fields will be added for additional numbers.
- **Lot/Batch Number Type:** Choose whether the number (if any) supplied is a Batch, Lot, Serial or Heat number.
- **Item:** Select whether the deficient item is New, Overhauled, Repaired, or choose Unknown.
- **Repairable Item:** Select Yes, No, or Unknown. If the item is identified as Repairable then a serial number will be required. Mandatory for Navy Activities. Note: Defaults to “Unknown” for Army users. Non-Navy activities are not required to supply this information.
- **Date MFRD/Repaired/Overhauled:** Enter if known.
- **MFRD/Repaired/Overhauled:** Select whether the date in Block 12b applies to when the item was Manufactured, Repaired, or Overhauled.
- **Last Repair Facility (CAGE or DoDAAC):** Enter the DoDAAC or CAGE of the last repair facility. The Lookup buttons provide a search tool to find the DoDAAC or CAGE if the Name of the last repair facility is known.
- **Contract Number, Delivery Order Number, Contract Line Item No.:** Enter if known or check the box to indicate not provided/unknown. If needed, fields will be added for additional numbers.
- **Requisition/Document Number:** Enter if known or check the box to indicate not provided/unknown. This will be populated by the information entered on the create PQDR screen. If needed, fields will be added for additional numbers.
- **Purchase Order Number:** Enter if known and applicable. If needed, fields will be added for additional numbers.
- **Government Furnished Material:** Select whether the deficient item was furnished by the government to a contractor for use in the contractor’s manufacturing or assembly process.
- **Item Under Warranty:** Select whether the item is Under Warranty if known.
- **Warranty Expiration Date:** This date is required if the deficient item is under warranty.
- **Warranty Item Name:** Enter the warrantied item’s name here.
- **FSC, NIIN:** Enter the FSC and NIIN of the warrantied item here
- **Warranty Item Serial Number:** Enter if known/applicable. If needed, fields will be added for additional numbers.

- **Warranty Cage:** CAGE Code of the entity offering the warranty.
- **Warranty Part Number:** Enter if known/applicable.
- **End Item EIC/WUC/TAMCN:** Enter the Navy Equipment Identification Code (EIC), Air Force Work Unit Code (WUC), or USMC Table of Authorized Materiel Control Number (TAMCN) where the deficient item is used.
- **Next Higher Assembly NSN:** If the item is used in another assembly before being used in the end item, enter information about the Next Higher Assembly's (NHA) COG, FSC, NIIN and SMIC. If a next higher assembly NIIN is supplied then clicking *Auto Fill NSN* will complete the NSN if the complete NSN exists in PDREP.
- **Next Higher Assembly Nomenclature:** Enter description of the NHA.
- **Next Higher Assembly Part Number:** Enter the part number of the NHA.
- **Next Higher Assembly Serial Number:** Enter the serial number of the NHA.
- **Next higher Assembly CAGE:** Enter the CAGE for Next higher Assembly CAGE
- **End Item NSN:** Enter as much information as is known about the end item or program where the deficient item would be installed or used (e.g. SSN 706, USS Albuquerque, or F-16). If an end item NIIN is supplied then clicking *Auto Fill NSN* will complete the end item NSN if the complete NSN exists in PDREP.
- **Nomenclature:** Enter description of the end item.
- **Type/Model:** Enter the type or model of the end item.
- **Serial Number:** Enter the serial number of the end item.
- **Part Number:** Enter the part number of the end item.
- **End Item CAGE:** Enter the CAGE for the end item.
- **Engine Model, Engine Serial Number:** Enter if applicable.
- **Current Disposition of Deficient item (the Exhibit):** Defaults to H- Holding. This can be changed if needed but in most cases if an investigation is expected then the Originator is directed to hold the deficient item(s) pending an exhibit request.
- **Location of Deficient Material:** Enter the appropriate DoDAAC or CAGE Code.
- **Location of Exhibit Narrative:** Amplifying information on the holding of the exhibit, if required.
- **Material Return Address:** Default entry is from the originator's profile. Alter if necessary.
- **Store as Hazardous Material:** Check if material is stored as hazardous.
- **Action Requested:** Select a code that best describes your expectations/ recommendation for the handling of this PQDR. Note: If material return or replacement is requested then please supply a detailed Material Return Address after selecting your recommendation.
- **Status:** Defaults to A-ACTIVE. This can be changed. If the PQDR is for Information Only, the status should be set to AI. If the PQDR was entered as a result of Defective Material Summary or is a stock screening request, the status should be set to A9.

