



**Product Quality Deficiency Report (PQDR)  
SUPPORT POINT  
Deficiency Report Program Manager (DRPM)**

User Guide

29 January 2025

# TABLE of CONTENTS

FORWARD .....	3
REFERENCES .....	4
INTRODUCTION .....	5
1 MAIN PDREP APPLICATION SCREEN .....	7
1.1 Finding the Fly Outs .....	8
1.2 Selecting the Fly Out .....	8
2 PQDR AD HOC .....	9
2.1 AdHoc Tool .....	9
2.2 Querying The AdHoc .....	9
3 PQDR WORKLIST .....	11
3.1 Accessing the PQDR Worklist .....	11
3.2 Worklist Settings .....	12
3.3 Personalized PQDR Worklist .....	15
4 RECEIVING A NEW PQDR .....	19
4.1 Accessing the PQDR .....	19
4.2 Sending Acknowledgement .....	22
5 INVESTIGATION ACTIVITIES .....	25
5.1 Monitoring Suspense .....	26
5.2 Sending Correspondence .....	26
6 CLOSING THE INVESTIGATION .....	29
6.1 Review/Input 1227 Data .....	29
6.2 Review/Input DCM Data (Defect Codes).....	30
6.3 Support Point Letters .....	31
6.4 View Exhibit Details.....	32
7 OTHER PQDR BASE PAGE FEATURES.....	33
7.1 Quick Views .....	33
7.2 Attachments.....	34
7.3 DD Form 1348 .....	35
7.4 Exhibit Tracking .....	35
7.5 User Information.....	35
7.6 Support Point Exhibit/Suspense Search.....	35

7.7	Cloning 1227 .....	36
8	MISDIRECTED PQDR(S).....	37
9	SUPPORT POINT EXHIBIT/SUSPENSE SEARCH.....	38
10	REFERENCE CODES.....	40
11	GLOSSARY.....	42
12	SUMMARY.....	62

Click link and the hold 'CTRL' key to follow link

## FORWARD

This user guide provides information concerning the Product Data Reporting and Evaluation Program - Automated Information System (PDREP-AIS) and is intended to assist users with the Product Quality Deficiency Report 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.**

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

## 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 2301-06r

## 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 module.

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

### Obtaining Access:

- **First Time Users**

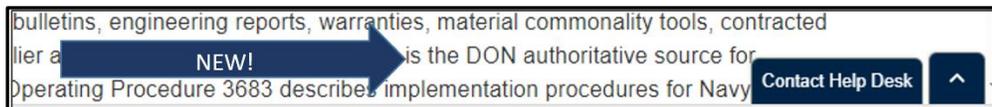
First time users are required to submit an on-line PDREP-AIS System Authorization Access Request (SAAR) form. Instructions are available on the PDREP home page as linked above. Click on the [Request Access](#) link located in the top ribbon for instructions on filling out an access request form. When requesting an account, ensure all fields indicated as mandatory are 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 additional or updated access privileges by submitting an updated SAAR. To do this, log into the PDREP-AIS and hover over your name in the upper right corner of the page and select 'Access Change Request'. Update the SAAR and enter a narrative to describe requested changes, read and acknowledge the User Agreement and click 'Sign and Submit Account Change Request' button to complete the submission.

### 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 the most 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 of the options listed depending on your level of access.

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

This system contains CUI



## Product Data Reporting and Evaluation Program

Welcome,  
[Home](#) • [Help](#) ▶
Last Logon: JUL 24, 2023 03:59 PM  
[User Profile](#) ▶ • [Logout](#)

APPLICATIONS	Recently Accessed Record(s)		
ADMIN Links ▶	Record Type	Record Control Number	Last Accessed Date/Time
SPPI Bulletins (SB) ▶			
Customer Service Request (CSR) ▶			
Material Inspection Record (MIR) ▶			
Product Quality Deficiency Report (PQDR) ▶			
QALI/Letter of Delegation (LOD) ▶			
Receipt Inspection Management System (RIMS) ▶			
Supplier Audit & Assessments (SAA) ▶			
Supply Action Module (SAM) ▶			
Supply Discrepancy Report (SDR) ▶			
SEARCHES			
CAGE ▶			
DODAAC ▶			
External Links ▶			
FSC ▶			
GIDEP ▶			
NAVSUP Level I/SUBSAFE Stock Search ▶			
NSN ▶			
PDREP Search			
Requisition ▶			
Routing Identifier Code ▶			
UII Search			
User Search ▶			
REPORTS			
Contractor Profile			
Material Profile			
DCIS Summary Report			

DB Stat

PDREP-AIS Version : 6.0.27.102, Build Date : 07/03/2023

**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**).

**This system contains CUI**

**PDREP**  
Product Data Reporting and Evaluation Program

Welcome, Last Logon: JUL 24, 2023 03:59 PM  
[Home](#) • [Help](#) [User Profile](#) • [Logout](#)

