NAVSEA

NAVAL SEA SYSTEMS COMMAND

Naval Sea Logistics Center

Product Data Reporting and Evaluation Program (PDREP)

Survey, Special Quality Data, and Test Records Application

User Guide
13 August 2012

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FOREWORD

This guide does not replace or amend any Department of Defense (DoD) instructions, regulations, and/or policies. The Product Data Reporting and Evaluation Program's (PDREP) Survey application is designed to work in concert with existing DoD and Navy policies and processes. Its purpose is to assist users with the functionality of the PDREP-Survey, Special Quality Data, and Test Records application and to facilitate compliance with DoD and Navy policy.

Refer to the appropriate service instructions and/or manuals for more information about DoD and Navy Survey program processes and requirements.

REFERENCES:

a. Defense Contract Management Agency (DCMA) Guide Book

b. Secretary of the Navy Instruction (SECNAVINST) 4855.3B

INTRODUCTION

This document is intended to guide personnel in the use of the PDREP Survey, Special Quality Data, and Test Records application. The application provides:

- Access to Survey records from various DoD agencies.
  - Pre-Award, Post Award, or Product Oriented Surveys
  - Test Records and First Article Tests
  - Special Quality Data which includes any data not mentioned above including a summary of the data and any attachments for support.
- Capability to manually enter or batch load reports.
- Capability to search supplier data.
- Various reports and lists of suppliers that have reports entered through the application.

The PDREP-AIS is primarily used to provide supplier information to U.S. Government procurement and quality assurance personnel. The applications covered in this guide are used to enable reporting in three areas:

- The Survey application provides a method to collect and analyze data concerning a prime contractor's capabilities to perform a particular contract, based upon an analysis of a broad range of areas such as financial resources, operational controls, technical skills, quality assurance system, and past performance.
- Test Records application provides a method to collect and analyze for First Article, Production Lot Testing, and Periodic Sampling Test data for analytical purposes (both positive and negative).
- Special Quality Data Records provide a method to collect and analyze data for analytical purposes (both positive and negative) that does not fit into normal quality elements of the PDREP. Special quality data types include: surveys of subcontractors performed by prime contractors, telephone calls relating quality information, contractor visits/interface meetings, corrective actions, suspected cases of fraud or malpractice, etc.

Users that have access to the PDREP-AIS are also provided access to other common features that can be used to leverage supplier past performance information and material history via adhoc query, supplier profiles, and links to external websites containing supplier and material data. Test reports and first article tests are tests performed to ensure material meets specifications outlined in contracts and specifications. Special quality data refers to any other report, record, or data that could be of interest to the acquisition community when reviewing supplier's past performance for any reason.

The PDREP ADHOC application was developed as a tool to allow a query of any record type in PDREP using abstracted structured query language (SQL) routines. The PDREP ADHOC function is available to all PDREP users.

The primary purpose of the PDREP ADHOC application is to permit users to create their own user defined metrics and reports.

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

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 of the PDREP applications or NSLC Detachment Portsmouth home page should be submitted to:

Online in the PDREP Application

If you're already a PDREP User, log on to PDREP: https://www.pdrep.csd.disa.mil/

Click on the Feedback link at the top of the home page. The Customer Service Request (Feedback) form will open. Instructions for completion are located at the top of the form.

Customer Support Desk

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

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

Mailing Address

Naval Sea Logistics Center Portsmouth

Bldg. 153, 2nd Floor

Portsmouth Naval Shipyard

Portsmouth, NH 03804-5000

1 LOGGING ON TO PDREP

a. Access the PDREP application from the NSLC Detachment Portsmouth's Home page: https://www.pdrep.csd.disa.mil.

b. On the left hand column under PDREP ACCESS click on PDREP Logon (Figure 1.1).

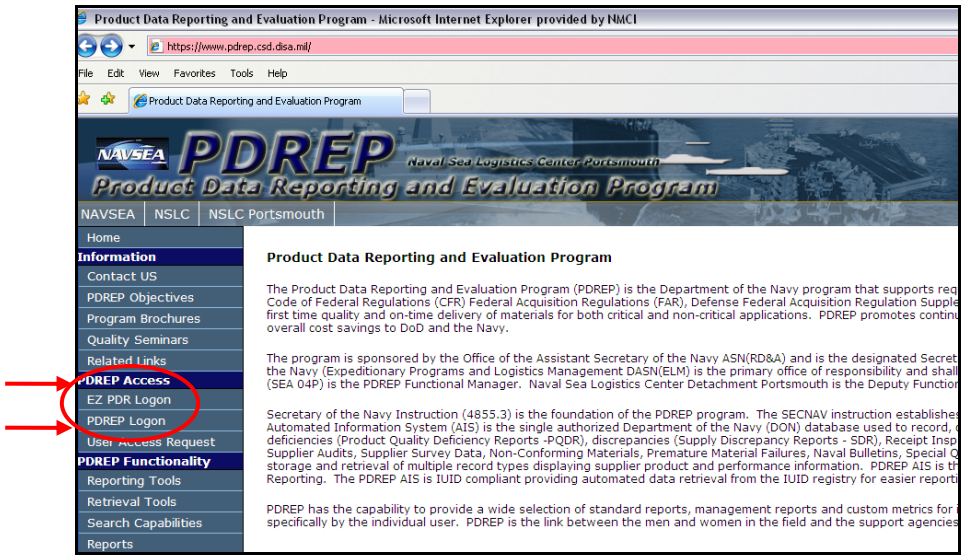


Figure 1.1

c. The Log-on screen (Figure 1.2) displays.

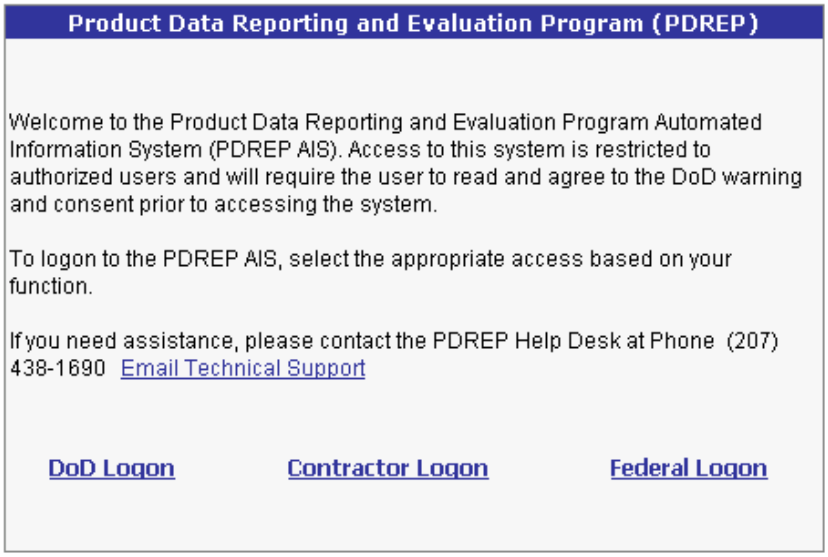
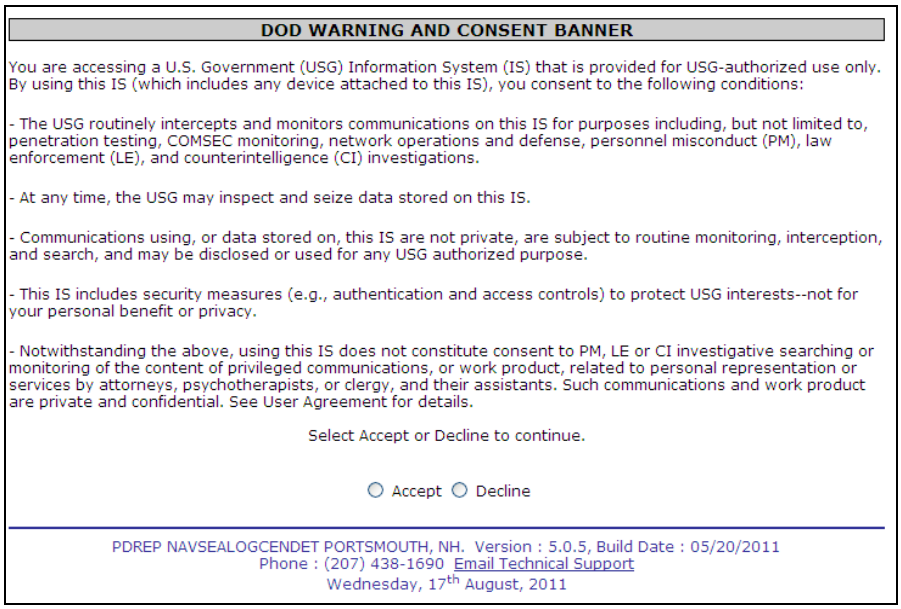


Figure 1.2

d. DoD personnel possessing Common Access Cards (CAC) should click DoD Logon. The Warning and Consent Banner (Figure 1.3) displays.



DOD WARNING AND CONSENT BANNER

You are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only. By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.

- At any time, the USG may inspect and seize data stored on this IS.

- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG authorized purpose.

- This IS includes security measures (e.g., authentication and access controls) to protect USG interests--not for your personal benefit or privacy.

- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.

Select Accept or Decline to continue.