## 2.2.2 Buttons

Buttons available on the Create New PQDR form are described below. Click the *Save Draft* or *Cancel* button to exit the form.

- **Spell Check:** Checks the spelling of the entry in Block 3, Description of Deficiency.
- **Save Draft:** The Save Draft button may be used at any time to save your work as a draft to return to it later or perform occasional saves of data previously entered. Once a PQDR has been submitted and is no longer a draft this button will change its display to a Save button. Save button permits the originator to make corrections or update fields they may have been left blank on the PQDR after it was already submitted.
- **Add/View Attachments:** This button enables the user to attach typical word processing documents and pictures to the PQDR for submission.
- **Submit PQDR:** This button is clicked when you're ready to complete the PQDR submission process. Clicking this button will lead you through the process of forwarding your PQDR to an appropriate screening point. This button changes its display to read Save and Exit after the PQDR is submitted to a screening point. The Save and Exit button permits the originator to make corrections or update fields they may have left blank on the PQDR after it is submitted and exit back to the Originators Point Data Entry base page.
- **Cancel:** The Cancel button returns you to the previous screen. If data was not saved using the Save Draft button, any data typed on the page is NOT saved. If the Save Draft button had been clicked at any time, then any data entered before the Save Draft will have been retained.
- **Switch to EZ View:** The Switch to EZ View button permits users to show only the fields listed on the SF368 and mandatory fields required by a service for PQDR submission. Please remember that as much info as possible should be submitted to assist PQDR personnel that receive the PQDR to provide the best chance to process your PQDR without having to contact you at some later date for more information. When clicked this button toggles the web page hiding the non-mandatory fields and fields that are not on the SF368. Also, the buttons display changes to read Switch to Standard View. Clicking the Switch to Standard View button again places all available fields for data entry back on the users display. The default view is the Standard View in PDREP.

### 2.3 AMCOM Specific PQDR Fields

The fields in Figure 2.3 are only visible to Army users.

- **Product Type:** Select *AVIATION* or *MISSILE* for AMCOM components, *OTHER* for non-AMCOM users.
- **Detail A-H:** Only visible to AMCOM users who select *AVIATION* OR *MISSILE* Product Type. Fill in as directed.

(M) Product Type  ▼

Aviation Condition Based Maintenance (CBM)

**Detail A: How safety personnel or activity mission is affected**

**Detail B: Number of similar deficiencies in like items reported by the originating activity**

**Detail C: How deficiency was detected or confirmed**

**Detail D: Storage and handling information**

**Detail F: Recommendations**

**Detail G: Aircraft Model**

**Detail H: Bureau/Tail/Hull Number**

**Figure 2.3**

### 3 PQDR Base Page

The PQDR Base Page (

Figure 3.0) is the primary working page for a PQDR after it has been entered into PDREP. Originators may continue to update the information on a PQDR even after it has been released for screening and investigation. When the originator updates a record that is at a different level (i.e. screening or action points), it is advised that correspondence be sent to the point of contact on the record informing them of the change. The base page also provides Originators and others with a method of reviewing PQDR status, sending relevant correspondence and identifying the investigating parties.

To access the Base Page, click on an *RCN number* from the Worklist or result of an RCN search. Actions available from the base page are described below.

