Product Quality Deficiency Report (PQDR)

Army Master Screener
Screening Point Processing

User Guide
29 January 2025

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FOREWORD

This user guide provides information about the Product Data Reporting and Evaluation Program - Automated Information System (PDREP-AIS) and is intended to assist users with the Product Quality Deficiency Report (PQDR) module functionality. This document does not cover specific policy or procedure and is designed to work in concurrence with existing processes. This guide does not replace or amend any Department of Defense (DoD) instructions, regulations, and/or policies. Revisions to this guide are made after application changes have been implemented. Date of last amendment is located on the title page. Though this document is accessible to all users, its content is intended for those individuals with module access. Module access is granted on a case by case and need to know basis.

NOTE: The data contained within this guide is NOT real data and it is NOT to be used for business purposes. The material presented is intended to serve as an example only and was taken from a test system. All Controlled Unclassified Information (CUI) markings are intended for instructional use of the system to highlight features. No material within this document is CUI.

REFERENCES

- Code of Federal Regulations, 41 CFR 101-26.803-1 - Reporting discrepancies or deficiencies.
- Federal Acquisition Regulation Parts 9, 13, 15, 42, 46
- Defense Federal Acquisition Regulation Supplement Parts 209, 242, 246 and 252
- Defense Logistics Management Standards 4000.25, Chapter 24
- Defense Logistics Agency Regulations 4155.24
- Secretary of Navy Manual M-5000.2
- Secretary of Navy Instruction 5000.2E
- Secretary of Navy Instruction 4855.3
- Secretary of Navy Instruction 4855.5
- DoD 5000.2
- DoDI 5200.48 and DoDI 52.0049
- NAVSO P3683
- AR 702-7-1
- AF(I) 21-115
- DCMA Manual 2301-06

INTRODUCTION

This document is intended to guide personnel in the use of Product Data Reporting and Evaluation Program – Automated Information System (PDREP-AIS) Product Quality Deficiency Report (PQDR) module.

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

Getting Access

- **First Time Users**

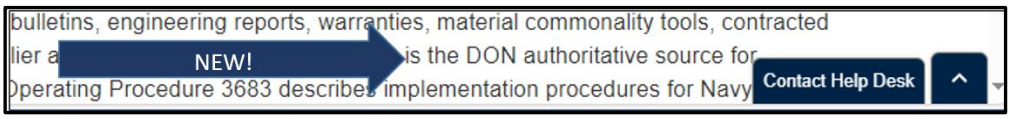
  First time users will need to submit an on-line PDREP-AIS System Authorization Access Request (SAAR) form. Instructions are available on the PDREP home page as linked above. Click on the Request Access link for instructions on filling out an access request form. After following the directions and submitting the application, the PDREP team will then process access privileges accordingly. When requesting an account, ensure all fields indicated as mandatory are completely filled out. Mandatory fields are indicated by (M). The application will not be accepted if required information is missing.

- **Existing PDREP Users**

  Existing PDREP users may request PQDR access by submitting a user access change request. To do this, log into the PDREP-AIS and hover over 'User Profile' in the upper right corner of the page and select 'Access Change Request'. Update access request as desired. Enter a narrative to describe requested changes, read & acknowledge User Agreement and click 'Sign and Submit Account Change Request' button to submit request. The PDREP team will then process additional access privileges accordingly.

NSLC Portsmouth Help Desk

Contact us via submitting a help desk ticket either via the "Contact Help Desk" button in the lower right corner of our PDREP website or via the "Help" menu within the PDREP-AIS Application. You do not need access to a PDREP-AIS application to submit a JIRA Help Desk ticket.



Mailing Address
Naval Sea Logistics Center Portsmouth
Bldg. 153, 2nd Floor
Portsmouth Naval Shipyard
Portsmouth, NH 03804-5000

Additional Resources available on the NSLC Portsmouth Homepage

To aid the PDREP-AIS user, the following resources are available to use as needed:

Frequently Asked Questions – On the PDREP website under References, the FAQ page gives quick answers to frequently received inquiries. Your question(s) may be easily answered there.

Guides and Manuals – This area of the PDREP website (References Tab Dropdown) houses the PDREP-AIS' technical documents. These comprehensive guides serve to offer directive on operational tasks and enable users to pinpoint or problem solve without expert assistance. These manuals do not instruct on policy or process and are instead stepwise instructions on how to use the PDREP-AIS application. Relevant process and policy are however referenced in the beginning of each of these manuals.

Online Training – Computer-based distance learning may be accessed through the Reference fly-out of the PDREP website. Instruction takes place remotely via instructor-led directive, module simulation, videoconferencing, application demonstration, or recorded lesson.

FAQ, User Guides, and Online Training are also accessible within PDREP-AIS by hovering over the 'Help' link located at the top left of each application page.

1 MAIN PDREP APPLICATION SCREEN

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

** Please refer to PDREP User Access Request and Login Procedures or contact your PDREP Coordinator for further clarification.*

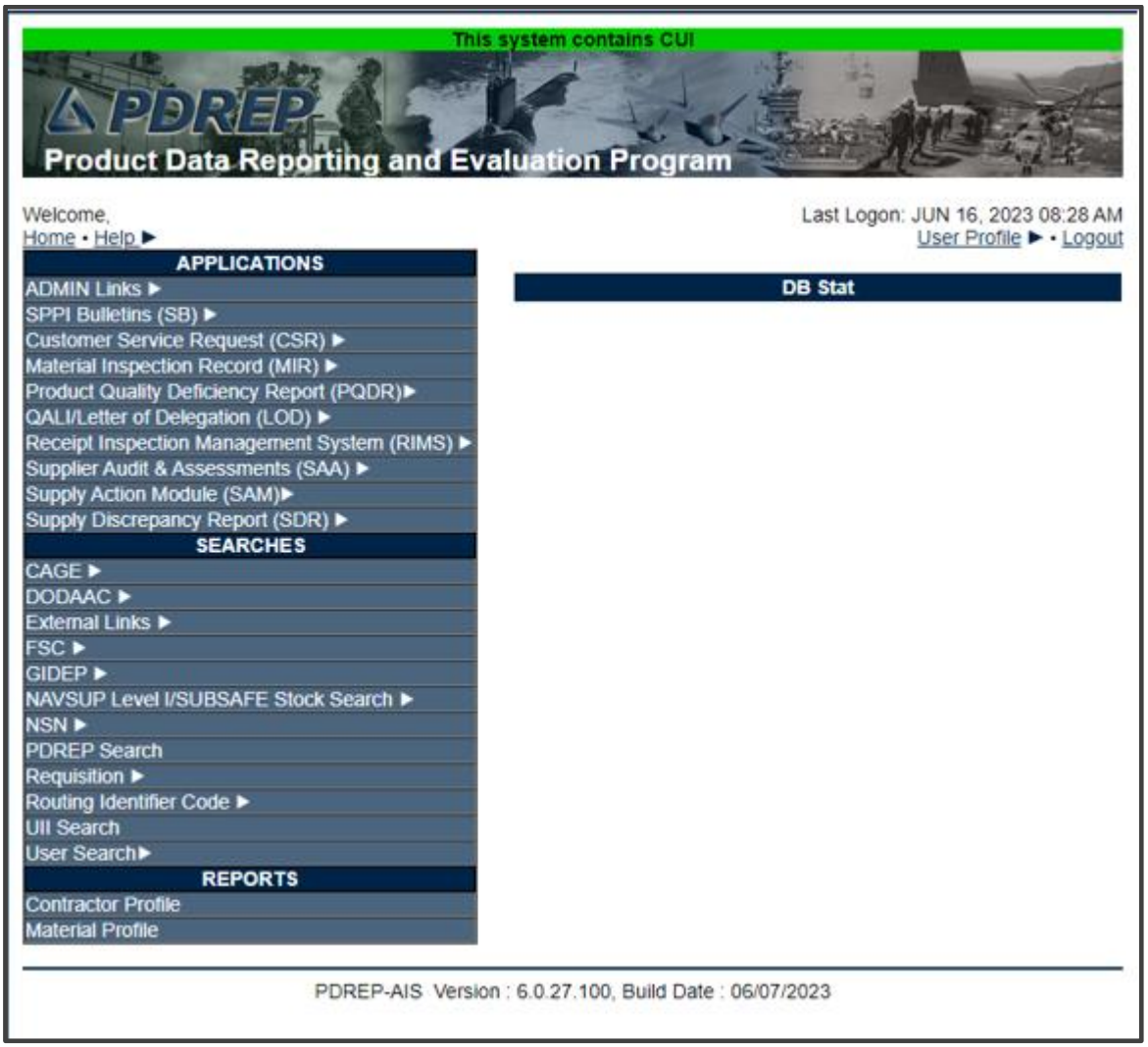


Figure 1.1

1.1 Finding the Fly-Outs

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

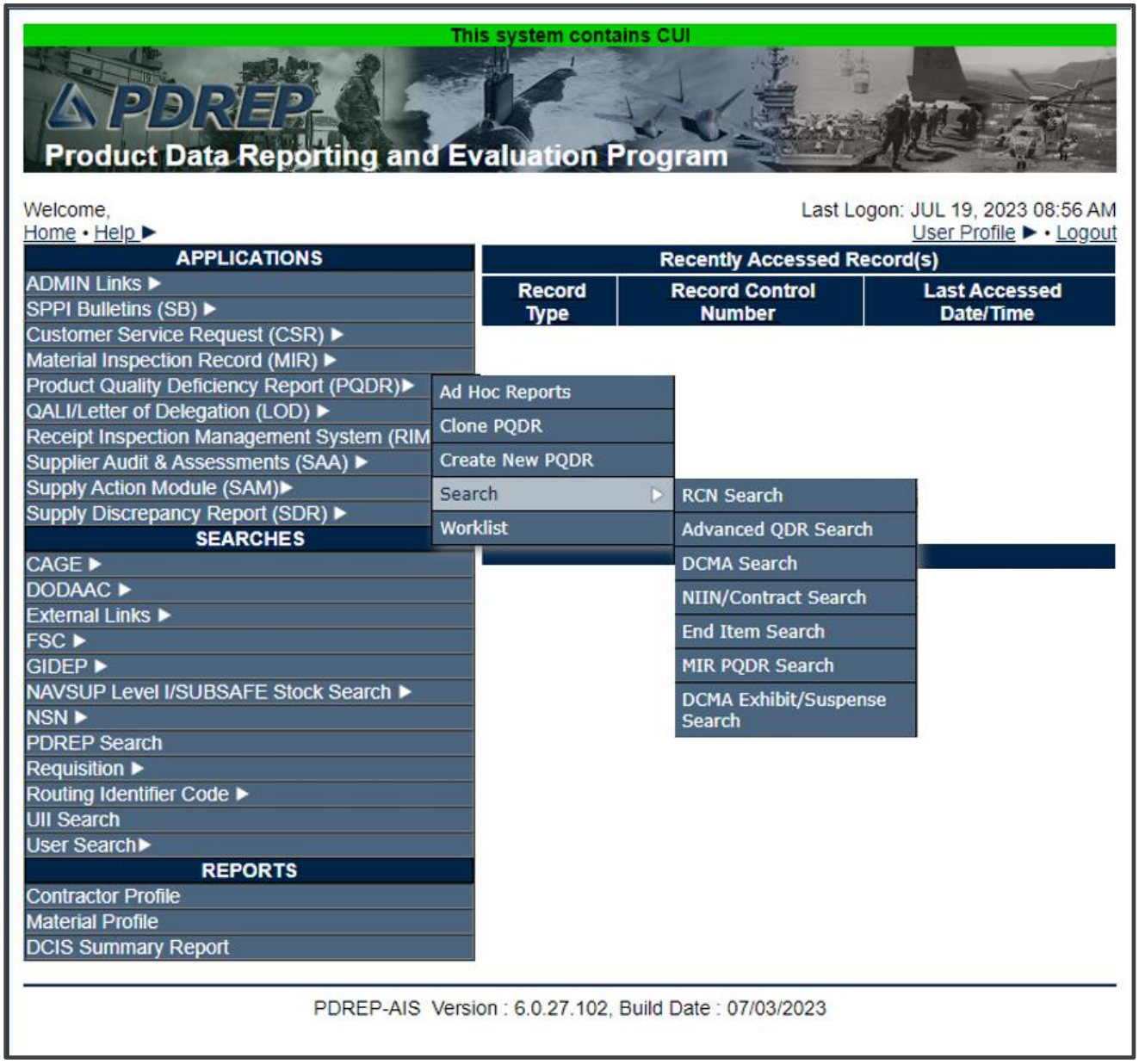


Figure 1.2

1.2 Selecting the Fly-Out

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

2 PQDR AD HOC

2.1 Ad Hoc Tool

Please refer to the Product Data Reporting and Evaluation Program (PDREP) Ad Hoc Search Tool User Guide for detailed guidance on using the PQDR Ad Hoc Tool (see **Figure 2.1**).

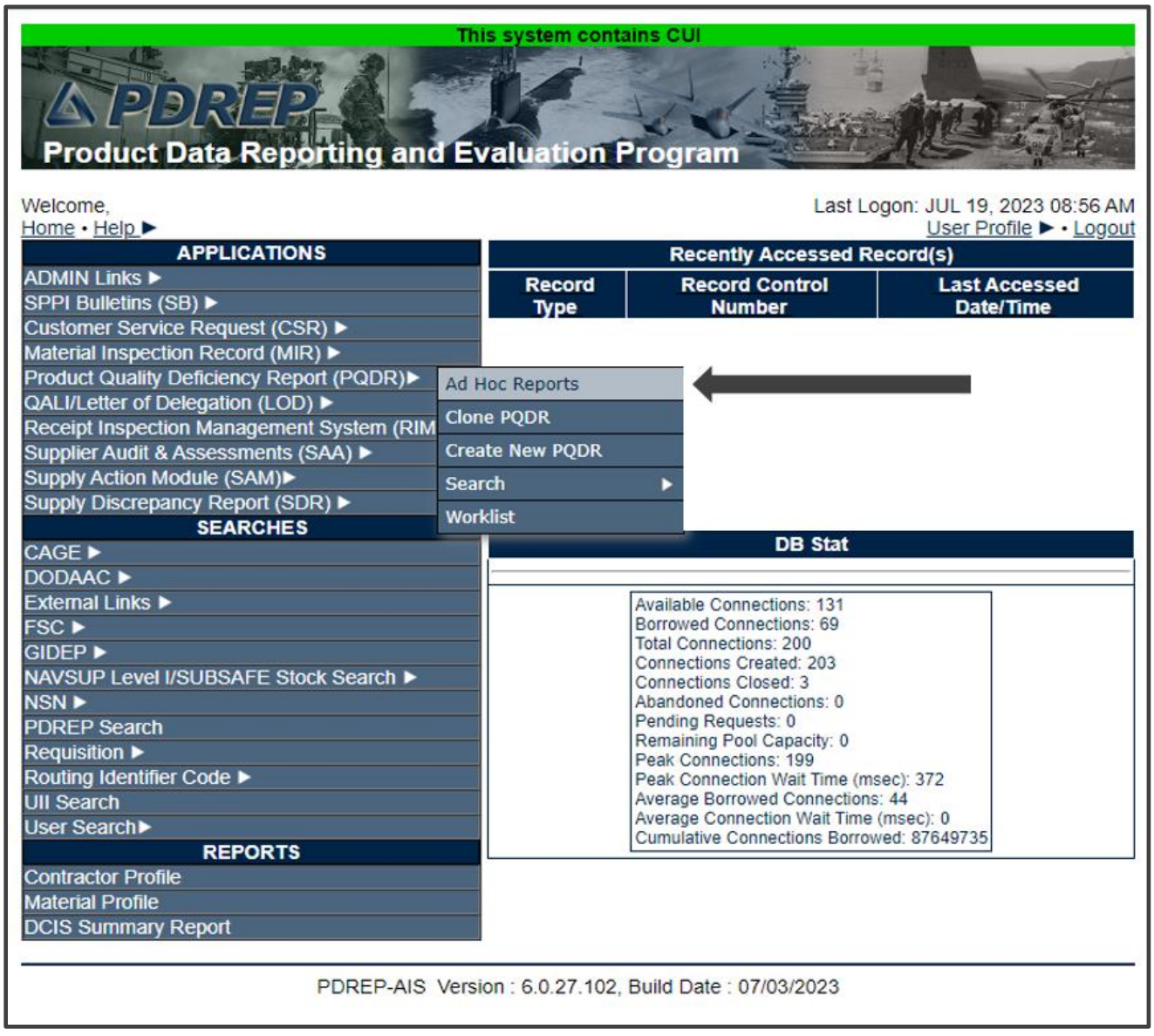


Figure 2.1

2.2 Querying the Ad Hoc

The Ad Hoc query generator can be used to generate a variety of reports; all results are downloadable to Excel spreadsheets. On screen instructions are available as a reminder on how to create an Ad Hoc query. The webpage provides a method for users to choose a record type to query, select specific data elements from that record, and base the query on criteria like Date Range or Field Code used in the record to get results (see **Figure 2.2**).

Users can run the query and adjust it if it is not exactly what they are looking for by returning to the Ad Hoc report page after running a query.

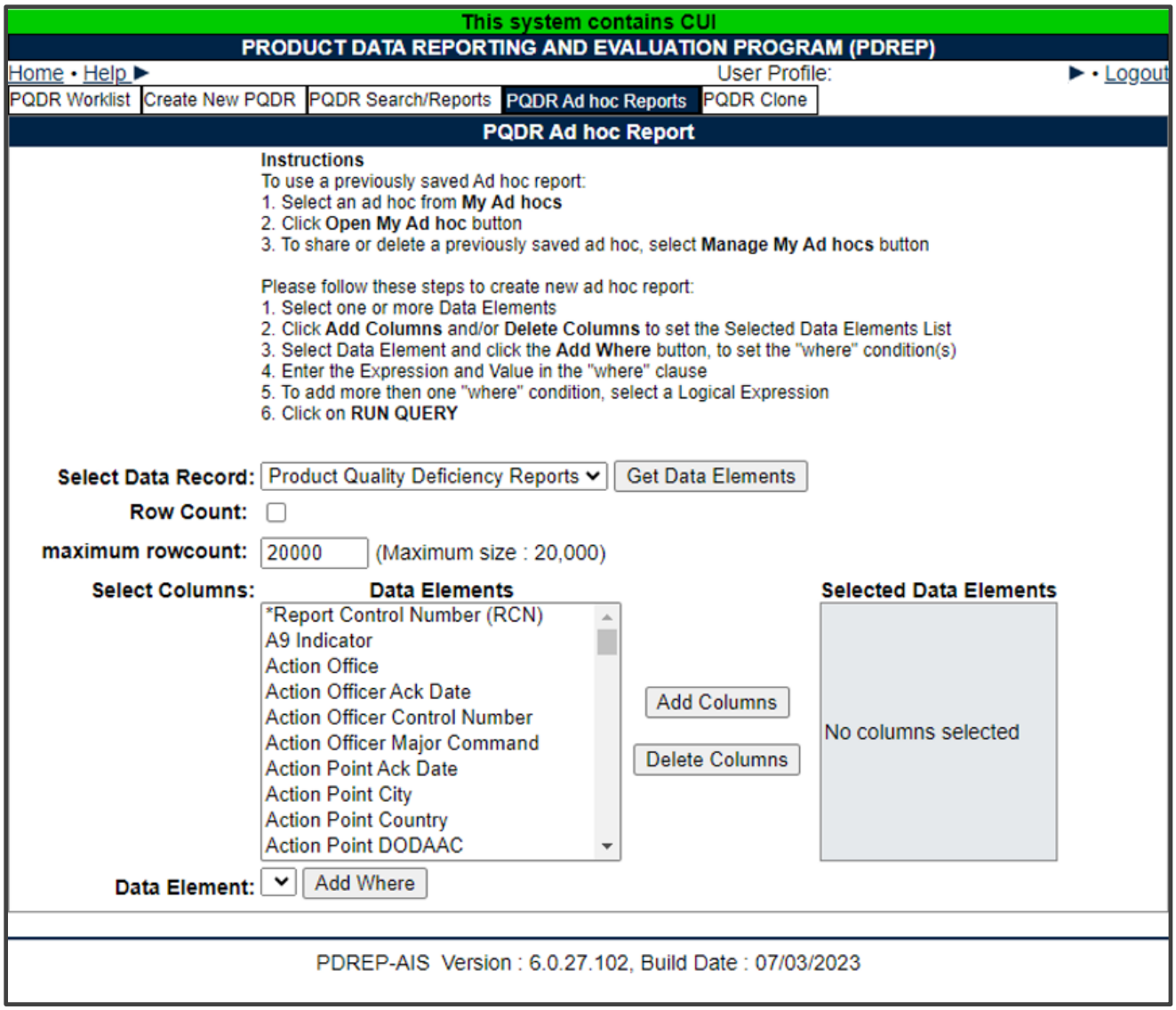


Figure 2.2

3 PQDR WORKLIST

The PQDR Worklist pages are used to filter the list of PQDRs based on Access Role, Status, DODAAC, and User Code.

3.1 Accessing the PQDR Worklist

To access PQDR Worklist, select the *Worklist* link from the sub-links displayed in the PQDR fly-out under the PDREP Applications, and the PQDR Worklist page will display (see **Figure 3.1**).

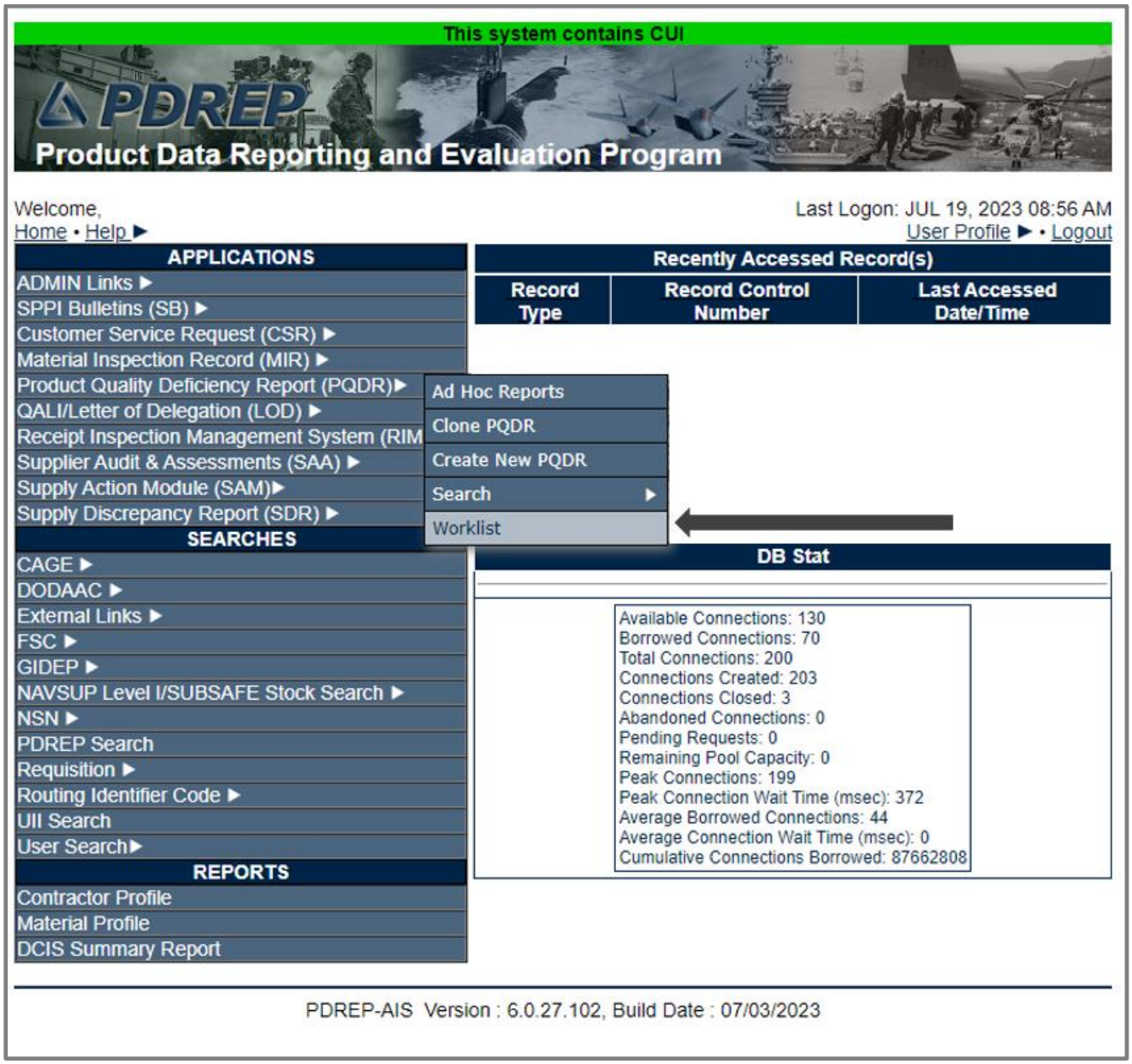


Figure 3.1

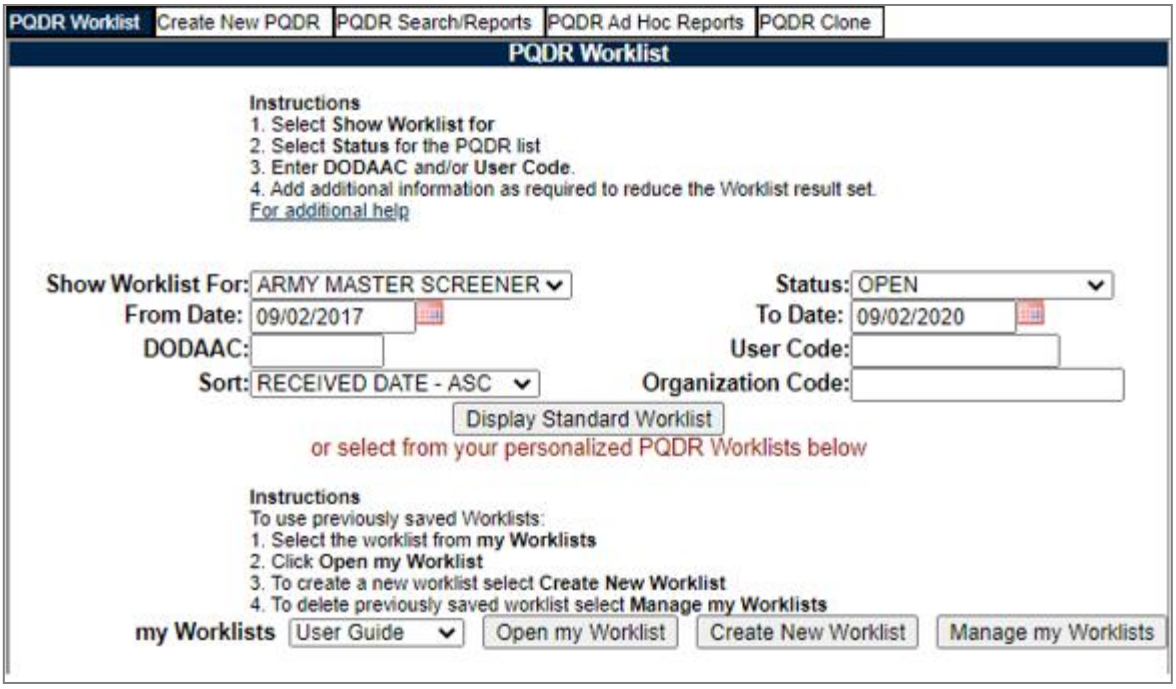


Figure 3.2

3.2 Worklist Settings

The Worklist settings will default as shown in **Figure 3.2**, with the Activity set to your primary DODAAC and the User Code set to your PDREP User ID. Under Show Worklist For, select the desired role; ORIGINATOR, SCREENING POINT, ACTION POINT, or SUPPORT POINT. If you want to see only PQDRs currently assigned directly to you, click Display Standard Worklist button. If you want to see all PQDRs assigned to your activity (DODAAC) then you may remove your User Code and then click Display Standard Worklist button.

A. The Status setting of CURRENT WORKLIST will return only PQDRs currently assigned to the role selected in Show Worklist For. Other available statuses include:

    1. **ALL:** Returns all PQDRs assigned to the designated activity and/or user code for investigation, whether the investigation is active or already completed and whether the PQDR is open or closed.
    2. **OPEN:** Returns all PQDRs assigned to the designated activity and/or user code for investigation, whether the investigation is active or already completed but where the PQDR has not yet been closed by the Screening Point. This includes PQDRs forwarded to a Support Point but not yet returned.
    3. **CLOSED:** Returns all PQDRs previously assigned to the designated activity and/or user code for investigation but where the PQDR has been closed by the Screening Point.

4. **EXHIBIT WORKLIST:** Returns data if the Exhibit Request Date is populated and the Exhibit Return Date is not, regardless of record status (Open, Closed).

B. The date range for the Worklist defaults to the present date minus three years but can be changed if needed. The Worklist can also be sorted by a variety of criteria but defaults to listing PQDRs in ascending order by the date on which the PQDR was first entered into PDREP.

C. The Worklist can also be run for a specific team by entering the designator for that team in Organization Code. The results will include any PQDR currently assigned to a PDREP user for action whose user profile contains the exact Organization Code specified in the search.

D. When you have selected the criteria, click Display Standard Worklist to view all PQDRs matching the criteria entered. The Worklist results will appear as in **Figure 3.3**.

