Product Data Reporting and Evaluation Program (PDREP)

Product Quality Deficiency Report (PQDR)

Screening Point Processing

User Guide

01 June 2019
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FORWARD

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

2. Federal Acquisition Regulation Parts 9, 13, 15, 42, 46
3. Defense Federal Acquisition Regulation Supplement Parts 209, 242 and 246
4. Defense Logistics Agency Regulations 4155.24
5. Secretary of Navy Manual M-5000.2
6. Secretary of Navy Instruction 5000.2E
7. Secretary of Navy Instruction 4855.3
8. Secretary of Navy Instruction 4855.5
9. DoD 5000.2
10. NAVSO P3683
11. AR 702-7
12. 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 (PQDR).

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: http://www.nslcptsmh.csd.disa.mil. Click on User Access Request to download the form. Follow the directions on the form to submit the request for access to PDREP.

To update your access to the PDREP-AIS system an Access Change Requests must be submitted. The User Access request form is available within the PDREP-AIS application. Once logged into the PDREP-AIS click ‘[Your Name]’ in the upper right corner of the page, click ‘Click Here’ to update profile information, click ‘Access Change Request’ tab, Update access request as desired. Enter a narrative to describe your change request and click submit account change request button.

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

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 creating a PQDR. Both methods are accessible from the PDREP Home Page located at: https://www.pdrep.csd.disa.mil/

1. Personnel can apply for a PDREP-AIS user account to create 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.

2. 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. MAIN PDREP APPLICATION SCREEN

Once you have logged in, the PDREP Home page will display (See Figure 1.1). 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.

![Image of PDREP Home page]

Figure 1.1

1.1 FINDING THE FLY OUTS

Hover your mouse pointer over any PDREP Application located on the upper left portion of the screen and a list of sub-links for that application will appear (See Figure 1.2).
1.2 SELECTING THE FLY OUT

Selecting either of the sub-links will allow the user to go directly to that page within the application (See Figure 1.2).

2. PQDR WORKLIST

The PQDR Worklist pages is used to filter the list of PQDRs based on access role, status, DoDAAC, and User Code.

2.1 ACCESSING THE PQDR WORKLIST

To access PQDR Worklist select the PQDR Worklist Link from one of the sub-link options from the PQDR in the PDREP Applications (See Figure 2.1) and the PQDR Worklist page will display (See Figure 2.2)
Figure 2.2

2.2 WORKLIST SETTINGS

The Worklist settings will default as shown in Figure 2.2, 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 button. If you want to see all PQDRs assigned to your activity (DoDAAC) then you may remove your User Code and then click Display Standard Worklist button.

A. 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.

B. 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.

C. The Worklist can also be run for a specific team by entering the designator for that team in Organization Code. 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.

D. When you have selected the criteria, click Display Standard Worklist to view all PQDRs matching the criteria entered. The Worklist results will appear as in Figure 2.3.

![Figure 2.3](image)

E. 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 (Vendor and Manufacture 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. Note on Vendor CAGE/Vendor Liability: Vendor CAGE code is the party held responsible contractually for supplying the deficient material. If the PQDR is Vendor Liable, the PQDR will affect the SPRS Score of the Vendor CAGE Code identified.

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:
   i. **COG:** (Optional) Two-character Cognizance Symbol of the deficient item. When used, the COG identifies the inventory manager for the deficient item.
   ii. **FSC:** (Required) Four-digit Federal Supply Class of the deficient item.
   iii. **NIIN:** (Optional) Nine-digit National Item Identification Number of the deficient item.
   iv. **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. **Last Corr Date**: Displays the date of the last correction was completed on the PQDR.

13. **Last Corr From**: Displays the User ID associated with who completed the last correction.

14. **Status**: Displays the current PQDR status.

15. **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.

### 2.3 PERSONALIZED PQDR WORKLIST

Worklists may be created based on specific data elements that return specialized data.
A. To create a personalized PQDR Worklist, click Create New Worklist, see Figure 2.4.

B. If it is advisable to know the number of rows before running the query for the first time, check the “Get Row Count” check box. The initial query will return only the number of rows returned for the specified parameters. This is especially handy to check if there are more than 20,000 records that match your query. Remember to uncheck the “Get Row Count” box when you’re ready to retrieve the actual data set.

