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FOREWORD

The Master Screener is responsible for the clarity and completeness of the PQDR. The Master Screener and Screening Point (if assigned) reviews the PQDR for proper categorization, validity, and correctness of data provided by the Originator. The Screener then forwards the PQDR to the proper Action Officer, maintains an audit trail for each PQDR, reviews the closing response from the Action Officer, and resolves differences with the Action Officer. To complete the PQDR process the Master Screener closes the PQDR.

Refer to the appropriate PQDR instructions and manuals for information about DoD PQDR program requirements.

REFERENCES

- Federal Acquisition Regulation Parts 9, 13, 15, 42, 46
- Defense Federal Acquisition Regulation Supplement Parts 209, 242 and 246
- 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
- NAVSO P3683
- AR 702-7
- AF(I) 21-115
INTRODUCTION
This document is intended to guide DoD personnel in the use of the Product Data Reporting and Evaluation Program – Automated Information System (PDREP-AIS) and in the process of entering new Product Quality Deficiency Reports (PQDR).

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

First time PDREP users will need to submit a User Access request form. Instructions are available on the PDREP home page as linked above. Click on User Access Request for instructions on filling out an access request form. Follow additional directions on the form itself to submit the request for access to the PDREP team.

Existing PDREP users can submit an access change request. To do this, log into the PDREP-AIS and hover over ‘[Your Name]’ in the upper right corner of the page and click ‘Access Change Request’. Update access request as desired. Enter a narrative to describe your change request and click submit account change request button.

Requests for assistance, improvement, or changes to any of the PDREP applications or the NSLC Detachment Portsmouth PDREP home page should be submitted to:

**Online in the PDREP Application**

If you are already a PDREP User, log on to PDREP: [https://www.pdrep.csd.disa.mil/](https://www.pdrep.csd.disa.mil/)

Hover over ‘Help’ link at the top of any PDREP page. Select the first option on the fly out to ‘Contact Help Desk with comment, question, or feedback.’

If you wish to provide suggestions to change PQDR or other PDREP-AIS modules, from the same Help menu, select the ‘Suggest a Change’ option. The Customer Service Request (CSR) form will open. Instructions for completion are located at the top of the form.

Also, visit our [FAQ Page](#) – your question(s) may be easily answered there.

**NSLC Portsmouth Help Desk**
Commercial Phone: (207) 438-1690 / DSN 684-1690
FAX: (207) 438-6535 / DSN 684-6535
E-Mail: [WEBPTSMH@navy.mil](mailto:WEBPTSMH@navy.mil)

**Mailing Address**
Naval Sea Logistics Center Portsmouth
Bldg. 153, 2nd Floor
Portsmouth Naval Shipyard
Portsmouth, NH 03804-5000
1 MAIN PDREP APPLICATION SCREEN
Once you have logged in, the PDREP Home page will display (See Figure 1.1). You may not see all of the options listed depending on your level of access.

*Please refer to PDREP User Access Request and Login Procedures.

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](image)

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 assistance using the PQDR Ad Hoc Tool (See 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 MS Excel spreadsheets. On screen instructions are available as a reminder on how to create the Ad Hoc query. The web page 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 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.
3 PQDR WORKLIST
The PQDR Worklist pages is 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 PQDR Worklist Link from one of the sub-link options from the PQDR in the PDREP Applications (See Figure 3.1) and the PQDR Worklist page will display (See Figure 3.2).

![Figure 3.1](image-url)
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
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](image-url)
Figure 3.3 Data Fields

- **CAT (Category):** The category (I or II) of the PQDR. Category I PQDRs will be identified in red.
- **Received:** The date when the PQDR was forwarded to the Action Point level.
- **History & Correspondence:** Click the View link in this column to open a new window containing correspondence and forwarding history for this PQDR.
- **RCN (Report Control Number):** Click the RCN in this column to open the Action Point page for the PQDR. This is the page from which most Screening Point tasks will be performed.
- **SF-368:** Click SF-368 link in this column to view the Standard Form 368 for the subject RCN in a new window.
- **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.
- **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.
- **NSN (National Stock Number):** The NSN for the item reported deficient. The NSN may have as many as four separate components:
  i. **COG:** (Optional) Two-character Cognizance Symbol of the deficient item. When used, the COG identifies the inventory manager for the deficient item.
  ii. **FSC:** (Required) Four-digit Federal Supply Class of the deficient item.
  iii. **NIIN:** (Optional) Nine-digit National Item Identification Number of the deficient item.
  iv. **SMIC:** (Optional) Two-character Special Material Identification Code for the deficient item. When used, the SMIC identifies items requiring stricter controls to ensure technical integrity (e.g. Navy Nuclear).
NOTE: Click any component of the NSN to go to the NIIN/Contract Search page with the selected NSN component pre-filled. This page searches for PQDRs based on any combination of NSN components, CAGE, contract or requisition number and dates.