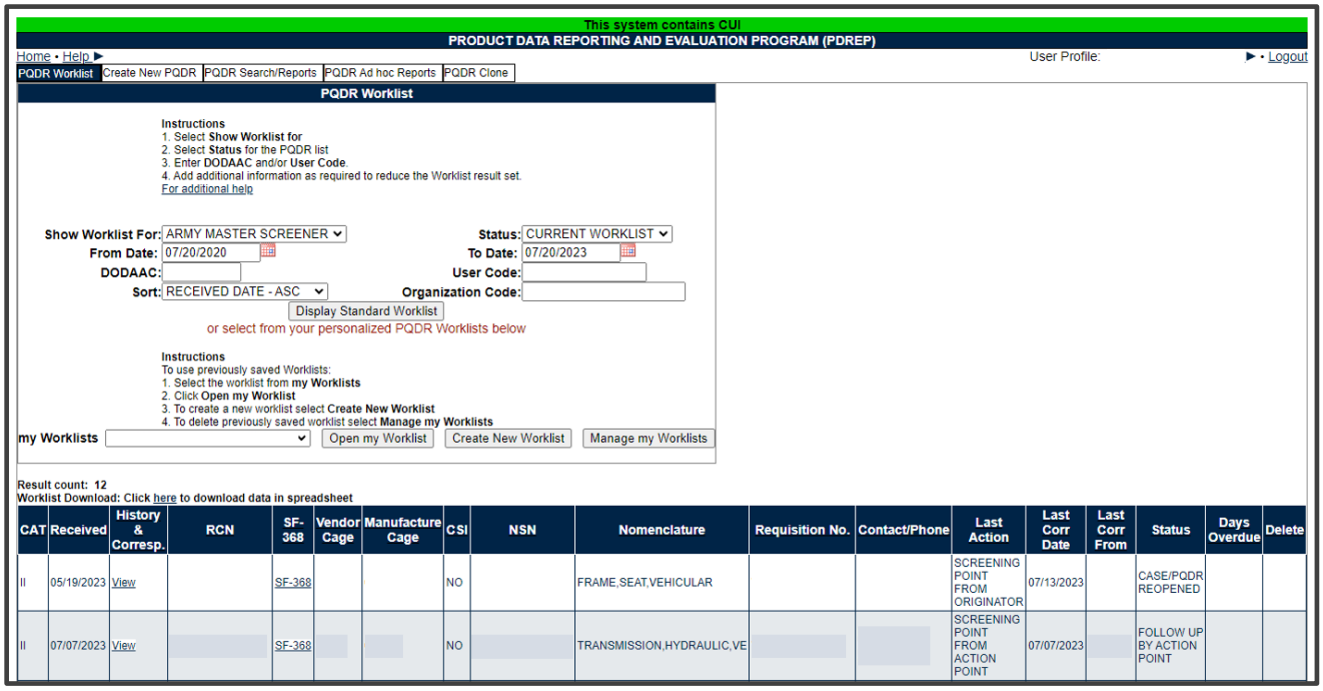


Figure 3.3

E. The search results include the following fields.

1. **CAT (Category):** The category (I or II) of the PQDR. Category I PQDRs will be identified in red.
2. **Received:** The date when the PQDR was forwarded to the Master Screener 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 Master Screener page for the PQDR. This is the page from which most Master Screener tasks will be performed.
5. **SF-368:** Click SF-368 link in this column to view the Standard Form 368 for the subject RCN in a new window.
6. **CAGE (Vendor and Manufacture Entity):** The CAGE code of the contractor to whom the deficiency has been attributed to will appear here if one has been supplied. Clicking on the CAGE code in this column will redirect you to the NIIN/Contract Search page and allow you to search for other PQDRs attributed to this CAGE code (which will be filled in automatically on the search page) or by other criteria. Note on Vendor CAGE/Vendor Liability: Vendor CAGE code is the party held responsible contractually for supplying the deficient material. If the PQDR is Vendor Liable, the PQDR will affect the SPRS Score of the Vendor CAGE Code identified.
7. **CSI (Critical Safety Item):** Indicates whether the item reported deficient has been identified as a CSI. Investigations of CSI items should be expedited according to the policies of the investigating activities.
8. **NSN (National Stock Number):** The NSN for the item reported deficient. The NSN may have as many as four separate components:
    i. **COG:** (Optional) Two-character Cognizance Symbol of the deficient item. When used, the COG identifies the inventory manager for the deficient item.
    ii. **FSC:** (Required) Four-digit Federal Supply Class of the deficient item.
    iii. **NIIN:** (Optional) Nine-digit National Item Identification Number of the deficient item.
    iv. **SMIC:** (Optional) Two-character Special Material Identification Code for the deficient item. When used, the SMIC identifies items requiring stricter controls to ensure technical integrity (e.g. Navy Nuclear).
9. **Nomenclature:** Item description associated with the NIIN.

10. **Requisition Number:** This information is key for receiving activity refunds on DFAS items; typically found with deficient material paperwork or product packaging. It is most often made up of a 6 digit DODAAC, a single digit year, 3 digit Julian calendar date and a 4 digit serial number. (ex N45112/0/233/4567).
11. **Contact/Phone:** The name and telephone number (if provided) of the point of contact who forwarded the PQDR to the current Work List level.
12. **Last Action:** Displays the last forwarding, release or closure action performed on the PQDR.
13. **Last Corr Date:** Displays the date of the last correction was completed on the PQDR.
14. **Last Corr From:** Displays the User ID associated with who completed the last correction.
15. **Status:** Displays the current PQDR status.
16. **Days Overdue:** This value is based on the ‘Show Worklist For’ level selected. For the Master Screener level, this displays the relationship between the current date and the Master Screener 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.
17. **Delete:** Any PQDRs that have not yet been released to Screening point are considered DRAFTs and can be removed by selecting the hyper-linked word DRAFT.

3.3 Personalized PQDR Worklist

Worklists may be created based on specific data elements that return specialized data.

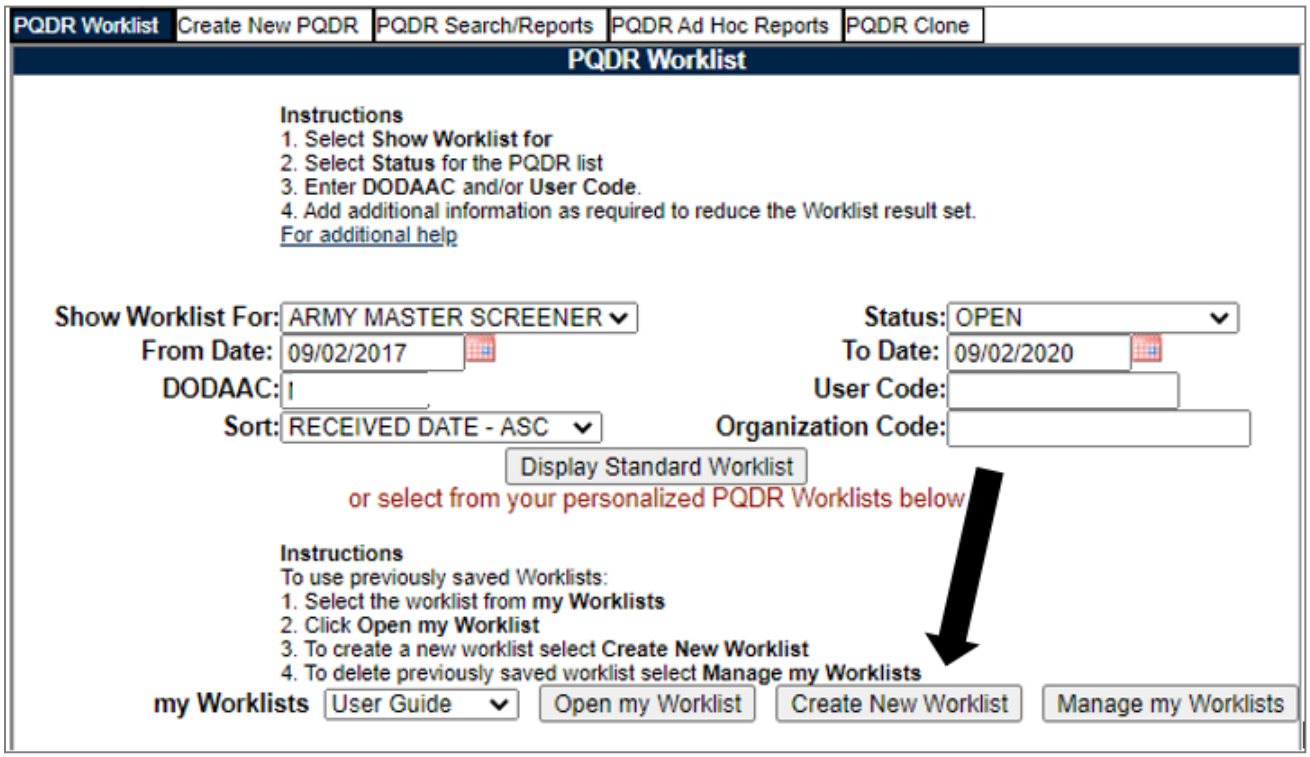


Figure 3.4

A. To create a personalized PQDR Worklist, click “Create New Worklist”, see **Figure 3.4**.

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

C. After selecting “Create New Worklist”, select the desired Data Elements for the Worklist (see **Figure 3.5**).

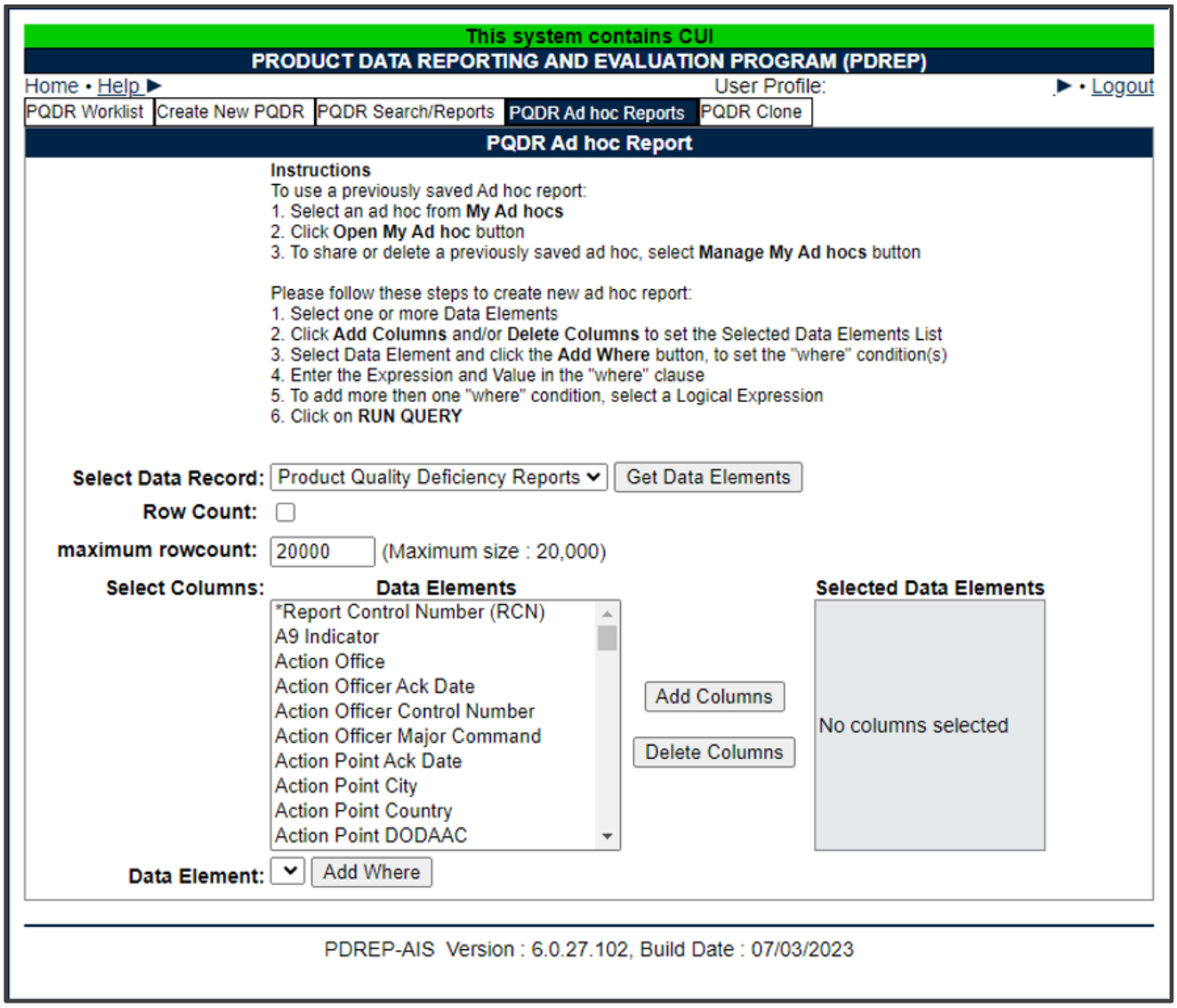


Figure 3.5

D. Selecting of Data Elements:

1. Selecting one Data Element will give you only the results on that individual element.
2. Multiple Data Elements may be selected in the column together by using the CTRL or Shift key.
3. Once Data Elements have been selected, click Add Columns to move them to the Selected Data Elements box. Data Elements can be removed from the Selected Data Elements box by selecting them and clicking Delete Columns (see **Figure 3.6**).

4. Data Elements can be prioritized in the Selected Data Elements box by selecting data element and using the Up and Down arrows to the right of the box.
5. Data Elements can be prioritized in the drop down next to the ‘Add Where’ Button.
6. After Data Elements have been selected, click Add Where to go to the Worklist report query screen where values and expressions can be placed to retrieve desired report results (see **Figure 3.7 and Figure 3.8**).
7. At Worklist report screen, values must be place in to run query. Once query has been run it can be saved to your profile as a personalized Worklist (see **Figure 3.7).**

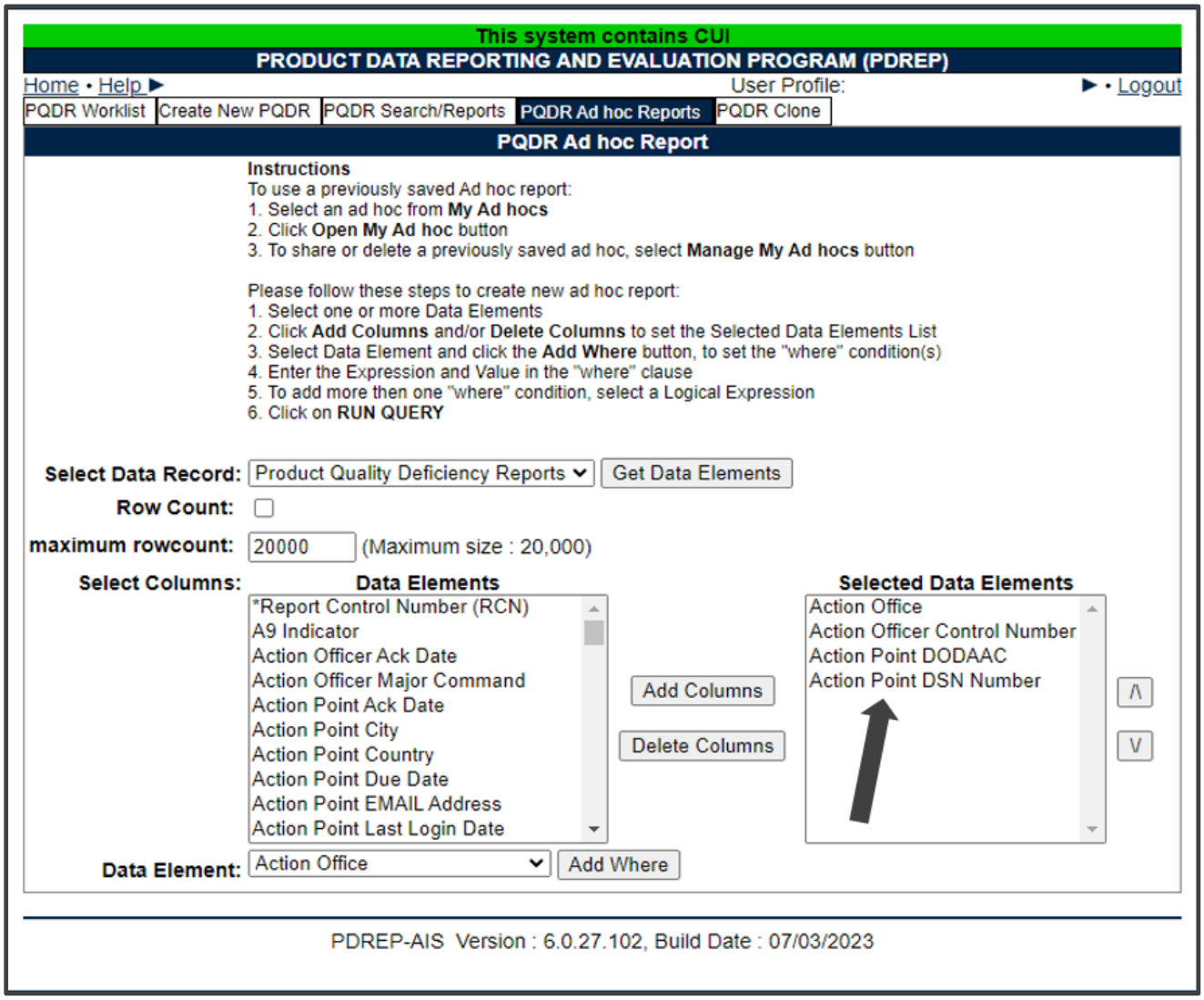
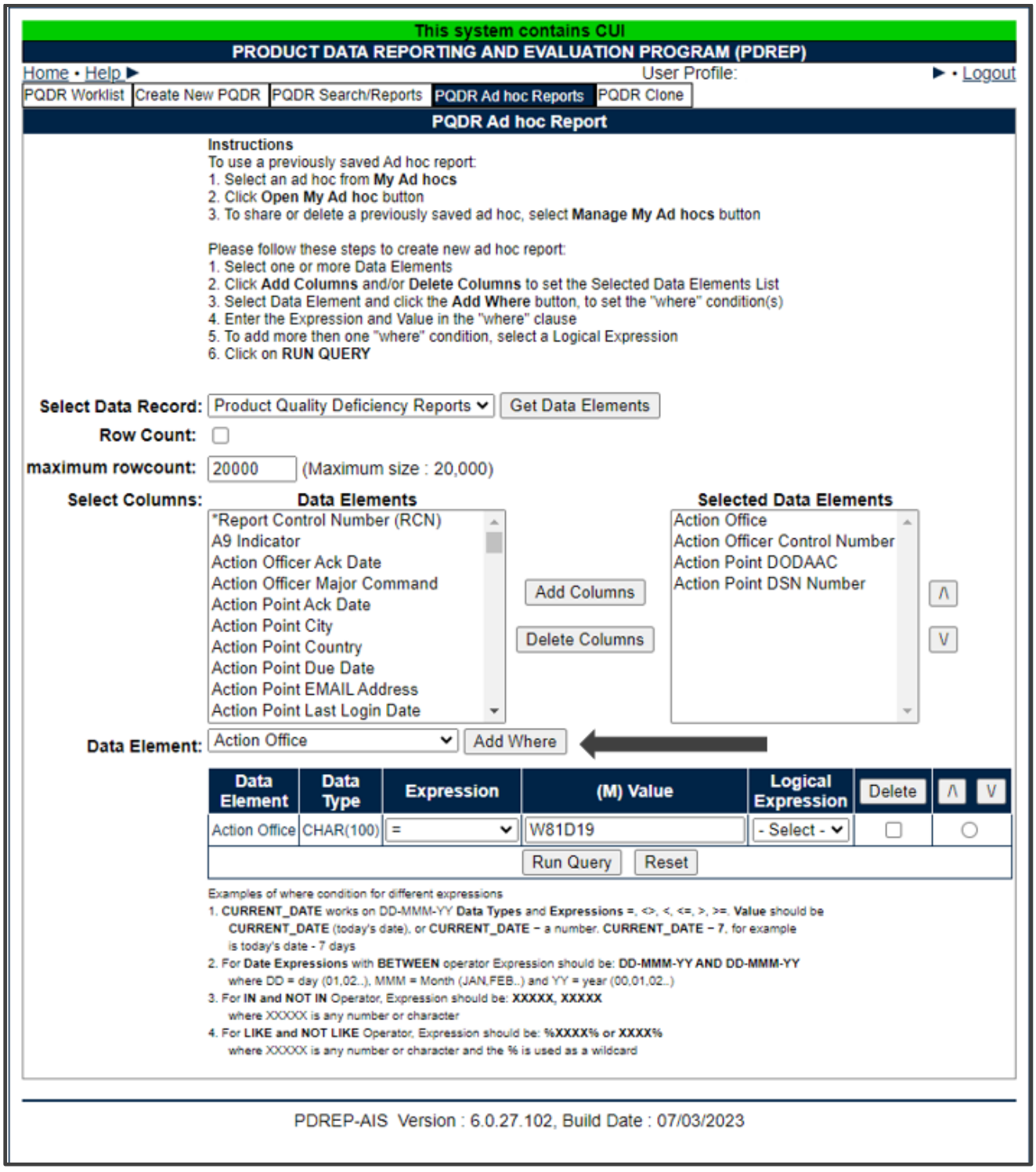


Figure 3.6


This system contains CUI
PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)
Home • Help ►
User Profile:
► • Logout
PQDR Worklist
Create New PQDR
PQDR Search/Reports
PQDR Ad hoc Reports
PQDR Clone
PQDR Ad hoc Report
Instructions
To use a previously saved Ad hoc report:
1. Select an ad hoc from My Ad hocs
2. Click Open My Ad hoc button
3. To share or delete a previously saved ad hoc, select Manage My Ad hocs button
Please follow these steps to create new ad hoc report:
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 the Add Where button, 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
Select Data Record:
Product Quality Deficiency Reports
Get Data Elements
Row Count:
maximum rowcount:
20000
(Maximum size : 20,000)
Select Columns:
Data Elements
*Report Control Number (RCN)
A9 Indicator
Action Officer Ack Date
Action Officer Major Command
Action Point Ack Date
Action Point City
Action Point Country
Action Point Due Date
Action Point EMAIL Address
Action Point Last Login Date
Add Columns
Delete Columns
Selected Data Elements
Action Office
Action Officer Control Number
Action Point DODAAC
Action Point DSN Number
Data Element:
Action Office
Add Where
Data Element
Data Type
Expression
(M) Value
Logical Expression
Delete
Action Office
CHAR(100)
=
W81D19
- Select -
Run Query
Reset
Examples of where condition for different expressions
1. CURRENT_DATE works on DD-MMM-YY Data Types and Expressions =, <>, <, <=, >, >=. Value should be CURRENT_DATE (today's date), or CURRENT_DATE – a number. CURRENT_DATE – 7, for example is today's date - 7 days
2. For Date Expressions with BETWEEN operator Expression should be: DD-MMM-YY AND DD-MMM-YY where DD = day (01,02..), MMM = Month (JAN,FEB..) and YY = year (00,01,02..)
3. For IN and NOT IN Operator, Expression should be: XXXXX, XXXXX where XXXXX is any number or character
4. For LIKE and NOT LIKE Operator, Expression should be: %XXXX% or XXXX% where XXXXX is any number or character and the % is used as a wildcard
PDREP-AIS Version : 6.0.27.102, Build Date : 07/03/2023

Figures 3.7

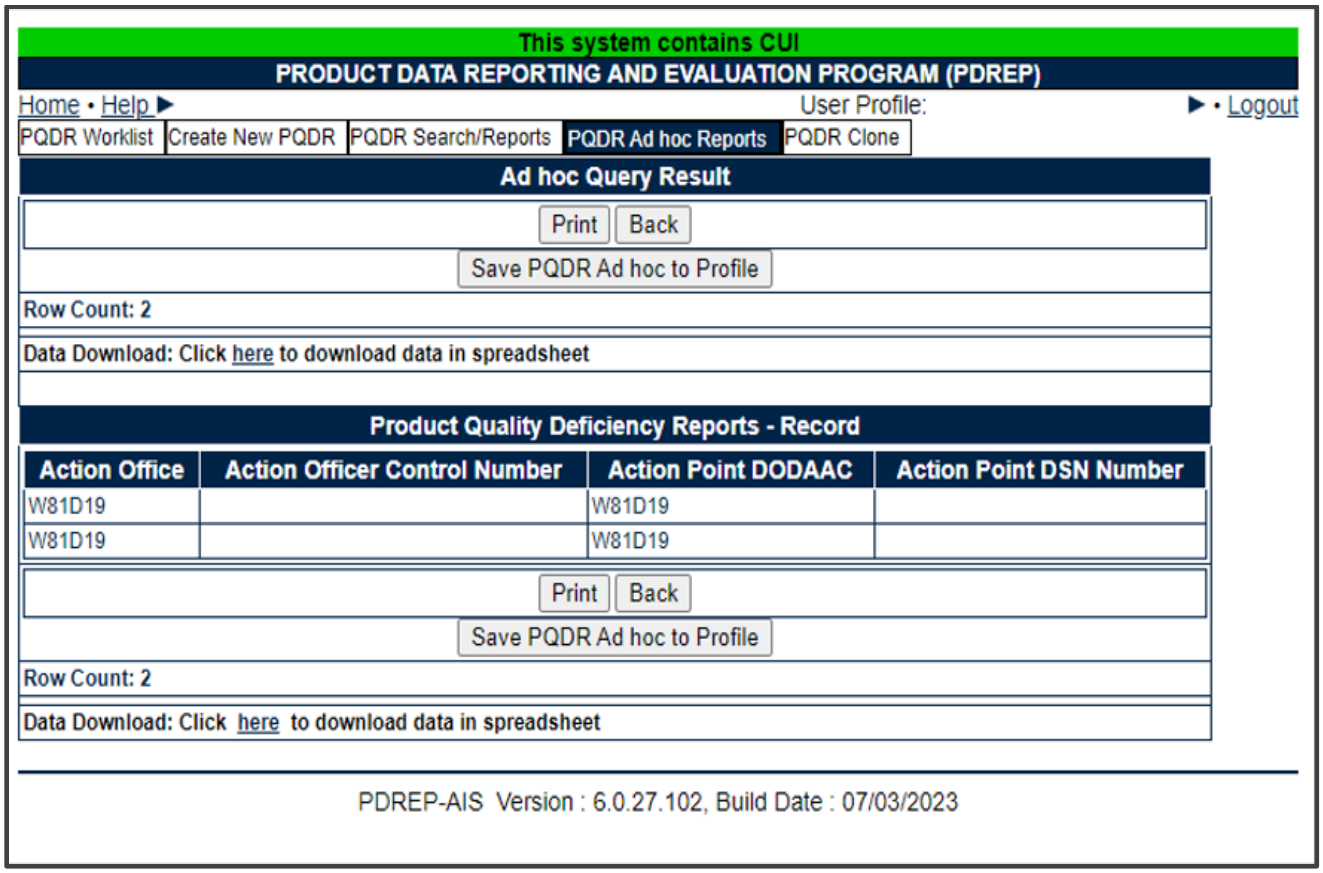

This system contains CUI
PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)
Home • Help ▶
User Profile:
▶ • Logout
PQDR Worklist
Create New PQDR
PQDR Search/Reports
PQDR Ad hoc Reports
PQDR Clone
Ad hoc Query Result
Print
Back
Save PQDR Ad hoc to Profile
Row Count: 2
Data Download: Click here to download data in spreadsheet
Product Quality Deficiency Reports - Record
Action Office
Action Officer Control Number
Action Point DODAAC
Action Point DSN Number
W81D19
W81D19
W81D19
W81D19
Print
Back
Save PQDR Ad hoc to Profile
Row Count: 2
Data Download: Click here to download data in spreadsheet
PDREP-AIS Version : 6.0.27.102, Build Date : 07/03/2023