<b>FOUO</b>		<b>UNCLASSIFIED</b>		<b>FOUO</b>																																																		
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<a href="#">PQDR Worklist</a>	<a href="#">Create New PQDR</a>	<a href="#">PQDR Search/Reports</a>	<a href="#">PQDR Clone</a>	<a href="#">PQDR Analysis Tool</a>	<a href="#">Preview EZPQDR Entry</a>																																																	
<table border="1"> <tr><td><b>CHOOSE LEVEL</b></td></tr> <tr><td><a href="#">Originator</a></td></tr> <tr><td><a href="#">Screening Point</a></td></tr> <tr><td><a href="#">Action Point</a></td></tr> <tr><td><a href="#">Support Point</a></td></tr> <tr><td><b>QUICK VIEWS</b></td></tr> <tr><td><a href="#">View SF-368 (HTML)</a></td></tr> <tr><td><a href="#">View SF-368 (PDF)</a></td></tr> <tr><td><a href="#">View Exhibit Tag</a></td></tr> <tr><td><a href="#">View Points of Contact History</a></td></tr> <tr><td><b>ATTACHMENTS</b></td></tr> <tr><td><a href="#">View/Upload Files ( 0 )</a></td></tr> <tr><td><b>EXHIBIT TRACKING</b></td></tr> <tr><td><a href="#">Exhibit Tracking</a></td></tr> <tr><td><a href="#">Create DD-1348</a></td></tr> </table>	<b>CHOOSE LEVEL</b>	<a href="#">Originator</a>	<a href="#">Screening Point</a>	<a href="#">Action Point</a>	<a href="#">Support Point</a>	<b>QUICK VIEWS</b>	<a href="#">View SF-368 (HTML)</a>	<a href="#">View SF-368 (PDF)</a>	<a href="#">View Exhibit Tag</a>	<a href="#">View Points of Contact History</a>	<b>ATTACHMENTS</b>	<a href="#">View/Upload Files ( 0 )</a>	<b>EXHIBIT TRACKING</b>	<a href="#">Exhibit Tracking</a>	<a href="#">Create DD-1348</a>	<table border="1"> <tr> <td colspan="2" style="text-align: center;"><b>Originator Point Data Entry</b></td> </tr> <tr> <td><b>RCN:</b></td> <td><b>NSN:</b></td> </tr> <tr> <td><b>Category:</b></td> <td><b>Status:</b></td> </tr> <tr> <td colspan="2"><b>Location of PQDR:</b></td> </tr> <tr> <td colspan="2"><b>Origination Point - Editable Fields</b></td> </tr> <tr> <td colspan="2">(You may enter Origination Data using the SF-368 block order)</td> </tr> <tr> <td colspan="2"><a href="#">Blocks 1- 21</a></td> </tr> <tr> <td colspan="2"><a href="#">View/Add Notes or Reference Briefs</a></td> </tr> <tr> <td colspan="2"><b>Correspondence</b></td> </tr> <tr> <td colspan="2">Choose an option when you have completed entering in your data</td> </tr> <tr> <td colspan="2"><a href="#">Assign Myself ( ) as Screening Point</a></td> </tr> <tr> <td colspan="2"><a href="#">Process as Local Purchase PQDR</a></td> </tr> <tr> <td colspan="2"><b>Release PQDR</b></td> </tr> <tr> <td colspan="2"><a href="#">Forward to Screening Point</a></td> </tr> <tr> <td colspan="2"><b>Send Message To</b></td> </tr> <tr> <td colspan="2"><a href="#">Supervisor</a>   <a href="#">Other</a></td> </tr> <tr> <td colspan="2"><b>Session Tracking:</b></td> </tr> </table>					<b>Originator Point Data Entry</b>		<b>RCN:</b>	<b>NSN:</b>	<b>Category:</b>	<b>Status:</b>	<b>Location of PQDR:</b>		<b>Origination Point - Editable Fields</b>		(You may enter Origination Data using the SF-368 block order)		<a href="#">Blocks 1- 21</a>		<a href="#">View/Add Notes or Reference Briefs</a>		<b>Correspondence</b>		Choose an option when you have completed entering in your data		<a href="#">Assign Myself ( ) as Screening Point</a>		<a href="#">Process as Local Purchase PQDR</a>		<b>Release PQDR</b>		<a href="#">Forward to Screening Point</a>		<b>Send Message To</b>		<a href="#">Supervisor</a>   <a href="#">Other</a>		<b>Session Tracking:</b>	
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<small>PDREP NAVSEALOGCEN PORTSMOUTH, NH. Version : 5.0.21, Build Date : 05/15/2015          Phone : (207) 438-1690 <a href="#">Email Technical Support</a></small>																																																						