Accept Decline

PDREP NAVSEALOGCENDET PORTSMOUTH, NH. Version : 5.0.5, Build Date : 05/20/2011
Phone : (207) 438-1690 Email Technical Support
Wednesday, 17th August, 2011

Figure 1.3

e. Click the Accept button or access will be denied.

f. The system will then prompt you to verify your identity from your CAC, or other DoD-issued Public Key Infrastructure (PKI) credentials as shown in Figure 1.4

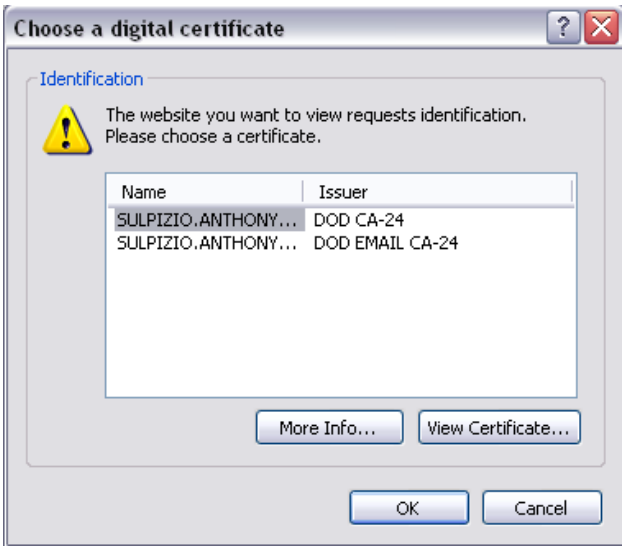


Figure 1.4

g. If more than one certificate is shown, most users should choose the non e-mail certificate. After selecting the correct certificate, click the OK button to continue logging into the system. If you have difficulty with a certificate and have more than one available, please try the other certificates before contacting the PDREP Customer Support Desk.

h. In the PDREP Government Login screen that follows (Figure 1.5), enter your User ID and click the Login button.

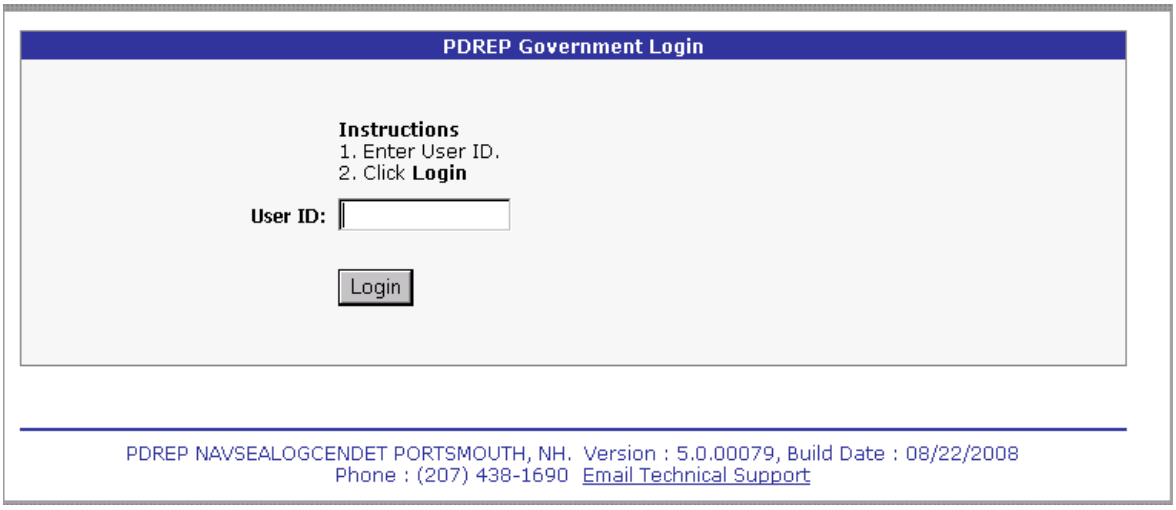


Figure 1.5

i. After successfully logging in, the PDREP Main Menu (Figure 1.6) will display.

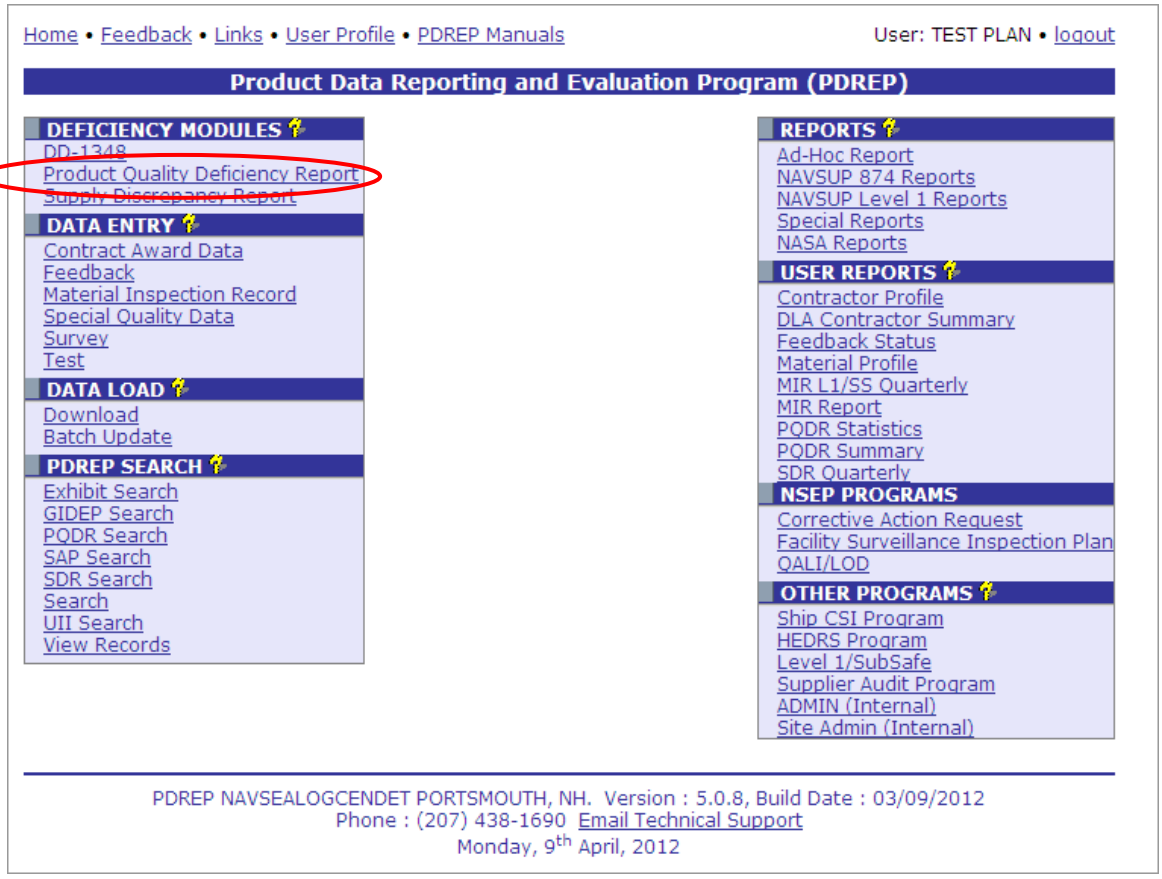


Figure 1.6

2 USER PROFILE

Every PDREP user has a User Profile. The accuracy of the information in this profile is important both for correspondence purposes and for the correct operation of work lists and other features in PDREP.

a. To view your User Profile, click on User Profile at the top of the Main Menu page (Figure 1.6) toward the upper left corner to review and update your profile. Figure 2.1 shows the User Profile – View display.

Figure 2.1

b. Your contact information will have been entered initially by the PDREP administrator when your access was granted. Your e-mail distribution and point of contact lists are entered by you if needed.

c. To edit or update any of this information, click on the "Click here" link above your contact information. The User Profile – Edit page will display (Figure 2.2).

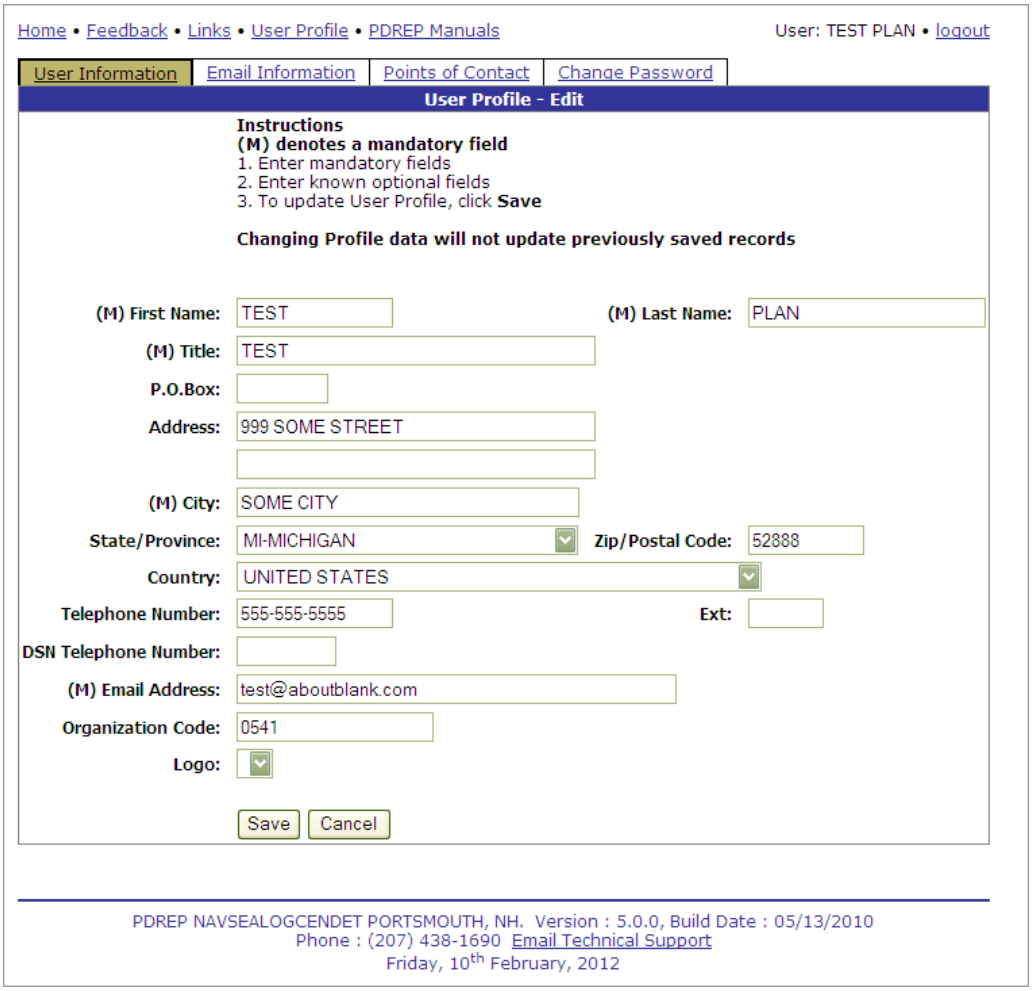


Figure 2.2

There are four tabs on the user profile update page: User Information; Email Information; Points of Contact; and Change Password. Each tab is described in the sections that follow.

