



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

## **User Access Request and Login Procedures**

**User Guide  
Updated: 10 August 2016**

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

## **FOREWORD**

This guide does not replace or amend any Department of Defense (DOD) instructions, regulations, and/or policies. Its purpose is to assist users with the Product Data Reporting and Evaluation Program (PDREP) User Access Requests (UAR) only. The PDREP–UAR is designed to allow US Government employees, US Government support contractor’s access to various applications with in automated information system. US Government employees and US Government support contractors may request access to any application within the PDREP Automated Information System (AIS); however, access is granted on a case by case and need to know basis.

## INTRODUCTION

This document is intended to guide individuals through the process of applying for access to the PDREP-AIS. Access is granted for the purpose of reviewing supplier performance information, supply chain performance, material quality data, reporting tools for processing of various record types and a variety of logistical information collected from throughout the Department of the Navy (DoN) and Department of Defense (DoD).

Contractors supplying material to the US Government may view their company's data contained within the PDREP-AIS by using a different process to gain access. This process allows Contractors to view only their company's data. Contractors logging into PDREP use the 'Contractor Login' Link. Refer to the Contractor Access User Guide for details.

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

Requests for changes or improvement to any of the PDREP-AIS's applications or the NSLC Portsmouth Home Page should be submitted by logging into the PDREP-AIS and using the [Feedback](#) link on the PDREP Main Menu or for personnel who don't yet have a PDREP-AIS account, submit questions about PDREP to:

### **Customer Support Desk**

email: [webpmsmh@navy.mil](mailto:webpmsmh@navy.mil)

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 USER ACCESS REQUESTS

a. To request access to the PDREP-AIS, go to the Product Data Reporting and Evaluation Program home page: <https://www.pdrep.csd.disa.mil/>. See Figure 1.1.

b. Click the User request link on the left side of the PDREP Home Page. Here, you will find information about US Government and US Government support contractor access.

c. Note that, if you already have a PDREP account, and your CAC card is registered, you'll be taken directly to the PDREP-AIS Main Menu. You may not register for a second account with the same CAC.

d. First time PDREP users will need to submit a User Access Request, available on the PDREP home page. Click the [User Access Request](#) link. Follow the directions on the form to submit the request for access to PDREP.

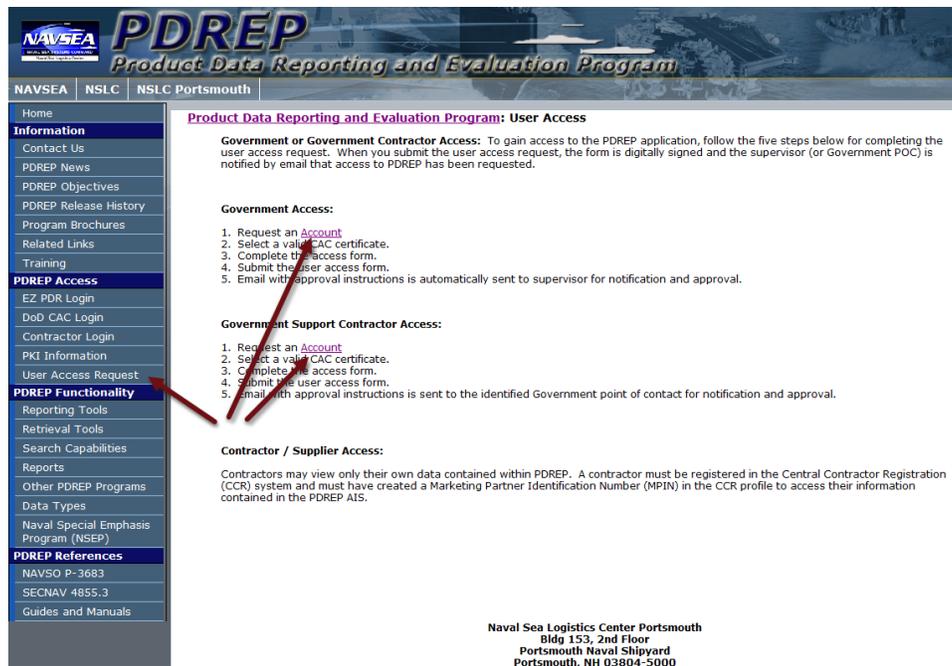


Figure 1.1

e. Click the [Account](#) link in Figure 1.1. If the PDREP-AIS does not recognize your CAC you'll be directed to Figure 1.2.

