



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

**Product Quality Deficiency Report
(PQDR)**

Screening Point Processing

User Guide

August 2016

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*Hold the “CTRL” key and choose 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 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

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 displays the PDREP Home interface. At the top, a green banner contains 'FOUO' on the left and 'UNCLASSIFIED' in the center, with 'FOUO' on the right. Below this is a blue header with the text 'Product Data Reporting and Evaluation Program (PDREP)'. A navigation bar includes links for 'PDREP Home', 'Submit Feedback', 'External Links', and 'PDREP Manuals', along with a 'User Profile' section and a 'logout' link. The main content area is divided into two columns. The left column features a 'PDREP APPLICATIONS' menu with various links, where 'Product Quality Deficiency Report (PQDR)' is highlighted with a red box. Below this is a 'PDREP SEARCHES' menu with numerous search options. The right column contains a 'PDREP REPORTS' menu with links to 'Contractor Profile', 'Material Profile', and various NAVSUP reports, followed by a 'PDREP PARTNER REPORTS' menu with 'DCIS Summary Report' and 'DLA Reports', and finally a 'SITE ADMIN' menu with 'QA ADMIN (Internal)'. At the bottom, a footer provides contact information for PDREP NAVSEALOGCEN PORTSMOUTH, NH, including version, build date, phone number, email support, and the date May 23rd, 2016.

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).

FOUO	UNCLASSIFIED	FOUO
Product Data Reporting and Evaluation Program (PDREP)		
PDREP Home • Submit Feedback • External Links • PDREP Manuals		User Profile: logout
PQDR Worklist	Create New PQDR	PQDR Search/Reports
	PQDR Clone	PQDR Analysis Tool
		Preview EZPQDR Entry
PQDR Worklist		
<p>Instructions</p> <ol style="list-style-type: none"> 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. <p>For additional help</p>		
Show Worklist For: <input type="text" value="ORIGINATOR"/>	Status: <input type="text" value="CURRENT WORKLIST"/>	
From Date: <input type="text" value="06/06/2013"/>	To Date: <input type="text" value="06/06/2016"/>	
DODAAC: <input type="text"/>	User Code: <input type="text"/>	
Sort: <input type="text" value="RECEIVED DATE - ASC"/>	Organization Code: <input type="text"/>	
<input type="button" value="Display Standard Worklist"/>		
or select from your personalized PQDR Worklists below		
To use previously saved Worklists:		
<ol style="list-style-type: none"> 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"/>
PDREP NAVSEALOGCEN PORTSMOUTH, NH. Version : 5.0.27, Build Date : 05/13/2016 Phone : (207) 438-1690 Email Technical Support June 6 th , 2016		

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 interface with the following search criteria:

- Show Worklist For: SCREENING POINT
- Status: CURRENT WORKLIST
- From Date: 09/19/2013
- To Date: 09/19/2016
- DODAAC: (empty)
- User Code: (empty)
- Sort: RECEIVED DATE - ASC
- Organization Code: (empty)

Buttons include: Display Standard Worklist, my Worklists, Open my Worklist, Create New Worklist, and Manage my Worklists.

Result count: 35
 Worklist Download: Click [here](#) to download data in Microsoft Excel format

CAT	Received	History & Corresp.	RCN	SF-368	Vendor CAGE	Manufacture CAGE	CSI	NSN	Nomenclature	Contact/Phone	Last Action	Last Corr Date	Last Corr From	Status	Days Overdue	Delete
II	02/14/2014	View	-14-0005	SF-368			YES	1H 5310 000044583 L1	NUT, SELF-LOCKING, HEXAGON		SCREENING POINT FROM ORIGINATOR	06/23/2016		ACTIVE		
II	03/10/2014	View	-14-0009	SF-368			NO	9999	MISCELLANEOUS ITEM		SCREENING POINT FROM ORIGINATOR	09/02/2016		ACTIVE		
II	08/12/2014	View	-14-0011	SF-368			NO	7025 015985613	MEMORY CARD, PERSONAL COMP		SCREENING POINT FROM ACTION POINT	05/11/2016		CASE/PQDR REOPENED		
II	08/26/2014	View	14-0002	SF-368			NO	4820	VALVES NON PWRD		SCREENING POINT FROM ORIGINATOR	08/26/2014		ACTIVE		

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 (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.

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. **Last Corr Date:** Displays the date of the last correction was completed on the PQDR.
13. **Last Corr From:** Displays the userid 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.

1.1 Personalized PQDR Worklist

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

The screenshot displays the 'PQDR Worklist' application interface. At the top, there is a green header with 'FOUO' on the left and right, and 'UNCLASSIFIED' in the center. Below this is a blue header with the text 'Product Data Reporting and Evaluation Program (PDREP)'. A navigation bar contains links for 'PDREP Home', 'Submit Feedback', 'External Links', 'PDREP Manuals', 'User Profile', and 'logout'. A secondary navigation bar includes 'PQDR Worklist', 'Create New PQDR', 'PQDR Search/Reports', 'PQDR Clone', 'PQDR Analysis Tool', and 'Preview EZPQDR Entry'. The main content area is titled 'PQDR Worklist' and contains instructions for using the worklist. Below the instructions are search filters: 'Show Worklist For:' (dropdown menu set to 'ORIGINATOR'), 'From Date:' (text box '06/06/2013'), 'To Date:' (text box '06/06/2016'), 'DODAAC:' (text box), 'User Code:' (text box), 'Sort:' (dropdown menu set to 'RECEIVED DATE - ASC'), and 'Organization Code:' (text box). A 'Display Standard Worklist' button is located below the filters. A red arrow points to the 'Create New Worklist' button. Below the filters, there is a section for 'my Worklists' with a dropdown menu and buttons for 'Open my Worklist', 'Create New Worklist', and 'Manage my Worklists'. At the bottom, there is a footer with version information: 'PDREP NAVSEALOGCEN PORTSMOUTH, NH. Version : 5.0.27, Build Date : 05/13/2016', contact information: 'Phone : (207) 438-1690 Email Technical Support', and the date 'June 6th, 2016'.