APPLICATIONS	Recently Accessed Record(s)		
	Record Type	Record Control Number	Last Accessed Date/Time
ADMIN Links ▶			
SPPI Bulletins (SB) ▶			
Customer Service Request (CSR) ▶			
Material Inspection Record (MIR) ▶			
Product Quality Deficiency Report (PQDR) ▶			
QALI/Letter of Delegation (LOD) ▶			
Receipt Inspection Management System (RIM)			
Supplier Audit & Assessments (SAA) ▶			
Supply Action Module (SAM) ▶			
Supply Discrepancy Report (SDR) ▶			

SEARCHES
CAGE ▶
DODAAC ▶
External Links ▶
FSC ▶
GIDEP ▶
NAVSUP Level I/SUBSAFE Stock Search ▶
NSN ▶
PDREP Search
Requisition ▶
Routing Identifier Code ▶
UII Search
User Search ▶

REPORTS
Contractor Profile
Material Profile
DCIS Summary Report

DB Stat
Available Connections: 48
Borrowed Connections: 0
Total Connections: 48
Connections Created: 48
Connections Closed: 0
Abandoned Connections: 0
Pending Requests: 0
Remaining Pool Capacity: 152
Peak Connections: 32
Peak Connection Wait Time (msec): 19189
Average Borrowed Connections: 4
Average Connection Wait Time (msec): 0
Cumulative Connections Borrowed: 5421568

PDREP-AIS Version : 6.0.27.102, Build Date : 07/03/2023

**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 AdHoc 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**).

This system contains CUI

**PDREP**  
Product Data Reporting and Evaluation Program

Welcome, Last Logon: JUL 24, 2023 03:59 PM  
[Home](#) • [Help](#) [User Profile](#) • [Logout](#)

APPLICATIONS	Recently Accessed Record(s)		
	Record Type	Record Control Number	Last Accessed Date/Time
ADMIN Links ▶			
SPPI Bulletins (SB) ▶			
Customer Service Request (CSR) ▶			
Material Inspection Record (MIR) ▶			
Product Quality Deficiency Report (PQDR) ▶			
QALI/Letter of Delegation (LOD) ▶			
Receipt Inspection Management System (RIM) ▶			
Supplier Audit & Assessments (SAA) ▶			
Supply Action Module (SAM) ▶			
Supply Discrepancy Report (SDR) ▶			
<b>SEARCHES</b>			
CAGE ▶			
DODAAC ▶			
External Links ▶			
FSC ▶			
GIDEP ▶			
NAVSUP Level I/SUBSAFE Stock Search ▶			
NSN ▶			
PDREP Search			
Requisition ▶			
Routing Identifier Code ▶			
UII Search			
User Search ▶			
<b>REPORTS</b>			
Contractor Profile			
Material Profile			
DCIS Summary Report			

DB Stat		
Available Connections: 48		
Borrowed Connections: 0		
Total Connections: 48		
Connections Created: 48		
Connections Closed: 0		
Abandoned Connections: 0		
Pending Requests: 0		
Remaining Pool Capacity: 152		
Peak Connections: 32		
Peak Connection Wait Time (msec): 19189		
Average Borrowed Connections: 4		
Average Connection Wait Time (msec): 0		
Cumulative Connections Borrowed: 5421568		

PDREP-AIS Version : 6.0.27.102, Build Date : 07/03/2023

**Figure 2.1**

### 2.2 Querying The AdHoc

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.

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:**  (Maximum size : 20,000)

**Select Columns:**

Data Elements		
*Report Control Number (RCN)		<div style="border: 1px solid #ccc; background-color: #f0f0f0; min-height: 100px; display: flex; align-items: center; justify-content: center;">                     No columns selected                 </div>
A9 Indicator		
Action Office		
Action Officer Ack Date		
Action Officer Control Number		
Action Officer Major Command		
Action Point Ack Date		
Action Point City		
Action Point Country		
Action Point DODAAC		
<b>Data Element:</b> ▼	<b>Add Where</b>	

Add Columns
Delete Columns

PDREP-AIS Version : 6.0.27.102, Build Date : 07/03/2023

Figure 2.2

### 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 Search/Reports page should display (See **Figure 3.2**).

This system contains CUI

**PDREP**  
Product Data Reporting and Evaluation Program

Welcome, Last Logon: JUL 24, 2023 03:59 PM  
[Home](#) • [Help](#) [User Profile](#) ▶ • [Logout](#)

APPLICATIONS		Recently Accessed Record(s)		
		Record Type	Record Control Number	Last Accessed Date/Time
ADMIN Links ▶				
SPPI Bulletins (SB) ▶				
Customer Service Request (CSR) ▶				
Material Inspection Record (MIR) ▶				
Product Quality Deficiency Report (PQDR) ▶				
QALI/Letter of Delegation (LOD) ▶				
Receipt Inspection Management System (RIM) ▶				
Supplier Audit & Assessments (SAA) ▶				
Supply Action Module (SAM) ▶				
Supply Discrepancy Report (SDR) ▶				
SEARCHES				
CAGE ▶				
DODAAC ▶				
External Links ▶				
FSC ▶				
GIDEP ▶				
NAVSUP Level I/SUBSAFE Stock Search ▶				
NSN ▶				
PDREP Search				
Requisition ▶				
Routing Identifier Code ▶				
UII Search				
User Search ▶				
REPORTS				
Contractor Profile				
Material Profile				
DCIS Summary Report				