f. You'll be directed to the User Access Request web page in Figure 1.2. Fill out the form as completely as you can. Fields that require data to be entered are designated by an (M). Some of the data you enter is used to pre-populate records that you may create in PDREP. Fill in the following fields:

1. User Access Request Type: Select 'NEW', if you've never had a PDREP account before. If you have had an account in the past, but it's no longer active, select 'RENEW'.
2. Last Name, First Name, and Middle Initial.
3. Primary DoDAAC: Enter the Department of Defense Activity Address Code for the organization for which you primarily work.
4. Additional DoDAAC: If you perform work for multiple organizations, you may enter more than one DoDAAC.
5. DoD Activity Name: The name that your organization commonly goes by.
6. Office/Activity Code: This is used to identify the office for which you work, normally, a subgroup of your organization's primary DoDAAC. This could be an office symbol, or any unique identifier your organization uses to group personnel.
7. Office Address, City, State, ZIP Code: The actual location or street address where you work.
8. Work Phone, DSN, Fax: Enter your telephone contact numbers.
9. Are you a DoD Contractor?

- a. Select Yes, if you are an employee of any other entity other than an agency of the US Government.

**Note:** If you are a contractor and the US Government has provided you a CAC for the purposes of accessing US Government IT systems to perform work on behalf of the US Government, for the purposes of this document, you are considered a US Government support contractor. Your US Gov't Supervisor **MUST** approve and concur that access to the PDREP-AIS is required for you to perform the duties assigned to you by the US Government and be in accordance with your companies contract.

**IMPORTANT:** Make sure your US Government Supervisor's email address is correct. They will receive a notice of your access request and subsequently must approve the request.

10. Govt Email Address: Enter the email address issued to you by a US Government representative. For DoD personnel this email address will end in '.mil'.

**IMPORTANT:** You must provide a valid '.mil' email address for DoD or DoD support contractor access.

**PDREP - Request Account**

**Instructions**  
(M) denotes a mandatory field

User Access Request Type:

User Information

(M) Last Name:  (M) First Name:  Middle Initial:

(M) Primary DODAAC:  Additional DODAAC:  Additional DODAAC:

DOD Activity Name:

Office/Activity Code:

Office Address:

City:  State:  Zip Code:

(M) Work Phone/Ext:  DSN:  Fax:

Are you a DoD Contractor?  Yes  No

DoD Data Required

(M) Govt Email Address:

(M) Govt Supervisor Email Address:

PDREP Reporting Tools

Product Quality Deficiency Report - PQDR Application

:Originator Point  :Screening Point  :Action Point  :Support Point

:Access for ARMY ONLY

:Access for DCMA ONLY

Supply Discrepancy Report - SDR Application

:Originator Point

:Action Point

Receipt Inspection Management System (RIMS)

:Nuclear User

:Receipt Inspection Management System (RIMS)

Naval Special Emphasis Program(NSEP)

:Corrective Action Request(CAR)

:Quality Assurance Letter of Instruction (QUALIs) and Letters of Delegation (LODs)

:Facilities Operation Plan (FOP)

PDREP Retrieval Tools

:Hull, Mechanical and Electrical (HM&E) Equipment Data Research System (HEDRS)

:Ships Critical Safety Item - SCSi (DON Only)

:Level I & Sub-Safe Verification Program

:Material Inspection Record (MIR)

:Contract Award and Delivery Data (CAD)

:Test Records (TST)

:Survey Records (SRV)

:Special Quality Data (SQD)

:Supplier Audit Program (SAP)

Other PDREP Tools

:Naval Bulletins

:Supplier Audit Alerts

:ADHOC

:Contractor Profile

:Material Profile

:DLA Reports

:DCIS Reports

:NAVSUP Level 1 Report

:NAVSUP 874 Report

:NAVSUP 854 Report

(M) Comments

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Phone : (207) 438-1690 [Email Technical Support](#)  
August 15<sup>th</sup>, 2016

**Figure 1.2**

11. Govt Supervisor Email Address: Enter the email address of your US Gov't Supervisor and it must be a valid .mil email address.

12. Product Quality Deficiency Report-Application: Check the boxes for the record types you'll need to perform data entry or be required to monitor for your unit.