Figure 1.4

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

FOUO UNCLASSIFIED FOUO
Product Data Reporting and Evaluation Program (PDREP)

PDREP Home • [Submit Feedback](#) • [External Links](#) • [PDREP Manuals](#) User Profile: • [logout](#)

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**

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

No columns selected

Data Element:

PDREP NAVSEALOGCEN PORTSMOUTH, NH. Version : 5.0.27, Build Date : 05/13/2016
Phone : (207) 438-1690 [Email Technical Support](#)
May 25th, 2016

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 PQDR RECEIPT VIA EZPQDR

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.

The Screening Point would take the following steps to process an EZPQDR.

- a. [Preview the EZPQDR Entry](#) - After logging in to PDREP and entering the PQDR module, the right-most tab on the page where the work list criteria displays is labeled “Preview EZPQDR Entry”. Click this tab and the PQDR – Preview PQDR page will display (Figure 2.1).

Product Data Reporting and Evaluation Program (PDREP)

PQDR Worklist | Create New PQDR | PQDR Search | PQDR Clone | PQDR Analysis Tool | **Preview EZPQDR Entry**

PQDR - Preview PQDR

Instructions
(M) denotes a mandatory field
1. Click on the **Display Records from EZPQDR** button to display list
2. Click on the **RCN** link to preview the unreleased PQDR

(M) Screening Point Activity: -ALL- ▼

Sort: RCN ▼

Display Records from EZPQDR

Figure 2.1

- b. From the Screening Point Activity list, select your Activity or choose -ALL-.

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

- c. After selecting the activity, click “Display Records from EZPQDR”. The screen pictured in Figure 2.2 shows a sample set of results.

Product Data Reporting and Evaluation Program (PDREP)

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

PQDR - Preview PQDR

Instructions
(M) denotes a mandatory field
 1. Click on the **Display Records from EZPQDR** button to display list
 2. Click on the **RCN** link to preview the unreleased PQDR

(M) Screening Point Activity:

Sort:

Result count: 39

CAT	RCN	Received	NSN	Contract No.	Requisition No.
II	[link]	06/19/2012	9999		
II	[link]	06/19/2012	9999		
II	[link]	06/21/2012	9999		
II	[link]	06/26/2012	9999		
II	[link]	07/20/2012	9999		
II	[link]	05/08/2012	5998		
II	[link]	05/08/2012	5998		
II	[link]	06/19/2012	9999		
II	[link]	05/08/2012	9999		
II	[link]	05/08/2012			

Figure 2.2

- d. Click any RCN on the list to review and accept or reject that PQDR.
- e. The Preview PQDR page displays (Figure 2.3) which allows the Screening Point to review, change, accept or reject the PQDR.

Preview 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 accept the PQDR, click **Accept this PQDR**
 5. To reject the PQDR, click **Reject (Cancel) PQDR**
 6. To cancel the process, click **Cancel**
 8. Selecting underlined items will provide help for that item

Last Used RCN by for Activity : 160122
 Last Used RCN for Activity -160130

(M) **Category:** CAT I CAT II

Sub-Category: <SELECT>

(M) **Report Control Number:** - 16 - 0124

(M) **Date**
 09/02/2016

(M) 1a. From
SYSCOM:

DODAAC:
Activity Name:
Address:
City,State,Zip:

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

 Use Originator's Profile address as Originator Address

(M) 3. **Description Of Deficiency** Block 3 is not editable once the PQDR has left the Originator's possession.
 Click **Append Description** to add new information.
 Click **Save** to keep changes.

TEST

Figure 2.3

- f. After reviewing or updating the PQDR fields, if the PQDR is valid then click “Accept this PQDR”.
- g. If any mandatory fields have not been completed, the system will prompt you to complete those fields.
- h. When the PQDR has been successfully saved, a confirmation message will display.

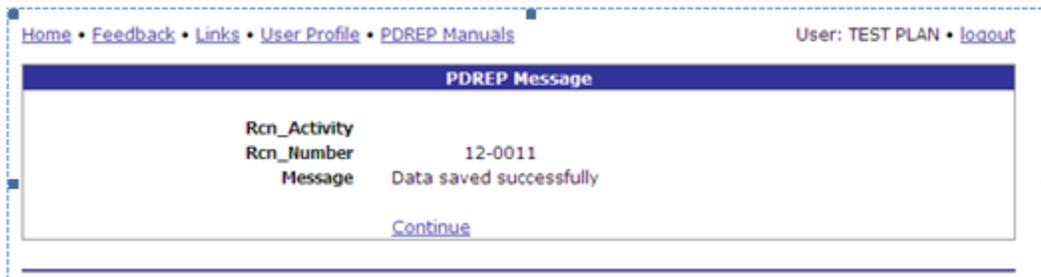


Figure 2.4

- i. Click the “Continue” link.