**DB Stat**

Available Connections: 48  
 Borrowed Connections: 0  
 Total Connections: 48  
 Connections Created: 48  
 Connections Closed: 0  
 Abandoned Connections: 0  
 Pending Requests: 0  
 Remaining Pool Capacity: 152  
 Peak Connections: 32  
 Peak Connection Wait Time (msec): 19189  
 Average Borrowed Connections: 4  
 Average Connection Wait Time (msec): 0  
 Cumulative Connections Borrowed: 5442508

PDREP-AIS Version : 6.0.27.102, Build Date : 07/03/2023

**Figure 3.1**

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:** 
**Status:**

**From Date:** 
**To Date:**

**DODAAC:** 
**User Code:**

**Sort:** 
**Organization Code:**

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**

---

PDREP-AIS Version : 6.0.27.102, Build Date : 07/03/2023

**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,
- **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.
  - **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.

- **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.
- **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**.

The screenshot shows the 'PQDR Worklist' interface. At the top, it says 'This system contains CUI' and 'PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)'. There are navigation tabs for 'PQDR Worklist', 'Create New PQDR', 'PQDR Search/Reports', 'PQDR Ad hoc Reports', and 'PQDR Clone'. The 'PQDR Worklist' tab is active.

Below the tabs, there are instructions for using the worklist. The search filters include:
 

- Show Worklist For: ORIGINATOR (dropdown)
- From Date: 07/25/2020 (calendar icon)
- To Date: 07/25/2023 (calendar icon)
- DODAAC: (text input)
- User Code: (text input)
- Sort: RECEIVED DATE - ASC (dropdown)
- Organization Code: (text input)

 A 'Display Standard Worklist' button is present, along with a note to 'or select from your personalized PQDR Worklists below'.

Below the search filters, there are instructions for using personalized worklists and buttons for 'Open my Worklist', 'Create New Worklist', and 'Manage my Worklists'. A 'my Worklists' dropdown menu is also visible.

The results section shows 'Result count: 1' and a 'Worklist Download' link. Below this is a table with the following data:

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	07/13/2023	<a href="#">View</a>		SF-368			NO	9999				ORIGINATOR	07/16/2023	PDREP	DRAFT		<a href="#">Delete</a>

At the bottom of the interface, it says 'PDREP-AIS Version : 6.0.27.102, Build Date : 07/03/2023'.

**Figure 3.3**

E. The search results include the following 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.
- **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.

The screenshot shows the 'PQDR Worklist' interface. At the top, there is a green banner with the text 'This system contains CUI' and 'PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)'. Below this is a navigation bar with 'Home • Help' and 'User Profile: [ ] • Logout'. The main content area is titled 'PQDR Worklist' and contains the following elements:

- 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](#)
- Search Filters:**
  - Show Worklist For: ORIGINATOR (dropdown)
  - Status: CURRENT WORKLIST (dropdown)
  - From Date: 07/25/2020 (calendar icon)
  - To Date: 07/25/2023 (calendar icon)
  - DODAAC: [ ]
  - User Code: [ ]
  - Sort: RECEIVED DATE - ASC (dropdown)
  - Organization Code: [ ]
- Buttons:**
  - Display Standard Worklist
  - or select from your personalized PQDR Worklists below
  - my Worklists (dropdown)
  - Open my Worklist
  - Create New Worklist
  - Manage my Worklists
- Instructions (bottom):**

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**

A large black arrow points from the 'Create New Worklist' button to the 'my Worklists' dropdown menu.

**Figure 3.4**

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

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 Office
- Action Officer Ack Date
- Action Officer Control Number
- Action Officer Major Command
- Action Point Ack Date
- Action Point City
- Action Point Country
- Action Point DODAAC

Add Columns

Delete Columns

**Selected Data Elements**

No columns selected

Data Element: ▼ Add Where

PDREP-AIS Version : 6.0.27.102, Build Date : 07/03/2023

**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 selected 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**).

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 DSN Number
- Action Point Due Date
- Action Point Last Login Date

Add Columns

Delete Columns

**Selected Data Elements**

- Action Office
- Action Officer Control Number
- Action Point DODAAC
- Action Point EMAIL Address

▲

▼

Data Element: Action Office ▼ Add Where

PDREP-AIS Version : 6.0.27.102, Build Date : 07/03/2023

**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

**Row Count:**  **maximum rowcount:** 20000 (Maximum size : 20,000)

**Select Columns:**

Data Elements	Selected Data Elements
"Report Control Number (RCN)	Action Point DODAAC
A9 Indicator	Action Office
Action Officer Ack Date	Action Officer Control Number
Action Officer Major Command	Action Point EMAIL Address
Action Point Ack Date	
Action Point City	
Action Point Country	
Action Point DSN Number	
Action Point Due Date	
Action Point Last Login Date	

**Data Element:** Action Point DODAAC

Data Element	Data Type	Expression	(M) Value	Logical Expression	Delete	^	v
Action Point DODAAC	CHAR(6)	=	N45112	- Select -	<input type="checkbox"/>	<input type="radio"/>	

Examples of where condition for different expressions

- 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
- 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..)
- For **IN** and **NOT IN** Operator, Expression should be: XXXXX, XXXXX where XXXXX is any number or character
- For **LIKE** and **NOT LIKE** Operator, Expression should be: %XXXXX% or XXXXX% where XXXXX is any number or character and the % is used as a wildcard

**Data Download:** Click [here](#) to download data in spreadsheet

### Product Quality Deficiency Reports - Record

Action Point DODAAC	Action Office	Action Officer Control Number	Action Point EMAIL Address
N45112			

Figures 3.7

## 4 RECEIVING A NEW PQDR

### 4.1 Accessing the PQDR

The DRPM 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**).