13. Supply Discrepancy Reports – SDR Application: Check the boxes for the record types you'll need to perform data entry or be required to monitor for your unit.

14. Naval Special Emphasis Program: Check the boxes for the record types you'll need to perform data entry or be required to monitor for your unit

15. PDREP Reporting Tools: Check the boxes for the record types you'll need to perform data entry or be required to monitor for your unit.

g. Other PDREP Tools: Check the boxes that apply to you. Leaving the 'Application Access' blank will permit view and search access to most of PDREP's supplier performance and material quality data, so if you're not sure what access you require, you need not make any selection in the Application Access section.

h. If you decide that you require access to other applications or features within the PDREP-AIS after you've gotten your account, please submit a User Access Update Request.

## 2 LOGGING IN

### 2.1 INITIAL ACCESS

In order to access the PDREP-AIS, a User Account must be created and a User Name and Password obtained. User accounts are established by PDREP Administrators after you've submitted your user access request online. An initial password is generated by using the Forgot Password feature described a little later in this section.

- a. Once your account is established by a PDREP administrator, you'll receive an email notification informing you about what steps need to be taken for your initial login. (Figure 2.1)

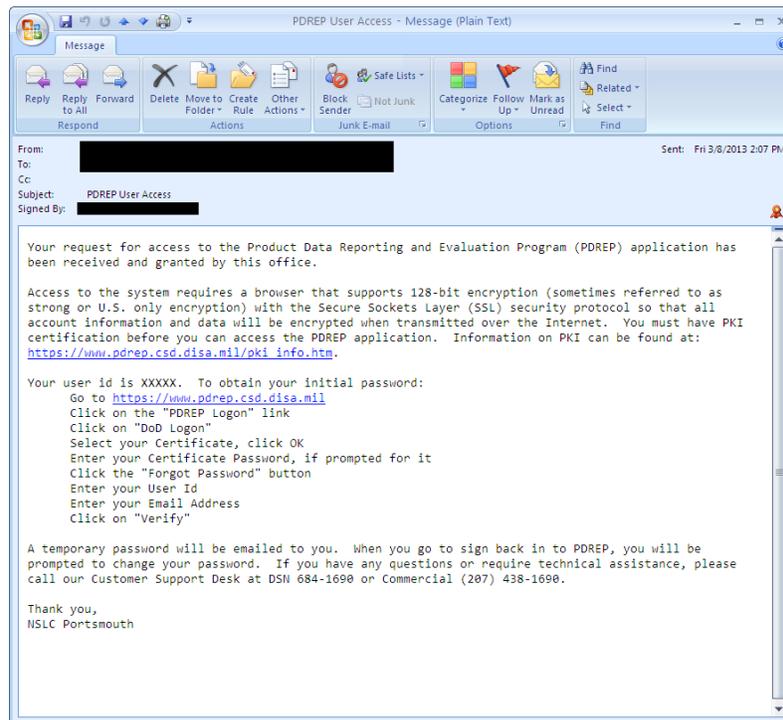
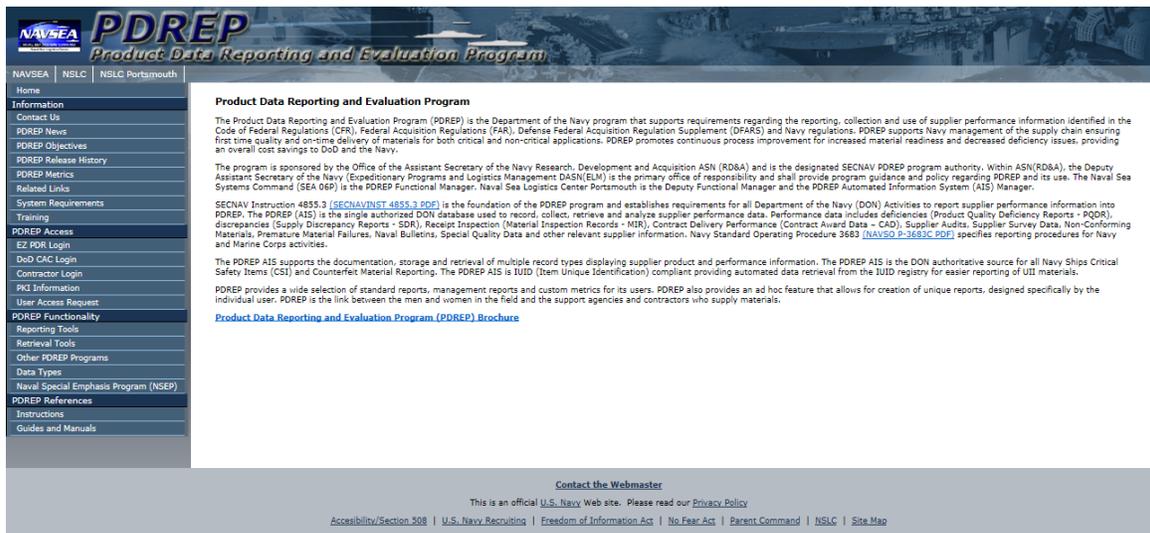