2.1 User Information

The first tab contains the most critical User Information (Figure 2.2). You should ensure that your contact information is accurate, particularly phone and e-mail. Organization Code can be critical to the operation of the Worklist so if your organization uses a consistent set of office codes or team designators then please enter this code here. The Logo selected will appear on any formal PDREP letters that you may generate (not currently used by Originators).

Enter your User Information and click Save to commit the updated information. Click the Cancel button to exit without saving.

2.2 E-MAIL INFORMATION TAB

The Email Information tab permits adding new email addresses to your email distribution list. Follow the onscreen instructions for adding email addresses. These email lists are then made available to you in other PDREP applications.

2.3 POINTS OF CONTACT TAB

Clicking on the Points of Contact tab allows the user to add addressees to their Point of Contact List which is made available in other portions of the PDREP application to make it easier to correspond within a given PDREP application. Follow the on screen instructions in Figure 2.3 and Figure 2.4 to add a new Point of Contact.

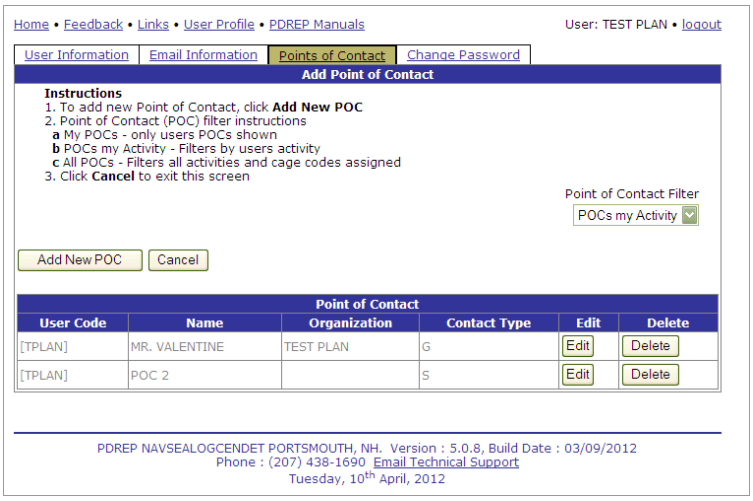


Figure 2.3

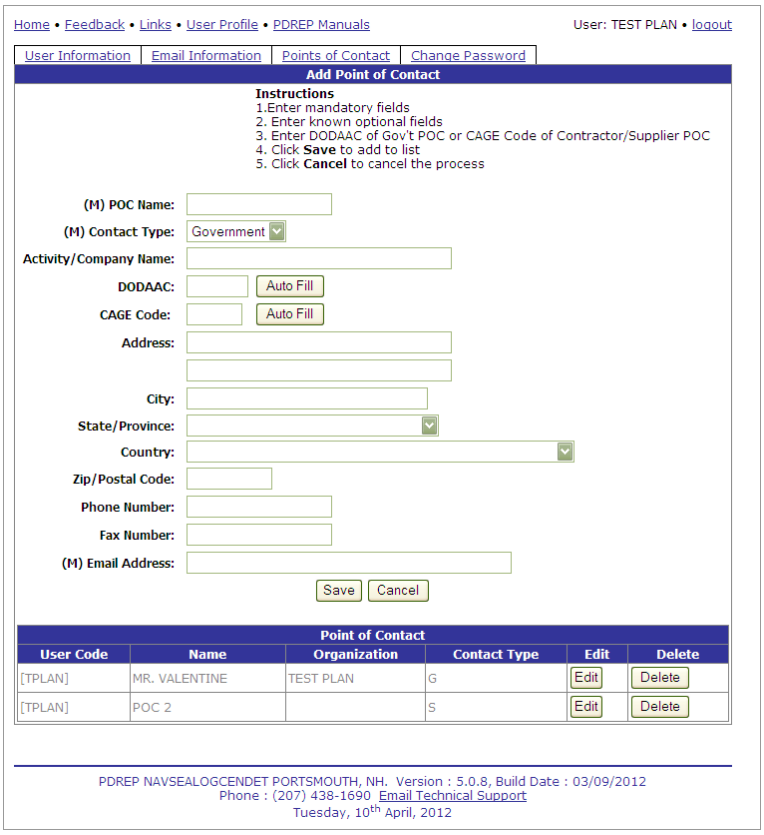


Figure 2.4

2.4 Change Password Tab

The change password tab enables the user to change their password associated with their account. Follow the onscreen instructions as illustrated in Figure 2.5.

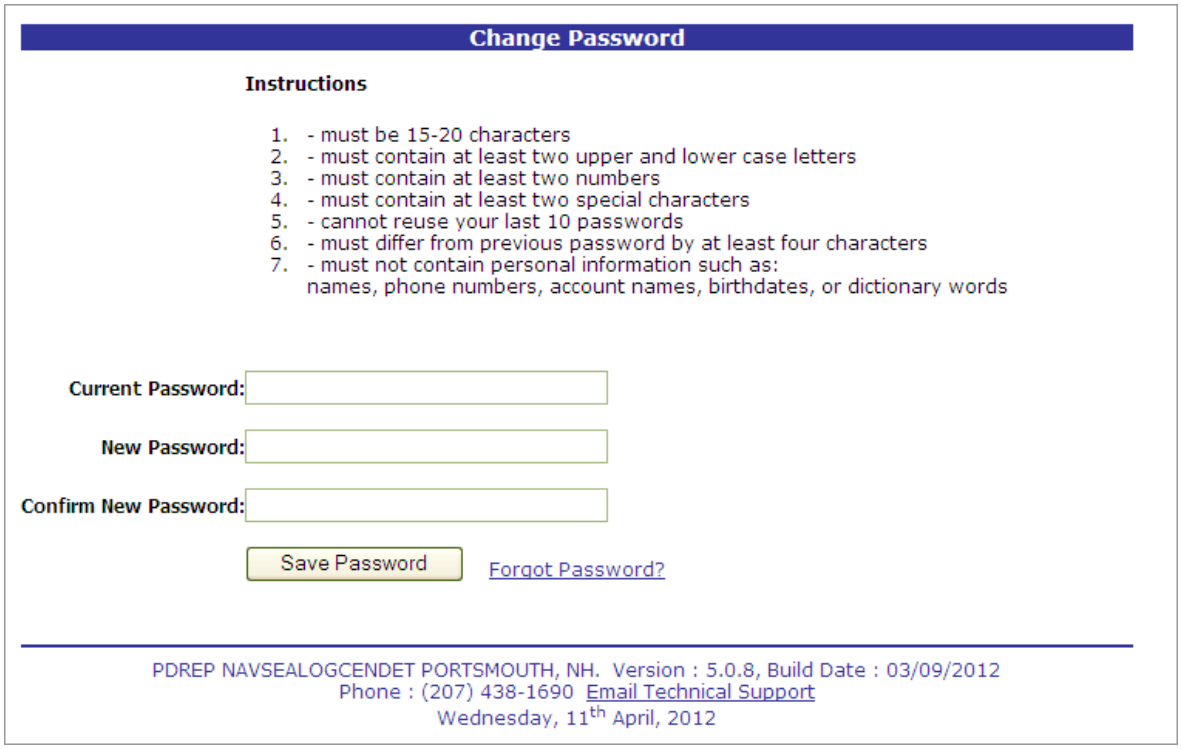


Figure 2.5

3 SURVEY REPORTS

3.1 Searching and Viewing Existing Survey Reports

a. After successfully logging in, the PDREP Main Menu in Figure 3.1 displays.

b. To enter the Survey module of PDREP, click on the Survey link on the PDREP Main Menu. The user is then automatically directed to the tabs shown in Figure 3.2.

c. If the Survey link does not appear on the PDREP Main Menu, the user should call the Customer Support Desk to ensure proper access privileges have been requested or to update their user profile. Links on the PDREP Main Menu only appear if the user has been granted access to that module in their user profile. The Customer Support Desk can assist in adjusting profiles to match the user's needs. See Section 2 for additional information about User Profiles.

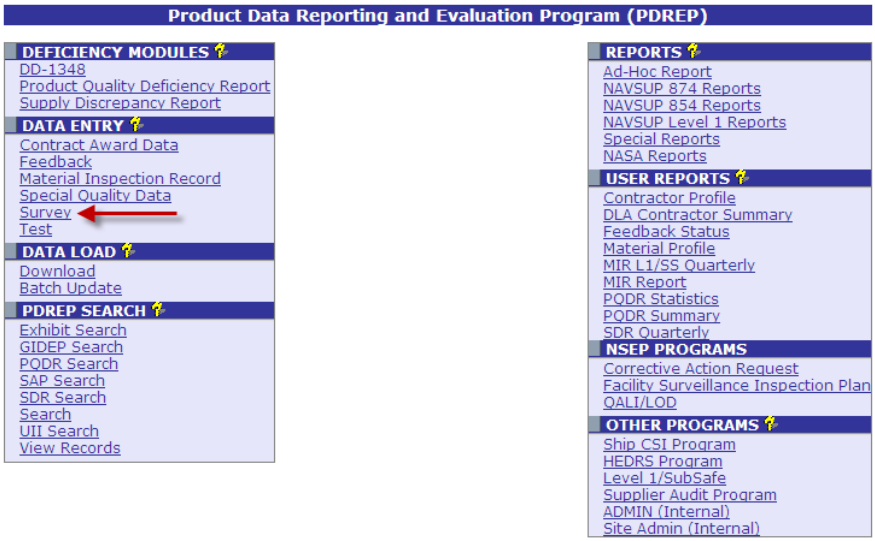


Figure 3.1

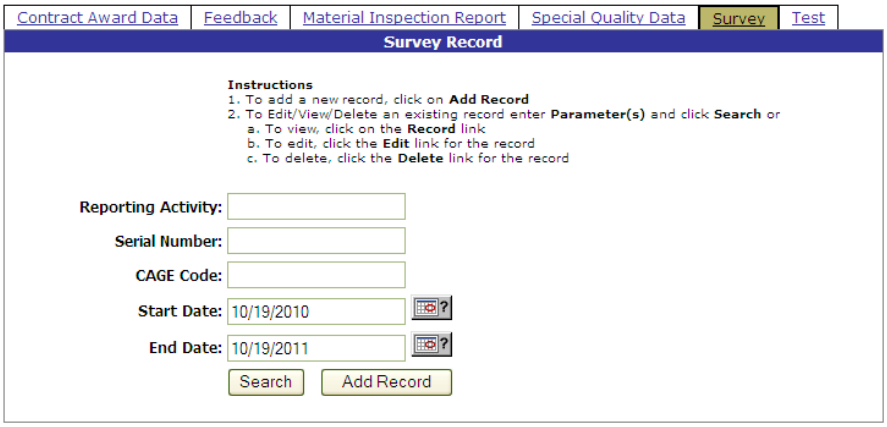


Figure 3.2

d. Click the Search button to display the list of Survey records to view. The result set may be constrained by Reporting Activity, Serial Number, CAGE Code or date range. A sample result set is shown in Figure 3.3.