This system contains CUI



Last Logon: JUL 25, 2023 06:03 AM  
[User Profile](#) ▶ • [Logout](#)

**APPLICATIONS**

- ADMIN Links ▶
- SPPI Bulletins (SB) ▶
- Controlled Industrial Material (CIM) Search ▶
- Customer Service Request (CSR) ▶
- Material Inspection Record (MIR) ▶
- Product Quality Deficiency Report (PQDR) ▶
- QALI/Letter of Delegation (LOD) ▶
- Receipt Inspection Management System (RIM) ▶
- Supplier Audit & Assessments (SAA) ▶
- Supply Action Module (SAM) ▶
- Supply Discrepancy Report (SDR) ▶

**SEARCHES**

- CAGE ▶
- DODAAC ▶
- External Links ▶
- FSC ▶
- GIDEP ▶
- NAVSUP Level I/SUBSAFE Stock Search ▶
- NSN ▶
- PDREP Search
- Requisition ▶
- Routing Identifier Code ▶
- UII Search
- User Search ▶

Recently Accessed Record(s)		
Record Type	Record Control Number	Last Accessed Date/Time
Ad Hoc Reports		
Clone PQDR		
Create New PQDR		
Search ▶	RCN Search	
Worklist	Advanced QDR Search	
	DCMA Search	
	NIIN/Contract Search	
	End Item Search	
	MIR PQDR Search	
	DCMA Exhibit/Suspense Search	

Available Connections: 5  
 Borrowed Connections: 0  
 Total Connections: 5  
 Connections Created: 5  
 Connections Closed: 0  
 Abandoned Connections: 0  
 Pending Requests: 0  
 Remaining Pool Capacity: 5  
 Peak Connections: 1  
 Peak Connection Wait Time (msec): 30  
 Average Borrowed Connections: 1  
 Average Connection Wait Time (msec): 0  
 Cumulative Connections Borrowed: 5138



PDREP-AIS Version : 6.0.27.4390, Build Date : 07/24/2023

**Figure 4.1**

**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

RCN Search Advanced QDR Search DCMA Search NIIN/Contract Search

End Item Search MIR PQDR Search DCMA Exhibit/Suspense Search

**PQDR - RCN Search**

Instructions  
(M) denotes a mandatory field  
1. Enter at least the first 8 characters of your search

(M) RCN Number/Requisition Number:

---

PDREP-AIS Version : 6.0.27.4390, Build Date : 07/24/2023

Figure 4.2

**This system contains CUI**



Welcome, Last Logon: JUL 25, 2023 09:13 AM  
Home • Help ▶ User Profile ▶ • Logout

APPLICATIONS	Recently Accessed Record(s)		
SEARCHES	Record Type	Record Control Number	Last Accessed Date/Time
<ul style="list-style-type: none"> <li>ADMIN Links ▶</li> <li>SPPi Bulletins (SB) ▶</li> <li>Customer Service Request (CSR) ▶</li> <li>Material Inspection Record (MIR) ▶</li> <li>Product Quality Deficiency Report (PQDR) ▶</li> <li>QALI/Letter of Delegation (LOD) ▶</li> <li>Receipt Inspection Management System (RIM)</li> <li>Supplier Audit &amp; Assessments (SAA) ▶</li> <li>Supply Action Module (SAM) ▶</li> <li>Supply Discrepancy Report (SDR) ▶</li> </ul>	<ul style="list-style-type: none"> <li>Ad Hoc Reports</li> <li>Clone PQDR</li> <li>Create New PQDR</li> <li>Search ▶</li> <li>Worklist</li> </ul>		
<ul style="list-style-type: none"> <li>CAGE ▶</li> <li>DODAAC ▶</li> <li>External Links ▶</li> <li>FSC ▶</li> <li>GIDEP ▶</li> <li>NAVSUP Level I/SUBSAFE Stock Search ▶</li> <li>NSN ▶</li> <li>PDREP Search</li> <li>Requisition ▶</li> <li>Routing Identifier Code ▶</li> <li>UII Search</li> <li>User Search ▶</li> </ul>			
<p style="text-align: center;"><b>REPORTS</b></p> <ul style="list-style-type: none"> <li>Contractor Profile</li> <li>Material Profile</li> <li>DCIS Summary Report</li> </ul>			

**DB Stat**

Available Connections: 44 Borrowed Connections: 5 Total Connections: 49 Connections Created: 50 Connections Closed: 1 Abandoned Connections: 0 Pending Requests: 0 Remaining Pool Capacity: 151 Peak Connections: 32 Peak Connection Wait Time (msec): 19189 Average Borrowed Connections: 4 Average Connection Wait Time (msec): 0 Cumulative Connections Borrowed: 7357491
--