Figure 2.1

- b. To log on the first time, access the Product Data Reporting and Evaluation Program Home page (Figure 2.2) Located at the following URL: <https://www.pdrep.csd.disa.mil>.

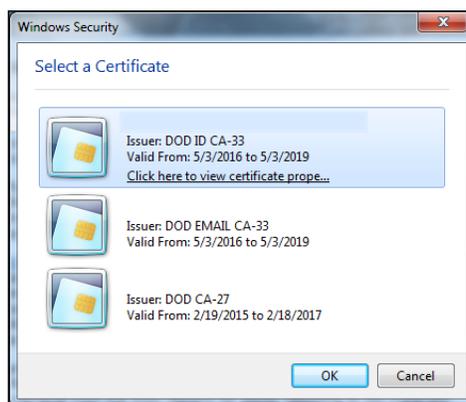


**Figure 2.2**

- c. Under PDREP Access in the left hand menu, click on the [DoD CAC Login](#) link.
- d. All personnel with US Government Issued Common Access Cards (CAC) should log in to the PDREP-AIS by selecting “[DoD CAC Login](#)”.
- e. Contractors that do NOT work for the Federal Government should use the [Contractor Login](#) link. Refer to the Contractor User Access Guide for details on this access method. It’s located on the Guide and Manuals web page, click the [Guides and Manual](#) link to access it.

## 2.2 DoD Login with CAC

- a. The Client Authentication dialog box will prompt you for verification of the certificate from your DoD-issued CAC or other PKI credentials (Figure 2.4). If more than one certificate is shown, most users should choose the non e-mail certificate.



**Figure 2.4**

- b. Click the OK button and the Warning and Consent Banner will display (Figure 2.5).

**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

**Figure 2.5**

- c. Read the DoD Warning and Consent Banner, if you agree to the terms, click the Accept radial button. Selecting the Decline radial button will stop the log in process.

**NOTE:** If you have difficulty with a certificate and have more than one available, please try the other certificates before contacting the PDREP help desk.

- d. If this is your first time logging into the PDREP-AIS, your CAC was recently replaced, or if your account was deactivated for any reason, you'll need to register your CAC and establish a password. To do this, click the [Forgot Password](#) link. (Figure 2.6)

**PDREP Government Login**

**Instructions**

1. Enter User ID and Password
2. Click **Login**
3. If you do not remember the Password, click 'Forgot Password?' link

[Request Account](#)

User ID:

Password:  [Forgot Password?](#)

**Figure 2.6**

- e. Enter your User Id, Email Address, and Click the "Verify" button (Figure 2.7). The email address you enter must match the email address used to create your account. If for any reason the User ID and email address associated with your account don't match what's entered, you should contact the PDREP Customer Support Desk by phone or email.

**Figure 2.7**

- f. If the user ID and email address match, a temporary password will be emailed to you and you'll be directed to the web page in Figure 2.8.

**Figure 2.8**

- g. Click the [PDREP Login](#) link and you'll be redirected back to the Figure 2.6, where you can use the password that was just emailed to you to log into the PDREP-AIS.