- j. 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.

Home • Feedback • Links • User Profile • PDREP Manuals User: TEST PLAN • [logout](#)

Unclassified Naval Nuclear Propulsion Information (U-NNPI/NOFORN) is NOT authorized.

RCN: Location of PQDR **NSN:** 9140

View: [SF-368 \(HTML\)](#) [SF-368 \(PDF\)](#)

Send Message

Instructions
(M) denotes a mandatory field
1. If required select an activity from **Add Email to TO/CC** and click on **Get List** button. Select an email address from the list and click **Add TO Email** or **Add CC Email** button to add to the **To Email List** list or **CC Email List** list.
2. If email address is not available in the list to add to the **CC** list then enter the email address in the **CC:** field and click **Add CC Email: CC** button to add to the **CC Email List**.
3. Click on **Send** button to send email.

RCN: . has been successfully inserted into PQDR. Additional validations may apply in PDREP PQDR. An email will be sent informing the Originator of your action. You may provide comments to the Originator.

Email address of Originator Recipient:

Add Email to TO/CC:

CC:

(M) Choose Correspondence Type:

Type Message:

Figure 2.5

- k. After sending the acceptance message the PQDR Base Page will display (Figure 2.6).

Product Data Reporting and Evaluation Program (PDREP)					
PQDR Worklist	Create New PQDR	PQDR Search	PQDR Clone	PQDR Analysis Tool	Preview EZPQDR Entry
Screening Point Data Entry					
CHOOSE LEVEL Originator Screening Point Action Point Support Point		RCN: Category: CATEGORY II Location of PQDR: SCREENING POINT FROM ORIGINATOR			
QUICK VIEWS View SF-368 (HTML) View SF-368 (PDF) View Exhibit Tag View Points of Contact History		NSN: 9999 Status: ACTIVE Screening Point - Editable Fields You may enter Screening Point data by selecting the link below View/Edit Screening Point Data Edit Mandatory Origination Data Close this PQDR			
ATTACHMENTS View/Upload Files (0)		View/Add Notes or Reference Briefs			
EXHIBIT TRACKING Exhibit Tracking Create DD-1348		Add Additional Information			
USER INFORMATION User Profile		Correspondence Choose an option when you have completed entering in your data Screening Point Letters			
		Release PQDR Re-Assign within/other Screening Point Forward to Action Point Incorrect Recipient Activity - Return to Originator (NOTE: Use only when PQDR does not belong to your activity)			
		Send Message To Originator Other			
		Session Tracking: <hr/>			

Figure 2.6

1. If the PQDR is invalid or you choose for another reason to reject the submittal then click “Reject (Delete) PQDR” (Figure 2.7). This will result in the complete deletion of the EZPQDR submittal and cannot be undone.

Preview 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 accept the PQDR, click **Accept this PQDR**
 5. To reject the PQDR, click **Reject (Cancel) PQDR**
 6. To cancel the process, click **Cancel**
 8. Selecting underlined items will provide help for that item

Last Used RCN by for Activity : -160122
 Last Used RCN for Activity -160130

(M) **Category:** CAT I CAT II

Sub-Category: <SELECT>

(M) **Report Control Number:** - 16 - 0124

(M) **Date**
 09/02/2016

(M) 1a. **From**
SYSCOM:

DODAAC:
Activity Name:
Address:
City,State,Zip:

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

<u>Name</u>	<u>Telephone Number</u>	<u>Email Address</u>
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

 Use Originator's Profile address as Originator Address

(M) 3. **Description Of Deficiency** Block 3 is not editable once the PQDR has left the Originator's possession.
 Click **Append Description** to add new information.
 Click **Save** to keep changes.

TEST

Figure 2.7

- m. 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.

3 SCREENING POINT ACTIONS

Upon receipt of a new PQDR, the Screening Point can either enter the RCN directly on the PQDR Search > RCN Search page or look up the PQDR on the Worklist page and click on the subject RCN. Once the new PQDR has been selected by either method, the PQDR Base Page will display (Figure 2.6).

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.

3.1 Screening Point – Editable Fields

3.1.1 View/Edit Screening Point Data

- a. To add or edit information, click the [View/Edit Screening Point Data link](#).
- b. The PQDR Screening Point Fields page displays (Figure 3.1 and Figure 3.2). 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 and other information. Please consult local policy for detailed information regarding the use of these fields.

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

Save Save and Exit Cancel

(M) Status: A -ACTIVE

Demilitarization Code: (B) - USML Items - Mutilation to the point of scrap required worldwide.
Controlled Item Inv. Code: (U) - UNCLASSIFIED

Funding Code:

Signal Code:

Stock Screening Type: <SELECT>

Stock Screening Date:

Defective Material Reference:

ICP/RIC Code:

LRC Code:

(M) TYCOM: <SELECT>

(M) SYSCOM: 1-NAVSEA

1a. Originator Activity
Name:
Address:
City, State, Zip:

1b. Originator Name:
Telephone No.:
Email:

(M) Date (submitted): 09/16/2013

(M) 2a. Screening Point:

(M) 2b. Name:

(M) Telephone No.:

(M) Email:

Screening Point Released Date:

DODIC/NALC (ammunition)

Screening Point Control No:

Screening Point Receipt Date: 09/16/2013

Action Point Due Date:

Case Reopened Date:

Screening Point Rebuttal Date:

Exhibit Required Ship Date:

Figure 3.1

Screening Point
Released Date:

DODIC/NALC (ammunition)

Screening Point Control No:

Screening Point Receipt Date: 09/16/2013

Action Point Due Date:

Case Reopened Date:

Screening Point Rebuttal Date:

Exhibit Required Ship Date:

12c. Last Repair Facility: (CAGE or DoDAAC)

(M) 13b. Requisition No:

Requisition No. not provided/known

Action PQDR RCN: -

Previous PQDR RCN: -

Suspension Status: <SELECT>

Alert Notification: (If checked, Alert Narrative is required)

Alert Narrative: (max 200 characters)

Screening Point Comments: (max 2000 characters)

Results of Depot Surveillance: (max 2000 characters)

PDREP NAVSEALOGCEN PORTSMOUTH, NH. Version : 5.0.27, Build Date : 05/13/2016
Phone : (207) 438-1690 [Email Technical Support](#)
September 2nd, 2016

Figure 3.2

3.1.2 Edit Blocks 1-21 Data

- a. 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.
- b. The PQDR Originator Data Entry Blocks 1-21 page (3.3, 3.4 and 3.5) will display. For example, if a complete NSN was not entered the Screening Point can click the “Auto Fill NSN” button to complete as much of the NSN as exists in the PDREP database based upon the NIIN supplied. This will also update the deficient item nomenclature, unit cost, etc.

PQDR Originator Data Entry Blocks 1-21

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 save the record and exit the page, click **Save and Exit**
 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

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

(M) **Report Control Number:** -13-0002

(M) **Date**
 09/16/2013

(M) 1a. **From**
SYSCOM: 1-NAVSEA
 - WARNING: RCN Activity does not belong to this command.
DODAAC:
Activity Name:
Address:
City,State,Zip:

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

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

 Use Originator's Profile address as Originator Address

(M) 3. **Description Of Deficiency** Block 3 is not editable once the PQDR has left the Originator's possession.
 Click **Append Description** to add new information.
 Click **Save** to keep changes.

BROKE

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

Selected Cause Codes	Delete
3AJ - CALIBRATION	<input type="checkbox"/>

Where Deficiency Discovered
 <SELECT>

(M) 4. **Date Deficiency Was Discovered**
 09/16/2013

5. **Deficient Item National Stock Number (NSN)**
 COG (M)FSC NIIN SMIC Critical Safety Item
 3B 5342 000044853 PF N

(M) **Material Level Code**
 21-NOT APPLICABLE

(M) 6. **Deficient Item Nomenclature**
 DOOR, ACCESS, WEAPON SYSTEM

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

Unit Cost **Unit of Issue** EA-EACH

Figure 3.3

(M) **Material Level Code**
 21-NOT APPLICABLE

(M) 6. **Deficient Item Nomenclature**
 DOOR, ACCESS, WEAPON SYSTEM

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

Unit Cost **Unit of Issue** **Credit Card Buy Indicator**
 346.42 EA-EACH

Estimated Repair Cost **Job Order-Keep**
 0 -

MIR Serial No.
 - Add MIR

Shipper's DODAAC/CAGE Code
 Lookup DODAAC Lookup CAGE

GBL Number

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

8. **Deficient Item Part Number**

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

a. Manufacturer CAGE Code
 Lookup

10. **Quantity**
 (M) a. **Received** b. **Inspected** (M) c. **Deficient** d. **In Stock**
 8 0 8 0

DoD Unique Item Identifier
 Manual Entry Scan Barcodes
 Add Ull

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

Lot/ Batch Number **Lot/ Batch Type**
 <SELECT>

(M) 12. **a. Item** **Repairable Item**
 N-NEW UNKNOWN

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

c. Last Repair Facility (CAGE or DoDAAC)
 Lookup DODAAC Lookup CAGE

(M) 13. **a. Contract Number** **Delivery Order Number** **Contract Line Item No.**

 Contract No. not provided or is unknown
 Performance Based Logistics

b. Requisition/Document Number

 Requisition No. not provided or is unknown

c. Purchase Order Number

(M) 14. **Government Furnished Material**
 N - No

15. **a. Item Under Warranty** **b. Warranty Expiration Date**
 N - No ?

Figure 3.4

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**

End Item CAGE **Engine Model** **Engine Serial Number**

19. **Current Disposition of Deficient Item (the Exhibit)**

20. **Location of Deficient Material (DODAAC/CAGE)**

Location of Exhibit Narrative (Provide details as to where the material is currently stored.)

Material Return Address

Store as Hazardous Material

21. **Action Requested**

(M) **Status**

Figure 3.5

3.1.3 View/Add Notes or Reference Briefs.

Notes and reference briefs are 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 all PDREP users, 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. The form illustrated in Figure 3.6 displays.

Home • Feedback • Links • User Profile • PDREP Manuals User: TEST PLAN • [logout](#)

Unclassified Naval Nuclear Propulsion Information (U-NNPI/NOFORN) is NOT authorized.

RCN: FA3030-12-0011 NSN: 9140
Location of PQDR: SCREENING POINT FROM ORIGINATOR

View: [SF-368 \(HTML\)](#) [SF-368 \(PDF\)](#)

View/Add Notes or Reference Briefs

Instructions
1. Click on Add Note/Brief to add Notes/Reference.
2. Click on Cancel to return to the PQDR base page.

All Notes of type "APPENDIX - PDREP NOTE" will cause a flag to appear on the PQDR Base page to alert the users.