---

PDREP-AIS Version : 6.0.27.102, Build Date : 07/03/2023

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: ORIGINATOR ▾ Status: CURRENT WORKLIST ▾  
 From Date: 07/25/2020 📅 To Date: 07/25/2023 📅  
 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

---

PDREP-AIS Version : 6.0.27.102, Build Date : 07/03/2023

**Figure 4.4**

**NOTE:** *If this is the first PQDR opened in this login session, select the appropriate level under 'Choose Level' to access Base Page options.*

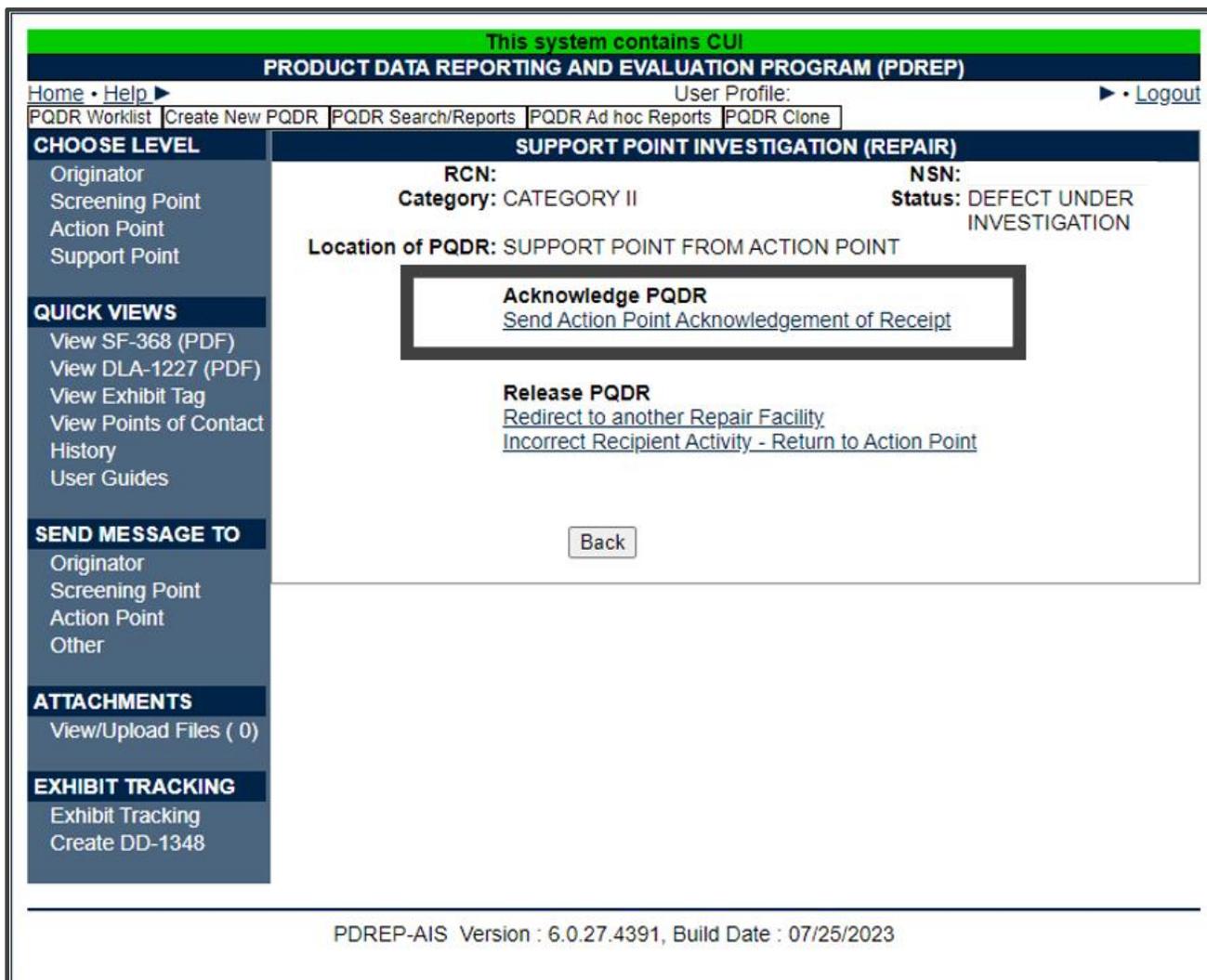


Figure 4.5

## 4.2 Sending Acknowledgement

The Support Point must first acknowledge receipt of PQDR and initiate the investigation immediately upon receipt of the PQDR.

- A. Click the Send Action Point 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 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**).