Figure 3.0

#### 3.1 Origination Point – Editable Fields

##### 3.1.1 Blocks 1-21

The Blocks 1-21 link opens the same data entry page that was used to create the PQDR. Updates to the original PQDR information can be made from this page even after PQDR release, depending on the user’s service rules set by their respective Process Owners.

### **3.1.2 View/Add Notes or Reference Briefs**

The View/Add Notes and reference Brief link provides access to input or view additional information about the processing of the PQDR. This information is internal to PDREP and do not appear on any reports or correspondence. They are frequently used for things like workflow notes or documenting telephone conversations regarding a PQDR. Although they are not visible outside of PDREP, the notes are visible to PDREP users at the originator's DoDAAC, not just the user who entered the note.

### **3.1.3 Add Additional Information**

The Add Additional Information link provides an opportunity to add information related to the description of deficiency. This can be used after the PQDR was released/submitted to the Screening Point to add any new information about the deficiency. New additions are stamped with the date and name of the user.

## **3.2 CORRESPONDENCE**

### **3.2.1 Assign Myself as Screening Point**

The Assign Myself as Screening Point link is used to assign the current user as the Screening Point for the PQDR. The application validates the originators submitted information and opens the Assign Myself as Screening Point window ([Figure 3.2](#)) where the action can be confirmed or canceled Originators will not typically use this function unless they are also a Screening Point activity

FOUO	UNCLASSIFIED	FOUO
<b>Product Data Reporting and Evaluation Program (PDREP)</b>		
<a href="#">PDREP Home</a> • <a href="#">Submit Feedback</a> • <a href="#">External Links</a> • <a href="#">PDREP Manuals</a>		User Profile: <a href="#">logout</a>
<b>Unclassified Naval Nuclear Propulsion Information (U-NNPI/NOFORN) is NOT authorized.</b>		
<b>RCN:</b>	-15-0012	<b>NSN:</b> 9999
<b>Location of PQDR:</b>	ORIGINATOR	
<b>View:</b>	<a href="#">SF-368</a> <a href="#">SF-368 (PDF)</a>	
<b>Assign Myself As Screening Point</b>		
<b>Instructions</b>		
1. Clicking <b>Save</b> will promote this PQDR to the Screening Point level		
2. To cancel the process, click <b>Cancel</b>		
<b>RCN:</b>	- 150012	<b>Preparation Date:</b> 05/25/2016
<b>SCREENING POINT FIELDS</b>		
<b>Screening Point Activity:</b>		
<b>Screening Point Code:</b>		
<b>Screening Point Name:</b>		
<b>Screening Point Phone Number:</b>		
<b>Screening Point Email Address:</b>		
<b>SYSCOM Code:</b>	1	
<input type="button" value="Save"/> <input type="button" value="Cancel"/>		
PDREP NAVSEALOGCEN PORTSMOUTH, NH. Version : 5.0.27, Build Date : 05/13/2016 Phone : (207) 438-1690 <a href="#">Email Technical Support</a> May 25 <sup>th</sup> , 2016		

**Figure 3.2**

### 3.2.2 Process as Local Purchase PQDR

If the deficient item was acquired via a local purchase and not from the supply system then the originator may assign themselves as Screening and Action Point to conduct any required investigation and disposition activities directly with the local supplier.

- a. Clicking the *Process as Local Purchase PQDR* link displays the Process as Local Purchase web page (Figure 3.2a).