- **Nomenclature**: Item description associated with the NIIN.
- **Contact/Phone**: The name and telephone number (if provided) of the point of contact who forwarded the PQDR to the current Work List level.
- **Last Action**: Displays the last forwarding, release or closure action performed on the PQDR.
- **Last Corr Date**: Displays the date of the last correction was completed on the PQDR.
- **Last Corr From**: Displays the userid associated with who completed the last correction.
- **Status**: Displays the current PQDR status.
- **Days Overdue**: This value is based on the ‘Show Worklist For’ level selected. For the Action Point level, this displays the relationship between the current date and the Action Point Suspense Date. A negative number, e.g. -30 indicates the number of days remaining until the current suspense expires. A positive number, e.g. 10 indicates the number of days since the current suspense expired. A blank in this column indicates either that no suspense date has been set or that the current suspense expires today.
3.3 PERSONALIZED PQDR WORKLIST

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

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

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).
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 4.4

Figure 4.5
4.2 SENDING ACKNOWLEDGEMENT
The Master Screener should acknowledge receipt of PQDR and begin to review, reassign or return immediately upon receipt of the PQDR.
Click the Send Originator Acknowledgement of Receipt link (See Figure 4.5). The Send Message page will be displayed (See Figure 4.6).

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

B. After sending the receipt message the Master Screener PQDR Base Page will display (See 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

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

4.3.2 View/Edit Screening Point Data
A. To add or edit information, click the View/Edit Screening Point Data link from the Screening Point base page (See Figure 4.7).
B. The PQDR Screening Point Fields page displays (See Figure 4.8 and Figure 4.9). This page allows the Screening Point to enter supplemental information about the PQDR such as stock screening or alert information, control numbers, Navy Local Routing Codes, Suspension Codes and other information. Please consult local policy for detailed information regarding the use of these fields.

Figure 4.8
C. Close this PQDR Refer to Section 9.1 for closing actions.

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

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

![Figure 4.10]

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

C. The ‘Add Note/Reference’ section becomes visible and may be edited (See 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).
C. If no investigation will be conducted because the report does not meet PQDR criteria or because the deficient item is a GSA item, then the Screening Point will close the PQDR and inform the Originator of this action by using either the ‘CLOSING ACTION ON PQDR’ or one of the GSA letters as shown 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

4.5.1 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 it to a different Army Screening activity as required.

A. 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).
B. Choose the activity (DoDAAC) of the individual Screening Point.
C. Once the Screening Point Activity has been selected, the Choose Screening Point E-mail Address selection box will display beneath the Activity (See Figure 4.15).
D. The system will default to the primary Screening Point for each activity. If redirecting to another activity, it is usually best to accept the default rather than selecting an individual Screening Point. This is necessary so that the Screening Point for the activity can review and appropriately assign the PQDR.

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

1. Click the Show Add CC List button. The Choose CC Activity selection box will display (See Figure 4.16).

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

3. The Choose CC User selection box will display (See Figure 4.17).
4. Click the user to CC from the Choose CC User list to highlight the selection.
5. Click the Add CC button.
6. The email address will be added to a Selected CC Addresses table that displays after the selection has been made (See Figure 5.18).

7. Alternatively, type the email address directly into the CC box.
8. Click the Add CC button.

F. Once you have chosen your recipients, enter any desired message into the Message: box.
G. Unless otherwise directed, accept the defaults for Attach PQDR Info (defaults to Yes) and Send in format (defaults to SF368).
H. Click ‘Forward PQDR’ to complete the forwarding action and release the PQDR to the Screening Point.
I. Click the ‘Cancel’ button to cancel this action.

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

Figure 4.19

C. Select the Screening Point Activity and a list of Screeners within the Master Screener’s activity will display.

D. Additional addressing and forwarding are identical to that described in ‘Reassign to other Master Screener’.
4.5.3 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.