Figure 3.6

- b. Click the [Add Note/Brief](#) to complete this action. The “Add Note/Reference” section (
- c. Figure 3.7) becomes visible and may be edited.

Home • Feedback • Links • User Profile • PDREP Manuals User: TEST PLAN • [logout](#)

Unclassified Naval Nuclear Propulsion Information (U-NNPI/NOFORN) is NOT authorized.

RCN: FA3030-12-0011 NSN: 9140
Location of PQDR: SCREENING POINT FROM ORIGINATOR

View: [SF-368 \(HTML\)](#) [SF-368 \(PDF\)](#)

View/Add Notes or Reference Briefs

Instructions
1. Click on Add Note/Brief to add Notes/Reference.
2. Click on Cancel to return to the PQDR base page.

All Notes of type "APPENDIX - PDREP NOTE" will cause a flag to appear on the PQDR Base page to alert the users.

Add Note/Reference

Instructions
1. Select Note Type.
2. Enter/Select Date.
3. Enter Note/Brief.
4. To save information click Save.
5. Click Cancel to cancel the process.

Note Type:

Date:

Note/Brief:

Figure 3.7

3.2 Correspondence

3.2.1 Screening Point Letters

- a. Click the [Screening Point Letters](#) link beneath the Correspondence heading on the Screening Point Data Entry base page.
- b. The PQDR Correspondence form displays (Figure 3.3).

The screenshot shows the 'PQDR Correspondence' form. At the top, there is a green bar with 'FOUO' on the left and right, and 'UNCLASSIFIED' in the center. Below this is a blue bar with 'Product Data Reporting and Evaluation Program (PDREP)'. The page includes navigation links: 'PDREP Home', 'Submit Feedback', 'External Links', and 'PDREP Manuals'. A 'User Profile:' section has a 'logout' link. A red warning message states: 'Unclassified Naval Nuclear Propulsion Information (U-NNPI/NOFORN) is NOT authorized.' Below this, the 'RCN:' is '-13-0002' and the 'NSN:' is '3B5342000044853PF'. The 'Location of PQDR:' is 'SCREENING POINT FROM ORIGINATOR'. There are 'View:' links for 'SF-368' and 'SF-368 (PDF)'. The main section is titled 'PQDR Correspondence' and contains a 'Choose Correspondence to Send:' dropdown menu. The dropdown is open, showing options: '<SELECT>', 'CLOSING ACTION ON PQDR', 'ARMY CLOSE OUT LETTER', 'GSA WARRANTY LETTER', 'GSA DESTINATION INSPECTION', and 'SCREENING LETTER AND FISC NOTIFICATION'. A 'Generate' button is to the right of the dropdown. Below the dropdown is a table with columns for 'Correspondence Date', 'Description', 'Date', and 'Action'. The table contains four rows of data. A 'Cancel' button is at the bottom of the form. At the very bottom, there is footer text: 'PDREP NAVSEALOGCEN PORTSMOUTH, NH. Version : 5.0.27, Build Date : 05/13/2016', 'Phone : (207) 438-1690 Email Technical Support', and 'September 2nd, 2016'.

Correspondence Date	Description	Date	Action
09/16/2013	FORWARDED BY ORIGINATOR TO SCREENING POINT		
03/31/2015	ACKNOWLEDGEMENT SENT TO ORIGINATOR	03/31/2015	Edit
03/31/2015	ACKNOWLEDGEMENT SENT TO ORIGINATOR	03/31/2015	Edit

Figure 3.3

- 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”.

3.3 Release PQDR

3.3.1 Re-Assign/Transfer to New POC within DODAAC:

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

- a. From the Screening Point Data Entry base page, click the [Re-Assign/Transfer to New POC within DODAAC link](#). The Reassign PQDR from Screening Point to Screening Point form (Figure 3.4) will display.

FOUO UNCLASSIFIED FOUO
Product Data Reporting and Evaluation Program (PDREP)

PDREP Home • Submit Feedback • External Links • PDREP Manuals User Profile: • logout

Unclassified Naval Nuclear Propulsion Information (U-NNPI/NOFORN) is NOT authorized.

RCN: -13-0002 NSN: 3B5342000044853PF
Location of PQDR: SCREENING POINT FROM ORIGINATOR

View: [SF-368](#) [SF-368 \(PDF\)](#)

Reassign PQDR within Screening Point

Forward PQDR Cancel

Send To

Choose Screening Point Activity:
Choose Screening Point E-mail Address: (Focal Point)

Send Copy

CC: Add CC Show Add CC List

Message: (This message will appear in the email that is sent but will not be saved in the database)

Include Distribution List:

Attach SF-368: Yes Send in format: SF-368 (PDF Format)

To add/view attachments [Click here](#)

Forward PQDR Cancel

PDREP NAVSEALOGCEN PORTSMOUTH, NH. Version : 5.0.27, Build Date : 05/13/2016
Phone : (207) 438-1690 [Email Technical Support](#)
September 2nd, 2016

Figure 3.4

- b. Choose the Screening Point Email Address.
- c. Use one of the following two methods for adding a CC address.
- d. Click the Show Add CC List button. The Choose CC Activity selection box will display (Figure 3.0).