C. After selecting Create New Worklist select the desired Data Elements for the Worklist (See Figure 2.4)

![WORKLIST REPORT]

Figure 2.5

D. Selecting of Data Elements:
   1. Selecting one Data Element will give you only the results on that individual element.
   2. Multiple Data Elements may be selected in the column together by using the CTRL or Shift key.
3. 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 selecting them and clicking Delete Columns (See Figure 2.6).

4. 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.

5. Data Elements can be prioritized in the drop down next to the “Add Where” Button.

6. 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 (See Figure 2.7).

7. 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 (See Figure 2.7).

![Figure 2.6](image-url)
Authorized Screening Points have access to the functions in PDREP which allow the creation of new PQDRs based on submittals from the EZPQDR system. EZPQDR is a system which allows individuals without PDREP access to submit a new proposed PQDR based on the completion of a small number of mandatory fields in the EZPQDR form.

After origination of the PQDR through the EZPQDR system, the Screening Point would review the submission and either accepts or reject the PQDR submittal. The submitter (Originator) will receive an e-mail notification of the action taken.

3.1 ACCESSING THE PREVIEW EZPQDR ENTRY

To preview EZPQDRs either select Preview EZPQDR Entry from the PDREP APPLICATIONS Page (See Figure 3.1) or by selecting Preview EZPQDR Entry Tab.
after viewing the Worklist (See Figure 3.2) and the Preview EZPQDR Entry page should display (See Figure 3.3).
3.2 CRITERIA SELECTION

Screening Point Activity is designated with a (M) and is required in order to obtain search results.

A. From the Screening Point Activity list, select your screen point activity or choose – ALL - from the drop down box then select a sort method (See Figure 3.4).

*NOTE: The Preview EZPQDR tab will not be visible to Activities not displayed in this list.*

B. When all of the desired criteria has been selected, click the Display Records from EZPQDR button to return results. A sample result set is displayed in Figure 3.5.
3.3 ACCEPTING OR REJECTING EZPQDR

A. Click any RCN on the list to review and accept or reject that PQDR.

B. The Preview PQDR page displays (See Figure 3.6) which allows the Screening Point to review, change, accept or reject the PQDR.
After reviewing or updating the PQDR fields, if the PQDR is valid then click “Accept this PQDR”.

If any mandatory fields have not been completed, the system will prompt you to complete those fields.

When the PQDR has been successfully saved, a confirmation message will display.
F. Click the “Continue” link (See Figure 3.7).

G. A message will be sent to Originator inform the Originator of the PQDR acceptance. The Send Message form displays to provide the opportunity to add comments for the Originator (See Figure 3.8).
H. After sending the acceptance message the PQDR Base Page will display (See Figure 3.9).

I. If the PQDR is invalid or you choose for another reason to reject the submittal, then click “Reject (Delete) PQDR” (See Figure 3.10). This will result in the complete deletion of the EZPQDR submittal and cannot be undone.
J. After confirming the deletion, you will have the opportunity to send a PDREP message to the originator informing them of the rejection and your reason for doing so.
4. SCREENING POINT ACTIONS

4.1 ACCESSING THE PQDR

The Screening Point can either enter the RCN directly on the PQDR Search > RCN Search page (See Figure 4.1 and Figure 4.2) or look up the PQDR on the Worklist page (See Figure 4.3 and Figure 4.4) and click on the subject RCN. Once the new PQDR has been selected by either method, the PQDR Base Page will display (See Figure 4.5).

Figure 4.1

Figure 4.2
NOTE: If this is the first PQDR opened in this login session, the SF-368 will display. Select the appropriate level under “Choose Level” to access Base Page options.
4.2 SENDING ACKNOWLEDGEMENT

The Screening Point should acknowledge receipt of PQDR and review or reassign/redirect immediately upon receipt of the PQDR. Click the Send Originator Acknowledgement of Receipt link (See Figure 4.5). The Send Message page will be displayed (See Figure 4.6)

A. A message will be sent to inform the Originator of the PQDR acceptance. The Send Message form displays to provide the opportunity to add comments.
Figure 4.6

B. After sending the acceptance message the Screening Point PQDR Base Page will display (See Figure 4.7).
NOTE: In many cases the only action required by the Screening Point may be to review the PQDR for correctness and to forward it to an Action Point for investigation or to close the PQDR. The Screening Point may however add or edit information.