**Figure 2.9**

- h. After clicking the Login Button in Figure 2.6, you will be prompted to change your password to one you can remember (Figure 2.9).
- i. After successfully changing your password, your CAC is registered to your PDREP-AIS account, and the PDREP-AIS Main Menu is then displayed. Figure 2.10

Product Data Reporting and Evaluation Program (PDREP)	
<b>PDREP APPLICATIONS</b> <a href="#">Contract Award and Delivery (CAD)</a> <a href="#">Material Inspection Record (MIR)</a> <a href="#">Product Quality Deficiency Report (PODR)</a> <a href="#">Special Quality Data (SQD)</a> <a href="#">Supply Discrepancy Report (SDR)</a> <a href="#">Supplier Audit Program (SAP)</a> <a href="#">Supplier Survey (Pre/Post Award)</a> <a href="#">Test Records</a>	<b>PDREP REPORTS</b> <a href="#">Contractor Profile</a> <a href="#">Material Profile</a> <a href="#">MIR L1/SS Quarterly</a> <a href="#">MIR Report</a> <a href="#">NAVSUP 874 Reports</a> <a href="#">PODR Statistics</a> <a href="#">PODR Summary</a> <a href="#">SDR Quarterly</a>
<b>PDREP SEARCHES</b> <a href="#">AD-HOC Search</a> <a href="#">CAGE Search</a> <a href="#">DODAAC Search</a> <a href="#">Feedback Search</a> <a href="#">Exhibit Search</a> <a href="#">GIDEP Search</a> <a href="#">HEDRS Search</a> <a href="#">Level 1/SubSafe Search</a> <a href="#">PDREP Search</a> <a href="#">PODR Search</a> <a href="#">Requisition Search</a> <a href="#">SAP Search</a> <a href="#">SDR Search</a> <a href="#">UII Search</a> <a href="#">Warranty/SOR Search</a>	<b>PDREP PARTNER REPORTS</b> <a href="#">DLA Contractor Summary</a> <b>DATA LOAD</b> <a href="#">Batch Update</a> <b>SITE ADMIN</b> <a href="#">IT Admin (Internal)</a> <a href="#">QA ADMIN (Internal)</a>

*\*Links displayed on main menu may vary depending on your level of access*

**Figure 2.10**

- j. You'll no longer be required to login with a user name and password. Follow the steps in Section 2.1.b through d. and you'll be quickly directed to the PDREP-AIS Main Menu after the PDREP-AIS verifies your CAC with the information in your PDREP-AIS account.

### 3 UPDATE USER PROFILE

- a. After successfully logging in, the PDREP Main Menu (Figure 2.10) will display. You may not see all of the options listed depending on your level of access. 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 various PDREP applications.
- b. To view or update your User Profile, click on your name displayed next to the User Profile label at the top of the Main Menu F
- c. Figure 3.1 shows the User Profile – View display.

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

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

**User Profile - View**

To update information [Click here](#)

**Name:** YOUR DATA HERE  
**Title:** YOUR DATA HERE  
**P.O.Box:** YOUR DATA HERE  
**Address:** YOUR DATA HERE  
  
**City/State/Zip:** YOUR DATA HERE  
**Country:** YOUR DATA HERE  
**Phone:** YOUR DATA HERE  
**DSN Phone:** YOUR DATA HERE  
**Email Address:** YOUR DATA HERE  
**Organization Code:** YOUR DATA HERE  
**Logo:** YOUR DATA HERE  
**SubjectCN:** YOUR DATA HERE

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 Phone : (207) 438-1690 [Email Technical Support](#)

**Figure 3.1**

- d. 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.
- e. 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 (
- f. Figure 3.2).

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

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

User Information
Distribution Lists
Points of Contact
Access Change Request

**User Profile - Edit**

**Instructions**  
**(M) denotes a mandatory field**  
 1. Enter mandatory fields  
 2. Enter known optional fields  
 3. To update User Profile, click **Save**

Changing Profile data will not update previously saved records

**(M) First Name:** NON EDITABLE **(M) Last Name:** NON EDITABLE  
**(M) Title:**   
**P.O.Box:**   
**Address:**   
  
**(M) City:**   
**State/Province:**  **Zip/Postal Code:**   
**Country:**  **Ext:**   
**Telephone Number:**   
**DSN Telephone Number:**   
**(M) Email Address:** NON EDITABLE  
**Organization Code:**   
**Logo:**

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**Figure 3.2**

- g. There are four tabs on the user profile update page: User Information; Distribution Lists; Points of Contact; and Access Change Request. Each tab is described in the sections that follow.

### 3.1 USER INFORMATION TAB

The first tab contains the most critical User Information and is depicted in

Figure 3.2. 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.