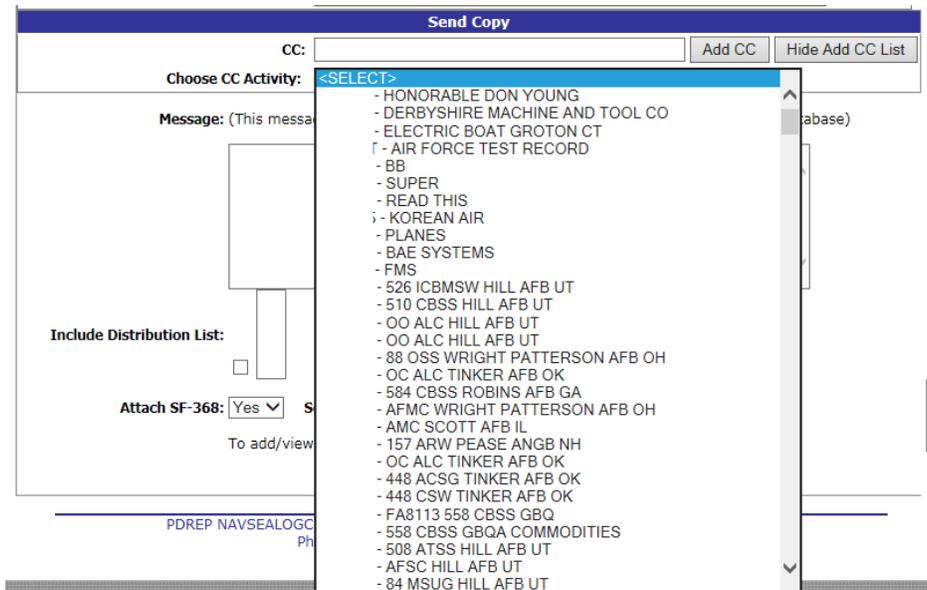


Figure 3.10

- e. Select an Activity from the Choose CC Activity list.
- f. The Choose CC User selection box will display (Figure 3.51).

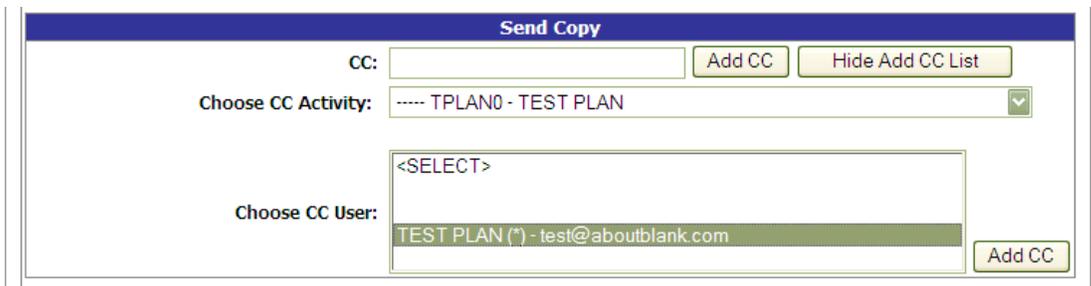


Figure 3.51

- g. Click the user to CC from the Choose CC User list to highlight the selection.
- h. Click the Add CC button.
- i. The email address will be added to a Selected CC Addresses table that displays after the selection has been made (Figure 3.62).

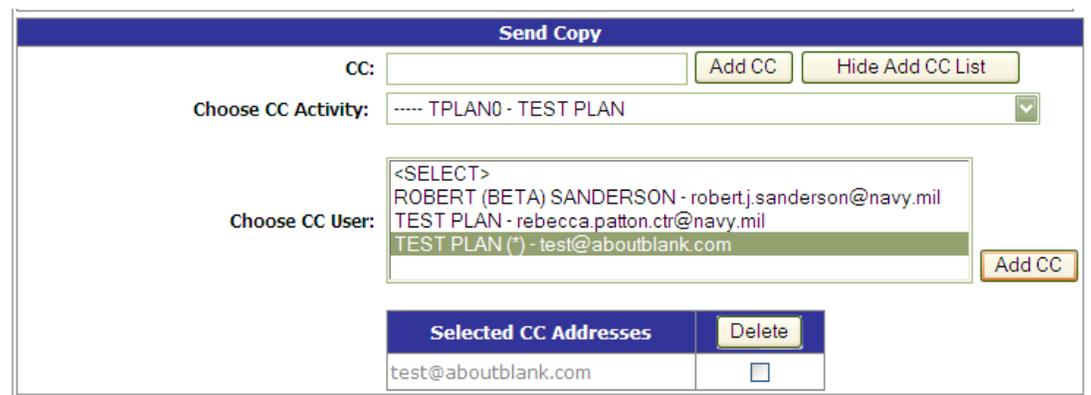


Figure 3.62

- j. Alternatively, type the email address directly into the CC box.
- k. Click the Add CC button.
- l. The address will be added directly to the Selected CC Addresses table (Figure 3.7).

Send To	
Choose Screening Point Activity:	<input type="text" value="<SELECT ONE>"/> <input style="float: right;" type="button" value="v"/>
Send Copy	
CC:	<input style="width: 150px;" type="text"/> <input style="margin-left: 10px;" type="button" value="Add CC"/> <input style="margin-left: 10px;" type="button" value="Show Add CC List"/>
Selected CC Addresses	
rebecca.patton.ctr@navy.mil	<input type="button" value="Delete"/>

Figure 3.7

- m. Once you have chosen your recipients, enter any desired message into the Message: box.
- n. Unless otherwise directed, accept the defaults for Attach PQDR SF-368 (defaults to Yes) and Send in format (defaults to SF-368(PDF Format)).
- o. Click “Forward PQDR” to complete the forwarding action and release the PQDR to the Screening Point.
- p. Click the “Cancel” button to cancel this action.