4.3 SCREENING POINT – EDITABLE FIELDS

A. Edit Blocks 1-21 Data

1. To enter or edit mandatory fields from the SF368 as entered by the Originator click the Blocks 1-21 link from the Screening Point base page (See Figure 4.7).

2. The PQDR Originator Data Entry Blocks 1-21 will display. For detailed explanation of Blocks 1-21 please refer to the PQDR Originator instructions located on the PDREP Main Menu under Guides and Manuals.
B. **View/Edit Screening Point Data**

1. To add or edit information, click the View/Edit Screening Point Data link from the Screening Point base page (See Figure 4.7).

2. The PQDR Screening Point Fields page displays (See Figure 4.8 and Figure 4.9). This page allows the Screening Point to enter supplemental information about the PQDR such as stock screening or alert information, control numbers, Navy Local Routing Codes, Suspension Codes and other information. Please consult local policy for detailed information regarding the use of these fields.
Unclassified Naval Nuclear Propulsion Information (U-NNPI/NOFERN) is NOT authorized.

RCN: N45112-17-0052
Location of PQDR: SCREENING POINT FROM ORIGINATOR
NSN: 9999

View: SF-368 SF-368 (PDF)

PQDR Screening Point Fields

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
5. To cancel the process, click Cancel

Note: All modifications to Originator data (SF-368 blocks) must be done in the Originator data entry pages

(M) Status: AG-CASE/PQDR REOPENED
Demilitarization Code: NONE
Controlled Item Inv. Code: NONE
Funding Code: 
Signal Code: 
Supplemental Activity: 

Stock Screening Type: <SELECT> 
Stock Screening Date: 
Defective Material Reference: 
ICP/RIC Code: 
LRC Code: 
TYCOM: C1-NAVSEA

(M) SYSCON: 1-NAVSEA

1a. Originator Activity Name: NAVAL SEA LOGISTICS CENTER DETACHMENT
Address: 80 DANIEL ST
City, State, Zip: PORTSMOUTH, NH 03801-3884
1b. Originator Name: ALPHA TESTING
Telephone No.: 13245125
Email: ALPHA-TESTING@NAVY.MIL
4.4 VIEW/ADD NOTES OR REFERENCE BRIEFS

The View/Add Notes and Reference Brief link from the Screening Point base page provides access to input or view additional information about the processing of the PQDR (See Figure 4.7). This information is internal to PDREP and will not appear
on any report 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.

A. To enter notes or reference briefs, click the View/Add Notes or Reference Briefs link on the Screening Point Data Entry base page (See Figure 4.7). The form illustrated in Figure 4.10 displays.

![View/Add Notes or Reference Briefs](image)

**Figure 4.10**

B. Click the Add Note/Brief to complete this action.

C. The “Add Note/Reference” section becomes visible and may be edited (See Figure 4.11).

![View/Add Notes or Reference Briefs](image)

**Figure 4.11**
4.5 CORRESPONDENCE

Screening Point Letters

A. Click the Screening Point Letters link beneath the Correspondence heading on the Screening Point Data Entry base page (See Figure 4.7).

B. The PQDR Correspondence form displays (See Figure 4.12).

<table>
<thead>
<tr>
<th>Correspondence Date</th>
<th>Choose Correspondence to Send:</th>
<th>Generate</th>
</tr>
</thead>
<tbody>
<tr>
<td>09/04/2018</td>
<td>CLOSING ACTION ON PQDR</td>
<td></td>
</tr>
<tr>
<td>09/04/2018</td>
<td>ARMY CLOSE OUT LETTER</td>
<td></td>
</tr>
<tr>
<td>09/04/2018</td>
<td>GSA WARRANT LETTER</td>
<td></td>
</tr>
<tr>
<td>09/04/2018</td>
<td>GSA DESTINATION INSPECTION</td>
<td></td>
</tr>
<tr>
<td>09/04/2018</td>
<td>SCREENING LETTER AND FISC NOTIFICATION</td>
<td></td>
</tr>
<tr>
<td>09/04/2018</td>
<td>FORWARD TO ORIGINATOR TO</td>
<td></td>
</tr>
<tr>
<td></td>
<td>SCREENING POINT</td>
<td></td>
</tr>
<tr>
<td>09/04/2018</td>
<td>ACKNOWLEDGEMENT SENT TO ORIGINATOR</td>
<td>09/04/2018 Edit</td>
</tr>
<tr>
<td>09/04/2018</td>
<td>MASTER SCREENER FORWARD TO</td>
<td></td>
</tr>
<tr>
<td></td>
<td>SCREENING POINT</td>
<td></td>
</tr>
</tbody>
</table>