**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: SUPPORT POINT FROM ACTION POINT

View: [SF-368 \(PDF\)](#) [DLA-1227 \(PDF\)](#)

---

**Send Message**

**Instructions**  
 (M) denotes a mandatory field  
 1. Enter email address of Recipient or To Email List must have an email address.  
 2. Select an activity from Add Email to TO/CC and click on Get List button. Select an email address from the list and click Add TO Email or Add CC Email button to add to the To Email List list or CC Email List list.  
 3. If email address is not available in the list to add to the CC list then enter the email address in the CC: field and click Add CC Email: CC button to add to the CC Email List.  
 4. Click on Send button to send email.  
 5. Click Cancel to return to previous page

Cancel Send

Email address of Action Recipient:

Select Recipient by Activity:

Select Recipient Email:

Add TO Email Add CC Email

PQDR POC:  Add POC to CC List

CC:

Add CC Email: CC List

(M) Choose Correspondence Type:

**Figure 4.6**

C. After sending the receipt message the Support Point Investigation Base Page will display (See **Figure 4.7**).

**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

	SUPPORT POINT INVESTIGATION (DRPM)
<b>CHOOSE LEVEL</b> Originator Screening Point Action Point Support Point	<p style="text-align: center;"><b>RCN:</b> <b>Category:</b> CATEGORY II</p> <p style="text-align: right;"><b>NSN:</b> <b>Status:</b> DEFECT UNDER INVESTIGATION</p> <p><b>Location of PQDR:</b> SUPPORT POINT FROM ACTION POINT</p> <p><b>Support Point - Editable Fields</b>            DRPM MINIMUM REQUIREMENTS:            1. Click View Points of Contact                a. Enter Contractor Investigator information.                b. Enter Government Investigator information.            2. Input 1227 data and complete the DCM data page.            3. When investigation is complete, click 'Send Final Reply to Action Point'.            Blocks 1- 21  <a href="#">View/Edit Deficiency Report Data</a>  <a href="#">View Exhibit Details</a>  <a href="#">Input 1227 Data</a>  <a href="#">Clone 1227 Data</a>  <a href="#">DCM Data (Defect Codes)</a></p> <p><a href="#">View/Add Notes or Reference Briefs</a></p> <p><b>Correspondence</b>            Choose an option when you have completed entering in your data PQDR is released to Action Point by sending a Final Reply Letter.  <a href="#">Support Point Letters</a>  <a href="#">Send Final Reply to Action Point</a></p> <p><b>Release PQDR</b>  <a href="#">Forward to DRPM for Approval and Release</a>  <a href="#">Assign to QAR or Delegate to other Support Point</a>  <a href="#">Redirect to another Support Point</a>  <a href="#">Incorrect Recipient Activity - Return to Action Point</a></p>
<b>QUICK VIEWS</b> <a href="#">View SF-368 (PDF)</a> <a href="#">View DLA-1227 (PDF)</a> <a href="#">View Exhibit Tag</a> <a href="#">View Points of Contact History</a> <a href="#">User Guides</a>	
<b>SEND MESSAGE TO</b> Originator Screening Point Action Point Other	
<b>ATTACHMENTS</b> <a href="#">View/Upload Files ( 0)</a>	
<b>EXHIBIT TRACKING</b> <a href="#">Exhibit Tracking</a> <a href="#">Create DD-1348</a>	

---

PDREP-AIS Version : 6.0.27.479, Build Date : 06/29/2023

**Figure 4.7**

## 5 INVESTIGATION ACTIVITIES

In order to conduct investigation activities for a specific PQDR the DRPM can either enter the RCN directly on the PQDR Search > RCN Search page or look up the PQDR on the Work list page and click on the subject RCN. Once the PQDR has been selected by either method, the PQDR Base Page will display as shown in **Figure 5.1**.

**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
- User Guides

**SEND MESSAGE TO**

- Originator
- Screening Point
- Action Point
- Other

**ATTACHMENTS**

- View/Upload Files ( 0)

**EXHIBIT TRACKING**

- Exhibit Tracking
- Create DD-1348

**SUPPORT POINT INVESTIGATION (DRPM)**

**RCN:** CATEGORY II **NSN:** DEFECT UNDER INVESTIGATION

**Location of PQDR:** SUPPORT POINT FROM ACTION POINT

**Support Point - Editable Fields**

DRPM MINIMUM REQUIREMENTS:

- Click View Points of Contact
  - Enter Contractor Investigator information.
  - Enter Government Investigator information.
- Input 1227 data and complete the DCM data page.
- When investigation is complete, click 'Send Final Reply to Action Point'.

[Blocks 1- 21](#)  
[View/Edit Deficiency Report Data](#)  
[View Exhibit Details](#)  
[Input 1227 Data](#)  
[Clone 1227 Data](#)  
[DCM Data \(Defect Codes\)](#)

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

**Correspondence**

Choose an option when you have completed entering in your data PQDR is released to Action Point by sending a Final Reply Letter.

[Support Point Letters](#)  
[Send Final Reply to Action Point](#)

**Release PQDR**

[Forward to DRPM for Approval and Release](#)  
[Assign to QAR or Delegate to other Support Point](#)  
[Redirect to another Support Point](#)  
[Incorrect Recipient Activity - Return to Action Point](#)

PDREP-AIS Version : 6.0.27.479, Build Date : 06/29/2023

**Figure 5.1**

The primary functions of the Program Manager during an ongoing investigation are to monitor the progress of the investigation relative to suspense dates, to send formal interim replies and ultimately to close the investigation by sending a final reply to the Action Point. The Program Manager is also charged with ensuring proper disposition of any investigation exhibits, which may occur after the closure of the investigation. Some Program Managers choose to generate all correspondence and to enter relevant investigation information into PDREP but the system is designed to allow a QAR to perform those functions.