3.3.2 Redirect to an External DODAAC:

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

- a. From the Screening Point Data Entry base page, click the [Redirect to an External DODAAC](#). The Reassign PQDR from Screening Point to Screening Point form (Figure 3.415) will display.

Home • Feedback • Links • User Profile • PDREP Manuals User: TEST PLAN • logout

Unclassified Naval Nuclear Propulsion Information (U-NNPI/NOFORN) is NOT authorized.

RCN: FA3030-12-0011 NSN: 9140
Location of PQDR: SCREENING POINT FROM ORIGINATOR

View: [SF-368 \(HTML\)](#) [SF-368 \(PDF\)](#)

Reassign PQDR from Screening Point to Screening Point

Forward PQDR Cancel

Send To

Choose Screening Point Activity: <SELECT ONE>

Send Copy

CC: Add CC Show Add CC List

Message: (This message will appear in the email that is sent but will not be saved in the database)

Include Distribution List: Primary

Attach SF-368: Yes Send in format: SF-368 (PDF Format)

To add/view attachments [Click here](#)

Forward PQDR Cancel

Figure 3.15

- b. Choose the activity (DoDAAC) of the individual Screening Point.
- c. Once the Screening Point Activity has been selected, the Choose Screening Point E-mail Address selection box will display beneath the Activity (Figure 3.6).

Home • Feedback • Links • User Profile • PDREP Manuals User: TEST PLAN • [logout](#)

Unclassified Naval Nuclear Propulsion Information (U-NNPI/NOFORN) is NOT authorized.

RCN: -12-0011 NSN: 9140
 Location of PQDR: SCREENING POINT FROM ORIGINATOR

View: [SF-368 \(HTML\)](#) [SF-368 \(PDF\)](#)

Reassign PQDR from Screening Point to Screening Point

Send To

Choose Screening Point Activity:
 Choose Screening Point E-mail Address:

Send Copy

CC:

Figure 3.16

- d. 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.
- e. Use one of the following two methods for adding a CC address.
- f. Click the Show Add CC List button. The Choose CC Activity selection box will display (Figure 3.).

Send Copy

CC:

Choose CC Activity:

Message: (This message is currently being processed. Please wait.)

Include Distribution List:

Attach SF-368:

PDREP NAVSEALOGG
Ph

- HONORABLE DON YOUNG
- DERBYSHIRE MACHINE AND TOOL CO
- ELECTRIC BOAT GROTON CT
- AIR FORCE TEST RECORD
- BB
- SUPER
- READ THIS
- KOREAN AIR
- PLANES
- BAE SYSTEMS
- FMS
- 526 ICBMSW HILL AFB UT
- 510 CBSS HILL AFB UT
- OO ALC HILL AFB UT
- OO ALC HILL AFB UT
- 88 OSS WRIGHT PATTERSON AFB OH
- OC ALC TINKER AFB OK
- 584 CBSS ROBINS AFB GA
- AFMC WRIGHT PATTERSON AFB OH
- AMC SCOTT AFB IL
- 157 ARW PEASE ANGB NH
- OC ALC TINKER AFB OK
- 448 ACSG TINKER AFB OK
- 448 CSW TINKER AFB OK
- FA8113 558 CBSS GBQ
- 558 CBSS GBQA COMMODITIES
- 508 ATSS HILL AFB UT
- AFSC HILL AFB UT
- 84 MSUG HILL AFB UT

Figure 3.17

- g. Select an Activity from the Choose CC Activity list.
- h. The Choose CC User selection box will display (Figure 3.58).

Figure 3.18

- i. Click the user to CC from the Choose CC User list to highlight the selection.
- j. Click the Add CC button.
- k. The email address will be added to a Selected CC Addresses table that displays after the selection has been made (Figure 3.69).

Figure 3.19

- l. Alternatively, type the email address directly into the CC box.
- m. Click the Add CC button.
- n. The address will be added directly to the Selected CC Addresses table (Figure 3.720).

Figure 3.20

- o. Once you have chosen your recipients, enter any desired message into the Message: box.
- p. Unless otherwise directed, accept the defaults for Attach PQDR Info (defaults to Yes) and Send in format (defaults to SF368).
- q. Click “Forward PQDR” to complete the forwarding action and release the PQDR to the Screening Point.
- r. Click the “Cancel” button to cancel this action.

3.3.3 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 (Figure 3.21) will display.

The screenshot shows a web interface for forwarding a PQDR. At the top, there are navigation links: Home, Feedback, Links, User Profile, and PDREP Manuals. The user is identified as 'TEST PLAN' with a 'logout' link. A red warning message states: 'Unclassified Naval Nuclear Propulsion Information (U-NNPI/NOFORN) is NOT authorized.' Below this, the document details are: RCN: -0011, NSN: 9140, and Location of PQDR: SCREENING POINT FROM ORIGINATOR. There are links to view the document as HTML or PDF. The main section is titled 'Forward PQDR from Screening Point to Action Point' and contains several form elements: a 'Forward PQDR' and 'Cancel' button; a 'Send To' section with a dropdown menu for 'Choose Action Point Activity' currently set to '<SELECT ONE>'; a 'Send Copy' section with a 'CC:' input field, 'Add CC', and 'Show Add CC List' buttons; a 'Message:' text area with a note that the message will appear in the email but not be saved in the database; an 'Include Distribution List:' section with a checkbox and a dropdown set to 'Primary'; an 'Attach SF-368:' section with a dropdown set to 'Yes' and a 'Send in format:' dropdown set to 'SF-368 (PDF Format)'; a link 'To add/view attachments Click here'; and finally, another 'Forward PQDR' and 'Cancel' button at the bottom.