Figure 3.8

4 MASTER SCREENER ACTIONS

4.1 Accessing the PQDR

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

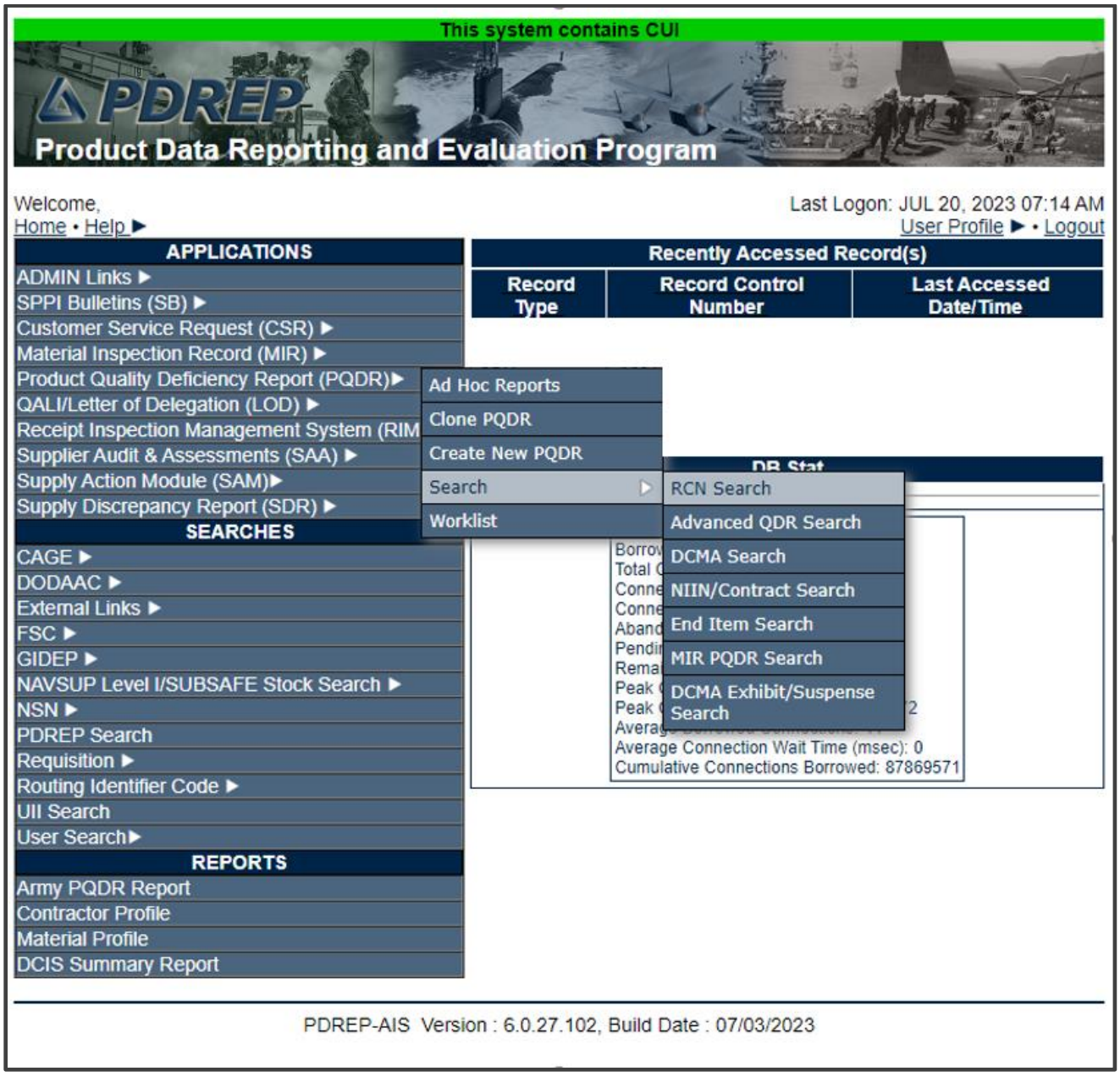


Figure 4.1

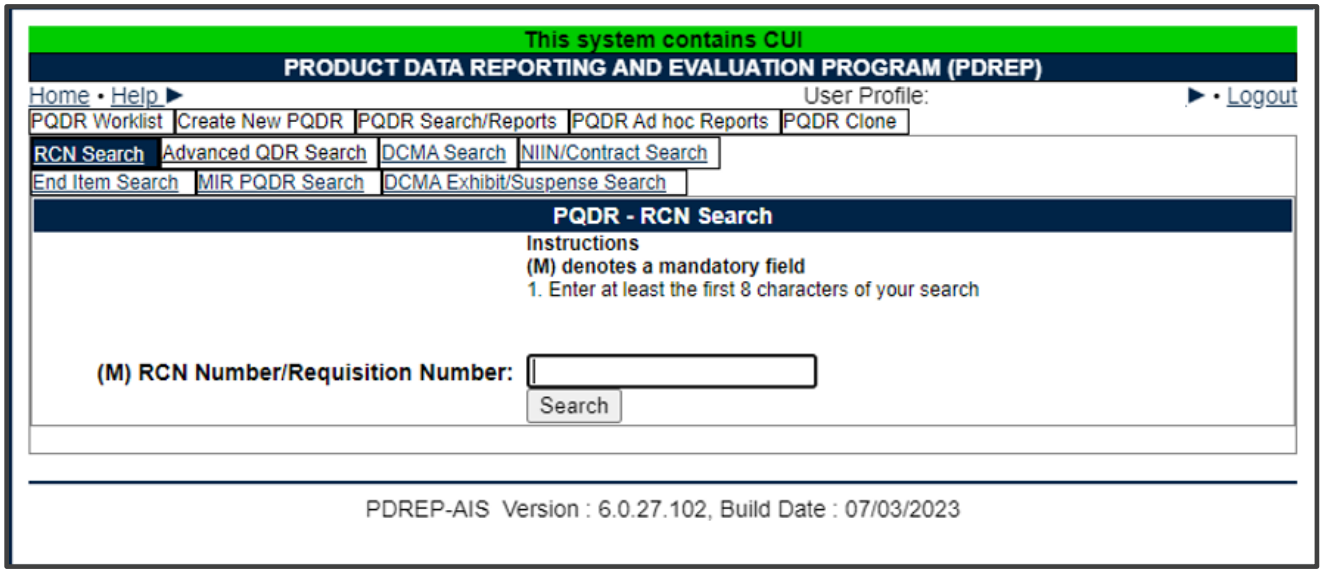


Figure 4.2

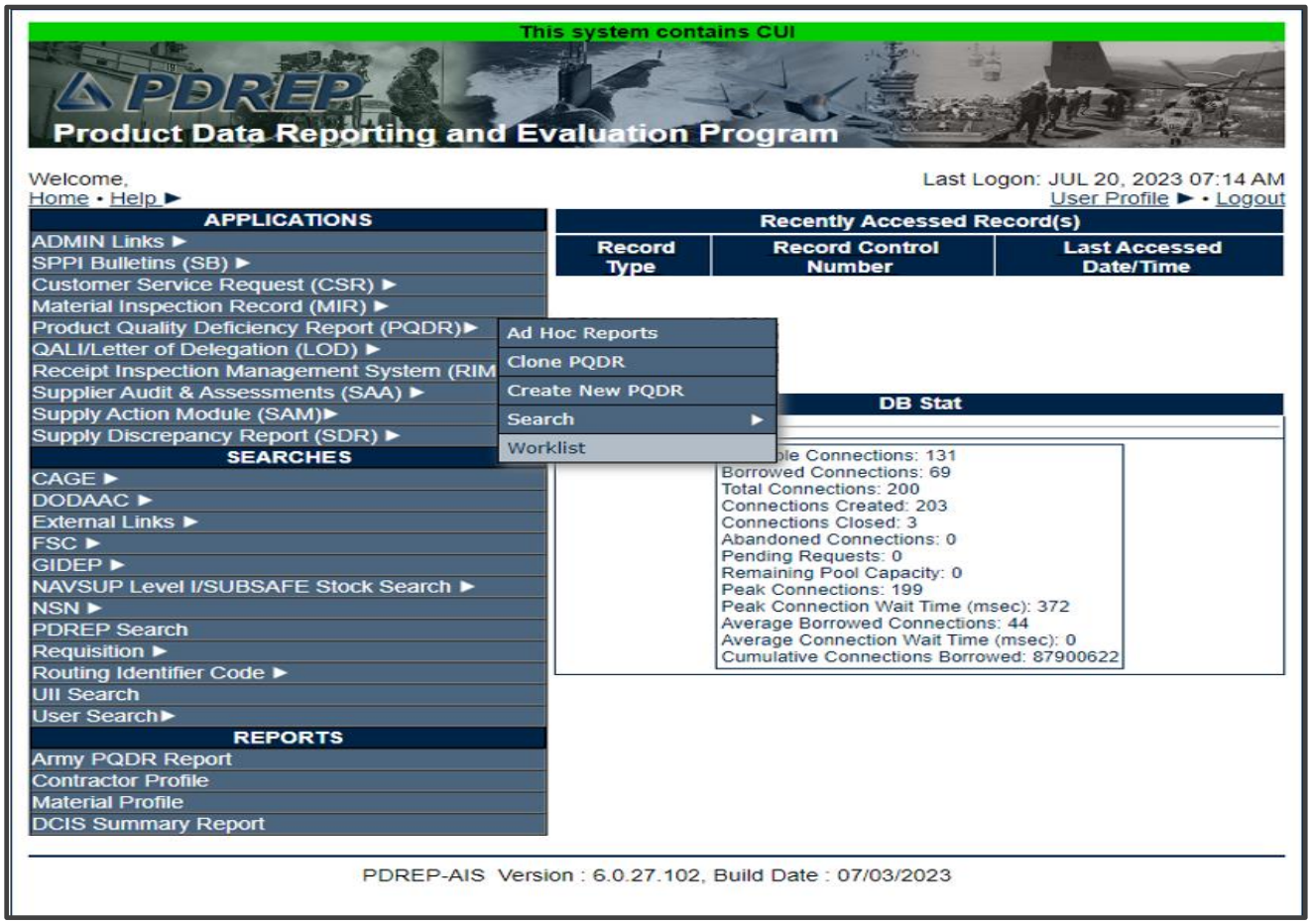


Figure 4.3

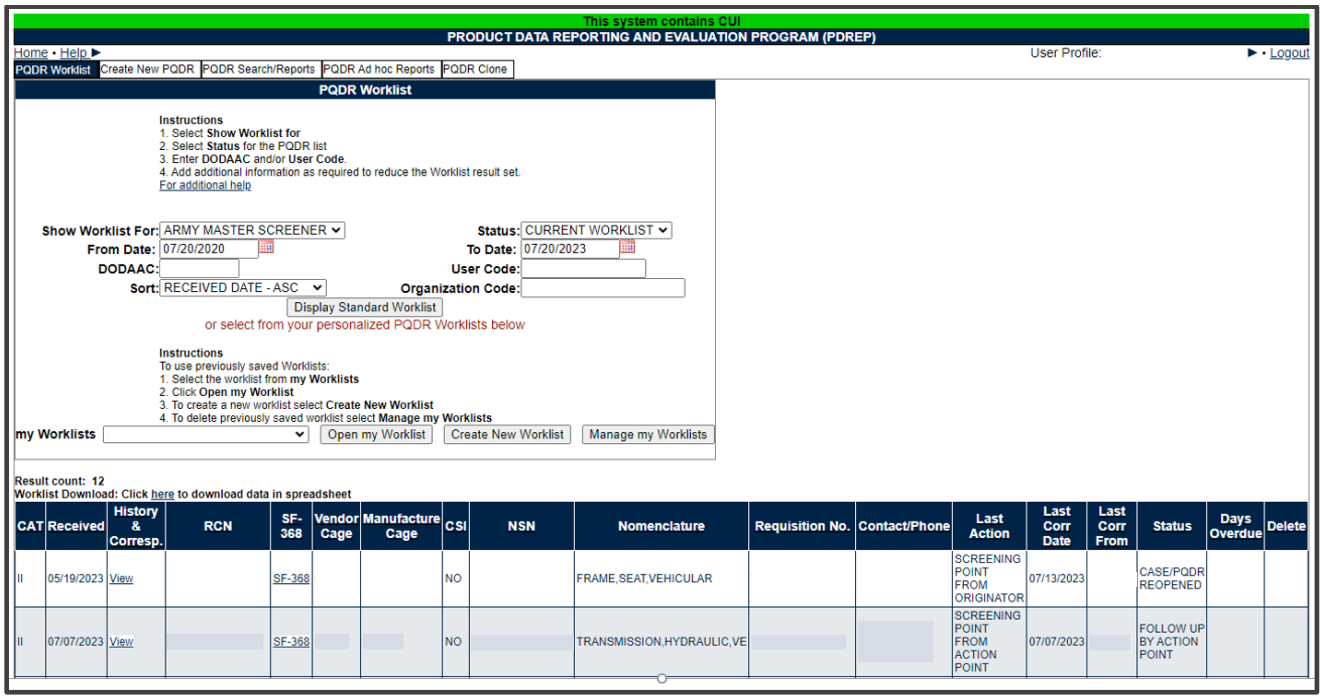

This system contains CUI
PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)
Home • Help ►
User Profile:
► • Logout
PQDR Worklist
Create New PQDR
PQDR Search/Reports
PQDR Ad hoc Reports
PQDR Clone
PQDR Worklist
Instructions
1. Select Show Worklist for
2. Select Status for the PQDR list
3. Enter DODAAC and/or User Code.
4. Add additional information as required to reduce the Worklist result set.
For additional help
Show Worklist For: ARMY MASTER SCREENER
Status: CURRENT WORKLIST
From Date: 07/20/2020
To Date: 07/20/2023
DODAAC:
User Code:
Sort: RECEIVED DATE - ASC
Organization Code:
Display Standard Worklist
or select from your personalized PQDR Worklists below
Instructions
To use previously saved Worklists:
1. Select the worklist from my Worklists
2. Click Open my Worklist
3. To create a new worklist select Create New Worklist
4. To delete previously saved worklist select Manage my Worklists
my Worklists
Open my Worklist
Create New Worklist
Manage my Worklists
Result count: 12
Worklist Download: Click here to download data in spreadsheet
CAT
Received
History & Corresp.
RCN
SF-368
Vendor Cage
Manufacture Cage
CSI
NSN
Nomenclature
Requisition No.
Contact/Phone
Last Action
Last Corr Date
Last Corr From
Status
Days Overdue
Delete
II
05/19/2023
View
SF-368
NO
FRAME,SEAT,VEHICULAR
SCREENING POINT FROM ORIGINATOR
07/13/2023
CASE/PQDR REOPENED
II
07/07/2023
View
SF-368
NO
TRANSMISSION,HYDRAULIC,VE
SCREENING POINT FROM ACTION POINT
07/07/2023
FOLLOW UP BY ACTION POINT

Figure 4.4

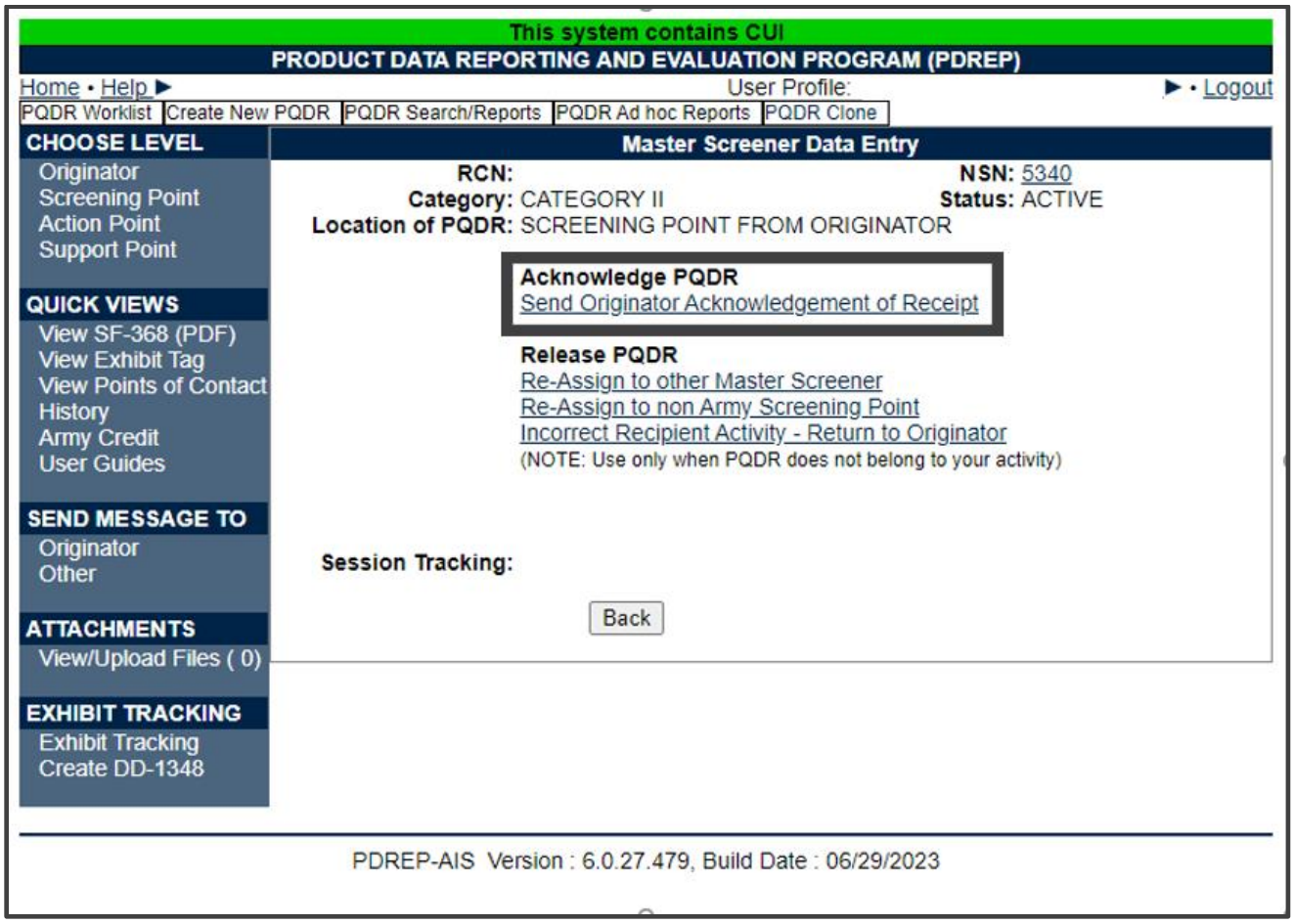

This system contains CUI
PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)
Home • Help ►
User Profile:
► • Logout
PQDR Worklist
Create New PQDR
PQDR Search/Reports
PQDR Ad hoc Reports
PQDR Clone
CHOOSE LEVEL
Originator
Screening Point
Action Point
Support Point
QUICK VIEWS
View SF-368 (PDF)
View Exhibit Tag
View Points of Contact
History
Army Credit
User Guides
SEND MESSAGE TO
Originator
Other
ATTACHMENTS
View/Upload Files (0)
EXHIBIT TRACKING
Exhibit Tracking
Create DD-1348
Master Screener Data Entry
RCN:
NSN: 5340
Category: CATEGORY II
Status: ACTIVE
Location of PQDR: SCREENING POINT FROM ORIGINATOR
Acknowledge PQDR
Send Originator Acknowledgement of Receipt
Release PQDR
Re-Assign to other Master Screener
Re-Assign to non Army Screening Point
Incorrect Recipient Activity - Return to Originator
(NOTE: Use only when PQDR does not belong to your activity)
Session Tracking:
Back
PDREP-AIS Version : 6.0.27.479, Build Date : 06/29/2023

Figure 4.5

4.2 Sending Acknowledgment

The Master Screener should acknowledge receipt of PQDR and begin to review, reassign or return immediately upon receipt of the PQDR.

A. Click the Send Originator Acknowledgement of Receipt link (see **Figure 4.5**). The Send Message page will be displayed (see **Figure 4.6**).

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

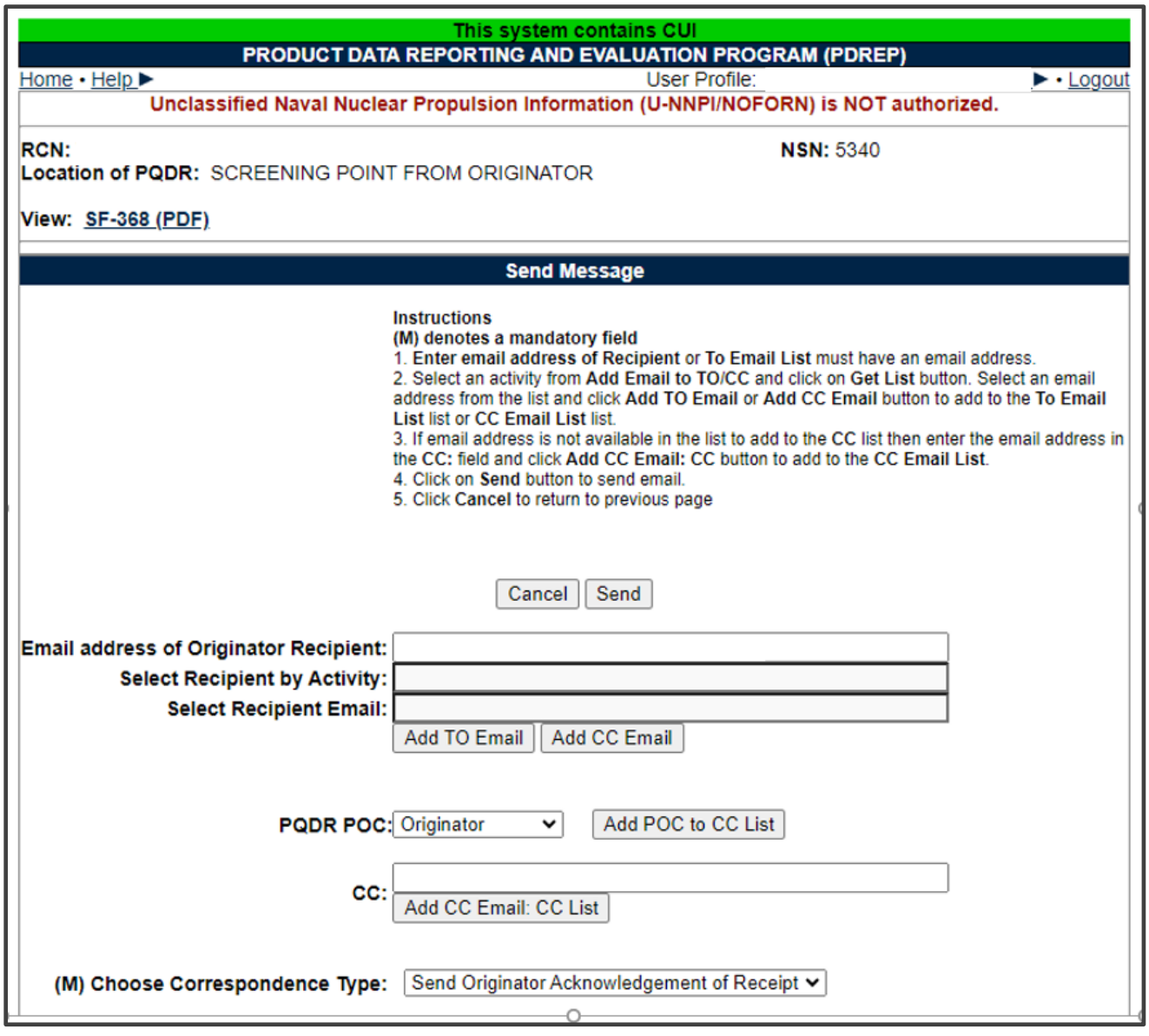


Figure 4.6

C. After sending the receipt message the Master Screener PQDR Base Page will display (see **Figure 4.7**).

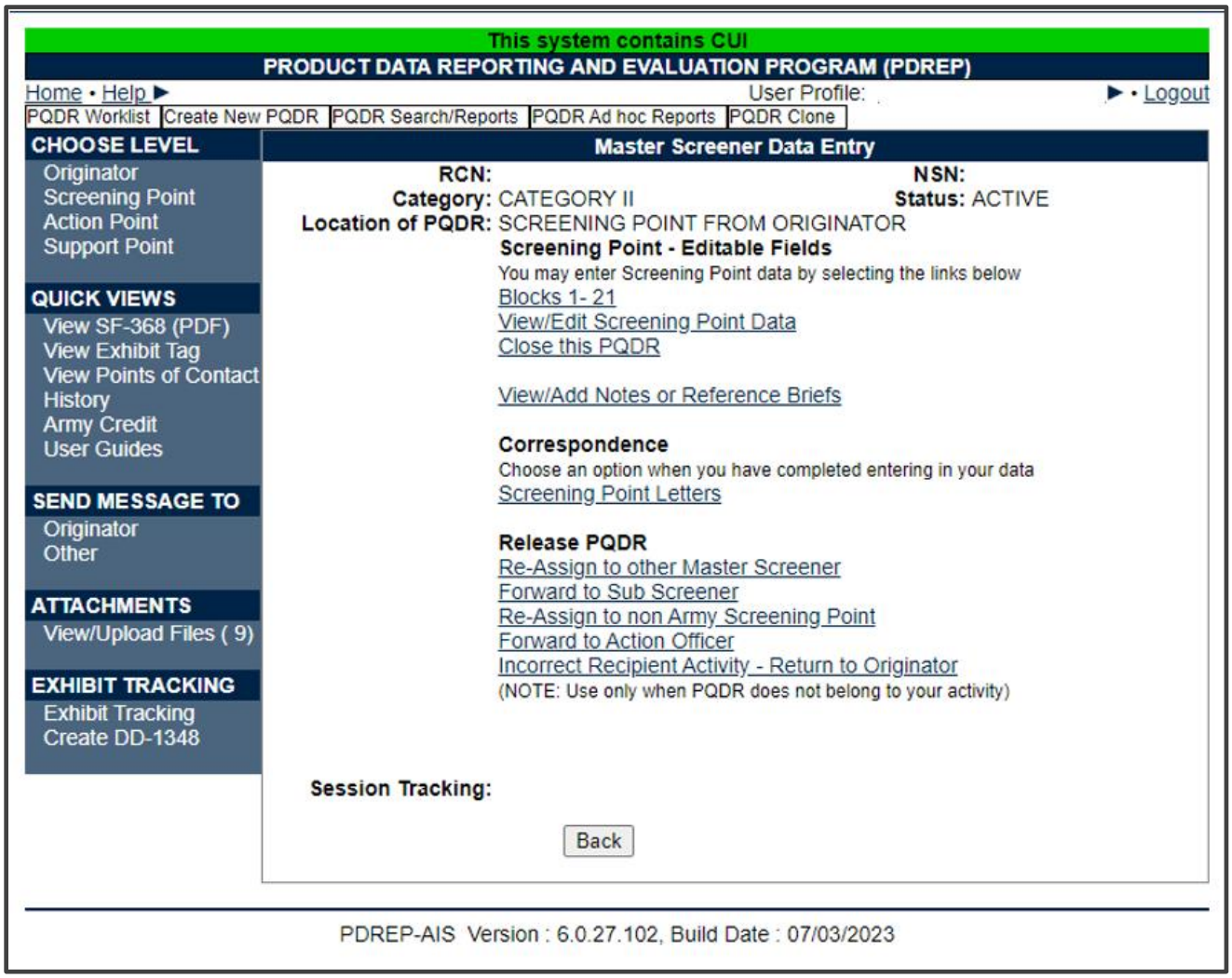


Figure 4.7

***NOTE**: In many cases the only action required by the Master Screener may be to review the PQDR for correctness and to forward it to an Action Point for investigation, or to close the PQDR. The Master Screener may however add or edit information.*

4.3 Screening Point – Editable Fields

A. Edit Blocks 1-21 Data

1. To enter or edit mandatory fields from the SF368 as entered by the Originator, click the Blocks 1-21 link from the Screening Point base page (see **Figure 4.7**).
2. The PQDR Originator Data Entry Blocks 1-21 will display. For detailed explanation of Blocks 1-21 please refer to the PQDR Originator instructions located on the PDREP Main Menu under Guides and Manuals.

B. View/Edit Screening Point Data

1. To add or edit information, click the View/Edit Screening Point Data link from the Screening Point base page (see **Figure 4.7**).
2. The PQDR Screening Point Fields page displays (see **Figure 4.8** and **Figure 4.9**). This page allows the Master Screener to enter supplemental information about the PQDR such as Stock Screening or Alert Information, Control Numbers, Local Routing Codes, Suspension Codes and other information. Please consult local policy for detailed information regarding the use of these fields.

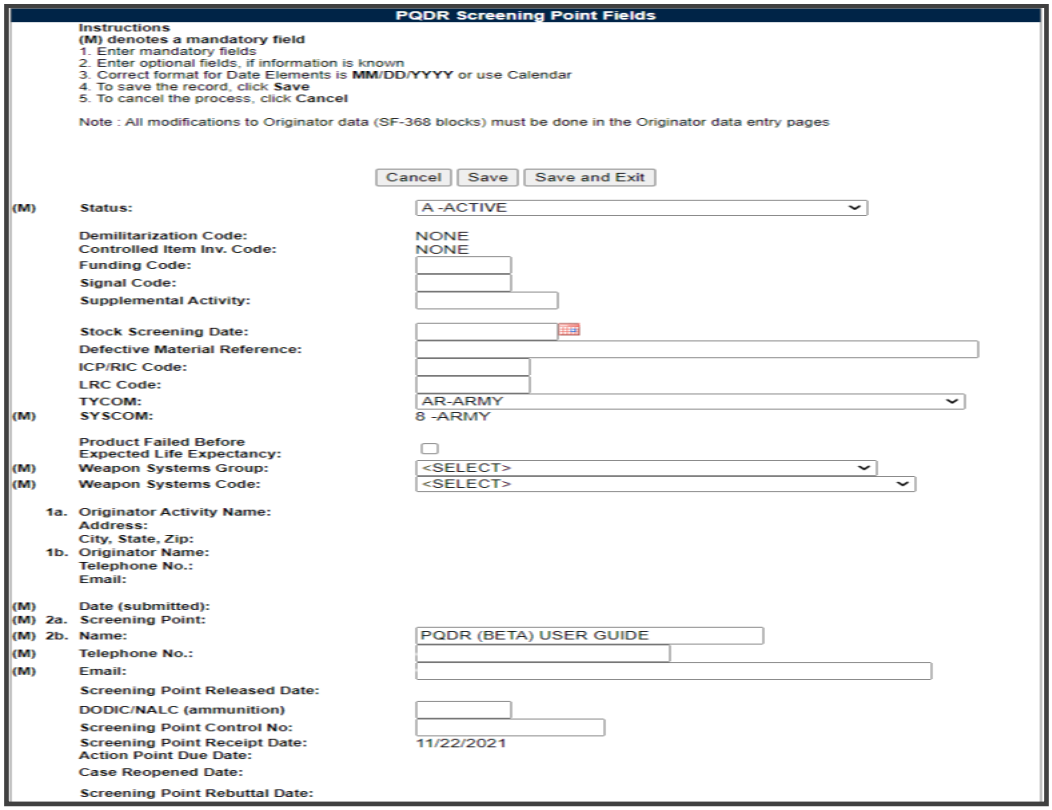


Figure 4.8

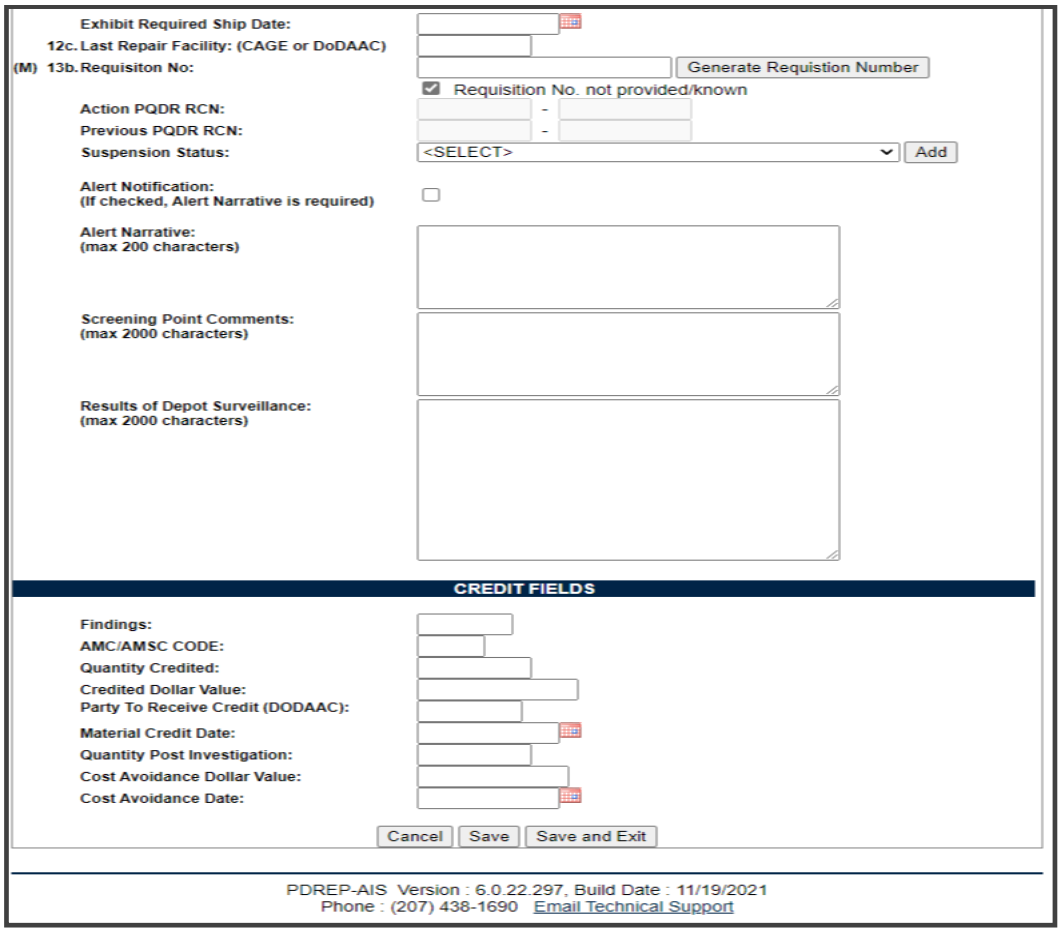


Figure 4.9

C. Close this PQDR

Refer to section 10 for closing actions.