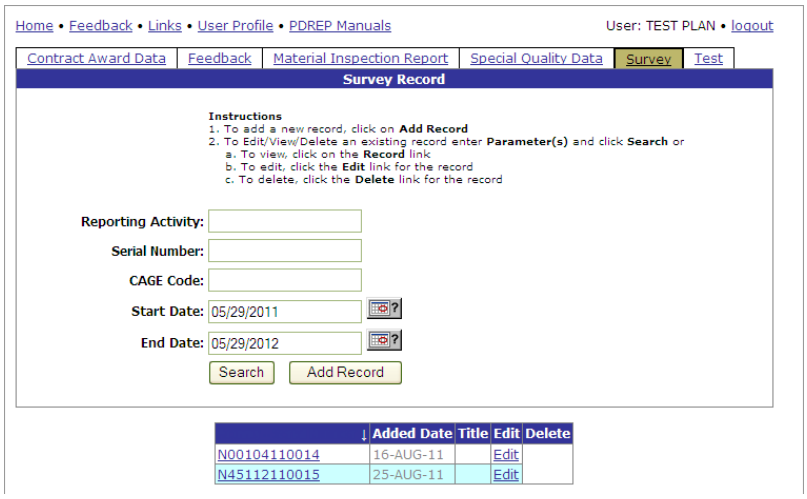


Figure 3.3

e. Clicking the Serial Number link for the record of interest will display a view of the Survey as seen in Figure 3.4.

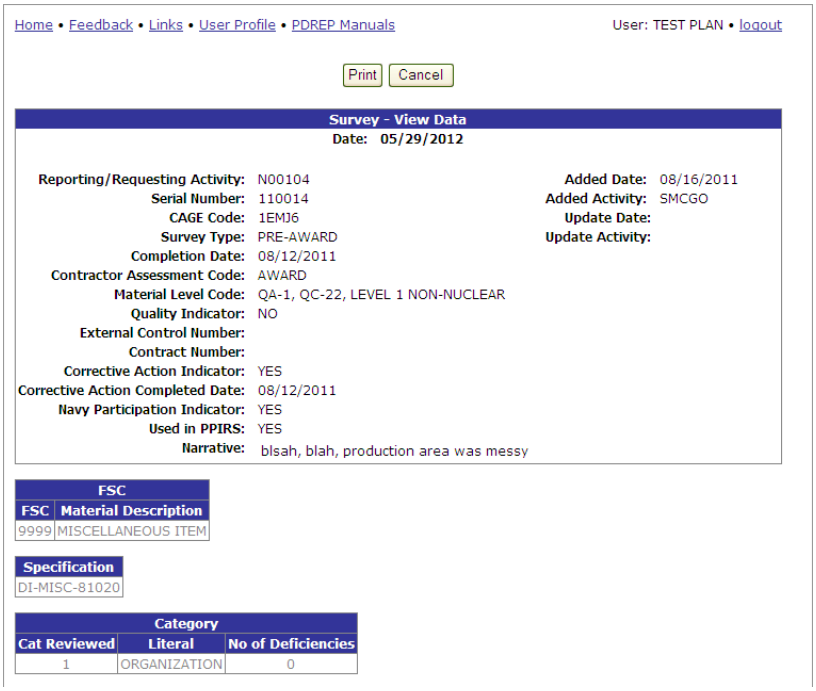


Figure 3.4

f. To return to the previous screen click the Cancel button.

g. To print the displayed data click the Print button.

3.2 Adding, Editing, or Deleting Survey Reports

3.2.1 Add or Edit a Survey Report

a. To add a new Survey record, click the Add Record button shown in Figure 3.3. The user is directed to a blank Survey – Add/Edit form shown in Figure 3.5.

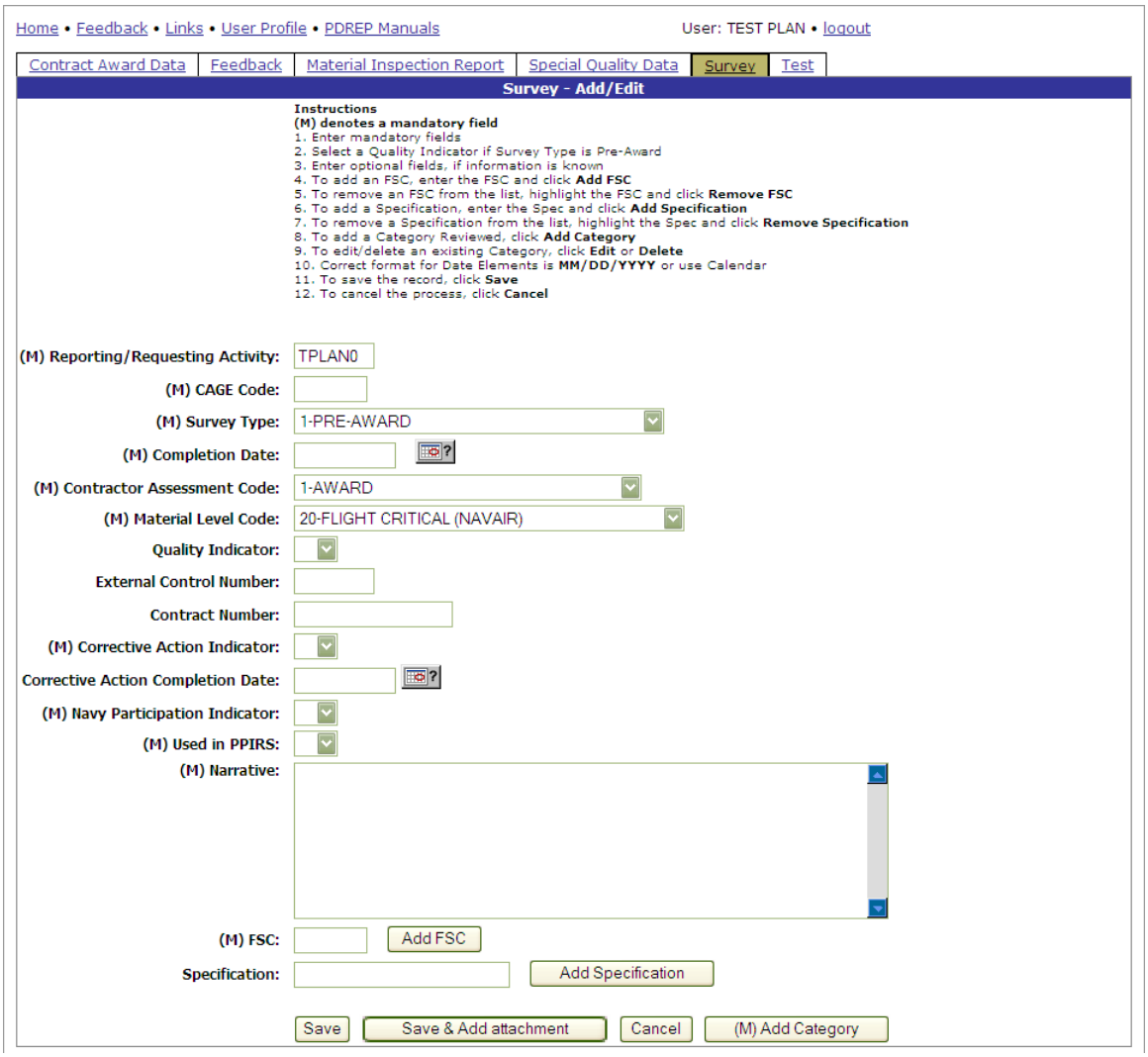


Figure 3.5

b. To edit an existing Survey, the user should follow the search procedures in Section 3 to locate a specific record. Once the record is located, click the Edit link shown in Figure 3.3 for the record of interest. The user is then directed to an existing Survey – Add/Edit form where the fields have been pre-populated (Figure 3.6).

Note

Editing records is only permitted for records for which the user has permissions; based on their user profile.