Figure 3.21

- a. 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 below (Figure 3.22).

This screenshot shows a close-up of the 'Send To' and 'Send Copy' sections of the form. The 'Send To' section has a dropdown menu for 'Choose Action Point Activity' with 'TPLAN0 - TEST PLAN' selected, and another dropdown for 'Choose Action Point E-mail Address'. The 'Send Copy' section includes a 'CC:' input field, 'Add CC', and 'Show Add CC List' buttons.

Figure 3.22

- b. 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.

3.3.4 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.

3.4 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.

4 Other PQDR Base Page Features

4.1 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.

4.2 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.

4.3 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.

4.4 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 3.6). If a 1348 was already created it can also be retrieved and edited using the DD-1348 link.

4.5 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.

5 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.

- a. Click on “Close this PQDR” (Figure 5.1) and the Close PQDR page (Figure 5.2) displays.

Product Data Reporting and Evaluation Program (PDREP)	
PQDR Worklist Create New PQDR PQDR Search PQDR Clone PQDR Analysis Tool Preview EZPQDR Entry	
CHOOSE LEVEL Originator Screening Point Action Point Support Point	Screening Point Data Entry
QUICK VIEWS View SF-368 (HTML) View SF-368 (PDF) View Exhibit Tag View Points of Contact History	RCN: _____ NSN: 9999 Category: CATEGORY II Status: ACTIVE Location of PQDR: SCREENING POINT FROM ORIGINATOR Screening Point - Editable Fields You may enter Screening Point data by selecting the link below View/Edit Screening Point Data Edit Mandatory Origination Data Close this PQDR
ATTACHMENTS View/Upload Files (0)	View/Add Notes or Reference Briefs
EXHIBIT TRACKING Exhibit Tracking Create DD-1348	Add Additional Information
USER INFORMATION User Profile	Correspondence Choose an option when you have completed entering in your data Screening Point Letters
	Release PQDR Re-Assign within/other Screening Point Forward to Action Point Incorrect Recipient Activity - Return to Originator (NOTE: Use only when PQDR does not belong to your activity)
	Send Message To Originator Other
	Session Tracking: _____

Figure 5.1

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.

(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) Cost Code: <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:

DLA Credit Code: <SELECT>

Alert Notification:

Alert Narrative:

Results of Depot Surveillance:

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

Figure 5.2

- 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. **Defect Responsibility:** 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 NAVICP 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.

6 How to Reopen closed PQDR

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

- a. Click on “Reopen this PQDR” (Figure 6.1) and the Close PQDR page (Figure 5.2) displays.

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PQDR Worklist Create New PQDR PQDR Search/Reports PQDR Clone PQDR Analysis Tool Preview EZPQDR Entry

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[Originator](#)
[Screening Point](#)
[Action Point](#)
[Support Point](#)

QUICK VIEWS
[View SF-368 \(HTML\)](#)
[View SF-368 \(PDF\)](#)
[View DLA-1227 \(HTML\)](#)
[View DLA-1227 \(PDF\)](#)
[View Exhibit Tag](#)
[View Points of Contact](#)
[History](#)

ATTACHMENTS
[View/Upload Files \(0\)](#)

EXHIBIT TRACKING
[Exhibit Tracking](#)
[Create DD-1348](#)

Screening Point Data Entry
RCN: -13-0002 **NSN:** 4820
Category: CATEGORY II **Status:** EXHIBIT UNAVAILABLE on 03/22/2016

Location of PQDR: CLOSED
Suspend Message: THIS PQDR WAS CLOSED

Screening Point - Editable Fields
 You may enter Screening Point data by selecting the links below
[Reopen this PQDR](#)

[View/Add Notes or Reference Briefs](#)
[Force PQDR Promotion](#)

Correspondence
 Choose an option when you have completed entering in your data
[Screening Point Letters](#)

Send Message To
[Originator](#) | [Action](#) | [Support](#) | [Other](#)

Session Tracking:

PDREP NAVSEALOGCEN PORTSMOUTH, NH. Version : 5.0.27, Build Date : 05/13/2016
 Phone : (207) 438-1690 Email Technical Support
 September 2nd, 2016

Figure 6.1

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Unclassified Naval Nuclear Propulsion Information (U-NNPI/NOFORN) is NOT authorized.

RCN: -13-0002 **NSN:** 4820
Location of PQDR: CLOSED
 (This PQDR was closed on : 03/22/2016. No modifications will be saved to blocks 1-23 of the SF368)
View: [SF-368](#) [SF-368 \(PDF\)](#) [DLA-1227](#) [DLA-1227 \(PDF\)](#)

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.

Save Save and Notify Originator Cancel

(M) Status: AG-CASE/PQDR REOPENED

Screening Point Comments:
 (max 2000 characters)

Figure 6.2

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

7 SUMMARY

This concludes the PQDR processing instructions for Navy and Marine Corps Screening Points. 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
Commercial:	(207) 438-1690
DSN:	684-1690
Fax:	(207) 438-6535