FOUO	UNCLASSIFIED	FOUO
Product Data Reporting and Evaluation Program (PDREP)		
<a href="#">PDREP Home</a> • <a href="#">Submit Feedback</a> • <a href="#">External Links</a> • <a href="#">PDREP Manuals</a>		User Profile: . <a href="#">logout</a>
Unclassified Naval Nuclear Propulsion Information (U-NNPI/NOFORN) is NOT authorized.		
<b>RCN:</b> 15-0012 <b>Location of PQDR:</b> ORIGINATOR	<b>NSN:</b> 9999	
<b>View:</b> <a href="#">SF-368</a> <a href="#">SF-368 (PDF)</a>		
Process As Local Purchase		
<b>Instructions</b> 1. Clicking <b>Save</b> will promote this PQDR to the Action Point level, and redirect the user to the Action Point base page 2. To cancel the process, click <b>Cancel</b>		
<b>RCN:</b> N45112- 150012	<b>Preparation Date:</b> 05/25/2016	
SCREENING POINT FIELDS		
<b>Screening Point Activity:</b> <b>Screening Point Code:</b> <b>Screening Point Name:</b> <b>Screening Point Phone Number:</b> <b>Screening Point Email Address:</b> <b>Screening Point Release Date:</b> 05/25/2016 <b>Screening Point Receipt Date:</b> 05/25/2016 <b>SYSCOM Code:</b> 1		
ACTION POINT FIELDS		
<b>Action Point Activity:</b> <b>Action Point Code:</b> <b>Action Point Name:</b> <b>Action Point Phone Number:</b>		

**Figure 3.2a**

- b. Click the *Save* button on this page to assign the Originator as both the Screening and Action Points for this PQDR.

### 3.3 Submitting (aka Releasing) a PQDR

#### 3.3.1 Forward to Screening Point

Only after a PQDR is submitted to a Screening Point is it considered “Released”. Click the *Forward to Screening Point* link on the base page or the *Submit PQDR* button on the Block 1-21 data entry page. The Forward PQDR from Originating Point to Screening Point form will display ([Figure 3.3](#)). Fields in the form are described below.

FOUO	UNCLASSIFIED	FOUO
<b>Product Data Reporting and Evaluation Program (PDREP)</b>		
<a href="#">PDREP Home</a> • <a href="#">Submit Feedback</a> • <a href="#">External Links</a> • <a href="#">PDREP Manuals</a>		User Profile: <a href="#">• logout</a>
Unclassified Naval Nuclear Propulsion Information (U-NNPI/NOFORN) is NOT authorized.		
<b>RCN:</b> -16-0002 <b>Location of PQDR:</b> ORIGINATOR	<b>NSN:</b> 9999	
<b>View:</b> <a href="#">SF-368</a> <a href="#">SF-368 (PDF)</a>		
<b>Forward PQDR from Originating Point to Screening Point</b>		
<input type="button" value="Forward PQDR"/> <input type="button" value="Cancel"/>		
Where do I send this PQDR?		
<b>Send To</b>		
<b>Choose Screening Point Activity:</b>	<input type="text" value=""/>	
<b>Choose Screening Point E-mail Address:</b>	<input type="text" value=""/>	
<b>Send Copy</b>		
<b>CC:</b>	<input type="text" value=""/>	<input type="button" value="Add CC"/> <input type="button" value="Show Add CC Lis"/>
<b>Message:</b> (This message will appear in the email that is sent but will not be saved in the database)		
<div style="border: 1px solid gray; height: 100px; width: 100%;"></div>		
<b>Include Distribution List:</b>	<input type="checkbox"/>	
<b>Attach SF-368:</b>	<input type="text" value="Yes"/>	<b>Send in format</b> <input type="text" value="SF-368 (PDF Format)"/>
To add/view attachments <a href="#">Click here</a>		
<input type="button" value="Forward PQDR"/> <input type="button" value="Cancel"/>		
PDREP NAVSEALOGCEN PORTSMOUTH, NH. Version : 5.0.26, Build Date : 01/22/2016 Phone : (207) 438-1690 <a href="#">Email Technical Support</a> Tuesday, 1 <sup>st</sup> March, 2016		

**Figure 3.3**

- a. The Screening Point activity will default according to the SYSCOM of the originator. All Navy PQDRs with the exception of NAVAIR will default to N00104. All Marine Corps PQDRs will default to M90368. If you are unsure of which Screening Point to select, click *Where do I send this PQDR?* (Located below FORWARD PQDR button at the top of the form) and the following page will open in a new window.