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

Contract Award Data | Feedback | Material Inspection Report | Special Quality Data | Survey | Test

Survey - Add/Edit

Instructions
(M) denotes a mandatory field
1. Enter mandatory fields
2. Select a Quality Indicator if Survey Type is Pre-Award
3. Enter optional fields, if information is known
4. To add an FSC, enter the FSC and click **Add FSC**
5. To remove an FSC from the list, highlight the FSC and click **Remove FSC**
6. To add a Specification, enter the Spec and click **Add Specification**
7. To remove a Specification from the list, highlight the Spec and click **Remove Specification**
8. To add a Category Reviewed, click **Add Category**
9. To edit/delete an existing Category, click **Edit** or **Delete**
10. Correct format for Date Elements is **MM/DD/YYYY** or use Calendar
11. To save the record, click **Save**
12. To cancel the process, click **Cancel**

Reporting/Requesting Activity: N00104 **Added Date:** 08/16/2011
Serial Number: 110014 **Added Activity:** SMCGO
(M) CAGE Code: 1EMJ6 **Update Date:**
(M) Survey Type: 1-PRE-AWARD **Update Activity:**
(M) Completion Date: 08/12/2011
(M) Contractor Assessment Code: 1-AWARD
(M) Material Level Code: 1-QA-1, QC-22, LEVEL 1 NON-NUCLEAR
Quality Indicator: N
External Control Number:
Contract Number:
(M) Corrective Action Indicator: Y
Corrective Action Completion Date: 08/12/2011
(M) Navy Participation Indicator: Y
(M) Used in PPIRS: Y
(M) Narrative: blsah, blah, production area was messy
(M) FSC: Add FSC
List of Selected FSC(s): 9999 Remove FSC
Specification: Add Specification
List of Selected Specification(s): DI-MISC-81020 Remove Specification

To add/view attachments Click here

Save | Cancel | (M) Add Category

Cat Reviewed	Literal	No of Deficiencies	Edit	Delete
1	ORGANIZATION	0	Edit	Delete

PDREP NAVSEALOGCENDET PORTSMOUTH, NH. Version : 5.0.8, Build Date : 03/09/2012
Phone : (207) 438-1690 Email Technical Support
Wednesday, 30th May, 2012

Figure 3.6

c. To enter data into the Survey – Add/Edit form, follow the instructions below:

1. Data fields preceded by an (M) require data entry.

2. Select a Quality Indicator if Survey Type is Pre-Award.

3. Enter optional fields, if information is known.

4. To add a Federal Supply Class (FSC), enter the FSC and click the *Add FSC* button.

5. To remove an FSC from the list, highlight the FSC and click *Remove FSC* button.

6. To add a Specification, enter the specification and click *Add Specification* button.

7. To remove a Specification from the list, highlight the specification and click *Remove Specification* button.

8. To upload an attachment to the Survey, click the "*Save and Add Attachment*" button.

9. To add a Category Reviewed, click *Add Category* button. Add Category will appear directly below the *Add Category* button, see Figure 3.7.

   A. Select a category from the Category drop-down box and Click the *Add* button.

   B. Enter the number of deficiencies, if any.

   C. Click the *Save Category* button to save or Click the *Cancel Category* button to escape.

   D. To edit/delete an existing Category, click *Edit* or *Delete* buttons in Figure 3.7.

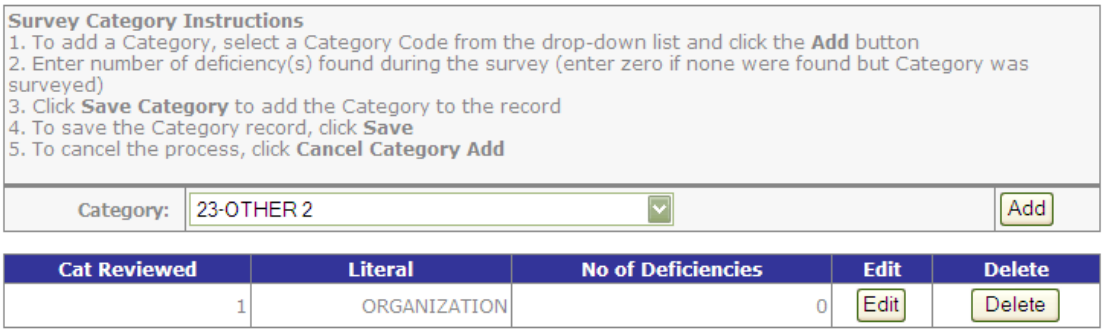


Figure 3.7

10. Correct format for Date Elements is MM/DD/YYYY or use Calendar button

11. To save the record, click the Save button

12. To cancel the process, click the Cancel button.

3.2.2 Delete a Survey

Follow the instructions below to delete a Survey.

a. To delete an existing Survey, the user should follow the search procedures in Section 3. Once the record is located, click the Delete link in the result set displayed on the Survey tab.

b. The delete screen (Figure 3.8) displays. Note that deleting records is only possible for records which the user has permissions for and is based on their user profile.

c. Click the Delete button, a pop up will appear to confirm the deletion. Click "Yes" to affirm the record should be deleted. Click "No" to cancel the request.

d. To print a copy of what is to be deleted, click the Print button at the top of the page.

e. To abort the delete, click the Cancel button at the top of the page.

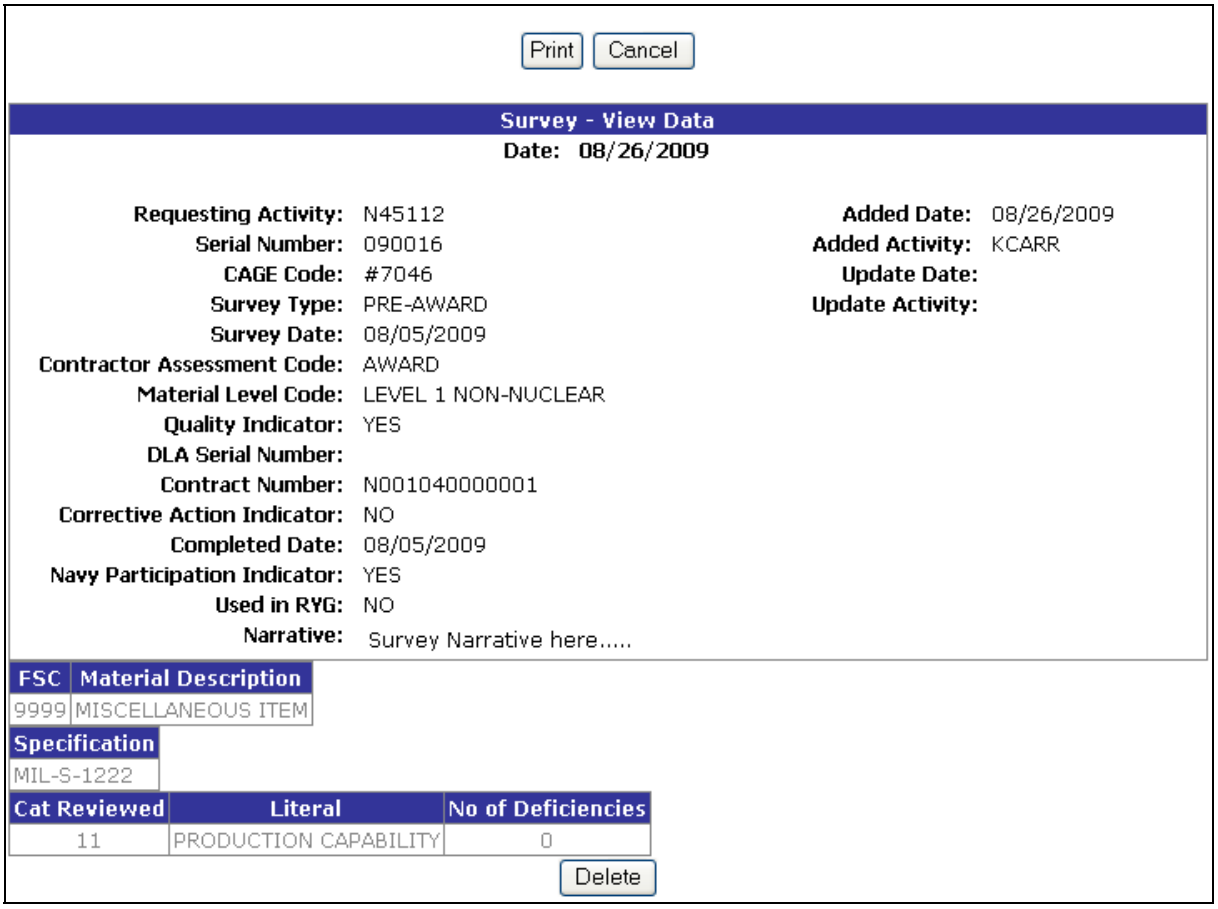


Figure 3.8

4 TEST RECORDS

4.1 Searching and Viewing Existing Test Records

a. From the PDREP Main Menu (Figure 4.1), click the Test link to access this module. The Test Record form displays (Figure 4.2).

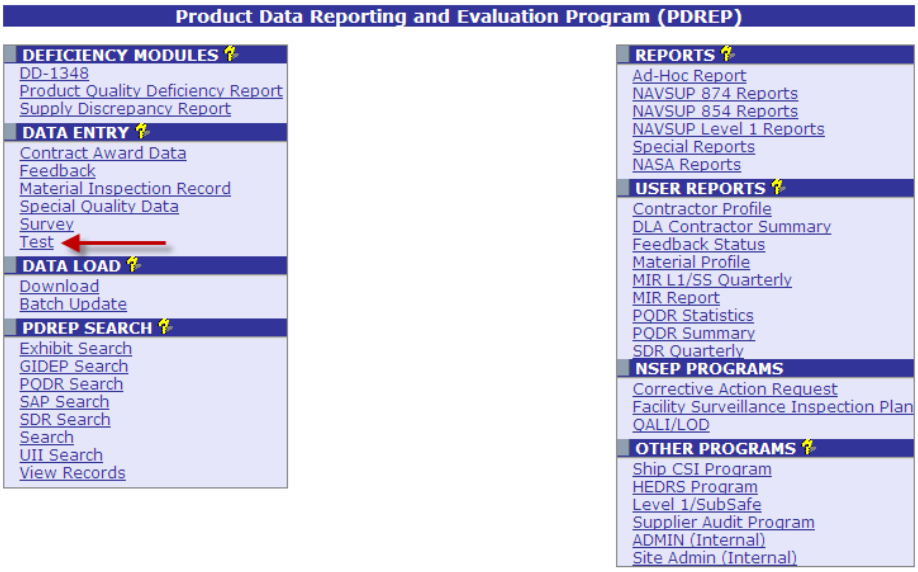


Figure 4.1

b. If the Test link does not appear on the PDREP Main Menu, the user should call the Customer Support Desk to ensure proper access privileges have been requested or to update their user profile. Links on the PDREP Main Menu only appear if the user has been granted access to that module in their user profile. The Customer Support Desk can assist in adjusting profiles to match the user's needs. See Section 2 for additional information about User Profiles.