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

### 3.2 DISTRIBUTION LISTS TAB

The Distribution List tab contains any e-mail addresses that you might use on distribution lists for PDREP messages. Distribution lists are used in PDREP forwarding messages, e-mail messages, and letters in much the same way that a personal address book might function in Microsoft Outlook.

- b. To create a new distribution list enter the name of the distribution list and Click the “Create New” Button (Figure 3.3).

[User Information](#) | [Distribution Lists](#) | [Points of Contact](#) | [Access Change Request](#)

**Create Distribution List**

**Instructions**

1. To create a new list, click **Create New**
2. To edit an existing list, click **Edit**
3. To delete an existing list, click **Delete**

List Name:

Existing Lists:

**Figure 3.3**

- c. To Edit your Distribution list select the existing List from the drop down menu and Click the “Edit Button”

**FOUO UNCLASSIFIED FOUO**

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

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

[User Information](#) | [Distribution Lists](#) | [Points of Contact](#) | [Access Change Request](#)

**Create Distribution List**

**Instructions**

1. To create a new list, click **Create New**
2. To edit an existing list, click **Edit**
3. To delete an existing list, click **Delete**

List Name:

Existing Lists:

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August 19<sup>th</sup>, 2016

**Figure 3.4**

- d. To add a new email address, enter the name and email address for whom you would like to add then Click the “Add/Update” button. (Figure 3.5)
- e. To edit an existing name on your distribution list Click the “Edit” Button next to that person’s name.
- f. To delete an existing name from your distribution list Click the “Delete” button.

Name	Email Address	Edit	Delete
USER 1	BLANK@NOEMAIL.MIL	Edit	Delete
USER 2	VOID@TESTDATA.MIL	Edit	Delete

**Figure 3.5**

### 3.3 POINTS OF CONTACT TAB

Points of Contact are used primarily by Support Point or Action Point users for identifying Government, Contractor or Supplier investigators but can also be used as a supplemental address list.

- a. Click the “Points of Contact” tab and the Add Point of Contact page (Figure ) displays.

User Code	Name	Organization	Contact Type	Edit	Delete
[TPLAN]	MR. VALENTINE	TEST PLAN	G	Edit	Delete
[TPLAN]	POC 2		S	Edit	Delete

**Figure 3.6**

- b. The table at the bottom of the page will show all current points of contact, including the user code of user who entered the POC record, contact name, the government organization or

company of which the person is a member and the contact type (G for Government, C for Contractor or S for Supplier).

- c. The Point of Contact Filter will allow you to filter your POC's by "My POC's"; "POC's my Activity", and "All POCs".
- d. Any existing Point of Contact can be edited or deleted using the buttons to right of each entry in this table.

**Note: You can only Edit/Delete POC's that you have entered into the system.**

### 3.3.1 Add New POC

To add a new contact click the "Add New POC" button and the Add Point of Contact page (Figure 3.7) will display.

Add Point of Contact

**Instructions**

1. Enter mandatory fields
2. Enter known optional fields
3. Enter DODAAC of Gov't POC or CAGE Code of Contractor/Supplier POC
4. Click **Save** to add to list
5. Click **Cancel** to cancel the process

(M) POC Name:

(M) Contact Type: Government

Activity/Company Name:

DODAAC:  Auto Fill

CAGE Code:  Auto Fill

Address:

City:

State/Province: ▼

Country: ▼

Zip/Postal Code:

Phone Number:

Fax Number:

(M) Email Address:

Save Cancel

Point of Contact					
User Code	Name	Organization	Contact Type	Edit	Delete
[TPLAN]	MR. VALENTINE	TEST PLAN	G	<span style="border: 1px solid gray; padding: 2px;">Edit</span>	<span style="border: 1px solid gray; padding: 2px;">Delete</span>
[TPLAN]	POC 2		S	<span style="border: 1px solid gray; padding: 2px;">Edit</span>	<span style="border: 1px solid gray; padding: 2px;">Delete</span>

**Figure 3.7**

Fields in the Add Point of Contact page are described below.

- a. POC Name (mandatory): Enter the POC Name.
- b. Contact Type (mandatory): Select the contact type from the dropdown list provided. Choose "Government, Contractor or Supply.
- c. Activity/Company Name: Organizational name.
- d. DoDAAC: Enter the DoDAAC if the contact type is Government, and click "Auto Fill" next to the DoDAAC field to automatically complete the activity or company name and address fields. If for any reason the company or activity entered does not exist in PDREP or the information is incorrect then you may complete or edit the information manually.
- e. CAGE Code: Enter the CAGE if the contact type is Contractor or Supplier, and click "Auto Fill" next to the CAGE field to automatically complete the activity or company name and address

fields. If for any reason the company or activity entered does not exist in PDREP or the information is incorrect then you may complete or edit the information manually.