A. 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).

B. 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.

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

C. If the desired recipient Activity does not currently have a user in PDREP, the Master Screener can still forward the record by selecting ‘Other DoDAAC’ at the bottom of the Activity list and entering the DoDAAC and email of the recipient.
However, the recipient will not be able to access the record until they get a PDREP account.

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

4.5.4 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.
   A. Click the Forward to Action Officer link from the Master Screener Data Entry base page (See Figure 4.13).
   B. Select the Action Point Activity and a list of Action Officers will display.
   C. 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.

4.5.5 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.
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).
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.
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’ (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.
6.1 Close this PQDR
The Army Master Screener will not have the option to close these records. 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. Refer to Section 4 for additional details.

6.2 Correspondence
These options do not differ. Refer to Section 3 for additional details.
6.3 Release PQDR
The Army Master Screener does not have the ‘Forward to Sub-Screener’ and ‘Re-Assign to Non Army Screening Point’ options.

A. **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 3 for additional details.

B. **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 3 for additional details.

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

C. **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.

6.4 Rebut PQDR

A. This function will only be shown when the record has been returned from the Action Officer, once the investigation has been completed.

B. **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.

6.5 Send Message To
This function remains unchanged. Refer to Section 4 for additional 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 with a method of reviewing PQDR status, sending relevant correspondence and identifying the investigating parties.

To access the Base Page, click on an RCN number from the Worklist or result of an RCN search. Actions available from the base page are described in Section 7.1 Quick Views.

![Image of PQDR Base Page](image-url)
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:

- **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.

- **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.

- **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.

- **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.

- **View Exhibit Tag:** Displays a DD2332 exhibit tag form for attachment to an exhibit to the PQDR investigation if desired.

- **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.

- **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.

- **Army Credit:** Army only. For obtaining credit back for deficient material.

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

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

B. To attach a file
   1. Click the View/Upload Files link and then click Add Attachments and follow
      the instructions on the page.
   2. The maximum file size for any single attachment is 10 megabytes.

C. Remove a File
   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. Click the Exhibit Tracking link (See Figure 7.1) and follow the instructions
on the page if you wish to track exhibits.
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.

A. 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.
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.

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

Click on ‘Close this PQDR’ (See Figure 8.1) and the Close PQDR page displays (See Figure 8.2).
Figure 8.2 Data Fields

- **Status**: Select any applicable status code beginning with 'C' to close the PQDR.
- **Cause Code**: This code should correspond with the broad cause of the deficiency.
- **Cost Code**: This code should identify the party who will bear the cost of the deficiency.
- **Credit Code**: Identifies whether fiscal credit is granted to the Originator.
- **DLA Credit Code (DLA only)**: Optionally identifies any credit action
initiated by DLA if the deficient item was DLA managed.

- **Defect Responsibility**: Identifies the party found responsible for the deficiency. Vendor or contractor liability is indicated solely by the code of ‘A- PRIVATE CONTRACTOR’. All other codes indicate some degree of government liability or that the responsibility is unknown.
- **Defect Verified Ind.**: Was the defect verified by the government investigator?
- **Preventive Answer Type**: If the contractor’s response included preventive action, was the preventive action satisfactory to the government investigator?
- **Corrective Action Taken**: Identifies the corrective action taken by the contractor and/or government investigators.
- **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.
- **Weapon Systems Code**: More specifically identifies the item under investigation.
- **Close Out Code**: The Army code that best describes the closing action of this record.
- **Past Performance Indicator**: This will ordinarily default to ‘Yes’ and should only be set to ‘No’ if the contractor is found liable but the Screening and Action Officers wish to exclude this finding from the contractor’s profile in the DoD PPIRS program.
- **Credit Memo**: This field is displayed for information purposes and will contain any credit memo reference entered by DLA.
- **Case Reopened Date**: If a previously closed PQDR is reopened then the date on which it was last reopened will display here.
- **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.
- **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.

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

• **Save and Exit:** will validate the mandatory entries and save the data, returning the User to the PQDR base page.

• **Cancel:** will return the User to the PQDR base page without validating or saving the data.

**NOTE:** *Master Screeners should consult Army and/or local policy for guidance regarding any additional closing requirements.*
9.1 CLOSE PQDR
The Screening Point has no option to close the PQDR. The record must be returned to the Master Screener for closure.

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 SUMMARY
This concludes the PQDR submission instructions for PQDR Originators. The PDREP Customer Support Desk is available to answer additional questions or to assist in data changes or exception processing and can be contacted as follows:

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