Where do I send this PQDR?		
Send to:	For:	Example of COGs:
Naval Air Warfare Center Weapons Division - H63126	Air-launched missiles, bombs, guns, ammunition, and related handling equipment	8U, 2E, 2T, 8E
NAVAIR - N00019	Items which are used in aircraft operations (includes aircraft, avionics, and related ground support equipment but not air-launched missiles and ordnance)	0R, 1R, 2M, 2V, 2W, 4M, 4R, 4V, 5R, 6K, 6R, 6V, 7R, 8M, 8N
NAVSUP - N00104	All other Navy PQDRs	0O, 2F, 2J, 2S, 2Z, 6T, 8S, 8T, 1H, 3H, 4Y, 6D, 6X, 7E, 7G, 7H, 7Z, 1I, 3C, 3N, 3G, 5M, ALL 9-COGS
MARINES - M90368	All Marine PQDRs	All COGs
NAVSUP - N00104	Unknown	Unknown
For Air Force where the Screening Point Email Address is blank:		
harold.guzman@hill.af.mil	Hill AFB (FA2021)	
patricia.langlois@tinker.af.mil	Tinker AFB (FB2039)	
lisa.snipes@robins.af.mil	Robins AFB (FA2095)	
bryan.ullery@wpafb.af.mil	Wright Patterson AFB (FA2035)	
Army PQDRs		
rock-qdrs@conus.army.mil	TACOM-ROCK ISLAND (W91AS2)	
dami_tacomdrs@conus.army.mil	TACOM-WARREN (W81D19)	
monm-amselleodcsfo@conus.army.mil	CECOM (W15GK8)	
rock-jmc-qdr@conus.army.mil	JMC (W52P11)	
ecbcqa@conus.army.mil	ECBC ROCK ISLAND CHEM BIO ITEMS (W912F1)	
angela.hunter1@us.army.mil	TACOM NATICK, MA (W58HZ1)	
cfo@conus.army.mil	AMCOM (W81D17)	

**Figure 3.3a**

**NOTE: For Marine Corps PQDRs, the Originator is generally responsible for providing information about the deficient item to the MMO, where the PQDR is generally entered into PDREP. It is important to distinguish between the MMO (originating point) and the Screening Point.**

**US ARMY NOTE**

**Army PQDRs will be forwarded to one of following Screening Activities.**

- **W81D19 – TACOM Warren, MI**
- **W52P1J – JMC Rock Island, IL**
- **W912F1 – ECBC Rock Island, IL**
- **W15GK8 – CECOM Fort Monmouth, NJ**
- **W91AS2 – TACOM Rock Island, IL**
- **W58HZ1 – TACOM Natick, MA**
- **W81D17 – AMCOM Huntsville, AL**

- b. After choosing the Screening Point Activity a dropdown will appear and a list of users for the selected activity will display. The system will default to a central PQDR mailbox for the activity. You should accept the default rather than selecting an individual Screening Point user. This is necessary so the Screening Point for the activity can correctly review and assign the PQDR.

- c. If you wish to add CC addresses then you may either type them into the CC: box and click *Add CC* (this must be done one address at a time) or use the *Show Add CC List* button to display a lookup of existing PDREP users by activity.
- d. Once the recipients have been chosen, enter any desired comments into the Message: box.
- e. The Include Distribution List option allows you to copy the message to a previously established list of addressees. This list is created under the User Profile, and detailed instructions are covered in the PDREP User Profiles guide available at the website.
- f. Unless otherwise directed, accept the defaults for Attach PQDR Info: (defaults to Yes) and Send in format (defaults to SF368).
- g. Click *Forward PQDR* to complete the forwarding action and to release the PQDR to the Screening Activity. Click *Cancel* to cancel this action.