- f. Address, City, State/Province, Country and Zip Code: Enter the address information of contract.
- g. Phone Number/ Fax Number: Enter any phone or fax information
- h. Email Address (mandatory): Enter email address of contact.
- i. Click “Save” to add the new contact or “Cancel” to exit the page without saving.

**NOTE: When you next review or use your POC list the new contact will be included.**

### **3.4 ACCESS CHANGE REQUEST**

To request access to different applications, DODAACs or to change the level of access you currently have for an application simply select the appropriate field and the access needed. An email notifying your supervisor (the email given when the account was originally created) will be sent. Requesting access to RIMS will send an email to your shipyard RIMS POC for approval. Your account will not be updated until permission is given. Certain Army DODAACs require approval for PQDR Action Officer and Master Screener access as well.

User Information | Distribution Lists | Points of Contact | Access Change Request

**PDREP - Account Change Request**

**Instructions**  
 (M) denotes a mandatory field  
 1. Change any editable field that needs to be updated  
 2. Enter Comments to summarize your Account Change Request  
 3. Click **Submit Account Change Request** to complete your Account Change Request  
 4. Click **Cancel** to cancel your Account Change Request

User Access Request Type: UPDATE

User Information  
 Last Name: NON-EDITABLE First Name: NON-EDITABLE Middle Initial: NON-EDITABLE  
 (M) Primary DODAAC: Additional DODAAC: Additional DODAAC:

Are you a DoD Contractor? Yes No

DoD Data Required  
 Govt Email Address: NON-EDITABLE

PDREP Reporting Tools

Product Quality Deficiency Report - PQDR Application  
 :Originator Point  :Screening Point  :Action Point  :Support Point  
 :SELECT- :Access for ARMY ONLY  
 :SELECT- :Access for DCMA ONLY

Supply Discrepancy Report - SDR Application  
 :Originator Point  
 :Action Point

Receipt Inspection Management System (RIMS)  
 :Nuclear User  
 :No Access :Receipt Inspection Management System (RIMS)

Naval Special Emphasis Program(NSEP)  
 :Corrective Action Request(CAR)  
 :Quality Assurance Letter of Instruction (QALIs) and Letters of Delegation (LODs)  
 :No Access :Facilities Operation Plan (FOP)

PDREP Retrieval Tools  
 :Hull, Mechanical and Electrical (HM&E) Equipment Data Research System (HEDRS)  
 :No Access :Ships Critical Safety Item - SCSTI (DON Only)

:Level 1 & Sub-Safe Verification Program  
 :Material Inspection Record (MIR)  
 :Contract Award and Delivery Data (CAD)  
 :Test Records (TST)  
 :Survey Records (SRV)  
 :Special Quality Data (SQD)  
 :Supplier Audit Program (SAP)

Other PDREP Tools  
 :Batch File Loading  
 :Naval Bulletins  
 :Supplier Audit Alerts

:ADHOC  
 :Contractor Profile  
 :Material Profile  
 :DLA Reports  
 :NASA Reports  
 :DCIS Reports  
 :NAVSUP Level 1 Report  
 :NAVSUP 874 Report  
 :NAVSUP 854 Report

(M) Comments

Submit Account Change Request Cancel

**Figure 3.1**

## **4 REACTIVATING YOUR ACCOUNT DUE TO NEW CAC OR EXPIRED ACCOUNT**

- a. In the event that your US Government issued CAC has been replaced since the last time you logged into the PDREP-AIS, or if your PDREP-AIS account was deactivated for any reason, you'll need to re-register your current CAC. To sync your new CAC with your existing PDREP-AIS account, follow the steps in Section 2.2.d through 2.2.j.
- b. Contact the PDREP Customer Support Desk by phone or email if you have difficulties synchronizing your new CAC or you can't remember your user name.

## **5 SUMMARY**

This concludes the instructions for US Government and US Government support contractor access to the PDREP-AIS. For instructions on other PDPREP applications, please consult the user guides provided

for those applications. 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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