## 5.1 Monitoring Suspense

The most common method for a Program Manager (or QAR) to monitor the pending expiration of suspense for a given investigation is to use the Worklist and to sort it by 'Overdue' as discussed in **Section 3**. Many Program Managers choose to act when a certain number of days (e.g. 5 days) remain before a particular suspense expires. Once a suspense date has expired, the subject investigation is considered to be delinquent.

## 5.2 Sending Correspondence

**NOTE:** *Most SUPPORT POINT metrics are based upon various dates in the PDREP system, and the correct use of Support Point Letters in PDREP is critical to the proper maintenance of these dates.*

- A. While an investigation is in progress, sending any formal PDREP correspondence under 'Support Point Letters' will result in the setting of a new suspense date. The number of days for a given suspense is set according to the type of correspondence being sent and by the Category (e.g. CAT I or CAT II) of the PQDR. Most support point letters can be sent either by the QAR or by the DRPM, **but there are two letters that can only be sent by the DRPM; the Interim Reply and the Final Reply.** In the absence of other investigation activities like the request or receipt of exhibits, the DRPM should send an Interim Reply for any open investigation when the suspense for that investigation is about to expire.

**NOTE:** *The Interim Reply, like all Support Point Letters, is designed to generate all of the required text automatically based upon a SUPPORT POINT standard letter template. In order for this template to function correctly, any investigation results collected to date should be entered into the 'Input 1227 Data' page in PDREP. In the absence of meaningful results an explanation should be entered into block 17 of the 1227 form of the current status and estimated completion date of the investigation.*

- B. Click the link under 'Correspondence' for 'Support Point Letters' and the following page will display:

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: SUPPORT POINT FROM ACTION POINT

View: [SF-368 \(PDF\)](#) [DLA-1227 \(PDF\)](#)

---

**PQDR Correspondence**

Choose Correspondence to Send: <SELECT>

Correspondence Date	UN	NOTICE OF DEFECTS	Suspension Date	Edit
12/22/2021	UN	EXHIBIT REQUEST		
12/22/2021	FC	RETURNED OR STOCK SCREEN ITEM, PQDR EXHIBIT		
12/22/2021	AC	EXHIBIT RECEIPT	12/22/2021	<a href="#">Edit</a>
12/22/2021	FC	INTERIM REPLY (1227)		
12/22/2021	FC	FINAL REPLY (1227)		
12/23/2021	EE	REQUEST FOR EXHIBIT DISPOSITION INSTRUCTION		
12/26/2021	EE	EXHIBIT DISPOSITION		
12/29/2021	EE	EXHIBIT RETURN		
01/01/2022	EE	EXHIBIT NOT REQUIRED		
01/04/2022		<a href="#">EBS EXPORT</a>		
01/07/2022		<a href="#">EBS EXPORT</a>		

**Figure 5.2**

- C. From the dropdown list of available letters select 'Interim Reply (1227)'. The system generates a SUPPORT POINT standard letter which you can edit if desired (See **Figure 5.2**).
- D. The letter will automatically insert all information that has been entered into the 'Input 1227 Data' page (See **Figure 5.3**).

**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: SUPPORT POINT FROM ACTION POINT  
 View: [SF-368 \(PDF\)](#) [DLA-1227 \(PDF\)](#)

---

**PQDR Correspondence**

Cancel Preview Send

This correspondence will be sent to the following recipients

To:  Add To Email: To List

Add Email to TO/CC:  ▼

To Email List:  Remove

CC:  Add CC Email: CC List



Department Name:

Activity Name:

Activity Address:

Activity City/State/Zip:

Additional Narrative:

Copy To:

File Name:

Cancel Preview Send

PDREP-AIS Version : 6.0.27.479, Build Date : 06/29/2023

**Figure 5.3**

**NOTE:** A copy of all Support Point letters is sent automatically to the person generating the letter so there is no need to put your e-mail address on the 'CC' line. If you would like to keep a hard copy of the letter or preview what will be sent, then click the 'Preview' button before sending. Additional Narrative box is available.

## 6 CLOSING THE INVESTIGATION

### 6.1 Review/Input 1227 Data

In most cases the QAR will enter the investigation results on the 'Input 1227 Data' page. These results will be transcribed in large part from the contractor's response, and some Program Managers choose to enter the information in lieu of delegating the task to a QAR. In either case the Program Manager should review the information for accuracy and to ensure that a satisfactory investigation has been conducted, particularly with regard to corrective and preventive action. Detailed instructions that address the contents of each block on the 1227 form may be found on the PDREP web site at <http://www.nslcptsmh.csd.disa.mil>.

Click 'Input 1227 Data' and the 1227 Input form will display (See **Figure 6.1**).