Figure 4.12

C. If no investigation will be conducted because the report does not meet PQDR criteria or because the deficient item is a GSA item, then the Screening Point will close the PQDR and inform the Originator of this action by using either the “CLOSING ACTION ON PQDR” or one of the GSA letters as shown above.

D. If an investigation was conducted and stock screening is directed, then the Screening Point would send the “SCREENING LETTER AND FISC NOTIFICATION”.

4.6 RELEASE PQDR

A. Re-Assign/Transfer to New POC within DODAAC

Use this function to either reassign a PQDR to another individual Screening Point within your activity.

1. From the Screening Point Data Entry base page, click the Re-Assign/Transfer to New POC within DODAAC link (See Figure 4.7). The Reassign PQDR from Screening Point to Screening Point will display form (See Figure 4.13).
2. Choose the Screening Point Email Address.
3. Use one of the following two methods for adding a CC address.
4. Click the Show Add CC List button. The Choose CC Activity selection box will display (See Figure 4.14).
5. Select an Activity from the Choose CC Activity list.
6. The Choose CC Activity selection box will display (See Figure 4.15).

7. Click the user to CC from the Choose CC User list to highlight the selection.
8. Click the Add CC button.
9. The email address will be added to a Selected CC Addresses table that displays after the selection has been made (See Figure 4.16).

10. Alternatively, type the email address directly into the CC box.

11. Click the Add CC button.

12. The address will be added directly to the Selected CC Addresses table.

13. Once you have chosen your recipients, enter any desired message into the Message: box.

14. Unless otherwise directed, accept the defaults for Attach PQDR SF-368 (defaults to Yes) and Send in format (defaults to SF-368(PDF Format)).

15. Click “Forward PQDR” to complete the forwarding action and release the PQDR to the Screening Point.

16. Click the “Cancel” button to cancel this action.

B. Redirect to an External DODAAC

Use this function to redirect the PQDR to an entirely different Screening Point activity as required.

1. From the Screening Point Data Entry base page, click the Redirect to an External DODAAC (See Figure 4.7). The Reassign PQDR from Screening Point to Screening Point form will display (See Figure 4.17).
2. Choose the activity (DoDAAC) of the individual Screening Point.

3. Once the Screening Point Activity has been selected, the Choose Screening Point E-mail Address selection box will display beneath the Activity (See Figure 4.18).
4. The system will default to the primary Screening Point for each activity. If redirecting to another activity, it is usually best to accept the default rather than selecting an individual Screening Point. This is necessary so that the Screening Point for the activity can review and appropriately assign the PQDR.

5. Use one of the following two methods for adding a CC address.

6. Click the Show Add CC List button. The Choose CC Activity selection box will display (See Figure 4.19).

7. Select an Activity from the Choose CC Activity list.

8. The Choose CC User selection box will display (See Figure 4.20).
9. Click the user to CC from the Choose CC User list to highlight the selection.

10. Click the Add CC button.

11. The email address will be added to a Selected CC Addresses table that displays after the selection has been made (See Figure 4.21).

12. Alternatively, type the email address directly into the CC box.

13. Click the Add CC button.

14. The address will be added directly to the Selected CC Addresses table.

15. Once you have chosen your recipients, enter any desired message into the Message: box.

16. Unless otherwise directed, accept the defaults for Attach PQDR Info (defaults to Yes) and Send in format (defaults to SF368).

17. Click “Forward PQDR” to complete the forwarding action and release the PQDR to the Screening Point.
18. Click the “Cancel” button to cancel this action.