### 3.4 SEND MESSAGE TO:

Before the release of the PQDR for screening, the only links available here are Supervisor and Other links. The page that displays is nearly identical to the forwarding page previously discussed and the same conventions should be followed. After the PQDR is released the available recipient links will change to “Screening” for direct e-mail messages to the Screening Point and “Other” for all other recipients.

**Note: The primary benefit of using the messaging features of PDREP is tracking of correspondence in PQDR History. All PQDR correspondence generated from within PDREP will be captured in history and therefore provides a comprehensive audit trail.**

### 3.5 Other PQDR Base Page Features

#### 3.5.1 QUICK VIEWS

The links in the Quick Views section of the PQDR Base Page provide a way to quickly review the various forms associated with a PQDR as follows:

- a. **View SF-368 (HTML):** Displays the SF-368 form in a new window as web-formatted text. This is the quickest way to retrieve an SF-368 for review but may not be suitable for printing.
- b. **View SF-368 (PDF):** Displays the SF-368 form in a new window as an Adobe Acrobat PDF document. This is the version most representative of the paper SF-368 form and is suitable for printing.
- c. **View 1227 (HTML):** This link is only available to non-SUPPORT POINT activities after a SUPPORT POINT investigation has been conducted and displays the DLA-1227 (Report of Investigation Results) form in a new window as web-formatted text. This is the quickest way to retrieve a 1227 for review but may not be suitable for printing. This form is visible to SUPPORT POINT users while the investigation is still in progress at the SUPPORT POINT level.
- d. **View 1227 (PDF):** This link is only available to non-SUPPORT POINT activities after a SUPPORT POINT investigation has been conducted and displays the DLA-1227 (Report of Investigation Results) form in a new window as an Adobe Acrobat PDF document. This is the version most representative of the paper 1227 form and is suitable for printing. This

form is visible to SUPPORT POINT users while the investigation is still in progress at the SUPPORT POINT level.

- e. **View Exhibit Tag:** Displays a DD2332 exhibit tag form for attachment to an exhibit to the PQDR investigation if desired.
- f. **View Points of Contact:** Displays all points of contact assigned to date who may be participating in the PQDR investigation. This will include the Originator, Screening, Action and Support Point individuals as well as any Government, Contractor, Subcontractor and Shipper investigators assigned.
- g. **History:** Displays a comprehensive history of all forwarding actions and correspondence to date for the subject PQDR. The text of all e-mail messages will display on the History page, and a link is provided to any formal letter correspondence sent from PDREP so that the correspondence can be reviewed and reprinted if needed.

### **3.5.2 ATTACHMENTS**

Files of various types that support the PQDR or the investigation can be attached to a PQDR in PDREP.

Click the *View/Upload files* link to see any files that have been attached to the PQDR to date. The number of currently attached files will appear in parentheses. To attach new files, click the *View/Upload Files* link and then click *Add Attachments* and follow the instructions on the page. The maximum file size for any single attachment is 10 megabytes.

### **3.5.3 EXHIBIT TRACKING**

The shipment and receipt of exhibits associated with the PQDR investigation can be tracked here. Click the *Exhibit Tracking* link and follow the instructions on the page if you wish to track exhibits.

### **3.5.4 DD Form 1348**

A DD Form 1348 may be created for a PQDR by clicking the *Create DD-1348* link on the left side of the PQDR ([Figure 3.1](#)). If a 1348 was already created it can also be retrieved and edited using the DD-1348 link.

### **3.5.5 USER INFORMATION**

The *User Profile* link here will redirect you to the same page as the *User Profile* link at the top of most PDREP pages and is placed here as a convenience.

### **3.5.6 SESSION TRACKING:**

Session tracking maintains a record of all PQDRs viewed during the current login session. It also allows the User to quickly switch between records by selecting the linked RCN.

## 4 SUMMARY

This concludes the PQDR submission instructions for PQDR Originators. The PDREP Customer Support Desk is available to answer additional questions or to assist in data changes or exception processing and can be contacted as follows:

E-Mail:	<a href="mailto:webptsmh@navy.mil">webptsmh@navy.mil</a>
Commercial:	(207) 438-1690
DSN:	684-1690
Fax:	(207) 438-6535