D. View/Add Notes or Reference Briefs

The View/Add Notes and Reference Brief link from the Screening Point base page provides access to input or view additional information about the processing of the PQDR (see **Figure 4.7**). This information is internal to PDREP and will not appear on any report or correspondence. They are frequently used for things like workflow notes or documenting telephone conversations regarding a PQDR. Although they are not visible outside of PDREP, the notes are visible to PDREP users at the originator's DODAAC, not just the user who entered the note.

1. 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 4.10** displays.

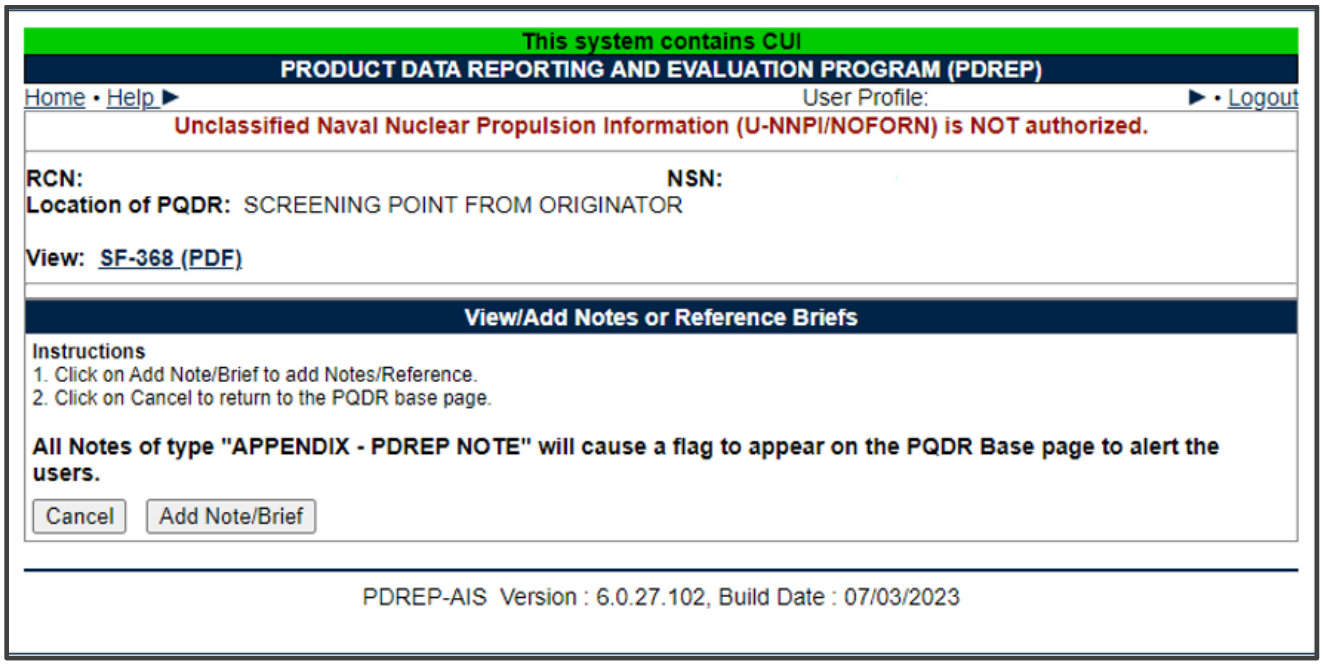


Figure 4.10

2. Click the Add Note/Brief button to complete this action.
3. The ‘Add Note/Reference’ section becomes visible and may be edited (see **Figure 4.11**).

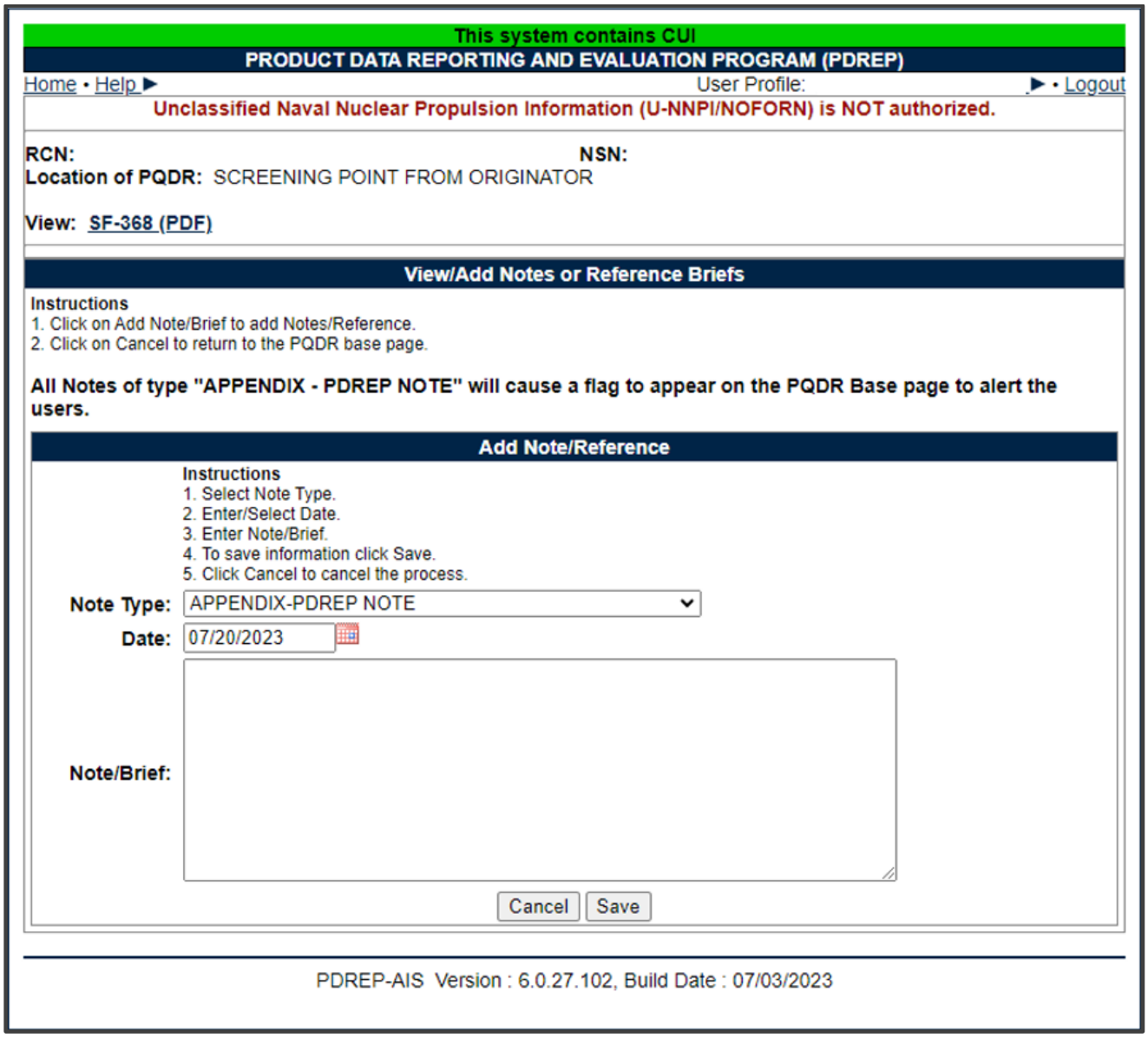

This system contains CUI
PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)
Home • Help ▶
User Profile:
▶ • Logout
Unclassified Naval Nuclear Propulsion Information (U-NNPI/NOFORN) is NOT authorized.
RCN:
NSN:
Location of PQDR: SCREENING POINT FROM ORIGINATOR
View: SF-368 (PDF)
View/Add Notes or Reference 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:
APPENDIX-PDREP NOTE
Date:
07/20/2023
Note/Brief:
Cancel
Save
PDREP-AIS Version : 6.0.27.102, Build Date : 07/03/2023

Figure 4.11

4.4 Correspondence

Screening Point Letters

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

B. The PQDR Correspondence form displays (see **Figure 4.12**).

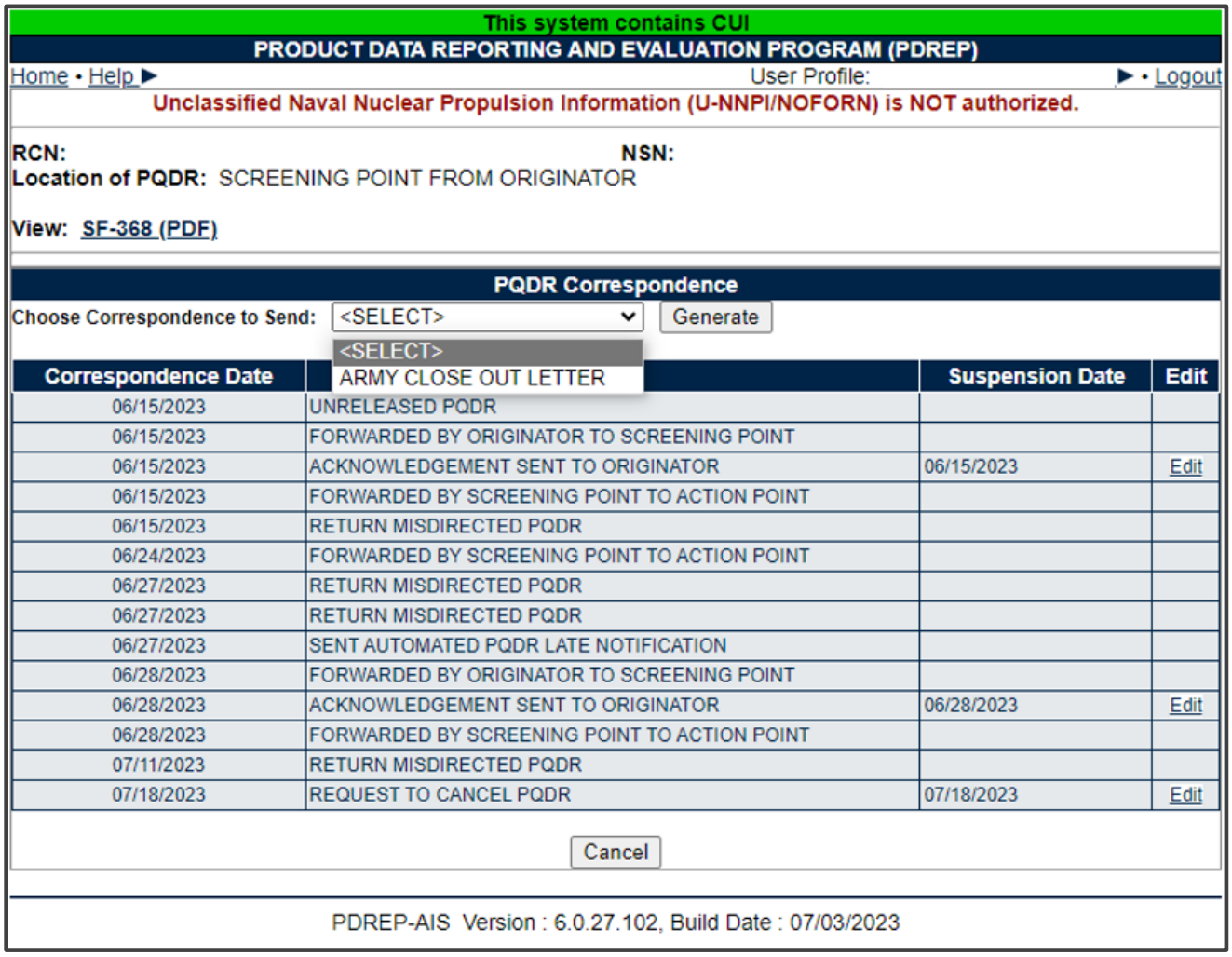


Figure 4.12

C. If no investigation will be conducted because the report does not meet PQDR criteria or because the deficient item is a GSA item, then the Screening Point will close the PQDR and inform the Originator of this action by using either the ‘CLOSING ACTION ON PQDR’ or the GSA letter as shown in **Figure 4.12**.

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

4.5 Release PQDR

A. Re-Assign to other Master Screener

Use this function to either reassign a PQDR to a different Master Screener within your activity or to redirect to it to a different Army Screening activity as required.

1. From the Screening Point Data Entry base page (see **Figure 4.13**), click the Re-Assign to other Master Screener link. The 'Reassign PQDR from Screening Point to Screening Point' form will display (see **Figure 4.14**).

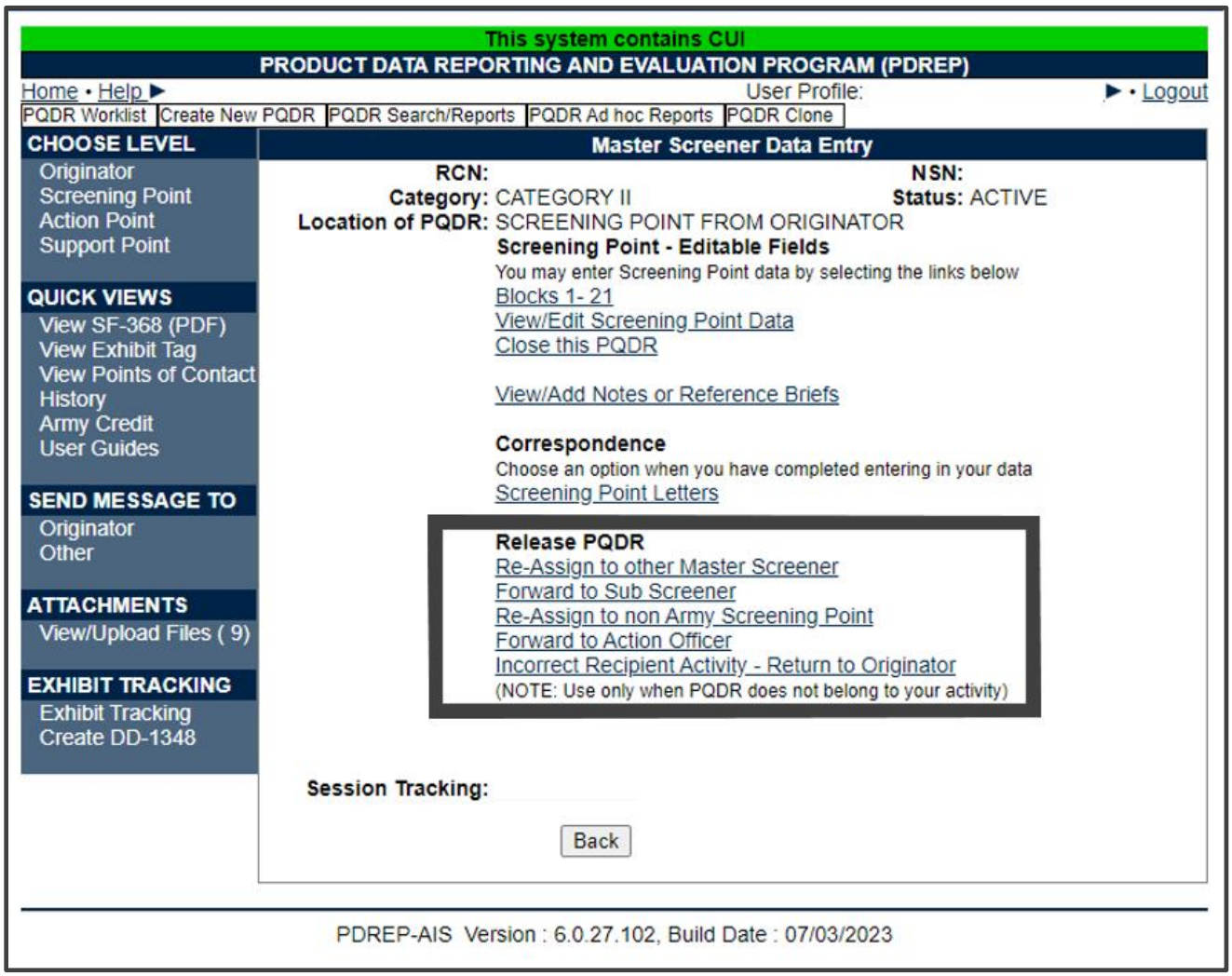


Figure 4.13

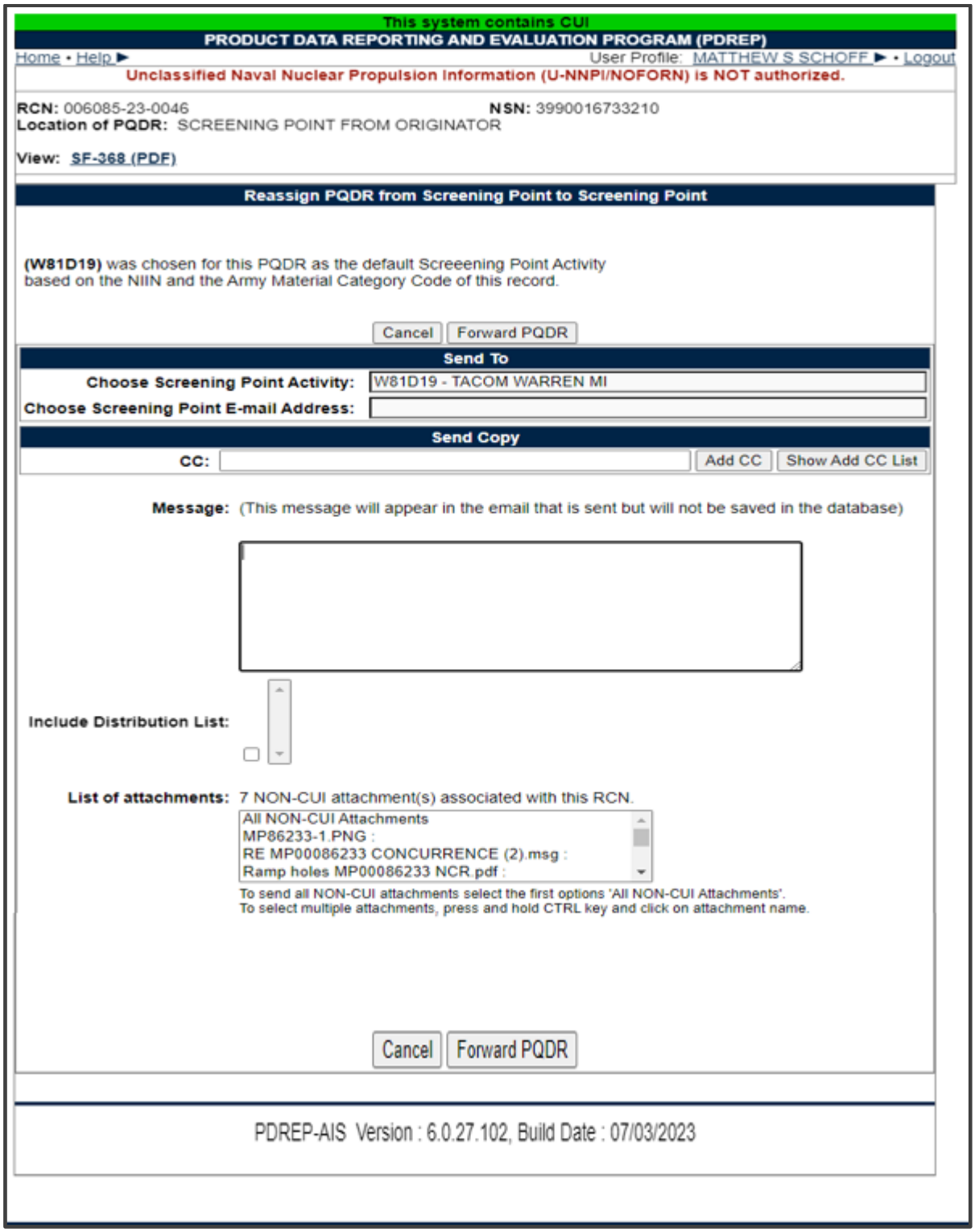


Figure 4.14

2. Choose the Screening Point Activity (DODAAC) of the individual Master Screener.

3. Once the Screening Point Activity has been selected, the ‘Choose Screening Point E-mail Address’ selection box will display beneath the Activity (see **Figure 4.15**).

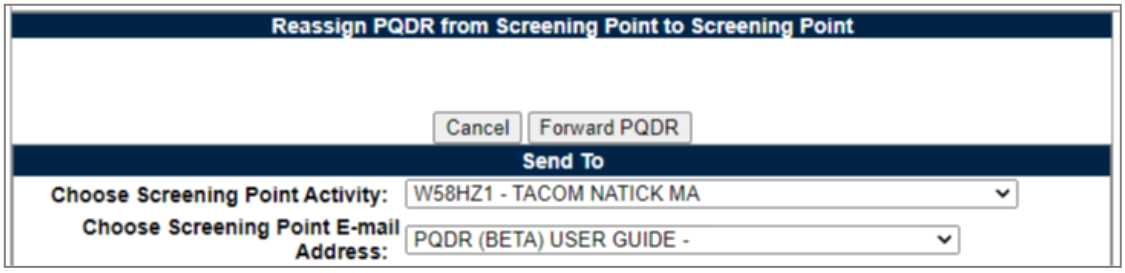


Figure 4.15

4. The system will default to the primary Screening Point for each activity. If redirecting to another activity, it is usually best to accept the default rather than selecting an individual Screening Point. This is necessary so that the Screening Point for the activity can review and appropriately assign the PQDR.
5. Use one of the following two methods for adding a CC address.
    i. Click the “Show Add CC List” button. The ‘Choose CC Activity’ selection box will display (see **Figure 4.16**).

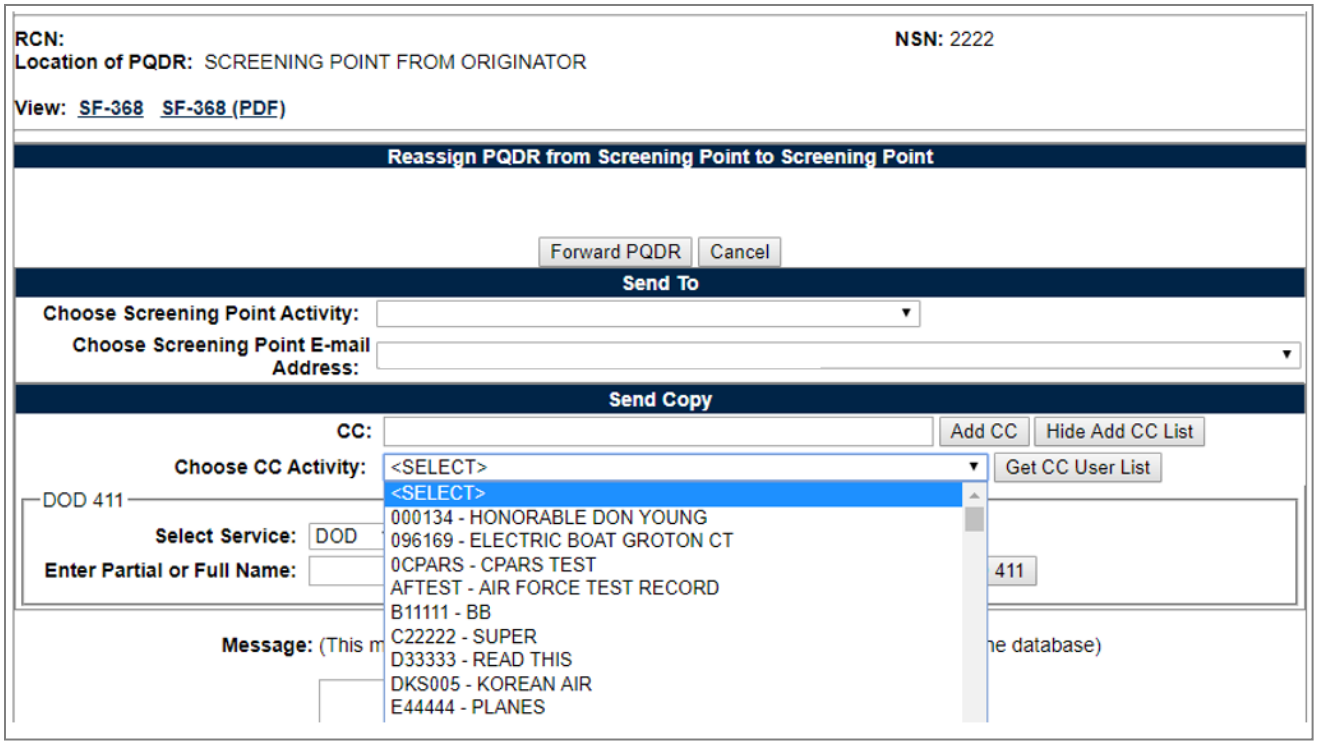

RCN:
NSN: 2222
Location of PQDR: SCREENING POINT FROM ORIGINATOR
View: SF-368 SF-368 (PDF)
Reassign PQDR from Screening Point to Screening Point
Forward PQDR
Cancel
Send To
Choose Screening Point Activity:
Choose Screening Point E-mail Address:
Send Copy
CC:
Add CC
Hide Add CC List
Choose CC Activity:
<SELECT>
Get CC User List
DOD 411
Select Service:
DOD
Enter Partial or Full Name:
411
Message:
<SELECT>
000134 - HONORABLE DON YOUNG
096169 - ELECTRIC BOAT GROTON CT
0CPARS - CPARS TEST
AFTEST - AIR FORCE TEST RECORD
B11111 - BB
C22222 - SUPER
D33333 - READ THIS
DKS005 - KOREAN AIR
E44444 - PLANES

Figure 4.16

i. Select an Activity from the ‘Choose CC Activity’ list.

ii. The Choose CC User selection box will display (see **Figure 4.17**).

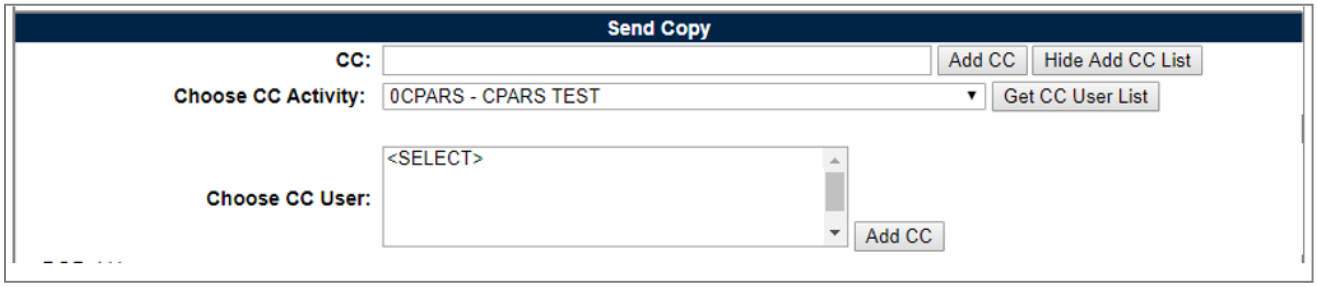


Figure 4.17

iii. Click the user to CC from the ‘Choose CC User’ list to highlight the selection.

iv. Click the “Add CC” button.

v. The email address will be added to a ‘Selected CC Addresses’ table that displays after the selection has been made (see **Figure 5.18**).

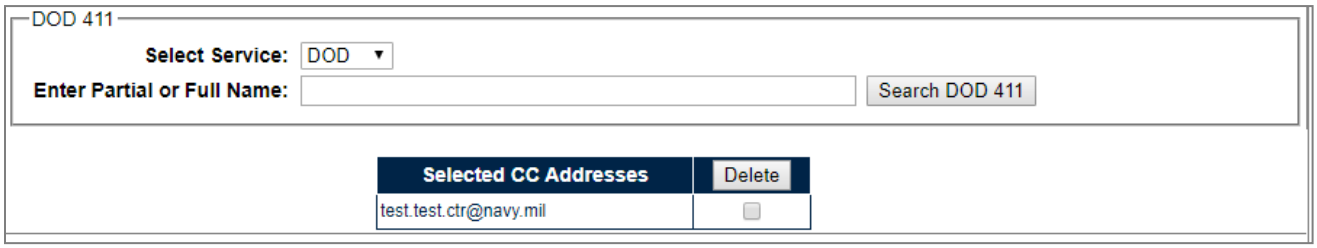


Figure 4.18

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

i. Click the “Add CC” button.

6. Once you have chosen your recipients, enter any desired message into the Message box.
7. Unless otherwise directed, accept the defaults for ‘Attach PQDR Info’ (defaults to Yes) and Send in format (defaults to SF368).
8. Click “Forward PQDR” to complete the forwarding action and release the PQDR to the Screening Point.

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

B. Forward to Sub Screener

The Master Screener has the option to delegate the PQDR to a Sub Screener (Army Screening Point) within their activity.

1. Click the “Forward to Sub Screener” link from the Master Screener Data Entry base page (see **Figure 4.13**). The ‘Forward PQDR from Master Screener to Screening Point’ form displays (see **Figure 4.19**).