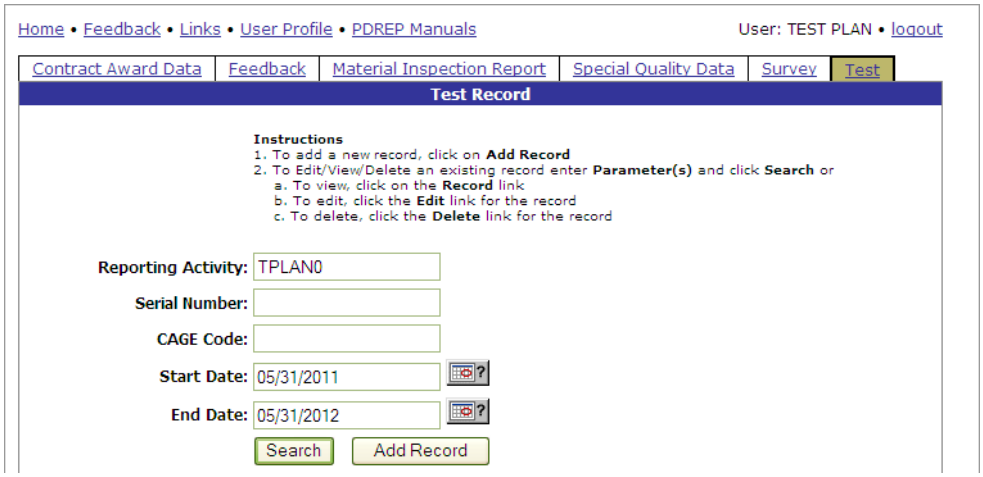


Figure 4.2

c. Click the Search button to display the list of Test records to view. The result set may be constrained by Reporting Activity, Serial Number, CAGE Code or date range. A sample result set is shown in Figure 4.3.

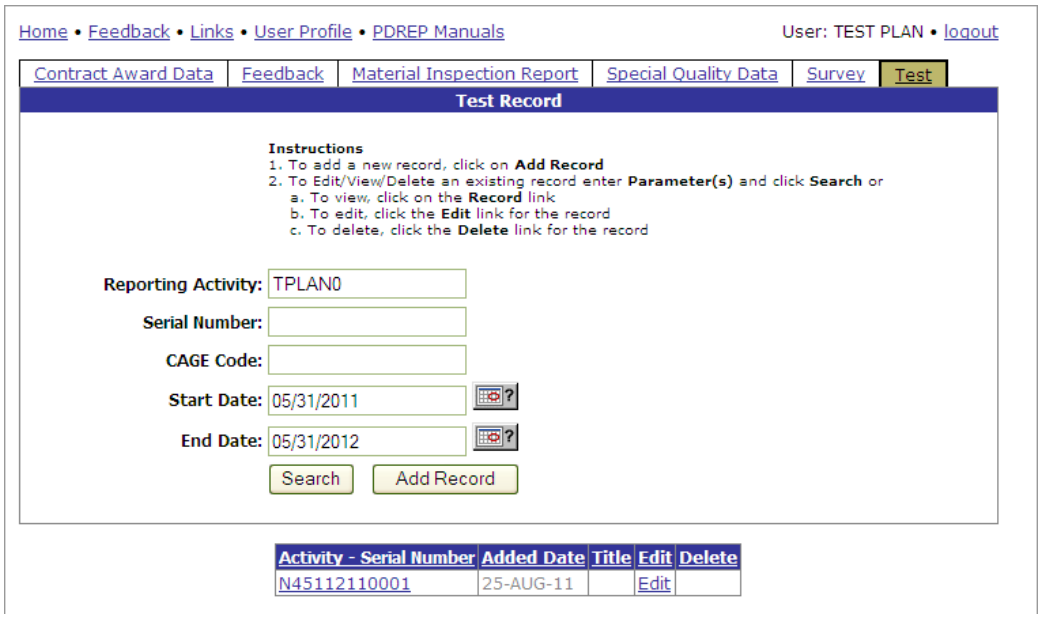


Figure 4.3

d. Clicking the Activity Serial number link for the record of interest will display a view of the Test Record as seen in Figure 4.4.

Figure 4.4

e. To return to the previous screen click the Cancel button.

f. To print the displayed data click the Print button.

4.2 Edit or Add Test Records

a. To edit an existing Test Record, the user should follow the search procedures in Section 4.1 to locate a specific record. Once the record is located, click the Edit link (see Figure 4.3) for the record of interest. The user is then directed to the existing Test – Add/Edit form where the fields have been pre-populated (Figure 4.5).

Note

Editing records is only permitted for records for which the user has permissions; based on their user profile.

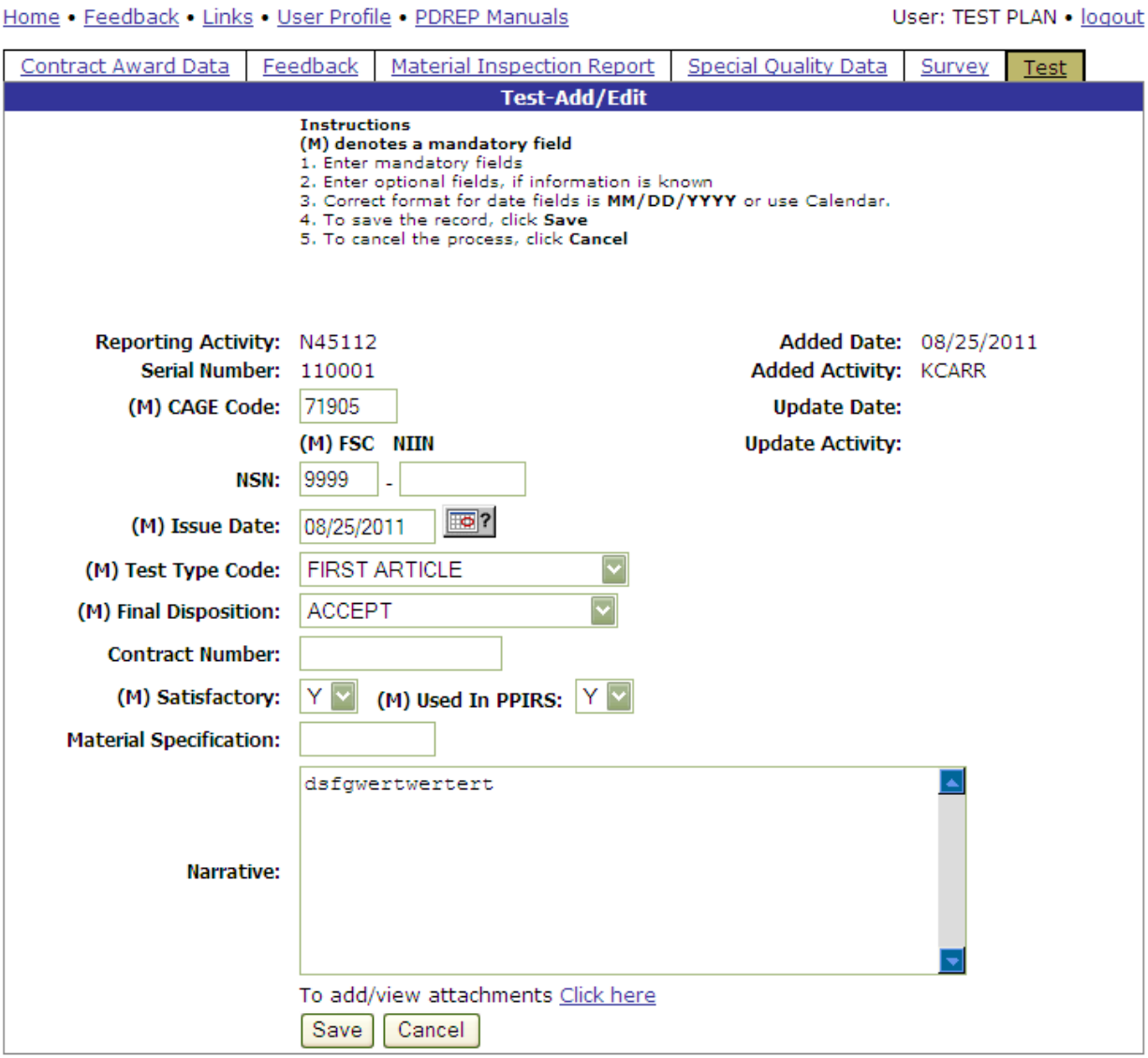


Figure 4.5

b. To add a new Test Record, from the Test Record form (Figure 4.3), click the Add Record button. The Test – Add/Edit form displays (Figure 4.6).