C. **Forward to Action Point:**

If an investigation should be conducted by an Action Point, this function will complete the forwarding action. Click the Forward to Action Point link and the Forward PQDR from Screening Point to Action Point page will display (See Figure 4.22).

![Forward PQDR from Screening Point to Action Point](image)

**Figure 4.22**

1. Select the DoDAAC of the Action Point from the Choose Action Point Activity selection box. The Choose Action Point E-mail Address list will display (See Figure 4.23).
2. The remainder of this function will be the same as reassigning to another Screening Point but if the Action Point is outside your activity, accept the default for the Action Point activity.

D. Incorrect Recipient Activity- Return to Originator

This function should be used if the PQDR was forwarded to the wrong Screening Point activity and the correct activity to which the PQDR should be reassigned is unknown.

This function may also be used if the PQDR was unintentionally released to the Screening Point and needs to be returned to the Originator’s control. This link functions in the same manner as the other forwarding actions but the Originator’s activity and e-mail address are pre-populated and not editable.

4.7 SEND MESSAGE TO

The available recipients in this section will vary according to the level to which the PQDR has been previously forwarded. For example, upon receipt by the Screening Point the available links would be Originator for direct messages to the PQDR Originator or “Other” for all other recipients. The page that displays is nearly identical to the forwarding page previously discussed and the same conventions should be followed. After forwarding, the available recipient links may include “Action”, “Support”, etc.

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.

5. OTHER PQDR BASE PAGE FEATURES

The PQDR Base Page (See Figure 5.1) 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.

Figure 5.1

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.

### 5.2 ATTACHMENTS

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

B. Click the View/Upload files link to see any files that have been attached to the PQDR to date (See Figure 5.1). 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. To remove a selected attachment from the list of correspondence use control “click of the mouse”.

### 5.3 EXHIBIT TRACKING

A. The shipment and receipt of exhibits associated with the PQDR investigation can be tracked here. Click the Exhibit Tracking link (See Figure 5.1) and follow the instructions on the page if you wish to track exhibits.

B. **For ARMY:** ADD/UPDATE SHIPMENT TRACKING link is only available to Action Point/Action Officer to the assigned user or Action Officer which has management access to the assigned Activity.
C. **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. If a 1348 was already created it can also be retrieved and edited or delete using the DD-1348 link.

### 5.4 USER INFORMATION

Hover your mouse pointer over the *User Profile* link located on the upper right portion of the screen and a list of sub-links for the User profile will appear. Selecting any of the sub-links will allow the user to go directly to that page within the User Profile.

### 5.5 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.

### 5.6 PQDR RETRACTION

A PQDR can be retracted up to the point that the Action Point acknowledges it. Once it has been acknowledged the Screening Point can no longer retract it (See Figure 5.2).

![Figure 5.2](image-url)
5.7 ARMY ONLY SCREENING POINTS

Product failed before expected life expectancy: (See Figure 5.3).

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Figure 5.3

6. SCREENING POINT CLOSING ACTIONS

Either upon receipt of investigation results from the Action Point or upon review of a PQDR that does not require investigation; the Screening Point will review and enter closing codes and investigation results and close the PQDR. If an Action Point investigation was conducted then the codes and investigation results narrative will be pre-populated for the Screening Point to review, edit or supplement as necessary.

6.1 ACCESSING THE CLOSING ACTIONS

A. Click on “Close this PQDR” (See Figure 6.1) and the Close PQDR page displays (See Figure 6.2).
Figure 6.1
## Figure 6.2

### Close PQDR

**Instructions**

(M) denotes a mandatory field

1. Change Status to CLOSE (any code beginning with C) to CLOSE this PQDR. Grayed out Status codes are discontinued and shown for historical purposes only.