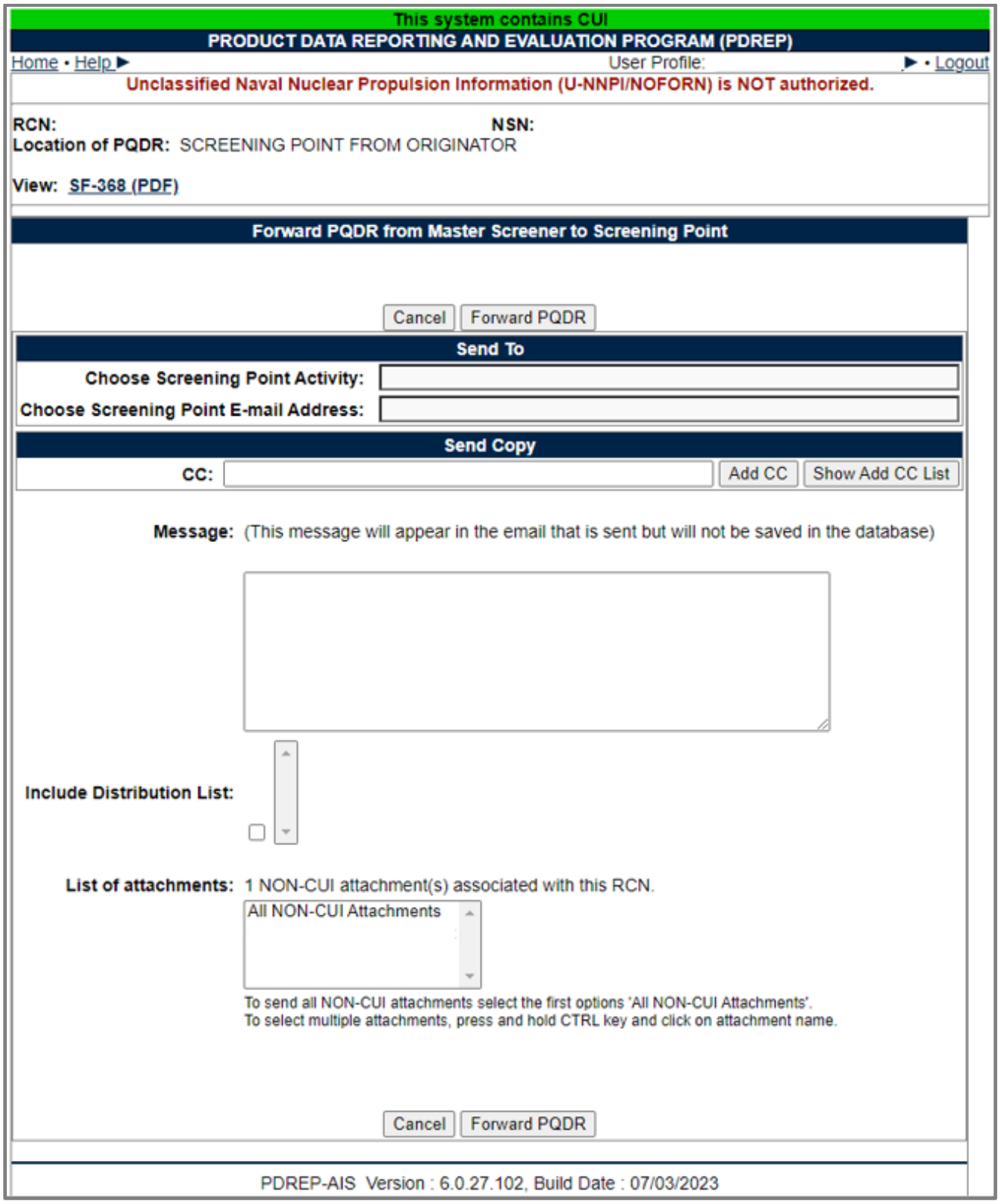

This system contains CUI
PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)
Home • Help ▶
User Profile:
▶ • Logout
Unclassified Naval Nuclear Propulsion Information (U-NNPI/NOFORN) is NOT authorized.
RCN:
NSN:
Location of PQDR: SCREENING POINT FROM ORIGINATOR
View: SF-368 (PDF)
Forward PQDR from Master Screener to Screening Point
Cancel
Forward PQDR
Send To
Choose Screening Point Activity:
Choose Screening Point E-mail Address:
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:
List of attachments: 1 NON-CUI attachment(s) associated with this RCN.
All NON-CUI Attachments
To send all NON-CUI attachments select the first options 'All NON-CUI Attachments'.
To select multiple attachments, press and hold CTRL key and click on attachment name.
Cancel
Forward PQDR
PDREP-AIS Version : 6.0.27.102, Build Date : 07/03/2023

Figure 4.19

2. Select the Screening Point Activity and a list of Subs-Screeners within the Master Screener's activity will display.
3. Additional addressing and forwarding are identical to that described in 'Reassign to other Master Screener'.

C. Re-Assign to Non Army Screening point.

The Master Screener has the option to redirect the PQDR to a Screening Point outside of Army if they determine that the PQDR is not under Army cognizance.

NOTE: *If re-assigned, the Army Master Screener will have no further access to the PQDR.*

1. Click the "Re-Assign to Non-Army Screening Point" link from the Master Screener Data Entry base page (see **Figure 4.13**). The 'Forward PQDR from Master Screener to Non-Army Screening Point' form displays (see **Figure 4.20**).
2. Select the Screening Point Activity from the Choose Screening Point Activity list. When the appropriate activity is selected, a list of Screening Points at that activity will display in a selection box.

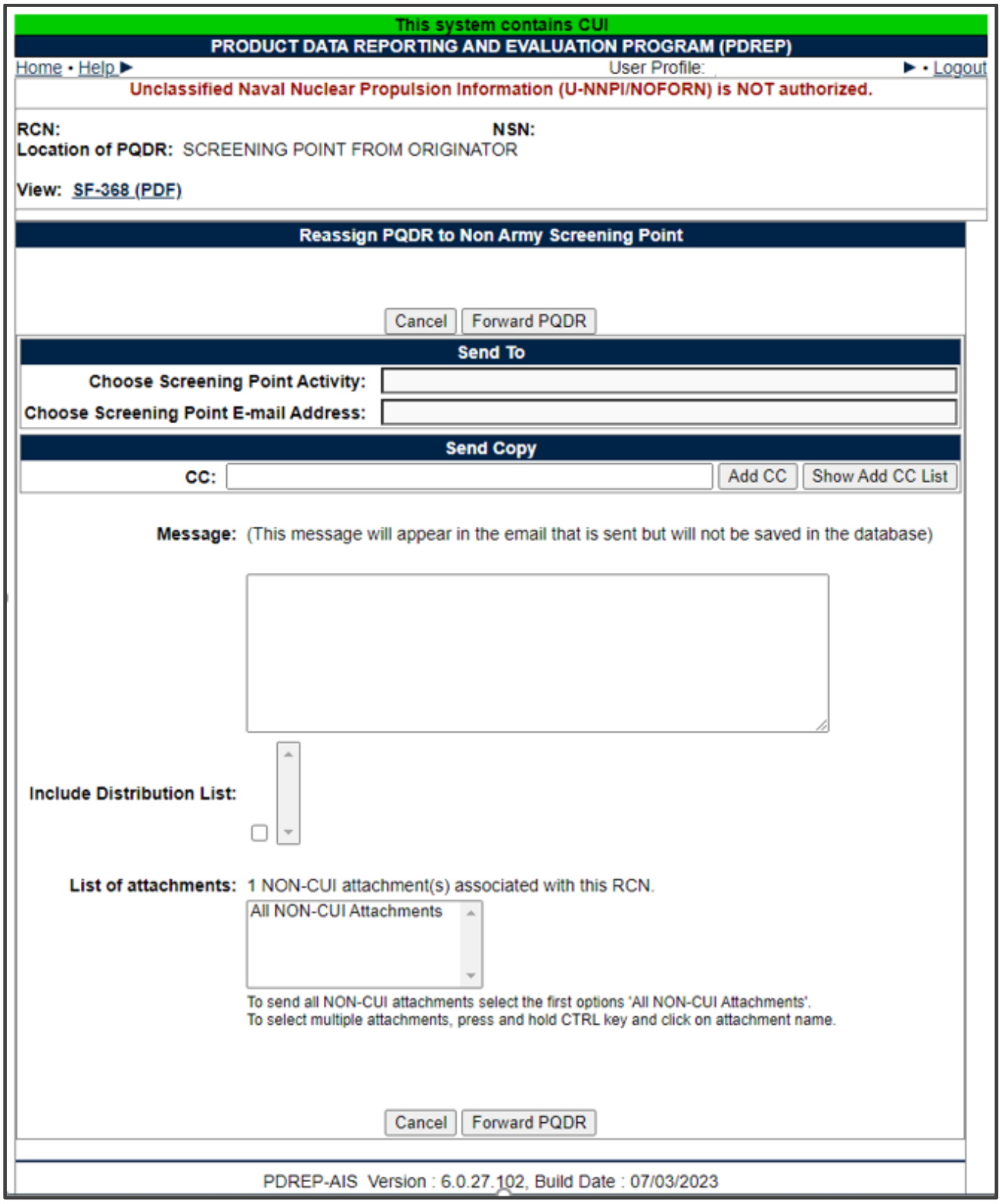

This system contains CUI
PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)
Home • Help ►
User Profile:
► • Logout
Unclassified Naval Nuclear Propulsion Information (U-NNPI/NOFORN) is NOT authorized.
RCN:
NSN:
Location of PQDR: SCREENING POINT FROM ORIGINATOR
View: SF-368 (PDF)
Reassign PQDR to Non Army Screening Point
Cancel
Forward PQDR
Send To
Choose Screening Point Activity:
Choose Screening Point E-mail Address:
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:
List of attachments: 1 NON-CUI attachment(s) associated with this RCN.
All NON-CUI Attachments
To send all NON-CUI attachments select the first options 'All NON-CUI Attachments'.
To select multiple attachments, press and hold CTRL key and click on attachment name.
Cancel
Forward PQDR
PDREP-AIS Version : 6.0.27.102, Build Date : 07/03/2023

Figure 4.20

3. Additional addressing and forwarding are identical to that described in ‘Reassign to other Master Screener’.

D. Forward To Action Officer

If the Master Screener determines that an investigation should be conducted by an Action Officer, then this function will complete the forwarding action.

1. Click the “Forward to Action Officer” link from the Master Screener Data Entry base page (see **Figure 4.13**).
2. Select the Action Point Activity and a list of Action Officers will display.
3. Additional addressing and forwarding are identical to that described in ‘Reassign to other Master Screener’.

NOTE: *The Army Action Officer must be in the same activity as the Master Screener.*

E. Incorrect Recipient Activity- Return to Originator

This function should be used if the PQDR was forwarded to the wrong Screening activity and if you do not know the correct activity to which the PQDR should be reassigned. This function may also be used if the PQDR was unintentionally released to Screening and needs to be returned to the Originator’s control. This functions in the same manner as the other forwarding actions but with the Originator’s activity and e-mail address pre-populated and not editable.

4.6 Rebut PQDR

Rebut the Action Officer Decision - If a record has been forwarded to an Action Officer for investigation, and then returned to the Screener for closure, a link to Rebut is displayed. Selecting this option allows the Screener to return the PQDR to the Action Officer for further processing. This functions in the same manner as the other forwarding actions but with the Action Officer's activity and e-mail address pre-populated and not editable.

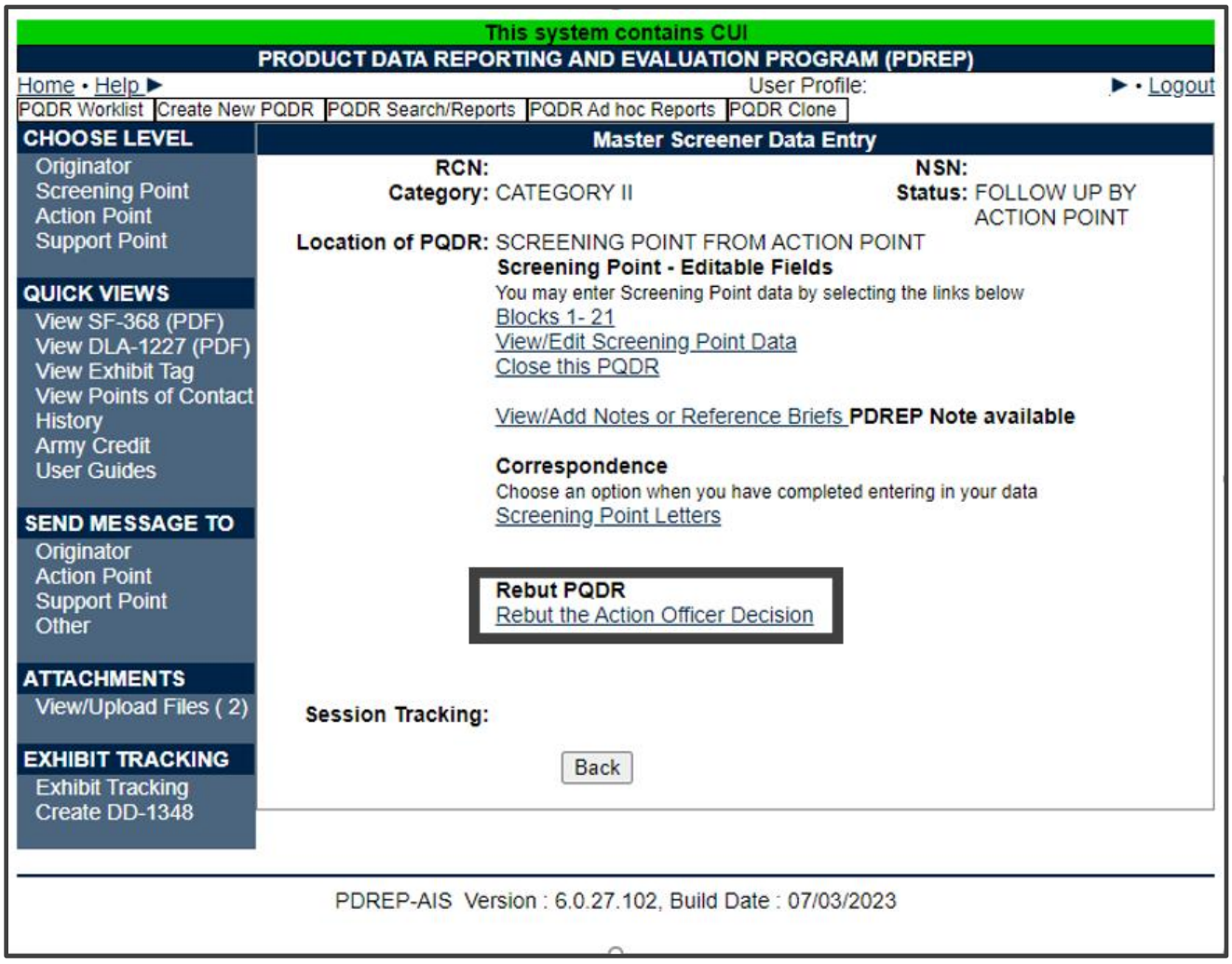


Figure 4.21

A. Click the Rebut the Action Officer Decision link (see **Figure 4.21**) and the Rebut Action Officer Decision form displays (see **Figure 4.22**). Select a proper Rebuttal code.

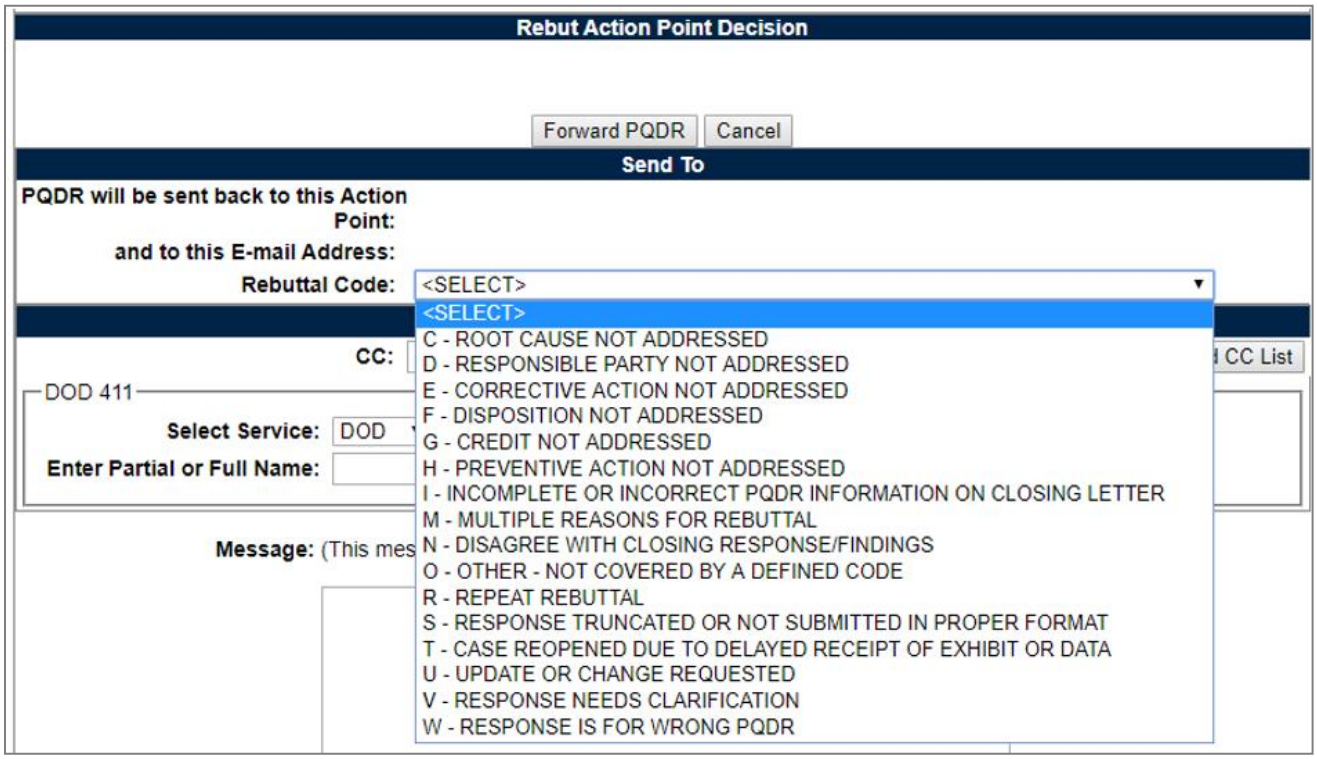


Figure 4.22

B. The Rebut Action Officer Decision process follows functionality similar to the other correspondence actions previously described.

4.7 Rebut the Screening Point Decision

If a record has been forwarded to an Army Screening Point prior to routing to an Action Officer, and is then returned to the Master Screener for closure, a link to Rebut the Screening Point Decision is displayed (see **Figure 4.23**). Selecting this option allows the Master Screener to return the PQDR to the Screening Point for further processing. This functions in the same manner as the other forwarding actions but with the Screening Point's activity and e-mail address pre-populated and not editable.

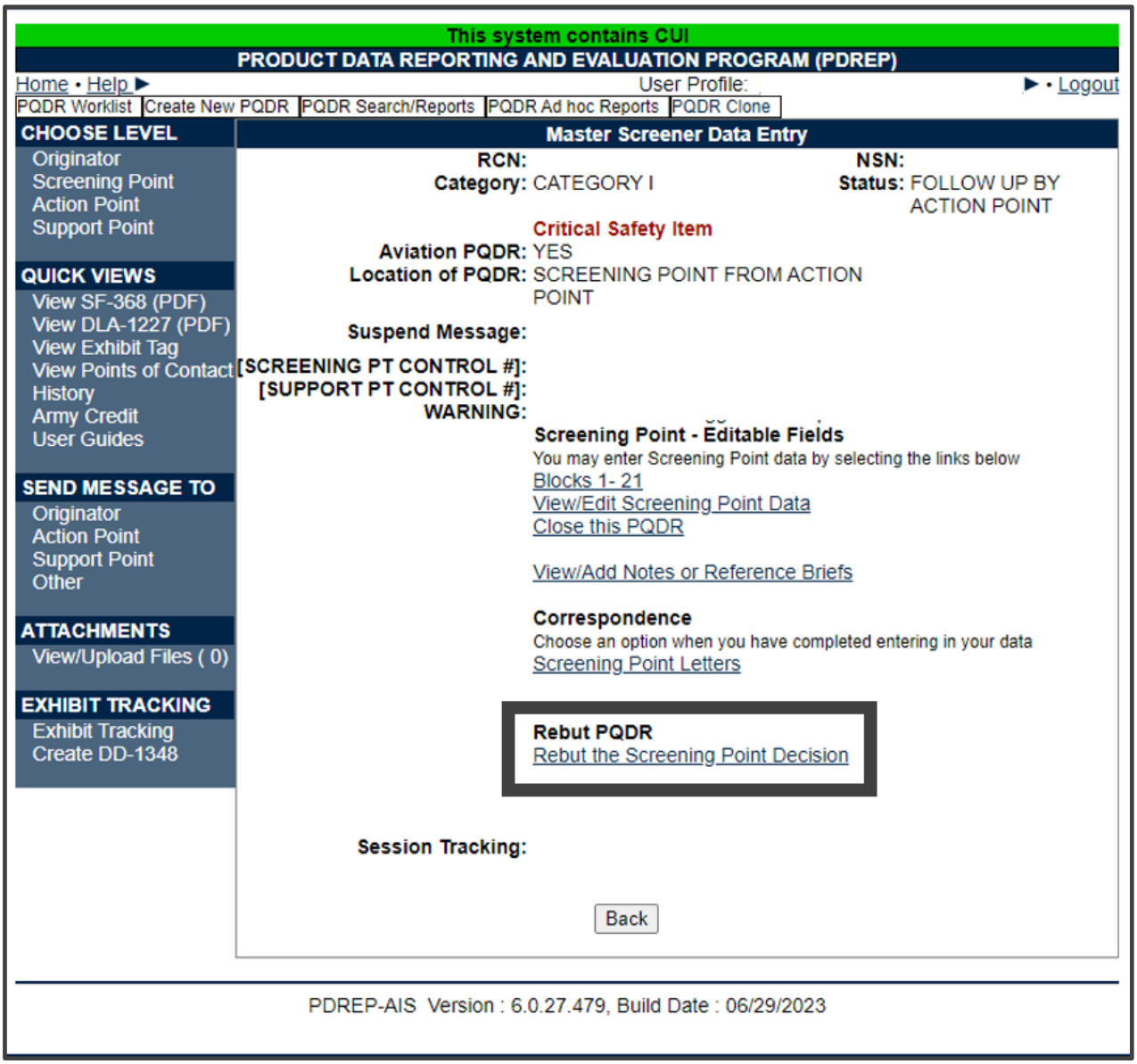

This system contains CUI
PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)
Home • Help ►
User Profile:
► • Logout
PQDR Worklist
Create New PQDR
PQDR Search/Reports
PQDR Ad hoc Reports
PQDR Clone
CHOOSE LEVEL
Originator
Screening Point
Action Point
Support Point
QUICK VIEWS
View SF-368 (PDF)
View DLA-1227 (PDF)
View Exhibit Tag
View Points of Contact
History
Army Credit
User Guides
SEND MESSAGE TO
Originator
Action Point
Support Point
Other
ATTACHMENTS
View/Upload Files (0)
EXHIBIT TRACKING
Exhibit Tracking
Create DD-1348
Master Screener Data Entry
RCN:
NSN:
Category: CATEGORY I
Status: FOLLOW UP BY ACTION POINT
Critical Safety Item
Aviation PQDR: YES
Location of PQDR: SCREENING POINT FROM ACTION POINT
Suspend Message:
[SCREENING PT CONTROL #]:
[SUPPORT PT CONTROL #]:
WARNING:
Screening Point - Editable Fields
You may enter Screening Point data by selecting the links below
Blocks 1- 21
View/Edit Screening Point Data
Close this PQDR
View/Add Notes or Reference Briefs
Correspondence
Choose an option when you have completed entering in your data
Screening Point Letters
Rebut PQDR
Rebut the Screening Point Decision
Session Tracking:
Back
PDREP-AIS Version : 6.0.27.479, Build Date : 06/29/2023

Figure 4.23

4.8 Send Message To

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

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

5 NON-ARMY SCREENING POINT

The Master Screener may receive records that have other services as the Screening Point. These records will be received at the DoD Action Point level to the Master Screener.

5.1 Location of PQDR

The Data entry page will show the ‘DoD Location of PQDR’ and the ‘Army Location of PQDR’ (see **Figure 5.1**).

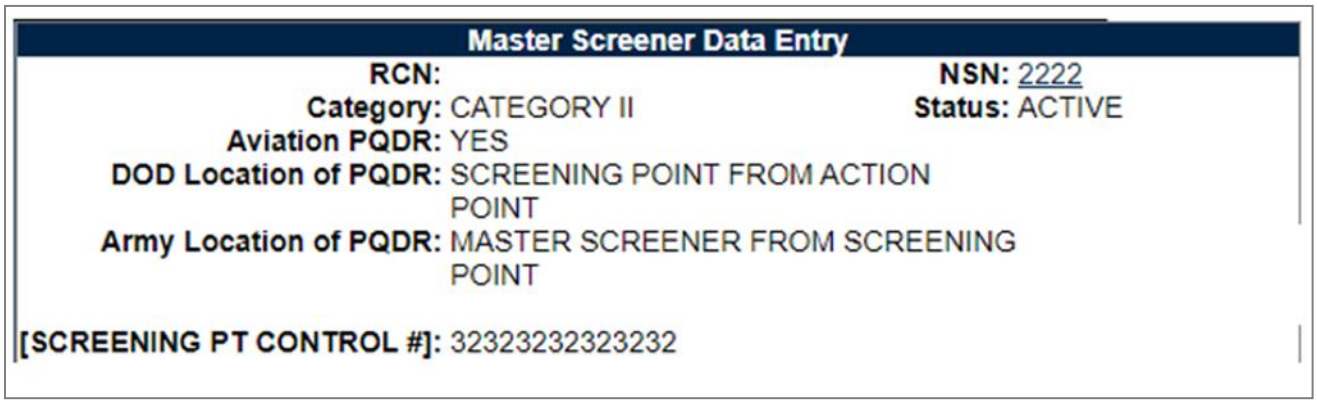


Figure 5.1

A. DoD Location of PQDR – describes the location in the DoD process, record is sent to the Army at the DoD Action Point level for investigation.

B. Army Location of PQDR – describes the location within the Army process. This location will change as the record is moved in the Army process, example when Army Master Screener forwards record to Army Officer the ‘Army location of PQDR’ will change to ‘Army Action Officer’, the DoD location of PQDR will remain at ‘Action Point from Screening Point’ until the record is moved to a Support Point.

NOTE: *Records received from Non- Army screening points cannot be sent to an Army Screener from the Army Master Screener. The Army Master Screener will need to forward the record to the Army Action Officer.*

6 SCREENING POINT – EDITABLE FIELDS

Figure 6.1

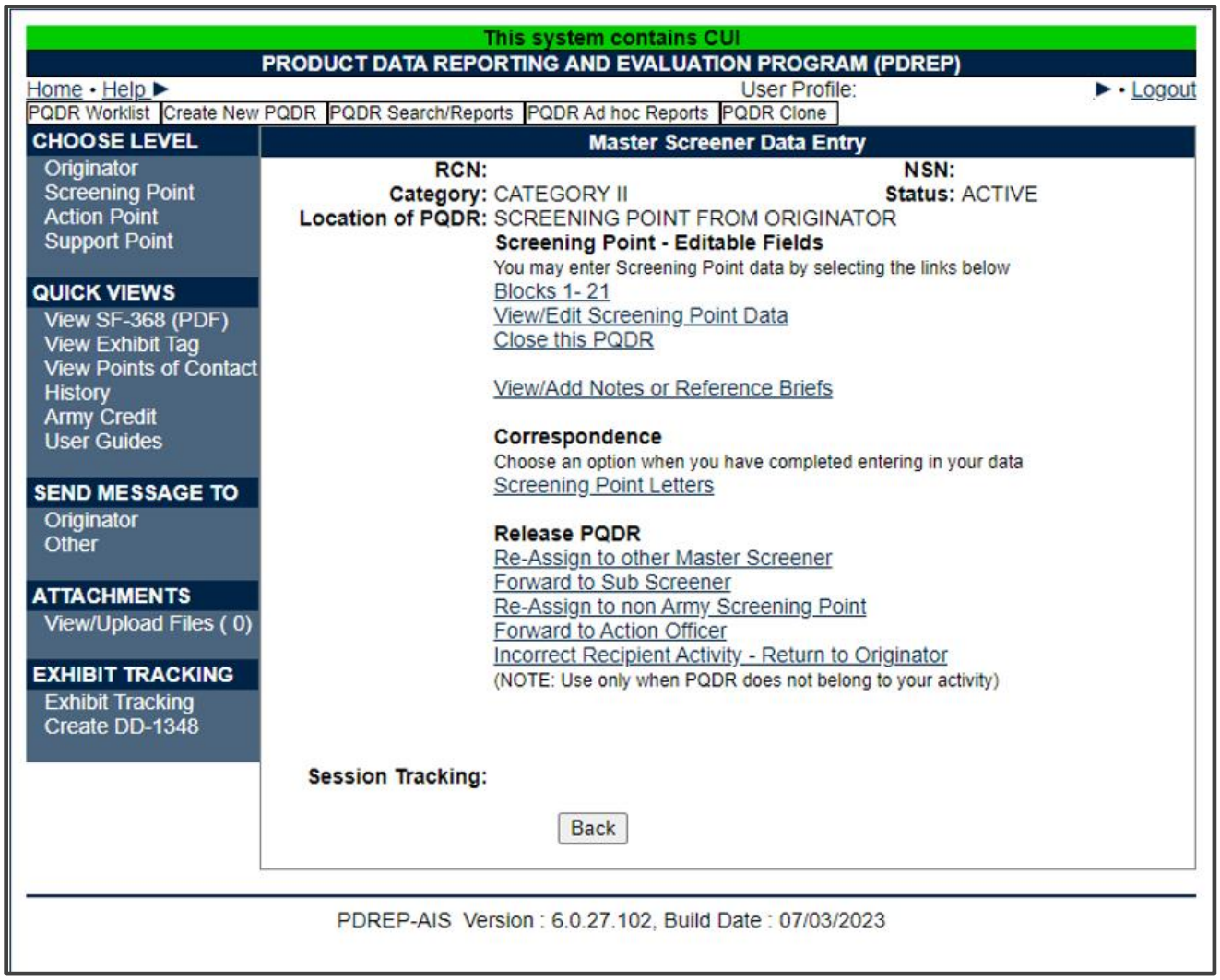


Figure 6.2

A. Close this PQDR

The Army Master Screener will not have the option to close non-Army originated records (see **Figure 6.1**). When the screening point is not Army, the Army Master Screener will return the record to the Non-Army Screening point for closure.

Other options under this heading remain unchanged (see **Figure 6.2**). Refer to Section 4 for details.