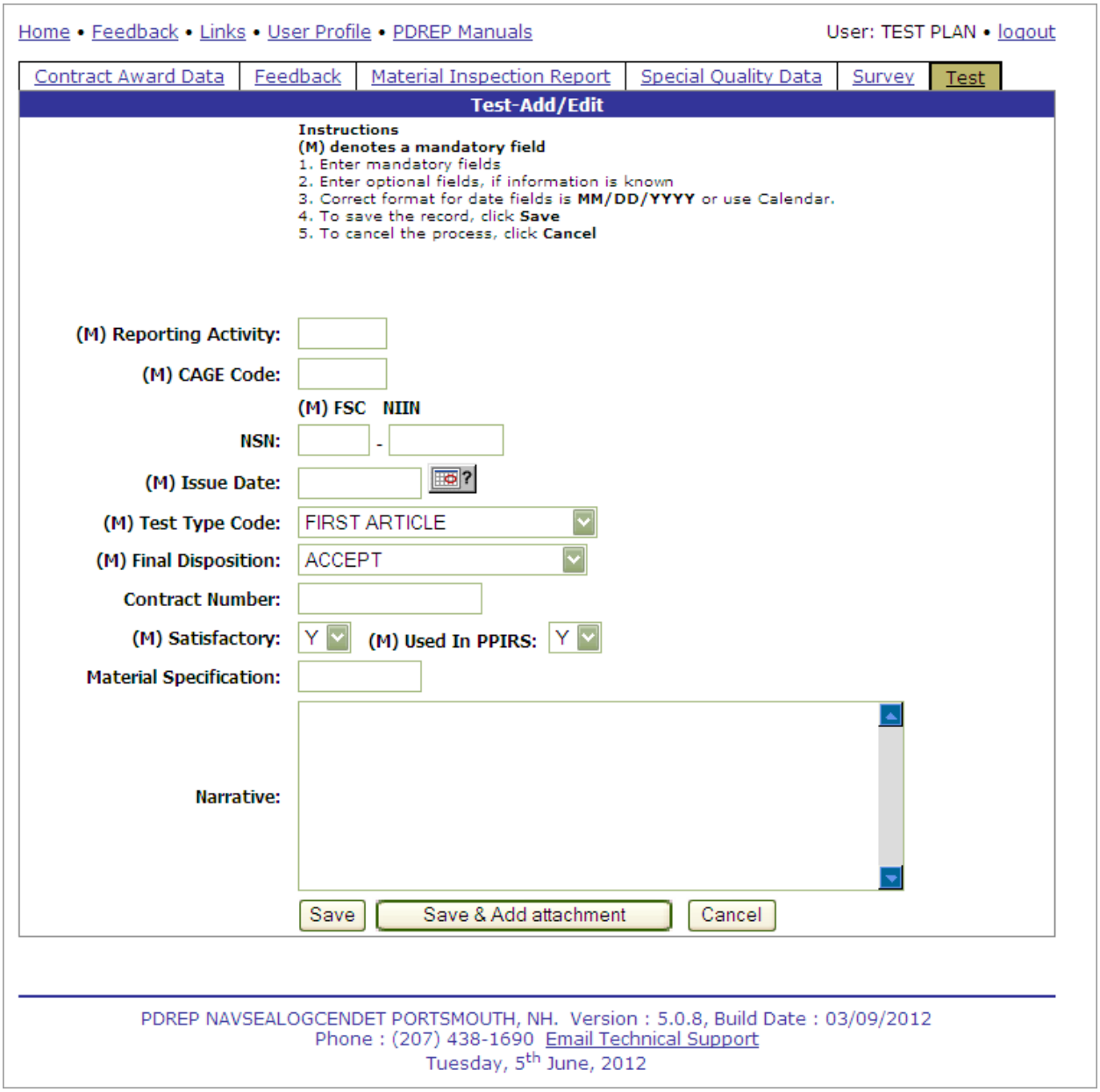


Figure 4.6

c. Steps to enter a new Survey Record are as follows.

1. Data fields preceded by an (M) require data entry.

2. Enter optional fields, if information is known.

3. Enter the **CAGE Code** of the company being reported on.

4. Enter the **NSN** for material tested which is made up of the Federal Supply Class (FSC) and national item identification number (NIIN).

5. Enter the **Issue Date**; the date of the actual report was created.

6. Enter a **Test Type Code** from the drop-down box provided.

7. Choose a **Final Disposition** from the drop-down box provided that describes the result of the test.

8. Enter the **Contract Number** for which the test was performed.

9. If the test of the material met all contract and specification requirements select “Y” in the **Satisfactory** drop-down, otherwise select “N”.

10. If the record should be used in the DoD’s Past Performance Information Retrieval System –Report Card set the **Used in PPIRS indicator** to “Y”, otherwise select “N”.

11. Enter any specification to which the material tested was tested to in the **Material Specification** block.

12. In the **Narrative** block enter a summary of work performed and any amplifying information concerning the Test Record.

13. To add attachments click the Save & Add Attachment button.

    A. Follow the onscreen instructions to add or view attachments to the Test Record.

    B. When attachments have been successfully uploaded, the record will automatically be saved and the user returned to the Test Record page (Figure 4.3).

14. To save the record without attachments, click the Save button.

15. To cancel without saving any data since the last save action, click the Cancel button.

4.3 Deleting Test Records

a. To delete an existing Test Record, the user should follow the search procedures in Section 4.1. Once the record is located, click the Delete link in the Delete column for the record of interest in Figure 4.3. Note that deleting records is only possible for records which the user has permissions for and is based on their user profile.

b. Click the *Delete* button, a pop up will appear to confirm the deletion. Click "Yes" to affirm the record should be deleted. Click "No" to cancel the request.

c. To print a copy of what is to be deleted, click the *Print* button at the top of the page.

d. To abort the delete, click the Cancel button at the top of the page.

5 SPECIAL QUALITY DATA (SQD) REPORTS

5.1 Searching and Viewing SQD Reports

a. From the PDREP Main Menu (Figure 5.1), click the Special Quality Data link. If the Special Quality Data link does not appear on the PDREP Main Menu, the user should call the Customer Support Desk to ensure proper access privileges have been requested or to update their user profile. Links on the PDREP Main Menu only appear if the user has been granted access to that module in their user profile. The Customer Support Desk can assist in adjusting profiles to match the user's needs. See Section 2 for additional information about User Profiles.

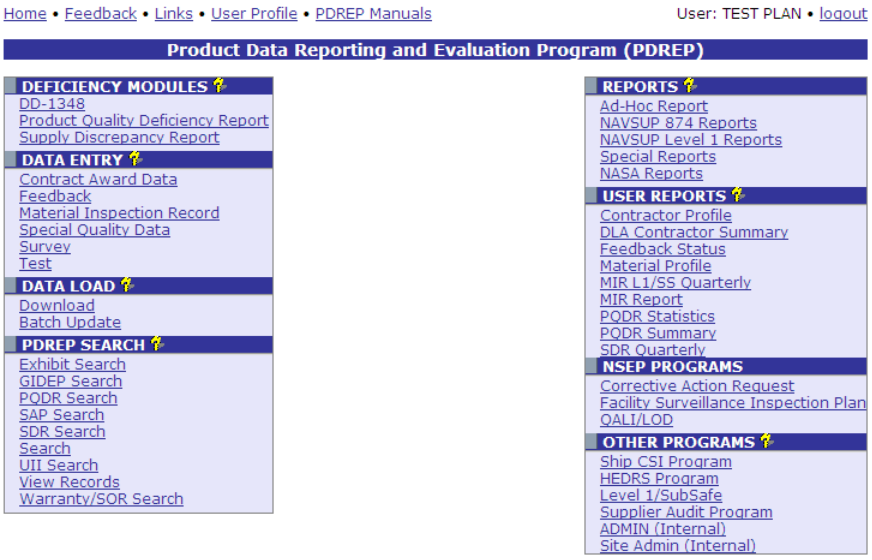


Figure 5.1

b. The Special Quality Data interface displays (Figure 5.2).

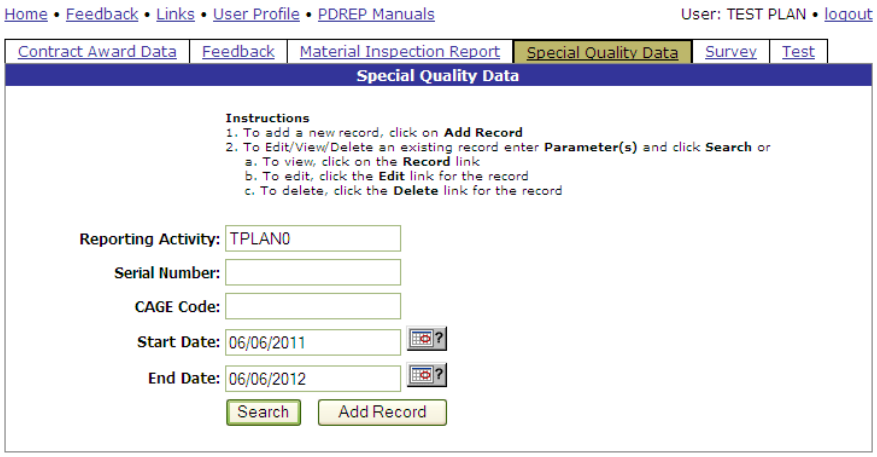


Figure 5.2

c. Enter the Reporting Activity and/or Serial Number to locate a specific PDREP Special Quality Data record. Users may enter only a Reporting Activity when the serial number is not known.

d. Click the Search button. The results of the search will display below the Search button as shown in Figure 5.3.

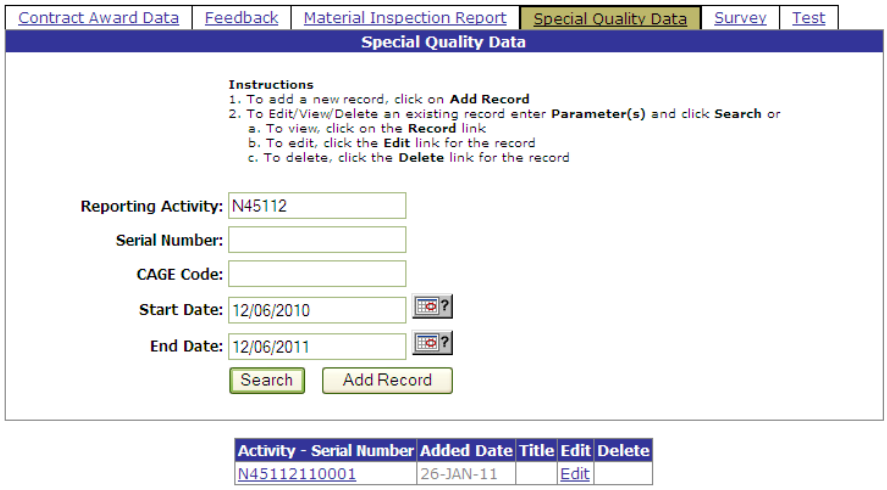


Figure 5.3

e. Clicking the Serial Number link for the record of interest will display the Special Quality Data – View Data form (Figure 5.4).