![Close PQDR Form](image)

- **(M) Status:**
  - [A - ACTIVE]

- **Screening Point Comments:**
  - (max 2000 characters)

- **(M) Defect Responsibility:**
  - [SELECT]

- **Severity:**
  - [SELECT]

- **(M) Cause Code:**
  - [SELECT]

- **Detailed Cause:**
  - [SELECT]

- **(M) Corrective Action Taken:**
  - [SELECT]

- **(M) Credit Code:**
  - [SELECT]

- **(M) Defect Verified Ind.:**
  - [SELECT]

- **(M) Preventive Answer Type:**
  - [SELECT]

- **Credit Memo:** N/A
- **Case Reopened Date:** N/A

**Investigation Results:**

![Investigation Results](image)

- **DLA Credit Code:** [SELECT]
- **Alert Notification:**
  - [ ]

- **Alert Narrative:**

**Results of Depot Surveillance:**

![Results of Depot Surveillance](image)

- **Screening Point Activity:**
  - Action Point Activity: N/A
  - Support Point Activity: N/A

- **Screening Point Receipt Date:** 09/16/2013
- **Screening Point Release Date:** N/A
- **Screening Point Rebuttal Date:** N/A
- **Action Point Rebuttal Date:** N/A

- **Closed Date:**
  - [ ]

- **Action to Support Date:** N/A
- **Action to Screening Date:** N/A
- **Support Point Receipt Date:** N/A
- **Support Point Release Date:** N/A

- **Save**
- **Save and Notify Originator**
- **Cancel**
B. Fields in the Close PQDR page are described below.

1. **Status**: Select any applicable status code beginning with “C” to close the PQDR.

2. **Screening Point Comments**: The narrative here provides the screening point a chance to enter their comments related to this PQDR investigation.

3. **Deficiency Responsibility Code**: Identifies the party found responsible for the deficiency. Vendor or contractor liability is indicated solely by the code of “A- PRIVATE CONTRACTOR”. All other codes indicate some degree of government liability or that the responsibility is unknown.

4. **Severity**: This Code corresponds to the severity of any defect found or confirmed as described in the investigation results.

5. **Cause Code**: This code should correspond with the broad cause of the deficiency.

6. **Corrective Action Taken**: Identifies the corrective action taken by the contractor and/or government investigators.

7. **Cost Code**: This code should identify the party who will bear the cost of the deficiency.

8. **Credit Code**: Identifies whether fiscal credit is granted to the Originator.

9. **Defect Verified Ind.**: Was the defect verified by the government investigator?

10. **Preventive Answer Type**: If the contractor's response included preventive action, was the preventive action satisfactory to the government investigator?

11. **Credit Memo**: This field is displayed for information purposes and will contain any credit memo reference entered by DLA.

12. **Case Reopened Date**: If a previously closed PQDR is reopened then the date on which it was last reopened will display here.

13. **Investigation Results**: The narrative here should provide a comprehensive set of findings from any investigation conducted. It is typically supplied by the Action Point but can be edited by the Screening Point.

14. **DLA Credit Code (DLA only)**: Optionally identifies any credit action initiated by DLA if the deficient item was DLA managed.

15. **Alert Notification and Narrative**: This optional indicator and narrative can be used to recommend to NAVSUP that the deficiency be reported on the monthly Defective Material Summary.

16. **Past Performance Indicator**: This will ordinarily default to “Yes” and should only be set to “No” if the contractor is found liable but the Screening and Action Points wish to exclude this finding from the contractor's profile in the Red/Yellow/Green program.
17. **Results of Depot Surveillance:** If a stock screen or depot surveillance was initiated as a result of this PQDR then the results may be recorded here.

18. **Other fields:** The remainder of this page contains date and reference fields that are maintained by the system and generally should not be manipulated here.

Once the PQDR has been closed the Screening Point should notify the Originator of the closing actions, investigation results and provide disposition instructions for any exhibits to the investigation. Screening Points should consult local policy for guidance regarding any additional closing requirements.

7. **HOW TO REOPEN CLOSED PQDR**

   If further information is need and the PQDR needs to be reopened follow the following guidelines.

7.1 **ACCESSING REOPEN ACTION**

   A. Click on “Reopen this PQDR” (See **Figure 7.1**) and the Close PQDR page displays (See **Figure 7.1**).
**Figure 7.2**

B. The Status field will automatically select AG-CASE/PQDR REOPENED. Then click on save or save and Notify Originator to reopen PQDR.

**8. 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:** [webptsmh@navy.mil](mailto:webptsmh@navy.mil)
- **Commercial:** (207) 438-1690
- **DSN:** 684-1690
- **Fax:** (207) 438-6535