B. Correspondence

These options do not differ. Refer to Section 4.4 for details.

C. Release PQDR

The Army Master Screener does not have the ‘Forward to Sub-Screener’ and ‘Re-Assign to Non Army Screening Point’ options.

1. Reassign to other Master Screener:

   Use this function to either reassign a PQDR to a different Master Screener within your activity or to redirect to it to a different Army Screening activity as required. Refer to Section 4 for details.

2. Forward to Action Officer:

   If the Master Screener determines that an investigation should be conducted by an Action Officer, then this function will complete the forwarding action. Select the Action Point Activity and a list of Action Officers will display. Refer to Section 4 for details.

NOTE: *The Army Action Officer must be in the same activity as the Master Screener.*

3. Incorrect Recipient Activity – Return Non Army Screening Point:

   This function should be used if the PQDR was forwarded to the wrong DoD Action Point activity and the correct activity to which the PQDR should be reassigned is not known. This function may also be used if the PQDR was unintentionally released to the DoD Action Point level and needs to be returned to the Non Army Screening Point’s control. This functions in the same manner as the other forwarding actions but with the Non Army Screening Point’s activity and e-mail address pre-populated and not editable.

D. Rebut PQDR

1. This function will only be shown when the record has been returned from the Action Officer, once the investigation has been completed.
2. Rebut the Action Officer Decision - If a record has been forwarded to an Action Officer for investigation, and then returned to the Master Screener for closure, a link to Rebut is displayed. Selecting this option allows the Master Screener to return the PQDR to the Action Officer for further processing. This functions in the same manner as the other forwarding actions but with the Action Officer’s activity and e-mail address pre-populated and not editable.

E. Send Message To

This function remains unchanged. Refer to Section 4 for details.

7 OTHER PQDR BASE PAGE FEATURES

The PQDR Base Page (see **Figure 7.1**) is the primary working page for a PQDR after it has been entered into PDREP. Information may continue to be updated on a PQDR even after it has been released for screening and investigation. When the user updates a record that is at a different level (i.e. screening or action points), it is advised that correspondence be sent to the point of contact on the record informing them of the change. The base page also provides a method of reviewing PQDR status, sending relevant correspondence and identifying the investigating parties.

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

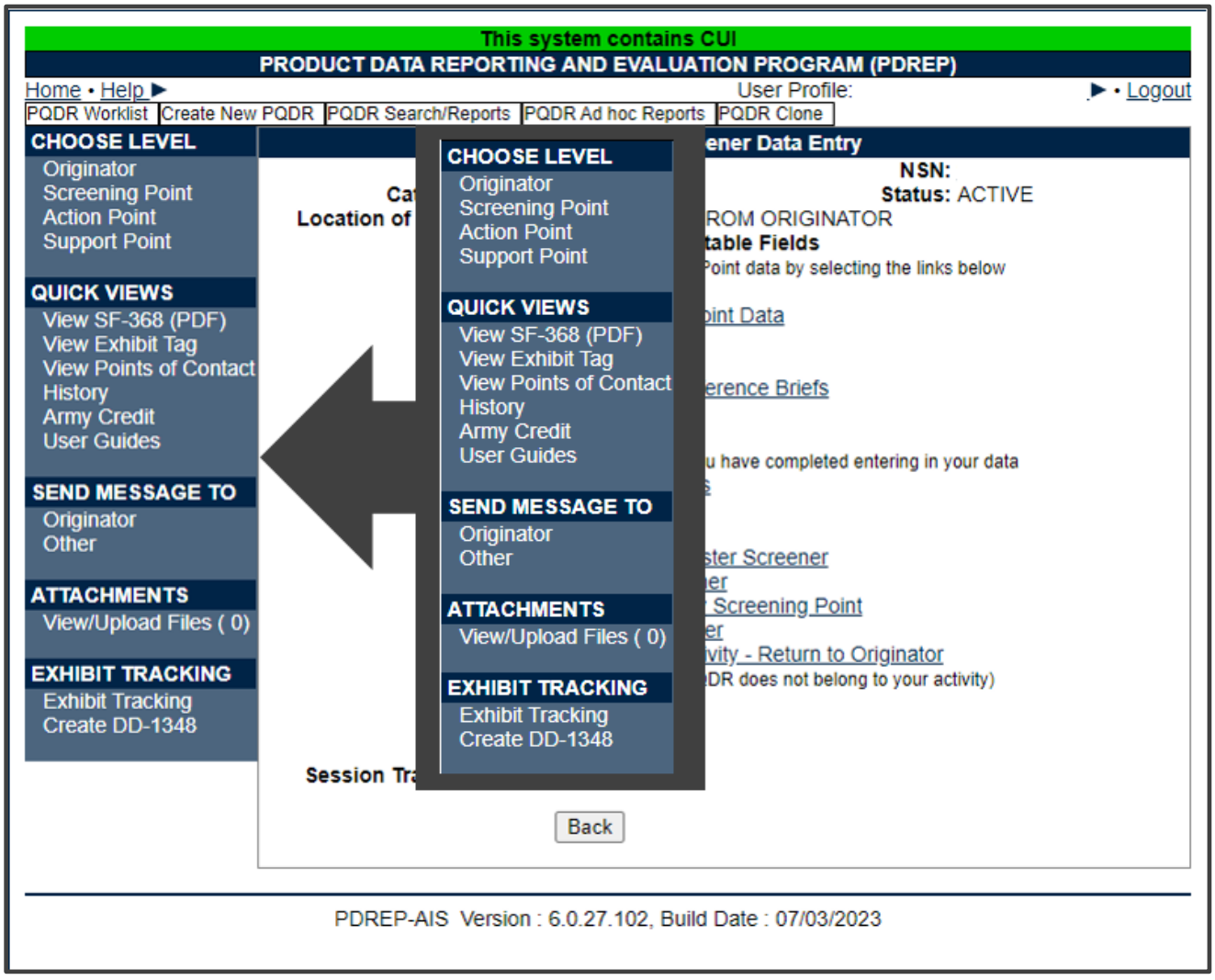


Figure 7.1

7.1 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.

H. Army Credit: Army only. For obtaining credit back for deficient material. See Section 10 for Army Credit details.

I. User Guides: Link takes you directly to the appropriate application user guide.

7.2 Attachments

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

A. Click the View/Upload files link to see any files that have been attached to the PQDR to date (see **Figure 7.1**). The number of currently attached files will appear in parentheses.

B. To attach new files, click the View/Upload Files link and then click Add Attachments and follow the instructions on the page.

C. The maximum file size for any single attachment is 10 megabytes.

D. To remove a selected attachment from the list of correspondence use control ‘click of the mouse’.

7.3 Exhibit Tracking

The shipment and receipt of exhibits associated with the PQDR investigation can be tracked here.

A. Click the Exhibit Tracking link (see **Figure 7.1**) and follow the instructions on the page if you wish to track exhibits.

B. For ARMY: ADD/UPDATE SHIPMENT TRACKING link is only available to Action Point/Action Officer to the assigned user or Action Officer which has management access to the assigned Activity.

    1. DD Form 1348: A DD Form 1348 may be created for a PQDR by clicking the *Create DD-1348* link on the left side of the PQDR. If a 1348 was already created it can also be retrieved and edited or delete using the DD-1348 link.

    2. For ARMY: ADD/UPDATE SHIPMENT TRACKING link is only available to Action Point/Action Officer to the assigned user or Action Officer which has management access to the assigned Activity.

7.4 User Information

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

7.5 Session Tracking

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

8 MASTER SCREENER 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.

8.1 Accessing the Closing Actions

A. Click “Close this PQDR” (see **Figure 8.1**) and the Close PQDR page displays (see **Figure 8.2**).

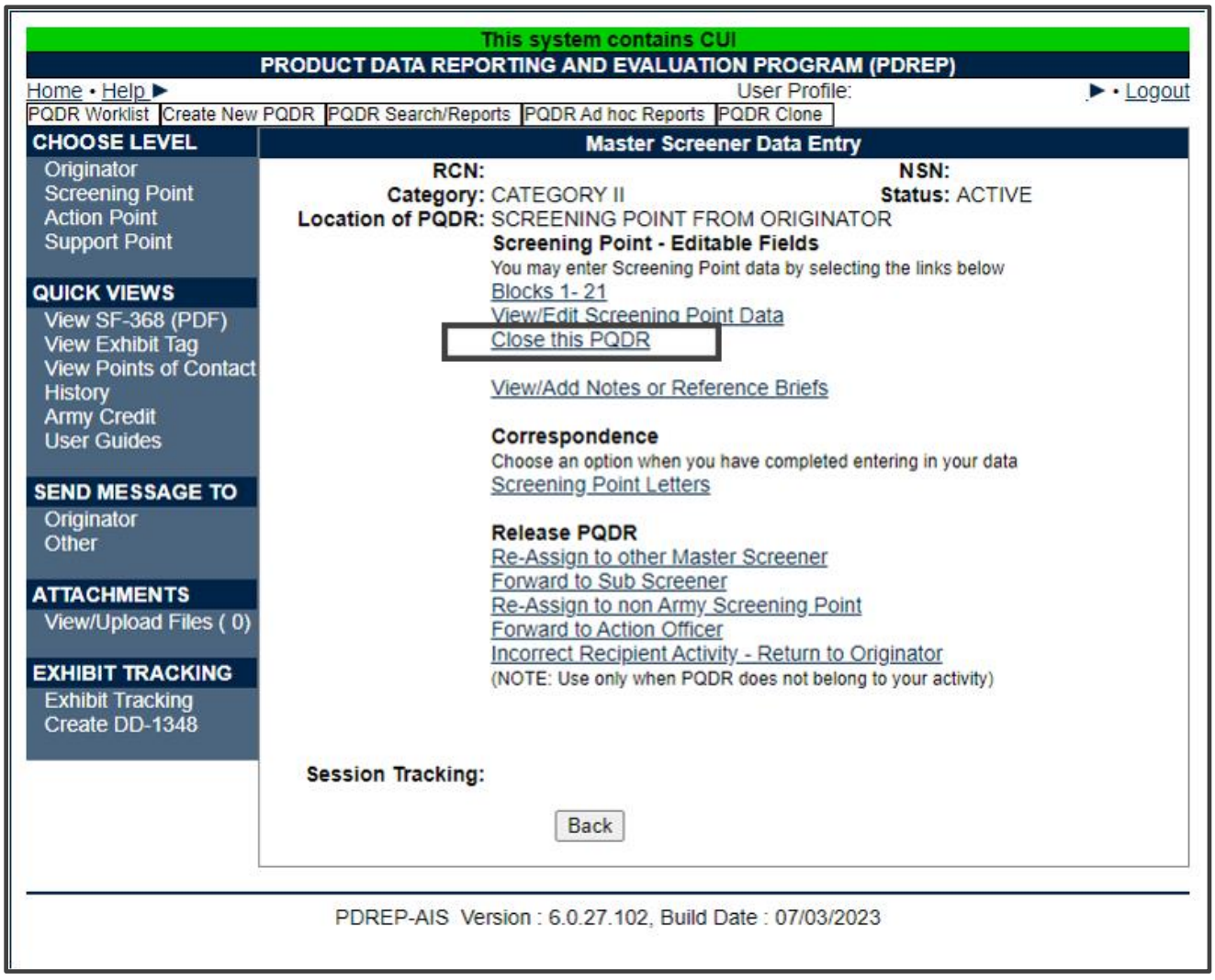


Figure 8.1

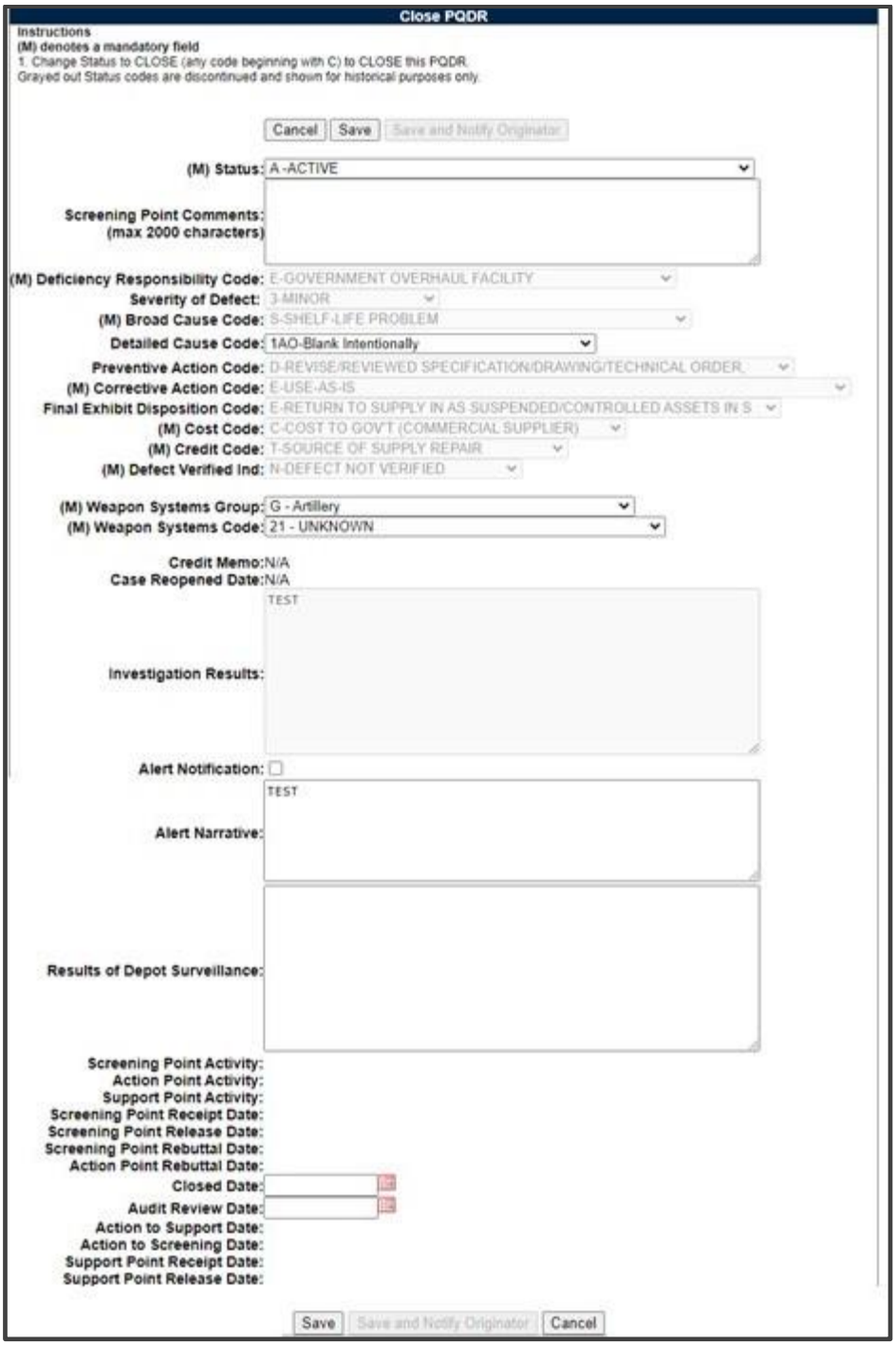


Figure 8.2

B. **Figure 8.2**: Data Fields. Mandatory fields marked as '(M)'.

1. **(M) Status**: Select any applicable status code beginning with 'C' to close the PQDR.

2. **(M) Screening Point Comments**: Deficiency Responsibility Code: Identifies the party found responsible for the deficiency. Vendor or contractor liability is indicated solely by the code of 'A- PRIVATE CONTRACTOR'. All other codes indicate some degree of government liability or that the responsibility is unknown.
3. **(M) Severity of Defect Code**: Broad Cause Code: This code should correspond with the broad cause of the deficiency.
4. **Preventative Action Code**: Code used to indicate the preventive action taken to prevent recurrence.
5. **(M) Corrective Action Code**: Corrective action code taken as a result of the investigation.
6. **Final Exhibition Code**: Code representing the current disposition of the exhibit.
7. **(M) Cost Code**: This code should identify the party who will bear the cost of the deficiency.
8. **(M) Credit Code**: Identifies whether fiscal credit is granted to the Originator.
9. **(M) 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. **Corrective Action Taken**: Identifies the corrective action taken by the contractor and/or government investigators.
12. **(M) Weapon Systems Group**: Identifies the Army group of materials that best fits the item under investigation. Selecting the Group will cause a dropdown of applicable Weapon Systems Codes to display.
13. **(M) Weapon Systems Code**: More specifically identifies the item under investigation.
14. **Credit Memo**: This field is displayed for information purposes and will contain any credit memo reference entered by DLA.
15. **Case Reopened Date**: If a previously closed PQDR is reopened then the date on which it was last reopened will display here.
16. **Investigation Results**: The narrative here should provide a comprehensive set of findings from any investigation conducted. It is typically supplied by the Action Officer but can be edited by the Screener.
17. **Other fields**: The remainder of this page contains optional reference fields, as well as Activity fields and dates that indicate PQDR routing and processing. Once the Master Screener has reviewed the investigation results and chosen appropriate codes, the following options are available:

i. **(M) Closed Date**: The PQDR will not be ‘closed’ until a date is selected from the calendar.

ii. **Save**: will validate the mandatory entries and save the data, leaving the record at this page.

iii. **Close and Notify Originator**: will validate and close the record if a Closing Code has been chosen, and move to a messaging screen to allow the Master Screener to notify the Originator of the closing action.

NOTE: *Master Screeners should consult Army and/or local policy for guidance regarding any additional closing requirements.*

9 ARMY SCREENING POINT (SUB SCREENER) FUNCTIONS

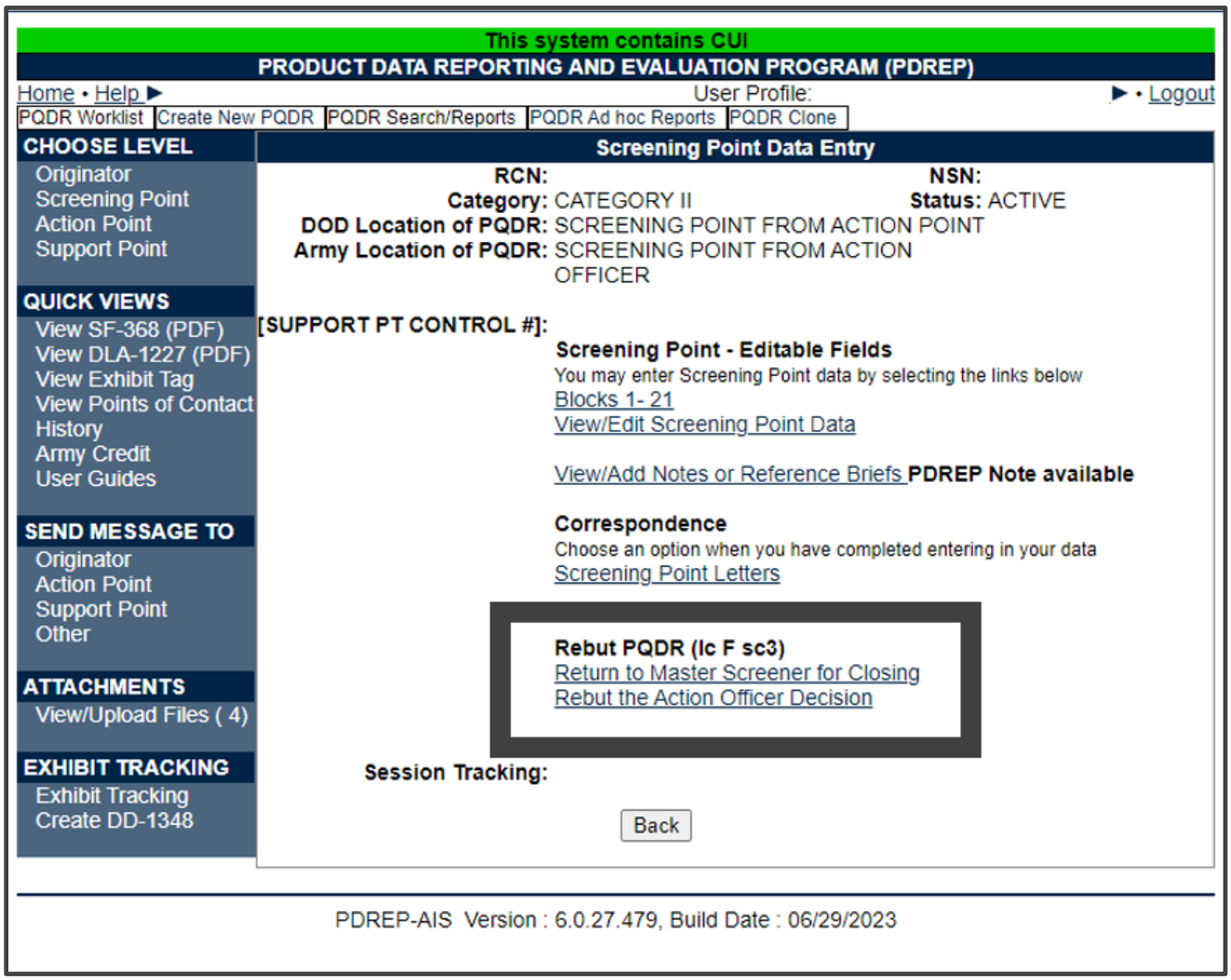


Figure 9.1

9.1 Close PQDR

The Sub Screening Point has no option to close the PQDR. The record must be returned to the Master Screener for closure (see **Figure 9.1**).

9.2 Re-assign to Other Screening Point

This function should be used if the PQDR was forwarded to the wrong Screening Point and you know the correct Screening Point within your activity to which the PQDR should be

reassigned. Note that this link is not available if the PQDR has been forwarded to the Action Officer for investigation. This functions in the same manner as the other forwarding actions.

9.3 Incorrect Recipient – Return to Master Screener

This function should be used if the PQDR was forwarded to the wrong Screening Point and you do not know the correct Screening Point to which the PQDR should be reassigned. This function may also be used if the PQDR was unintentionally released to the Screening Point and needs to be returned to the Master Screener. Note that this link is not available if the PQDR has been forwarded to the Action Officer for investigation. This functions in the same manner as the other forwarding actions but with the Master Screener's activity and e-mail address pre-populated and not editable.

9.4 Return to Master Screener for Closing

If a record has been forwarded to an Action Officer for investigation, and then is returned to the Screening Point as part of the closing routing, a link to Return to Master Screener for Closing is displayed. Selecting this option allows the Screening Point to return the PQDR to the Master Screener for closure. This functions in the same manner as the other forwarding actions but with the Master Screener's activity and e-mail address pre-populated and not editable.

NOTE: *This link is not available if the PQDR has been forwarded to the Action Officer for investigation*.

10 ARMY CREDIT

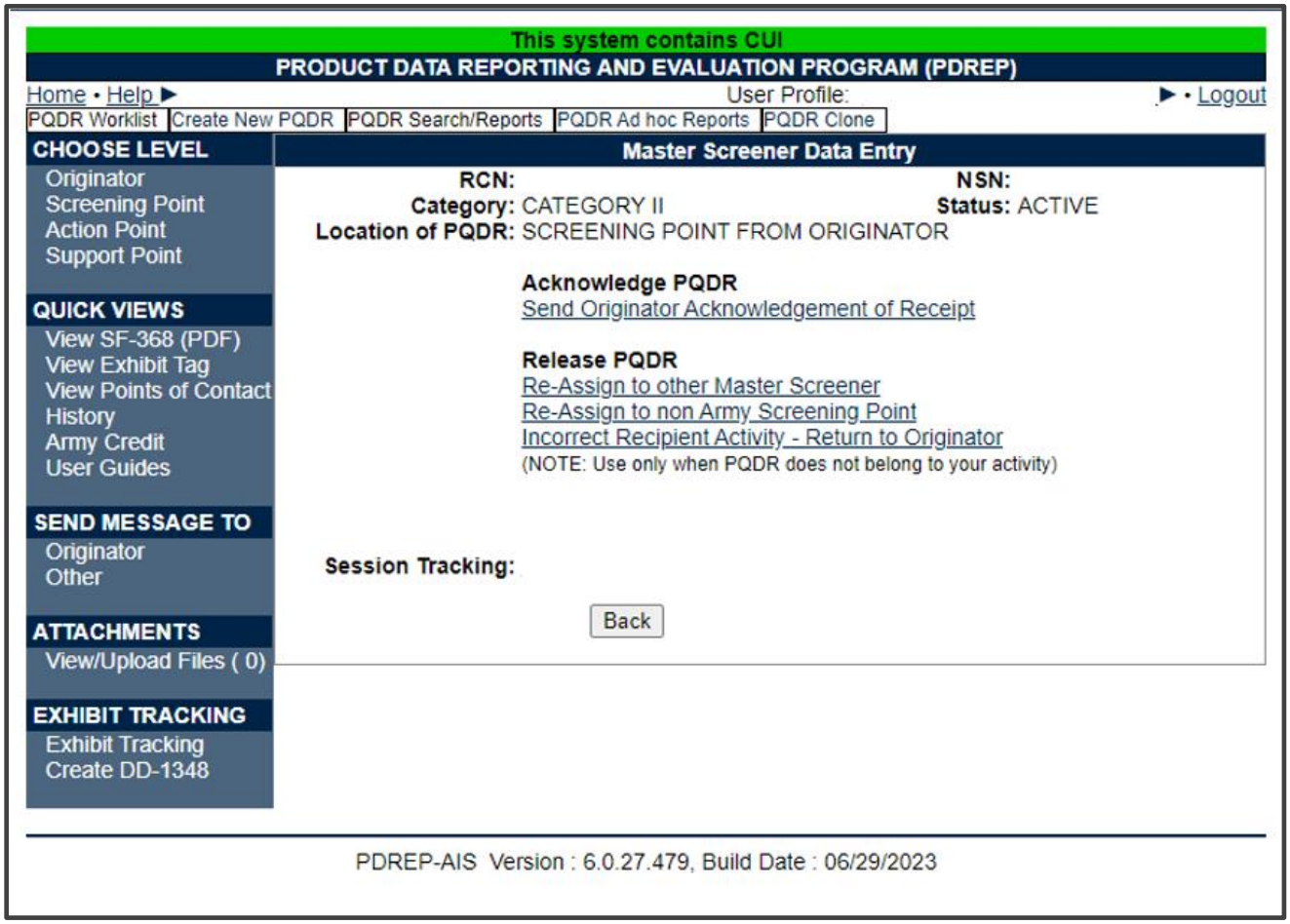


Figure 10.1

A. How it's populated
   a. The link to the Army Credit form is populated in Quick Views by forwarding the PQDR from originator point to screening point (see **Figure 10.1**).
   b. Army Credit link is only visible to users who have the same DODAAC as Master Screener/Action Officer POC for that record.
   c. Originator can see Army Credit Link if the PQDR is forwarded to Screening Point with same DODAAC.

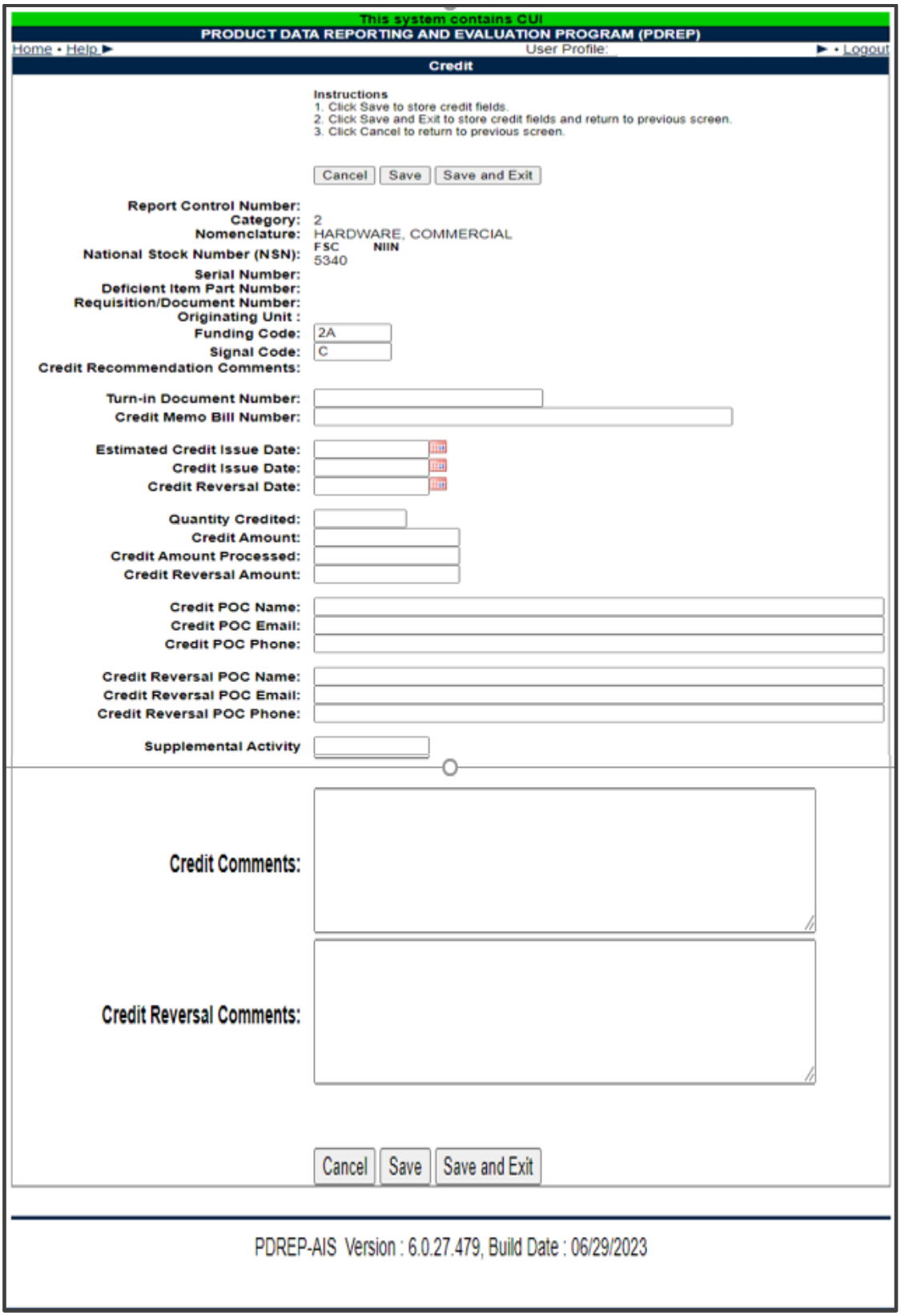

This system contains CUI
PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)
Home • Help ►
User Profile:
► • Logout
Credit
Instructions
1. Click Save to store credit fields.
2. Click Save and Exit to store credit fields and return to previous screen.
3. Click Cancel to return to previous screen.
Cancel
Save
Save and Exit
Report Control Number:
Category: 2
Nomenclature: HARDWARE, COMMERCIAL
National Stock Number (NSN): FSC NIIN 5340
Serial Number:
Deficient Item Part Number:
Requisition/Document Number:
Originating Unit :
Funding Code: 2A
Signal Code: C
Credit Recommendation Comments:
Turn-in Document Number:
Credit Memo Bill Number:
Estimated Credit Issue Date:
Credit Issue Date:
Credit Reversal Date:
Quantity Credited:
Credit Amount:
Credit Amount Processed:
Credit Reversal Amount:
Credit POC Name:
Credit POC Email:
Credit POC Phone:
Credit Reversal POC Name:
Credit Reversal POC Email:
Credit Reversal POC Phone:
Supplemental Activity
Credit Comments:
Credit Reversal Comments:
Cancel
Save
Save and Exit
PDREP-AIS Version : 6.0.27.479, Build Date : 06/29/2023

Figure 10.2

B. Mandatory Fields (see **Figure 10.2**)

None of the fields on the Army Credit form are mandatory but some of them are prepopulated from blocks 1-21.