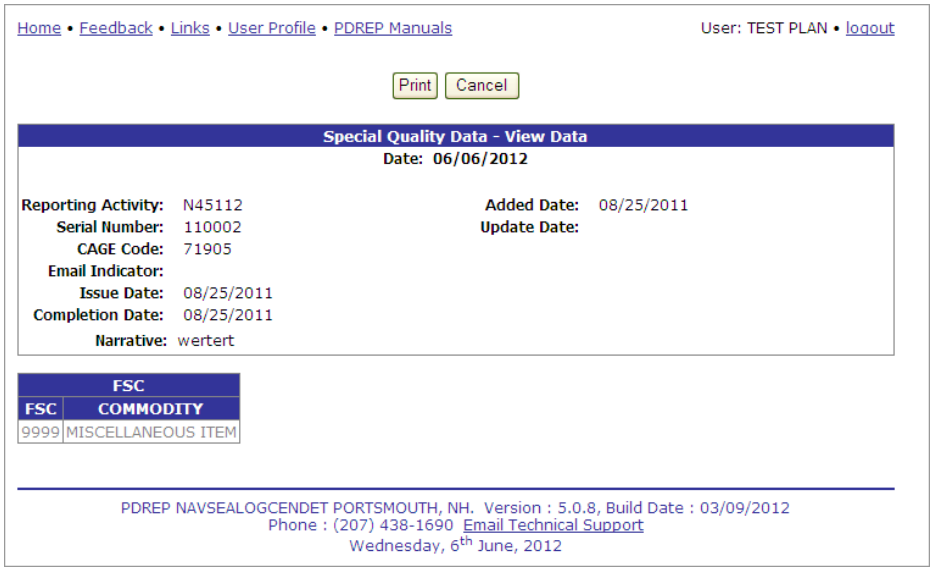


Figure 5.4

f. To return to the previous screen click the *Cancel* button.

g. To print the displayed data click the *Print* button.

5.2 Edit or Add Special Quality Data Records

a. To edit an existing Special Quality Data Record, the user should follow the search procedures in Section 5.1 to locate a specific record. Once the record is located, click the Edit link (Figure 5.3) for the record of interest. The user is then directed to the existing Test – Add/Edit form where the fields have been pre-populated (Figure 5.5).

Note

Editing records is only permitted for records for which the user has permissions; based on their user profile.

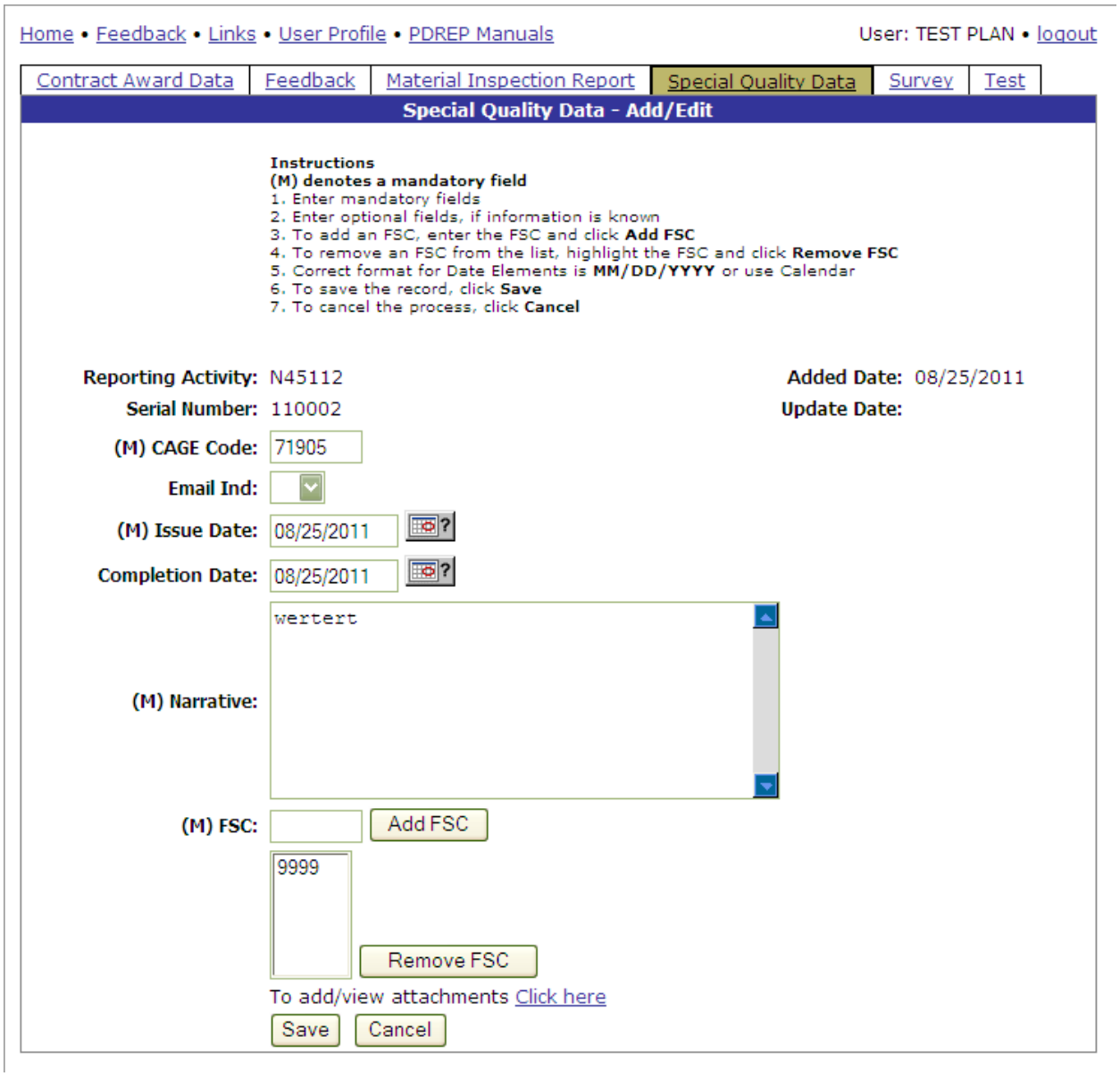


Figure 5.5

b. To add a new Special Quality Data record, from the Special Quality Data form (Figure 5.3), click the Add Record button. The Special Quality Data – Add/Edit form displays (Figure 5.6).

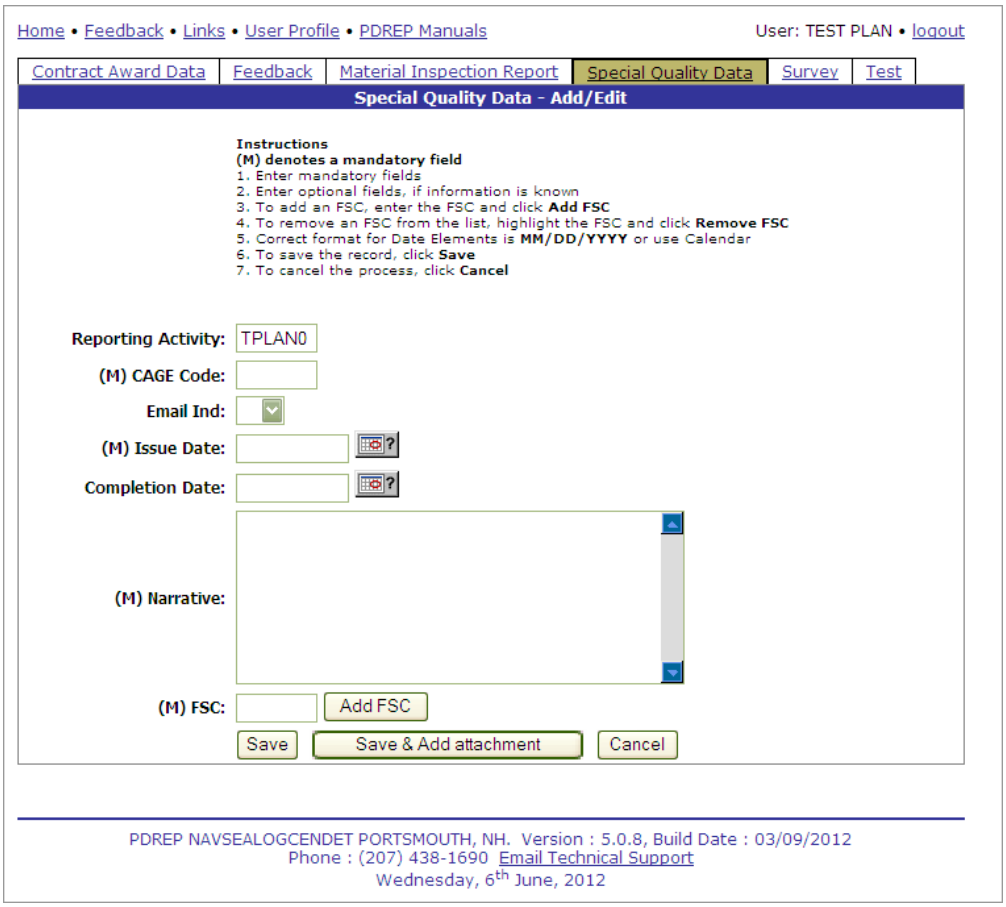


Figure 5.6

c. To enter data into the Special Quality Data record follow the instructions below:

1. Data fields preceded by an (M) require data entry.

2. Enter optional fields, if information is known.

3. Enter the CAGE Code of the company being reported on.

4. Select the Email Indicator if this Special Quality Data record was emailed as an alert of any kind.

5. Enter a Completion Date. This is the date is the actual record entered was created at the source.

6. In the Narrative block enter a summary of work performed and any amplifying information concerning the Test Record.

7. To add a Federal Supply Class (FSC), enter the FSC and click the *Add FSC* button. To remove an FSC from the list, highlight the FSC and click *Remove FSC* button.

8. To add attachments Click Here and follow the onscreen instructions to add or view attachments to the Test Record.

9. To save the record, click the *Save* button.

10. To cancel the process, click *Cancel* button.

5.3 Deleting Surveys

a. To delete an existing Special Quality Data, the user should follow the search procedures in Section 5.1. Once the record is located, click the Delete link in the Delete column of the results for the record of interest (Figure 5.3). Note that deleting records is only possible for records which the user has permissions for and is based on their user profile.

b. Click the Delete button, a pop up will appear to confirm the deletion. Click "Yes" to affirm the record should be deleted. Click "No" to cancel the request.

c. To print a copy of what is to be deleted, click the Print button at the top of the page.

d. To abort the delete, click the Cancel button at the top of the page.

6 SUMMARY

This concludes the PDREP Survey, Test Record, and Special Quality Data application instructions. 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:

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Commercial:	(207) 438-1690
DSN:	684-1690
Fax:	(207) 438-6535