C. Non-Editable Fields (see **Figure 10.2**)
   a. Report Control Number
   b. Category
   c. Nomenclature
   d. National Stock Number (NSN)
   e. Serial Number
   f. Deficient Item Part Number
   g. Requisition Number
   h. Originating Unit
   i. Credit Recommendation Comments

D. Editable Fields (see **Figure 10.2**)
   a. Funding Code
   b. Signal Code
   c. Turn-in Number
   d. Credit Memo Bill Number
   e. Estimated Credit Issue Date
   f. Credit Issue Date
   g. Credit Reversal Date
   h. Quantity Credited
   i. Credit Amount
   j. Credit Amount Processed
   k. Credit Reversal Amount
   l. Credit POC Name
   m. Credit POC Email
   n. Credit POC Phone
   o. Credit Reversal POC Name
   p. Credit Reversal POC Email
   q. Credit Reversal POC Phone
   r. Supplemental Activity
   s. Credit Comments
   t. Credit Reversal Comments

E. Editable fields after PQDR is closed

Once the PQDR is closed, the following fields on the Army Credit form will still be editable:

a. Turn-in Number
b. Credit Memo Bill Number
c. Estimated Credit Issue Date
d. Credit Issue Date
e. Credit Reversal Date
f. Quantity Credited
g. Credit Amount
h. Credit Amount Processed
i. Credit Reversal Amount
j. Credit POC Name
k. Credit POC Email
l. Credit POC Phone
m. Credit Reversal POC Name
n. Credit Reversal POC Email
o. Credit Reversal POC Phone
p. Supplemental Activity
q. Credit Comments
r. Credit Reversal Comments

11 CUI

DoDI 5200.48 Section 3.3 Handling Requirements, b.

Original classification authorities (OCAs) will determine if aggregated CUI under their control should be classified in accordance with Volume 1 of DoDM 5200.01 and will confirm the relevant SCGs address the compilation.

The PQDR application considers a PQDR RCN aggregate of data, therefore, CUI handling is restricted to within the application. CUI designation is incumbent on the individual submitting an attachment to the RCN. Depending on the applied CUI Marking and Limited Distribution Control (LDC) that is selected, appropriate restrictions will change access for some POCs on the record to see the attached item. If CUI marking and an LDC is assigned to the document, the attachment will be restricted within the confines of the IT system and cannot be emailed.

The user continues to have the ability to download and share where appropriate with encryption.

13 REFERENCE CODES

BROAD CAUSE CODE, ADC 1007E AP7.27.T16. Summary Code position 4		
A	Normal Wear and Tear & Component (Worn Out)	Indicates that the reported deficiency is attributed to normal wear and tear of the item, within expected or designed performance levels. The PQDR is considered invalid.
C	Contract Error	The actual contract was in error, e.g., wrong part number called out, wrong specification cited, etc.
D	Technical Data Package (TDP)/Design Error	Contractor met requirements but the TDP or specified design requirements were inadequate and resulted in defective materiel.
M	Maintenance Error	Defect occurred during the repair, rework, modification, or overhaul of the item.
N	Contractor Noncompliance	Contractor (Government or private) failed to meet one or more contractual manufacturing requirements, resulting in defective materiel.
P	Part Application	Part Complies but is not usable in the application
S	Shelf-Life Problem	The item's shelf-life was expired or inappropriate.
U	Misuse Of Item	The originator caused the defect through misuse.
V	Operated Beyond Life Limits	Component operated past life limits set by design or engineering
X	Undetermined	The cause of the defect could not be determined. Use of this code requires the reason(s) for inability to identify the broad cause to be stated as part of the investigation report. (For example: budgetary constraints, equipment or test procedures are no longer practical for investigation, Exhibit Not Available, etc.).
Z	Invalid Report	The PQDR did not meet the requirements of DLAR 4155.24 and is considered invalid. Invalid Report will not be used to closed Child PQDRs. Child PQDRs are VALID.
CANCELLATION CODES		
17	Exhibit Not Received by Supply	
18	Deficiency reported is an SDR	
19	Exhibit Compromised	
20	Cancelled due to non-responsiveness of Originator	
21	Wrong Exhibit Shipped	
22	Exhibit Not Received by Customer Service	

23	Request Cancellation by Submitting Unit
24	Exhibit not Received by DCMA
25	Exhibit not Received by Inter-Service Agency (Air Force, Army, etc...)
26	Exhibit Unavailable - Not Marked as a PQDR
27	Exhibit Unavailable - Released by Supply (BCM'd)
CATEGORY	
1	CATEGORY I
2	CATEGORY II (DAL Audit III)
CORRECTIVE ACTION CODE, ADC 1007E AP7.27.T19. Summary Code position 9	
A	To Be Repaired/Replaced by Contractor At No Cost To Government
B	Repaired By Using Activity - Not Contractor Representative
C	To Be Repaired/Replaced by Govt - Depot/Overhaul Facility
D	Exhibit(S) Scrapped Without Replacement
E	Use-As-Is
F	To Be Repaired/Replaced by Contractor At Government Expense
G	Exhibit Not Required, Turn in Through Normal Supply
H	Consideration Requested
I	No Corrective Action – Acceptable Risk – Use of this code is restricted to the PQDR owner or Service only.
X	No Corrective Action - Use of This Code Requires The Reason(S) For No Corrective Action To Be Stated As Part Of The Investigation Report. (For example: budgetary constraints, equipment or test procedures are no longer practical for investigation, Exhibit Not Available, etc.)
Z	Invalid Report - The PQDR did not meet the requirements of DLAR 4155.24 and was considered invalid.
COST CODE	
C	Cost to Gov't (Commercial Supplier)
G	Cost to Navy(Government Manufacturer/Supplier)
N	No Cost to Gov't (Commercial Supplier)
U	Undetermined
Z	No Cost to Navy (Government Manufacturer /Supplier)

CREDIT CODE	
F	Repaired by user
P	Vendor Replacement
R	Vendor Repair
S	Source of Supply Replacement
T	Source of Supply Repair
W	Credit Authorized,
X	No Credit Authorized.
CURRENT DISPOSTION	
D	DISPOSED OR DESTROYED
H	HOLDING EXHIBIT
O	OTHER
R	REPAIRED
DEFICIENCY RESPONSIBILITY CODE, ADC 1007E AP7.27.T14. Summary Code position 1, 2	
01	PRIVATE CONTRACTOR
02	PROCUREMENT AGENCY
03	GOVERNMENT MANUFACTURER (ORGANIC FACILITY)
04	DESIGN AGENCY
05	GOVERNMENT OVERHAUL FACILITY
06	USING ACTIVITY
07	GOVERNMENT SUPPLY ACTIVITY
08	UNKNOWN
09	INVALID REPORT
10	BLANK
11	FIELD MAINTENANCE
DETAILED CAUSE CODE, ADC 1007E AP7.27.T17. Summary Code position 5, 6, 7	
1AA	INCORRECT MATERIAL
1AB	Blank Intentionally
1AC	WELDING

1AD	PROTECTIVE COATING
1AE	IMPROPER MARKING
1AF	IMPROPER INSTALLATION
1AG	Blank Intentionally
1AH	MANUFACTURING PROCESS
1AI	INADEQUATE SOLDERING
1AJ	IMPROPER LUBRICATION
1AK	DOCUMENTATION MISSING
1AL	Blank Intentionally
1AM	DAMAGED (VISUAL)
1AN	COMPONENT FAILURE
1AO	Blank Intentionally
1AP	BRAZING
1AQ	BONDING
1AR	PITTING
1AS	HEAT TREAT
1AT	PLATING
1AU	CHEMICAL FILM
1AV	IMPREGNATION
1AW	KITTING
1AX	MACHINING (CUTTING, GRINDING, ETC.)
1AY	CLEANING
1AZ	CLEAN ROOM
2AA	INCORRECT TECHNICAL DATA PACKAGE
2AB	Blank Intentionally
2AC	Blank Intentionally
2AD	INADEQUATE TEST PROCEDURES
2AE	Blank Intentionally
2AF	Blank Intentionally

2AG	INADEQUATE CONFIGURATION CONTROL
2AH	WORK INSTRUCTIONS
2AI	Design, Inadequate
2AJ	Operational Malfunction, Electrical
2AK	Material Defective, Electronic
2AL	Operational Malfunction, Electronic
2AM	Material Defective, Electronic
2AN	Operational, Malfunction, Mechanical
2AP	Blank Intentionally
2AR	PRESERV/PACKAGING
3AA	INADEQUATE QA REQUIREMENTS
3AB	Blank Intentionally
3AC	PROCURED TO WRONG DRAWING REVISION
3AD	IMPROPER MAINTENANCE PROCEDURE
3AE	INCOMPLETE OVERHAUL
3AF	IMPROPER TORQUE
3AG	Blank Intentionally
3AH	COMPUTER (SOFTWARE) QUALITY ASSURANCE
3AI	AUTOMATIC TEST EQUIPMENT
3AJ	CALIBRATION
3AK	ELECTRONIC TESTING
3AL	MECHANICAL TESTING
3AM	NDT
3AN	FINAL INSPECTION
3AO	Blank Intentionally
3AP	CHEMICAL ANALYSIS
4AA	EXPIRED SHELF-LIFE
4AB	INAPPROPRIATE SHELF-LIFE
4AC	Blank Intentionally

4AD	TECHNICAL MANUAL ERROR
4AE	IMPROPER FIELD FIX
4AF	Electrostatic Sensitive Device Controls
4AG	Lead Free Solder
5AA	Purchasing Error
5AB	VENDOR CERTIFICATION
5AC	RECEIVING INSPECTION
5AD	Blank Intentionally
5AE	SEGREGATION OF NONCONFORMING MATERIAL
5AF	Blank Intentionally
5AG	Blank Intentionally
5AH	Blank Intentionally
5AI	Test Pressure
5AJ	Verification, Mechanical Properties
5AK	Material Defective, Mechanical
5AL	Material, Unauthorized Substitution
5AM	Specification Error
5AN	Material Identification
5AO	Mercury Free Requirement, Noncompliance
5AP	Contamination
5AQ	Finish
5AR	Assemble, Improper
5AS	COUNTERFEIT MATERIEL, SUSPECT
9XA	Undetermined - Isolated Case
9XB	Undetermined - Info Only
9XC	Undetermined - Exhibit Unavailable
9XD	Undetermined - Defect Not Duplicated
9XE	Undetermined - Item Warranty Procedures

9XX	Undetermined - Other: The root cause of the defect could not be determined for reason other than listed. use of this code requires the reason(s) for inability to identify the root cause to be stated as part of the investigation report. (For Example: budgetary constraints, equipment or test procedures are no longer practical for investigation, etc.)
9XY	Other Than Listed: Use of this code requires the detailed cause be identified as part of the investigation report.
9XZ	Invalid Report: The PQDR did not meet the requirements of DLAR 4155.24 and is considered invalid.
FINAL EXHIBIT DISPOSITION CODE, ADC 1007E AP7.27.T20. Summary Code position 10	
A	Retained As Is by User Indicates the user activity retained the exhibit for use as is.
B	Repaired by User for Use Indicates the user activity maintained or repaired the exhibit for use by the user activity.
C	Return To Supply/User in SCC “A” Indicates the exhibit was or will be returned to RFI Supply under RFI condition.
D	Return To Supply in SCC “F” Indicates the exhibit was or will be returned to NRFI Supply under normal repair cycle.
E	Return To Supply in As Suspended/Controlled Assets In SCC “J”, “L”, Or “Q” Indicates that exhibit was or is planned to be returned to NRFI Supply under a suspended condition. Enclosure 4, ADC 1007E Page 31
F	Return To Supply in SCC “H/S” Condemn/Scrap Indicates that the exhibit was or is planned to be returned to NRFI Supply to be scraped/destroyed.
G	Return To Vendor Without Re-Supply Indicates that the exhibit was returned to and retained by the contractor, vendor, or SOS.
H	Holding Activity Authorized to Dispose/Scrap Indicates the user or holding activity of the exhibit has or has been instructed to scrap or destroy the exhibit.
I	Disposition Not Necessary- No Exhibit Available Indicates that final disposition of exhibit is not necessary for reasons such as invalid report, info only report, materiel not received, etc.
J	Removed For Conditioned Based Maintenance (CBM) Analysis Indicates the exhibit was transferred to the CBM program and final Disposition will be executed by CBM.
K	Undetermined Indicates that final disposition of exhibit is not known or identified as part of the PQDR report
GENERAL CORRESPONDENCE CODES	
GN	Gain or increase in quantity reported
LS	Loss or decrease in quantity reported
CC	Change in point of contact information
IP	Requested information provided
MI	Minor Data Element Change Required

MJ	Major Data Element Change Required
MR	Follow Up Requested Due to Late/Missed Interim Reply
OT	Other
INTERIM REPLY CODES (Suspension Status) ADC 1007E Table AP7.27.T11.	
AE	Pending for Engineering Response
AR	Pending Approving Official Review Prior to Completion Notification
CR	Pending Credit/Replacement Determination
ED	Pending Exhibit Disposition Confirmation
ER	Exhibit Requested, Awaiting Exhibit
IR	Awaiting IM Response
MD	Pending Material Disposition
OR	Awaiting Originator Response
PA	Pending Post Award Review
PM	Awaiting PM Review
P	Pending Pre-positioned Materiel Request
RR	Pending Requisition Number request
SC	Awaiting Screening Pt Response
SP	Awaiting Support Pt Response
SR	Pending Shipment Received (Exhibit)
SS	Pending Stock Screening Results
TD	Awaiting Design Information
TR	Awaiting Test Results
VL	Pending Vendor Litigation
VR	Awaiting Vendor Response
VR	Pending Vendor Receipt of Exhibits
MATERIAL LEVEL	
01	QA-1, QC-22, LEVEL 1 NON-NUCLEAR
02	QA-2, QC-99, CIM
03	QA-3, QC-77, NON-LEVEL

04	QA-A, LEVEL 1 NUCLEAR
05	QA-G, NON-NAVAL NUCLEAR MATERIAL
06	QA-4, QC-33, NON- LEVEL 1 NON-NUCLEAR
07	QA-C, NON-LEVEL 1 NUCLEAR
09	QA-D, NON-LEVEL 2, LEVEL III NUCLEAR (NCM)
10	QA-E, NON-NAVAL NUCLEAR MATERIAL
20	FLIGHT CRITICAL (NAVAIR)
21	NOT APPLICABLE
PREVENTATIVE ACTION CODE, ADC 1007E AP7.27.T18. Summary Code position 8	
A	PROCESS CHANGED (INCLUDES CHANGES TO PROCESS INSTRUCTIONS)
B	INITIATED ENGINEERING CHANGE PROPOSAL
C	REVISED TEST PROCEDURES
D	REVISE/REVIEWED SPECIFICATION/DRAWING/TECHNICAL ORDER, PUBLICATION/MANUAL
E	BLANK INTENTIONALLY
F	ISSUED TECHNICAL/SAFETY BULLETINS
G	IMPROVED PACKAGING
H	CHANGE CONTRACTUAL REQUIREMENTS FOR FUTURE BUYS
I	POLICY CHANGED
J	QUALITY ASSURANCE REQUIREMENTS CHANGED
K	TRAINING PROVIDED/MODIFIED
L	BLANK INTENTIONALLY
M	FURTHER INVESTIGATION TO DETERMINE ROOT CAUSE AND CORRECTIVE ACTION
N	CORRECTIVE ACTION REQUEST SUBMITTED
O	CONTRACT TERMINATED
P	SOURCE QUALIFICATION REVOKED / REMOVED AS APPROVED SOURCE FROM TOTAL ITEM RECORD
Q	BLANK INTENTIONALLY

R	NO PREVENTATIVE ACTION - OPERATIONAL RISK ACCEPTED	
X	NO PREVENTATIVE ACTION, USE OF THIS CODE REQUIRES THE REASON(S) FOR NO PREVENTATIVE ACTIONS TO BE STATED AS PART OF THE INVESTIGATION REPORT	
Z	INVALID REPORT	
RECOMMENDATION		
C	CREDIT	
E	REPLACEMENT	
O	OTHER	
R	REPAIR	
RETRACTION REASON CODES		
A1	Incorrect Screening Point Assigned	
A2	Incorrect Action Point Assigned	
A3	Incorrect Support Point Assigned	
B1	Major Data Element Correction Required	
SEVERITY OF DEFECT CODE, ADC 1007E AP7.27.T15. Summary Code position 3		
1	Critical	A nonconformance that judgment and experience indicate is likely to result in hazardous or unsafe conditions for individuals using, maintaining, or depending upon the supplies or services or is likely to prevent performance of a vital agency mission.
2	Major	A nonconformance, other than critical, that is likely to result in failure, or to materielly reduce the usability of the unit of supplies or services for their intended purpose.
3	Minor	A nonconformance that is not likely to materielly reduce the usability of the supplies or services for their intended purpose or is a departure from established standards having little bearing on the effective use or operation of the supplies or services.
4	Unknown	
5	No Defect Found	
STATUS		
<BLANK>	Draft Record	
A	ACTIVE	
A1	Child PQDR	
A2	Screening Pt Request For Information	

A3	Action Point Request For Information
A4	Request for Support Point Investigation
A8	Awaiting Verification Of Corrective Action
A9	Stock Screened PQDR
AA	Request for Additional Information
AB	Under Engineering Review
AC	Investigation Requested Of Action Pt
AD	Action Point Accepted PQDR for Investigation
AE	Exhibit Requested
AF	Exhibit Shipped
AG	Case / PQDR Reopened
AH	PQDR Rebutted Back To Support Pt
AI	Information Only/Trending Purposes
AJ	Awaiting Credit Recommendation Or Credit Reversal
AK	Awaiting Other Closing Delay
AM	Awaiting Final Materiel Disposition Instructions
AN	Awaiting Funds
AO	Record Returned To Originator
AR	Request for Additional Information
AU	OTHER
C	CLOSED
CA	Invalid PQDR
CC	Nonresponsive Investigation
CD	Defect Previously Investigated
CE	Enhancement
CF	Exhibit Unavailable
CO	Child PQDR
SUBCATEGORY	
AIDR	Acceptance Inspection Deficiency Report

CODR	Conventional Ordnance Deficiency Report
DLAA	DLA Audit
E/HMR	Explosive/Hazardous Material Report
EI	Engineering Investigation
EIR	Equipment Improvement Recommendation
FMS-SDR	Foreign Military Sales - Supply Discrepancy Report
MDR	Material Deficiency Report
MI	Mishap Investigation
MMC	OF-380 Medical Material Complaint
RI	Routine Investigation
RIDL	Receipt Inspection Deficiency Log
SI	Safety Investigation
SWDR	Software Deficiency Report
TPDR	Technical Publication Deficiency Report
TSR	Technical Solution Request
WCA	Warranty Claim Action
WHERE DISCOVERED	
AF	AFTER-FLIGHT
AI	AFTER INSTALLATION
AS	AFTER SEA TRIALS
BF	BEFORE FLIGHT
BS	BEFORE SEA TRIALS
BT	BENCH TEST
CC	CORROSION INSPECTION
DI	DURING INSTALLATION
DS	DURING STEAM TEST
DT	DURING TAXI
FF	IN-FLIGHT
IF	NORMAL OPERATION

LT	LIMITED TECHNICAL INSPECTION
MI	MAINTENANCE INSPECTION
NR	NOT REPORTED
OC	OPERATIONAL CHECK
OR	RECEIPT INSPECTION
OT	OTHER
PF	PRE-FLIGHT INSPECTION
PI	PRIOR TO INSTALLATION
PM	PMS INSPECTION OR DURING PMS
QA	QA INSPECTION
SI	LIGHTING OFF OR STARTING

14 GLOSSARY

PDREP ADHOC Display Name	Other Term(s) or Alias's possibly used in PDREP or other IT systems; Description
Action Office	DLA Field. Action Office responsible for the deficient material.
Action Officer Ack Date	Army Action Officers Acknowledgement Date: Date the Army Action Officer acknowledged receiving the PQDR.
Action Officer Major Command	Major Command related to the Action Officers DoDAAC.
Action Point Ack Date	Action Point Acknowledgement Date: Date the DoD Action Point acknowledged receiving the PQDR.
Action Point Control Number	DLA Case Control Number: A tracking number assigned a quality deficiency report by an Action Point. If DLA investigation, the tracking number will be the CDCS or BSM control number.
Action Point DODAAC	The Department of Defense Activity Address Code (DODAAC) of the activity responsible for the investigation and resolution of the deficiency in the PQDR. SF 368 Block 24a
Action Point DSN Number	7-digit Defense Switched Network phone number of the designated Action Point Investigator.
Action Point Due Date	Date by which a response is due from the Action Point to the Screening Point. Generated date based on the category of the PQDR.
Action Point EMAIL Address	Email of the designated Action Point individual.
Action Point Major Command	Major command of the DoD Action point
Action Point Name	Name of the individual at the Action Point that the PQDR is assigned to.
Action Point Phone Number	Phone number of the assigned Action Point individual.
Action Point Rebuttal Code	Reason for rebutting the PQDR.
Action Point Rebuttal Date	Date that the Action Point returns a PQDR to the Support Point for further investigation or review.
Action Point Rebuttal Literal	Action Point Rebuttal Code Literal: Literal describing the associated code.
Action Point User ID	PDREP UserID Login of the Action Point POC.

PDREP ADHOC Display Name	Other Term(s) or Alias's possibly used in PDREP or other IT systems; Description
Action PQDR RCN	When multiple PQDRs with identical deficiencies are reported, the Screening Point or Action Point references one as the primary/parent RCN for the investigation. This field contains the RCN DODAAC that reported the deficiency referenced as the parent RCN by the Screening Point or Action Point.
Action Pt to Army Act Off Dt	Action Point to Army Action Officer Date: Date the (non-Army) Action Point completes their portion of the investigation and returns the QDR to the Army Action Officer
Action Pt to Screening Pt Dt	Action Point to Screening Point Date: Date the investigation results and PQDR are submitted to the Screening Point from the Action Point for closure.
Action Pt to Support Pt Dt	Action Point to Support Point Date: Date the PQDR is forwarded by the Action Point to the designated Support Point (DCMA or Gov't Repair Facility) for investigation.
Action Requested	Indicates the action the Originator, has already taken or is requesting on the SF368 Block 21.
Added Activity	DODAAC or User Code of the Activity that added the record to the database.
Added Date	Computer generated date indicating the date the record was entered into PDREP.
AFP CAGE Code	Actual Failed Part CAGE Code: Manufacturers CAGE Code of the Actual Failed Part on the Deficient Item reported.
AFP COG	Actual Failed Part COG: Cognizance Code of the Actual Failed Part on the Deficient Item reported.
AFP FSC	Actual Failed Part FSC: Federal Supply Class of the Actual Failed Part on the Deficient Item reported.
AFP Hours	Actual Failed Part Hours: Number of hours a part was in use prior to failure.
AFP LRA Manufacturer	Actual Failed Part LRA Manufacturer: Last Repair of the Actual Failed Part on the Deficient Item reported.
AFP NIIN	Actual Failed Part NIIN: National Item Identification Number of the Actual Failed Part on the Deficient Item reported.
AFP Nomenclature	Actual Failed Part Nomenclature: Descriptive name of the Actual Failed Part on the Deficient Item reported.

PDREP ADHOC Display Name	Other Term(s) or Alias's possibly used in PDREP or other IT systems; Description
AFP Part Number	Actual Failed Part Number: Part Number of the Actual Failed Part on Deficient Item reported.
AFP Serial/Lot/Batch Number	Actual Failed Part Serial Number: Serial Number of the Actual Failed Part on Deficient Item reported.
AFP SMIC	Actual Failed Part SMIC: Special Material Identifier Code of the Actual Failed Part on Deficient Item reported.
Alert Narrative	Narrative information or instruction from the Action Point or Screening Point that explains action to be taken.
Alert Notification	Alert Indicator: Indicates that the Action Point or Screening Point has requested an action or is providing instruction. Alerts are only visible to Action and Screening Points.
AO Contractor Position	Army Action Officer Contractor Position: Part of Army Action Officer Investigation Completion
AO Corrective Action by Contr	Army Action Officer Corrective Action by Contr: Part of Army Action Officer Investigation Completion
AO Corrective Action by Gov't	Army Action Officer Corrective Action by Gov't: Part of Army Action Officer Investigation Completion
AO Description of Deficiency	Army Action Officer Description of Deficiency: Part of Army Action Officer Investigation Completion
AO Evaluation of Current Prod	Army Action Officer Evaluation of Current Prod: Part of Army Action Officer Investigation Completion
AO Remarks and Recommendations	Army Action Officer Remarks and Recommendations: Part of Army Action Officer Investigation Completion
AO Responsibility for Defect	Army Action Officer Responsibility for Defect: Part of Army Action Officer Investigation Completion
AO Root Cause	Army Action Officer Root Cause: Part of Army Action Officer Investigation Completion
Army Act Off Rebuttal Dt	Army Action Officer Rebuttal Date: If the Action Points rebuts the investigation to the Support Point the date is entered.
Army Act Off to Action Pt Dt	Army Action Officer to Action Point Date: The Action Officer has the option to redirect the PQDR to an Action Point outside of Army if they determine that the PQDR should be investigated by another Agency. This field reflects the date the QDR is redirected by the Action Officer

PDREP ADHOC Display Name	Other Term(s) or Alias's possibly used in PDREP or other IT systems; Description
Army Act Off to Mst Scr Dt	Army Action Officer to Master Screener Date: Date the Army Action Officer completes the investigation and returns the QDR to the Master Screener
Army Action Officer DODAAC	The Department of Defense Activity Address Code (DODAAC) of the Army Action Officer responsible for the investigation and resolution of the deficiency in the PQDR.
Army Action Officer Name	Name of the Army Action Officer.
Army Action Officer User ID	PDREP User ID Login of the Action Officer POC
Army CAI	Army Critical Application Item: Indicates whether the deficient Item reported is considered CAI to Army business process.
Army CSI	Army Critical Safety Item: Indicates whether the deficient Item reported is considered CSI to Army business process.
Army Malfunction Code	How Mal Code: Army How Malfunction Code.
Army Master Scr Major Command	Army Master Screener Major Command: Major Command of the Army master Screener
Army Master Screener Ack Date	Army Master Screener Acknowledge Date: Date the Army master Screener Acknowledged receipt of the PDQR to the originator.
Army Mst Scr Rebuttal Dt	Army Master Screener Rebuttal Date: Date that an Army Master Screener returns a PQDR to the Army Action Officer for further processing. If a record has been forwarded to an Action Officer for investigation, and then returned to the Master Screener for closure, a link to Rebut is displayed.
Army Mst Scr to SubScr Dt	Army Master Screener to Sub screener Date: Date forwarded (delegated) from Master Screener to a Sub Screener (Army Screening Point) within the same activity or to a Screening Point outside the Army.
Army Mstr Screener DoDAAC	Army Master Screener DODAAC: The Army Master Screener's Activity or DODAAC.
Army Mstr Screener UserID	Army Master Screener User ID: Activity or DODAAC of the Master Screener.
Army Mstr Scrn to Act Off Dt	Army Master Screener to Action Officer Date: Date forwarded from the Army Master Screener to an Army Action Officer. The Army Action Officer must be in the same Activity as the Master Screener.

PDREP ADHOC Display Name	Other Term(s) or Alias's possibly used in PDREP or other IT systems; Description
Army Product Type Code	This code is used to delineate which Army specific item the QDR represents.
Army Product Type Literal	Army Product Type Code Literal: Literal describing the associated code.
Army SubScr to Mstr Scr Dt	Army Subscreener to Master Screener Date: Date a Screening Point returns the QDR to the Master Screener.
Audit Review Date	Date which a PQDR was reviewed or audited for accuracy by quality assurance or other authorized personnel by the screening point.
Aviation CBM Code	Aviation Conditioned Based Maintenance (CBM): Indicates whether a PQDR is related to Aviation Conditioned Based Maintenance (CBM).
Aviation Credit Recommendation	Credit recommendation provided on aviation and missile related PQDRs
Aviation MATCAT	Aviation Material Category: Describes the deficient items material category
Broad Cause Code	Cause Code: A code indicating the cause of the deficiency (Valid codes in QDR - Cause).
CAO Suspense Date	Contract Administration Suspense Date: Date by which the next Support Point action is due; data initiated by the Contract Mgmt. Office.
Case Reopened Date	Reopened Date: Date that a closed PQDR is reopened by the Screening Point, usually occurs at the request of the Originator.
CAT 1 Justification	Category 1 Justification: Narrative explaining justification for submitting a category 1 PQDR.
Category	A value of '1' or '2' designating the category of the PQDR. A category 1 PQDR is described as an item that could cause loss of life or catastrophic failure of a major weapon system. Category 2 PQDRs are all those which are not category 1. Category 3 is reserved for DLA use only.
Child PQDR RCN	If a PQDR is a parent, its children PQDRs are listed here.
Close Out Code	The Army Close Out Code.
Closed Date	The date the PQDR was closed by the Screening Point.
CMO Suspense (Overall) Date	The Contract Management Office Overall Suspense Date.

PDREP ADHOC Display Name	Other Term(s) or Alias's possibly used in PDREP or other IT systems; Description
COG	Cognizance Code: COG is a two character alphanumeric cognizant code of the deficient material that identifies and designates the Inventory Control Point office or agency. It is the first component of the NSN. Not used by the Marine Corps.
Company Name	Supplier Name, Vendor Name: The company name of the supplier that provided the deficient material.
Condition Code	Supply Condition Code: The DoD supply condition code.
Contract Delivery Order Number	The 4 character order number of the contract number under which the deficient material was procured or reworked. Last 4 characters of the contract number.
Contract Line Item Number	Identifies the specific Contract Line item number for the material acquired that contained the deficient item.
Contract Number	The identification number of the contract under which the defective/deficient item/commodity was purchased or reworked. The number is comprised of the 6 position Contract activity's Department of Defense Activity Address Code (DODAAC), seven position Contract Serial Number, and 4 digit Contract Order Number.
Corrective Action Taken Code	A code indicating the action taken by the Contractor and/or Government investigators to correct the discrepancy/deficiency reported in the PQDR.
Correspondence Code	Correspondence Code related in the history of PQDR related to the correspondence.
Correspondence Date	Correspondence date in the history of PQDR related to the correspondence narrative and correspondence code.
Correspondence From DODAAC	DODAAC of the organization sent a correspondence.
Correspondence From Email	Correspondence From Email Address: Email address related to a specific correspondence in the PQDRs history.
Correspondence Literal	Correspondence Code Literal: The literal related to the code of the same name
Correspondence Narrative	Narrative provided in the history of PQDR related to a specific correspondence date and correspondence code.
Correspondence To DODAAC	DODAAC of the organization sending a correspondence.
Correspondence To Email	Correspondence To Email Address: Email address related to a specific correspondence in the PQDRs history.
Cost Avoidance Date	Date Cost avoidance value was realized.

PDREP ADHOC Display Name	Other Term(s) or Alias's possibly used in PDREP or other IT systems; Description
Cost Avoidance Dollar Value	Cost avoidance as a result of the investigation. Quantity Post investigation x Unit value.
Cost Code	A code designating who bore the cost of the deficiency associated with the PQDR.
Credit Action	Credit action taken on the PQDR.
Credit Code	A code designating the type of restitution that will be authorized for the deficient material.
Credit Date	Material Credit Date: The date credit was issued.
Credited Dollar Value	Total dollar credit granted as a result of the PQDR.
Critical Safety Item	Indicates whether the deficient item is a critical safety item. Based on any service that considers deficient item to be a critical safety item.
Date (Submitted)	The date the SF368 was filled out and submitted to a screening point for processing
Date Deficiency was Discovered	Date indicating when the deficiency was discovered
Days Open	Measures time from the date submitted, to the date closed; if the record is not closed it measures to the time from the date submitted to the current date.
DCMA Process Code	Describes the DCMA process pertaining to the PQDR.
Defect Code	Code entered by the Support Point investigation reflective of the type of defect.
Defect Literal	Defect Code Literal:
Defect Responsibility	A code which indicates the party found responsible for the defect.
Defect Verified Indicator	Indicates whether the defect was verified by a party other than the Originator.
Deficient Item Batch Lot Number	Deficient Item Batch or Lot Number: Batch or lot number associated with the deficient item.
Deficient Item Nomenclature	The name of the deficient item/commodity.
Deficient Item NSN	Nation Stock Number of the Deficient Item. Includes the Navy COG and navy SMIC, if present.
Deficient Item Part Number	The manufacturer’s part number of the deficient item.
Deficient Item Serial Number	Serial number associated with the deficient item.

PDREP ADHOC Display Name	Other Term(s) or Alias's possibly used in PDREP or other IT systems; Description
Description of Deficiency	A comprehensive description of the deficiency to include circumstances prior to the failure.
Detailed Cause Code	Defect Attribute Code, Action Point Detailed Cause Code: The Action Points Detailed Cause Code to report defect findings.
Detailed Cause Literal	Detailed Cause Code Literal: The literal related to the code of the same name
DLA Additional Information	DLA Field. Summary investigation results for transmission to CDCS (a DLA legacy system).
DLA Cause Code	DLA Field. Code selection that indicates the cause of the deficiency in the PQDR. Code values in QDR-Cause.
DLA Cause Narrative	DLA Field. Explanation of the cause code selected for the PQDR.
DLA Correction Code	DLA Field. First selected code indicating a correction to the cause of the deficiency in the PQDR. Code values in DLA_CORRECTION
DLA Correction Narrative	DLA Field. Explanation of the corrections to the cause of the deficiency.
DLA Credit Code	DLA Field. Code indicates the credit action to be taken by DLA if the deficient item was DLA managed (authorize or not authorize). Valid codes in QDR-Credit.
DLA Credit Memo Number	DLA Field. Credit memo number regarding the entered credit value.
DLA Credit Value	DLA field. Value of credit provided to the originator.
DLA Discrepancy Code	DLA Field. Code selection that indicates the nature of the deficiency in the PQDR. Code values in DLA_DISCREPANCY_DETAIL.
DLA Discrepancy Narrative	DLA Field. Explanation of the discrepancy code selected for the PQDR.
DLA Disposition Code	DLA Field. Code selection that indicates the actions to be taken on the deficient material. Code values in DLA_DISPOSITION.
DLA Disposition Narrative	DLA Field. Explanation of the disposition code selected for the PQDR.
DLA Form 1227 Approved By	DCMA Field. Support Point official responsible for approving the 1227 investigation report for release.

PDREP ADHOC Display Name	Other Term(s) or Alias's possibly used in PDREP or other IT systems; Description
DLA Form 1227 Block 12a	DCMA Field. Documents whether the reported deficiency was validated during the investigation or, if the deficiency was not validated, indicates the reason why the defect could not be validated.
DLA Form 1227 Block 12b	DCMA Field. Describes root cause of the deficiency as identified by the contractor or the reason why the root cause could not be determined.
DLA Form 1227 Block 12c	DCMA Field Documents who was found to be responsible for the deficiency e.g. the contractor, the government purchasing activity, the end user, etc. If responsibility could not be assigned or determined then this field indicates the reason.
DLA Form 1227 Block 13a	DCMA Field. Documents any corrective action taken or planned by the contractor to address the deficiency under investigation. This should include but not be limited to the contractor's position with regard to repair or replacement of the deficient item(s), which will also be documented in block 16A.
DLA Form 1227 Block 13b	DCMA Field Documents any actions that the contractor either has taken or will take to prevent future occurrences of this same deficiency
DLA Form 1227 Block 14a	DCMA Field Documents any corrective action taken or planned by the government investigating agency to address the deficiency under investigation.
DLA Form 1227 Block 14b	DCMA Field. Documents the actions that the government investigating agency either has taken or will take to prevent future occurrences of this same deficiency.
DLA Form 1227 Block 15	DCMA Field. Documents the contractor's evaluation of the impact of the reported deficiency on current production.
DLA Form 1227 Block 16a	DCMA Field Documents the contractor's position specifically with regard to repair, replacement or other restitution to the government for the item(s) found deficient.
DLA Form 1227 Block 16b	DCMA Field Documents the contractor's actual or recommended final disposition of the deficient item(s).
DLA Form 1227 Block 17a	DCMA Field Documents whether potentially deficient quantities of the same item were shipped either previously or subsequent to the shipment in which the deficient item was delivered, destination and shipping dates of other shipments suspected to contain the same deficiency, and required disposition/shipping instructions.

PDREP ADHOC Display Name	Other Term(s) or Alias's possibly used in PDREP or other IT systems; Description
DLA Form 1227 Block 17b	DCMA Field. Documents whether an alert should be sent to the government supply system(s) to alert them to the possibility of additional deficient items. Include notices or field bulletins, recommendations, or reason why stock screening actions are not necessary.
DLA Form 1227 Block 17c	DCMA Field Documents specific findings with regard to monetary credit for the deficient item, comments regarding any credit or no credit actions, and how that credit authorization will be processed (per the Military Standard Billing System).
DLA Form 1227 Block 17d	DCMA Field Documents any other general remarks or comments with regard to the investigation.
DLA Form 1227 Block 18	DCMA Field Documents any comments regarding distribution of the investigation results or of the supporting documents attached to the PQDR.
DLA Form 1227 Prepared By	DCMA Field Support Point individual that prepared the 1227 investigation report.
DLA Form 1227 Reviewed By	DCMA Field Support Point official that reviewed the 1227 investigation report.
DoD Unique Item Identifier	Government issued unique identification code for government material.
DODIC/NALC	Used to identify ammunition and ammunition components. Used by Army users.
DTL A PERS/MSN AFFECTED	Detail A: How safety personnel or activity mission is affected: Describes, "How safety personnel or activity mission is affected." of the originator for aviation and missile reported PQDRs.
DTL B NO. SIMILAR DEFS	Detail B: Number of similar deficiencies in like items reported by the originating activity: Describes, "Number of similar deficiencies in like items reported by the originating activity." of the originator for aviation and missile reported PQDRs.
DTL C HOW DETECTED	Detail C: How deficiency was detected or confirmed: Describes, "How deficiency was detected or confirmed." of the originator for aviation and missile reported PQDRs.
DTL D STG & HNDLG INFO	Detail D: Storage and handling information: Describes, "Storage and handling information." of the originator for aviation and missile reported PQDRs.

PDREP ADHOC Display Name	Other Term(s) or Alias's possibly used in PDREP or other IT systems; Description
DTL F RECOMMENDATIONS	Detail F: Recommendations: Describes, "Recommendations" of the originator for aviation and missile reported PQDRs.
DTL G AIRCRAFT MODEL	Detail G: Aircraft Model: Describes the Aircraft Model the deficient material was found on.
DTL H BUREAU/TAIL/HULL #	Detail H: Bureau/Tail/Hull Number: The Bureau/Tail/Hull Number of the ship or aircraft.
End Item CAGE	Currently undefined.
End Item EIC/WUC/TAMCN	Air Force Work Unit Code (WUC), Navy Equipment Item Code (EIC), or USMC Table of Authorized Materiel Control Number (TAMCN) code for the work unit or equipment where the deficient item would be used.
End Item Nomenclature	Item name/description of the End Item assembly where the deficient item is used.
End Item NSN	National Stock Number of the end item.
End Item Serial Number	The serial number from the equipment or system in which the deficient item was installed.
End Item Type/Model	TMS/MDS, Type Model Series: The type of major weapon system, item, or commodity the deficient item is used with or on. (e.g. M16A2 rifle, M1A1 Tank, Hawk Guided Missile System).
Engine Model	The Engine Model of an aircraft.
Engineering Activity	Used along with the LAR number to send/note the Cognizant Design Activity and are used in the CDA letter.
Estimated Repair Cost	The estimated cost to repair the deficient item when it can be readily determined ((estimated repair costs + overhead costs) x quantity deficient).
Exhibit Action Marked For	Name and address supplied by the Action Point of the person to whose attention the exhibit should be shipped.
Exhibit Carrier Code	Code indicating the carrier used to ship the exhibit. Code values in QDR-Exhibit Carrier.
Exhibit Carrier Literal	Exhibit Carrier Code Literal: Literal describing the associated code.
Exhibit Condition Code	Code that identifies the condition of the exhibit. Values are pulled from the QDR_EXHIBIT_CONDITION table.

PDREP ADHOC Display Name	Other Term(s) or Alias's possibly used in PDREP or other IT systems; Description
Exhibit Condition Literal	Exhibit Condition Code Literal: Literal describing the associated code.
Exhibit Disp Rcvd Instruct Dt	Exhibit Disposition Received Instructions Date: Date the disposition instructions for the exhibit are received by the Support Point.
Exhibit Disp Rqst Instruct Dt	Exhibit Disposition Requested Instructions Date: Date the exhibit request is made by the Support Point.
Exhibit Disposition Code	Exhibit Disposition Literal: Literal describing the associated code.
Exhibit Disposition Code	1) During the investigation, the current action on the exhibit. 2) Post-investigation, the Action's Point recommendation on how to dispose of the exhibit. Code values in QDR-Exhibit Disposition.
Exhibit Disposition Date	Date the exhibit disposition letter is sent by the Support Point.
Exhibit Marked For/Attention	Name supplied by the Support Point of the person to whose attention the exhibit should be shipped.
Exhibit Promised Date	Date when the Originator promises to ship the exhibit.
Exhibit Quantity Requested	Quantity of exhibits requested.
Exhibit Received Date	Date when the exhibit receipt letter is generated by the Support Point.
Exhibit Replace Serial Number	Exhibit Replacement Serial Number: Serial number of an item sent to the Originator as a replacement for a PQDR exhibit
Exhibit Request Date	Date when the Support Point sends an exhibit request letter.
Exhibit Required Ship Date	Date the Action Point notifies the Originator to ship the deficient material (exhibit) for use in the investigation.
Exhibit Returned Date	Date on which the Support Point sends the exhibit return letter.
Exhibit Shipment Number	Exhibit tracking Number: Reference number supplied by the carrier used to ship the exhibit.
Exhibit Shipped Date	Date the requested exhibit was shipped.
Exhibit Shipping Doc Literal	Exhibit Shipping Document Code Literal:

PDREP ADHOC Display Name	Other Term(s) or Alias's possibly used in PDREP or other IT systems; Description
Exhibit Shipping Document Code	Indicates the type of shipping document that accompanies the exhibit.
Exhibit Status Code	Current status of the exhibit. Valid entries Open, Closed, Unknown, Not required.
Exhibit Tendered Date	Date the exhibit is made available for delivery.
Findings Code	NAVICP code for the findings of the PQDR investigation.
FSC	Federal Supply Class: The four position Federal Supply Classification (FSC) of the deficient material. The FSC can be found in the Indexes Cataloging Handbook H2. Second Component of the National Stock Number (NSN).
GBL Number	Government Bill of Lading: The Government Bill of Lading (GBL) number from shipping paperwork if provided. Naval Shipyards only would enter the Job Order number and the designator for the operation (KEOP) if the material is designated for use in a specific job order. The Credit Card Buy Indicator should be checked if the material was acquired through a local credit card purchase.
Government Source Inspection	GSI Indicator: Indicates whether the item requires government inspection and acceptance at the contractor facility before the government takes possession of the material. Valid entries Yes, No, Unknown.
Hull Type	Describes the hull type or hull number associated with the PQDR submitter. Used by the Navy.
Investigation Results	Action points investigation results.
Invoice Number	Invoice Number of the deficient material from DD250.
Item (New/Repaired/Overhauled)	Indicates whether or not the defective/deficient item/commodity is new, repaired, or overhauled.
Item Under Warranty	Indicates whether the item is covered by an established or formal warranty. (Y)es or (N)o or (U)nkown.
Job Order	Shipyard field only indicating the job order number if the deficient material is designated for use in a specific job order.
KEOP	Shipyard field only indicating the operation designator if the deficient material is designated for use in a specific job order.
Ktr/QAR Notified Date	Contractor Notified Date: Date which a contractor was notified that a defect was reported.

PDREP ADHOC Display Name	Other Term(s) or Alias's possibly used in PDREP or other IT systems; Description
Ktr/QAR Suspense Date	Contractor Suspense date: Date which a contractor is expected to respond to support point.
LAR Number	Liaison Action Record number: Used along with the Engineering Activity to send/note the Cognizant Design Activity and are used in the CDA letter.
Last Rework Activity Name	Last Repair Activity name: Short name of the Last repair or Rework facilities organization as related to their DODAAC or CAGE.
Last Repair or Rework Facility	Last Repair Activity: The 5-digit CAGE or 6-digit DODAAC of the Activity or Company that last repaired or overhauled the deficient item (required if Support Point is Gov't Repair Facility).
Location of Deficient Material	The Department of Defense Activity Address Code (DODAAC) of the activity that has possession of the deficient material when the PQDR is released.
Location of Exhibit Narrative	Narrative that details where the deficient material exhibit is stored while held by the Originator.
Location of PQDR Code	Level: Describes whether the originator, screening point, action point, or support that is currently responsible for taking action on the PQDR and the direction of flow. (i.e. screening point from action point)
Location of PQDR Literal	Location of PQDR Code Literal: Literal describing the associated code.
LRC Code	Local Routing Code: Action Point field indicating the Local Routing Code to identify the item manager for action taken on the PQDR.
Manufacture/Repair/Overhaul	Manufactured Repaired or Overhauled: Code indicating whether the date in Block 12b of the SF 368 applies to when the deficient material was received by the Originating Activity, manufactured, repaired or overhauled.
Manufacture/Repair/Overhaul Dt	Manufactured Repaired Overhauled Date: To the date the item was Manufactured, Repaired, or Overhauled and is the date that the processing entered in the Manufactured Item field occurred.

PDREP ADHOC Display Name	Other Term(s) or Alias's possibly used in PDREP or other IT systems; Description
Manufacturers CAGE	Block 9a on the SF368: A five digit Contract and Government Entity (CAGE) Code of the manufacturer (of the deficient item) as listed in the DLA Cataloging Handbook H4.1 (Name to code), Federal Supply Code for manufacturer (United States and Canada). The CAGE Code may be taken from the markings on the deficient item.
Material Disposition Narrative	Disposition instructions provided by the action point.
Material Level Code	Code indicating the level of essentiality program on which the defective material was purchased (Navy/NAVSEA only).
Material Return Address	Address supplied by the Originator to which any exhibits should be returned or to which replacement materials should be shipped.
MIR Serial Number	Material inspection records record control number related to an associated PQDR.
NAVSUP Disposition Code	Where NAVICP is the Action Point, the code indicating the disposition of the deficient material.
NHA CAGE	Next Higher Assembly CAGE: CAGE Code of the manufacturer of the Next Higher Assembly.
NHA Nomenclature	Item name/description of the Next higher assembly where the deficient item is used.
NHA NSN	National Stock Number of the Next higher Assembly.
NHA Part Number	The part number assigned to the next higher assembly by the vendor.
NHA Serial Number	The serial number assigned to the next higher assembly where the deficient item will be used.
NIIN	National Item Identification Number: A nine-position National Item Identification Number (NIIN) of the deficient material; component of the National Stock Number (NSN).
Notes and Reference Briefs	Notes, briefing, references, or any additional correspondence added to the PQDR.
Operating Time at Failure	Length of time the item was in operation when the deficiency was discovered. Also provide the performance unit (e.g. miles, hours, cycles, or “initial” if the time is 0).
Operating Time at Failure Code	Unit of measure for Operating Time at Failure

PDREP ADHOC Display Name	Other Term(s) or Alias's possibly used in PDREP or other IT systems; Description
Original CAGE Code	Previous CAGE Code that may have been used by the Company listed as the current manufacturer or supplier in Block 7a of the SF368.
Originator DSN Number	7-digit Defense Switched Network phone number of the Originating Point POC.
Originator Email Address	Email address for the Originator of the PQDR.
Originator Name	Name of the POC for the Activity initiating/originating the PQDR.
Originator Phone Number	Phone Number for the Originator of the PQDR.
Originator Rebuttal Date	Date the Originator sends a rebuttal to the results of a PQDR investigation back to the Screening Point.
Originator UserID	PDREP UserID of the Originator of the PQDR.
Originator's Activity	Short name of the originator's organization as related to their DODAAC.
Originators DODAAC	The six position originating Activity DODAAC.
Other Federal Agency Affected	Y' or 'N' indicating if any other Fed Agency are affected by this QDR.
Parent PQDR RCN	If the PQDR is a child of another PQDR, its parent is listed here.
Past Performance Indicator	Indicates the QDR information will be reflected in the PPIRS system. This will ordinarily default to “Yes” and should only be set to “No” if the contractor is found liable but the Screening and Action Officers wish to exclude this finding from the contractor’s profile in the DoD PPIRS program.
PLAS Code	DCMA field. 5-character code indicating the acquisition category program and agency liaison information supported by the deficient material. Code values in QDR_PLAS.
Preventive Answer Type	Code indicates whether the Contractor's response with regard to future preventive action was satisfactory to the Government investigator. Valid codes in QDR-Preventive Action Type.
Previous Failure Count CAGE	Number of PQDRs previously reported in PDREP under the same FSC/CAGE.
Previous Failure Count NSN	Number of PQDRs previously reported in PDREP under the same NIIN.

PDREP ADHOC Display Name	Other Term(s) or Alias's possibly used in PDREP or other IT systems; Description
Previous PQDR RCN	When a PQDR is reported with deficiencies identical to a previously closed PQDR, the Screening Point or Action Point references that closed PQDR as the primary/parent RCN for the investigation. This field contains the RCN number (year and serial number) of that closed PQDR referenced as the parent RCN.
Procurement Group Code	DLA Field. A Procurement Group Code (PGC) is an internal 5 digit numeric code used to group individual sizes of a standard generic item.
Purchase Order Number	The Purchase Order Number associated with the deficient item.
Quantity Credited	NAVICP field. Quantity actually credited to the Originator.
Quantity Deficient	The number of deficient items found during the inspection. Must be at least 1.
Quantity In Stock	The number of items in stock with the same manufacturer or contract number as the deficient item.
Quantity Inspected	The number of items that were inspected.
Quantity Post Investigation	Final quantity of material corrected or removed from stock as a result of the PQDR.
Quantity Received	The total number of items received in the same batch or lot as the deficient item. Must be at least 1, and greater than or equal to the number deficient.
Recovery Value	Recovery dollar value. Quantity deficient X Unit Cost.
Repair Facility Indicator	Indicates whether the Manufacturer's CAGE code entered for the deficient material refers to a Repair Facility.
Repairable Item	Indicates whether the deficient item can be repaired. Applies only if the originating activity falls within a Navy SYSCOM.
Report Control Number (RCN)	The Report Control Number identifying the PQDR. It is comprised of the six position originating activity DODAAC, a two digit calendar year, a unique four position serial number.
Reporting SYSCOM	Reporting System Command: A code indicating the System Command/Service of the Origination Point that submitted the PQDR. The SYSCOM Field defaults to the SYSCOM value of the originating activity's DODAAC and can be edited.

PDREP ADHOC Display Name	Other Term(s) or Alias's possibly used in PDREP or other IT systems; Description
Requisition/Document Number	Requisition Number, Document Number: Requisition Number under which the defective material was acquired.
Results of Depot Surveillance	A narrative describing the results of the depot surveillance, if supply depot stock was screened as result of the PQDR.
Screening Point Ack. date	Screening Point Acknowledgement date: Date the screening point acknowledged receipt of the PQDR.
Screening Point Assign Date	Date a PQDR is re-assigned to the Action Point.
Screening Point Comments	A general comments field for Screening Point use only.
Screening Point Control Number	DMN-Document Management Number, Screening Point Case Number: A generated control number assigned by the Screening Point to track the PQDR.
Screening Point DODAAC	DODAAC of the designated Screening Point activity.
Screening Point DSN Number	DoD Defense Network phone number of the designated Screening Point POC.
Screening Point EMAIL Address	Email of the designated Screening Point individual.
Screening Point Name	Name of the designated Screening Point individual.
Screening Point Phone Number	Phone of the designated Screening Point individual.
Screening Point Rebuttal Date	Field displays the date that Screening Point sends a rebuttal to Action Point decision regarding an investigation on PQDR.
Screening Point Receipt Date	Date the designated Screening Point receives the PQDR. Defaults to the date the Originator released the PQDR or Preparation date when initiated in PDREP.
Screening Point Release Date	Date the Screening Point forwards the deficiency report to the Action Point.
Screening Point SYSCOM	Screening Point System Command: A code indicating the System Command/Service of the Screening Point which has cognizance over the PQDR. The SYSCOM Field defaults to the SYSCOM value of the originating activity's DODAAC and can be edited.
Screening Point UserID	PDREP USERID of the designated Screening Point individual.
Severity (of Defect) Code	Severity Code: Indicate the severity of the deficiency.
Shipment Number	Exhibit Tracking Number: The shipment number used to track the shipment of deficient material or PQDR exhibit.

PDREP ADHOC Display Name	Other Term(s) or Alias's possibly used in PDREP or other IT systems; Description
Shipper's DODAAC/CAGE	Shipped From: DODAAC of the shipper that originally shipped the defective material
Signal Code	Used to identify the Signal Code.
SMIC	Special Material Identification Code: A two position Navy Special Material Identification Code from the Federal Supply Catalog ML Management Data List C1 Vol. 2) for the referenced material; usually for a special material application.
Source of Supply (RIC/ICP)	SOS-Source of Supply, RIC-Routing Identifier Code, ICP-Inventory Control Point: Inventory Control Point, Routing Identifier Code used to identify a source of supply for the deficient material reported.
Status	A code indicating the current status of the PQDR (Active, Closed, Follow up, etc.).
Stock Screening Action Code	Action codes are associated with stock screening actions and determine the status of the stock screening during the process.
Stock Screening Alert Type	Indicates the type of stock screening through which the deficiency was discovered. Valid entries in QDR-Stock Screening.
Stock Screening Completed Date	The date populated by Action Officer upon notification from the IM of completion of all screening actions.
Stock Screening Date	Date the stock screening was performed.
Stock Screening Decline Date	The date populated by Action Officer upon notification from IM that the request for stock screening is deemed not necessary.
Stock Screening Deficient	A running total of Stock Screening (Quantity Defective) information provided from IM (Item Manager).
Stock Screening Initiated Date	Date the stock screening was performed.
Stock Screening Inspected	A running total of Stock Screening (Quantity Inspected) information provided from Item Manager.
Stock Screening Narrative	A narrative field populated by Action Officer with details related to each response as needed. This field also acts as a journal to indicate and monitor the progression of the screening actions taken.
Stock Screening Request Date	The date when the stock screening request letter is sent to the Item Manager.

PDREP ADHOC Display Name	Other Term(s) or Alias's possibly used in PDREP or other IT systems; Description
Stock Screening Status Date	The date populated by the Action Officer when status or results of ongoing screening action is received from the Item Manager.
Store as Hazardous Material	Indicates whether the deficient material should be handled/stored as hazardous material.
Sub-Category	Describes the nature of a PQDR or other related Record Type.
Support Point Completed Date	Date the support point completed all actions related to the PQDR investigation.
Support Point Control Number	A user-generated control number entered by the Support Point to track the PQDR. The number is comprised of the Support Point DODAAC, the four digit year, and a four digit serial number.
Support Point DODAAC	The Department of Defense Activity Address Code (DODAAC) of the designated Support Point Activity.
Support Point DSN Number	DoD Defense Network phone number of the designated Support Point POC.
Support Point Due Date	Date by which a response is due from the Support Point. Date automatically calculated when forwarded and when interim replies and requests for exhibit are issued.
Support Point EMAIL Address	Email of the designated Support Point individual.
Support Point Name	Name of the designated Support Point individual.
Support Point Phone Number	Phone of the designated Support Point individual.
Support Point Receipt Date	Date the PQDR was forwarded to the Support Point from the Action Point.
Support Point Release Date	Date when the Support Point sends the completed investigation and PQDR to Action Point.
Support Point Team	Support Point activity ultimately responsible for the PQDR or who manages the prime contractor responsible for the PQDR.
Support Point UserID	PDREP USERID of the designated Support Point individual.
Support Pt Acknowledge Dt	Support Point Acknowledgement Date: System-generated, editable date that the Deficiency Report acknowledgement message is sent from Support Point to Action Point.

PDREP ADHOC Display Name	Other Term(s) or Alias's possibly used in PDREP or other IT systems; Description
Support Pt Detailed Cause Code	Code indicating the detailed cause of the deficiency after investigation.
Supporting Documentation	Supporting Documentation - Narrative describing the type of supporting documentation available such as drawings, specs, etc. to support the claim that a deficiency exists.
Time Since Last Overhaul	The amount of time that has passed since the deficient materials last overhaul or reworked.
Time Since Last Overhaul Code	Unit of measure for Time Since Last Overhaul
Time Since New	The amount of time that has passed since the deficient materials entered the stock system
Time Since New Code	Unit of measure for Time Since New
Total Dollar Value	Total Dollar value of deficient material listed on the PQDR
TYCOM Code	Type Command: NAVICP field that identifies the cognizant Type Command of the Originator. Defaults to the Command of the Originator.
UII Contract DODAAC	The Unique Item Identification Number's related Contract DODAAC
UII Contract Serial number	The Unique Item Identification Number related Contract Serial Number
Unique Item Identification Number	The Unique Item Identification Number.
Unit Cost	The dollar value of the defective material (includes dollar and cents). Unit cost x quantity deficient.
Unit of Issue	Code indicating the unit in which the deficient material is issued.
Update Activity	DODAAC or User Code of the Activity that updating the record in the database.
Update Date	Computer generated date indicating the date of the most recent revision to the record.
Vendor CAGE Code	Supplier CAGE, CAGE Code: Use to identify CAGE Code related to the nonconforming materiel issue reported against the contract.
Warranty CAGE	Cage Code of the Warrantee provider.
Warranty Claim Type	Type of claim being made under the existing warrantee.
Warranty Expiration Date	Date the warranty expires on the deficient material.

PDREP ADHOC Display Name	Other Term(s) or Alias's possibly used in PDREP or other IT systems; Description
Warranty Item FSC	Federal Supply Class of the material for which the warrantee claim is being made.
Warranty Item Name	Name of the material for which the warrantee claim is being made.
Warranty Item NIIN	National Item Identification Number of the material for which the warrantee claim is being made.
Warranty Item Serial number	Serial number of the material for which the warrantee claim is being made.
Warranty Part Number	Part number of the material for which the warrantee claim is being made.
Weapon Systems Code	Weapon System Code more specifically identifies an item within a Weapon System Group. It displays only when the record is returned from Action Point level. This is a mandatory field for the Army.
Weapon Systems Group	Weapons System Group the deficient material is assigned to.
Where Deficiency Discovered	Indicates where/when the deficiency was discovered.

12 SUMMARY

This concludes the PQDR submission instructions for PQDR Army Master Screener user guide.

Content provided within this document is maintained by the PDREP-AIS Team at the Naval Sea Logistics Center Portsmouth.

This user guide is intended as a technical reference document to assist users with system navigation and basic operational functionality within PDREP-AIS. Questions, comments, or concerns regarding PQDR application, or this guide should be directed to the PDREP Customer Support Desk.

NSLC Portsmouth Help Desk

Contact us by submitting a help desk ticket either via the "Contact Help Desk" button in the lower right corner of our PDREP website or via the "Help" menu within the PDREP-AIS Application.