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: SUPPORT POINT FROM ACTION POINT

View: [SF-368 \(PDF\)](#) [DLA-1227 \(PDF\)](#)

**1227 Input**

**Instructions**

1. All narratives are 2000 characters long
2. To save the record, click **Save**
3. To cancel the process, click **Cancel**

(Note: Cloning will overwrite current 1227 data and all defect codes, except recovery value, with cloned 1227 data and cloned defect codes)

To clone from an existing 1227 click [Clone List](#)

Cancel Save Save and Exit

Prepared By:   
Reviewed By:   
Approved By:

12. Cause of Deficiency

a. Validation of Reported Deficiency:

b. Cause of Deficiency:

**Figure 6.1**

## 6.2 Review/Input DCM Data (Defect Codes)

The DCM Data page is provided so that the investigation results can be codified for statistical analysis. These codes are most commonly entered by the QAR but some Program Managers choose to perform this task. Again, the Program Manager in either case should review the codes for accuracy before sending a Final Reply to the Action Point. From the Support Point Investigation base page click 'DCM Data (Defect Codes)' and the Defect Codes page (See **Figure 6.2**) will display.

**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: SUPPORT POINT FROM ACTION POINT  
View: [SF-368 \(PDF\)](#) [DLA-1227 \(PDF\)](#)

### Defect Codes

Instructions  
1. To save the record, click **Save**  
2. To cancel the process, click **Cancel**  
Note: Cloning 1227 data results in cloning of all defect codes except the recovery value.

Cancel Save

Deficiency Responsibility Code: <SELECT>  
Severity of Defect: <SELECT>  
Broad Cause Code: <SELECT>  
Detailed Cause Code: <SELECT>  
Preventive Action Code: <SELECT>  
Corrective Action Code: <SELECT>  
Disposition: H-HOLDING EXHIBIT  
Other Federal Agencies Affected: No  
Recovery (Credit Code): <SELECT>  
Defect: <SELECT>  
Verification (Defect Verified Indicator): <SELECT>  
Government Source Inspection: <SELECT>

Contract Number: CLIN:  
DCMA Processes:  
A1 - Corrective Action Request Issued - Acceptable Resolution  
A2 - Corrective Action Request Issued - Pending Resolution  
A3 - Corrective Action Request Issued - Unacceptable Resolution  
B1 - Delegation Issued  
B2 - Delegation Revised  
C1 - eIDP Revised  
D1 - No Action Required - No Active Contracts  
D2 - No Action Required - Only Active Contracts without GSI  
E1 - Process Review Added  
E2 - Process Review Modified

Recovery Value \$: (Qty Deficient) X (Unit Cost) (Do not include commas)

Cancel Save

PDREP-AIS Version : 6.0.27.479, Build Date : 06/29/2023

Figure 6.2

### 6.3 Support Point Letters

- A. From the Support Point Investigation (DRPM) base page, click the link under 'Correspondence' for 'Support Point Letters'.
- B. From the dropdown list of available letters select 'Final Reply (1227)'. The system generates a SUPPORT POINT standard letter which you can edit if desired.

The letter will automatically insert all information that has been entered into the 'Input 1227 Data' page.

**NOTE:** *A copy of all Support Point letters is sent automatically to the person generating the letter so there is no need to put your e-mail address on the 'CC' line. If you would like to keep a hard copy of the letter or preview what will be sent, then click the 'Preview' button before sending.*

When the Final Reply is sent, the investigation is officially closed by setting the Support Point Release Date in PDREP. This is not the same as the Support Point Complete Date. The Support Point's task is not complete until any investigation exhibits have been disposed of in accordance with the Action Point's instructions.

**NOTE:** *A Final Reply letter can only be generated by the Support Point when the PQDR is at the Support Point level.*

The Support Point Complete Date in PDREP will be set according to the following rules when the Final Reply letter is sent.

- C. If the Exhibit Status, found on the View Exhibit Details page, is set to Unknown, Closed (exhibit has been returned or disposed of, Exhibit Return letter has been sent) or Not Required then the Support Point Complete Date will be set to the date of the Final Reply.
- D. If the Exhibit Status is set to Open (exhibit has been requested or received but no Exhibit Return letter has been sent) then the Support Point Complete Date will not be set until the Exhibit Return letter is sent.

**NOTE:** *The Exhibit Return letter should be used to acknowledge that the Action Point's disposition instructions have been followed, even if the Action Point directs a disposition (e.g. scrap and mutilate) other than the actual return of the exhibit.*

## 6.4 View Exhibit Details

Selecting View Exhibit Details Under Support Point – Editable Fields allows the user to view and make selections regarding exhibit dates, return data, and return address (Figure 6.3).

Exhibit Details	
<b>Instructions</b> 1. Correct format for Date Elements is MM/DD/YYYY or use Calendar 2. To save the record, click <b>Save</b> 3. To cancel the process, click <b>Cancel</b>	
<input type="button" value="Cancel"/> <input type="button" value="Save"/> <input type="button" value="Save and Exit"/>	
Delivery Requirement Code:	<SELECT> ▼
Exhibit Status:	1-UNKNOWN ▼
EXHIBIT DATES	
Requested:	<input type="text"/>
Shipped:	<input type="text"/>
Received:	<input type="text"/>
Promised:	<input type="text"/>
Tendered:	<input type="text"/>
Returned:	<input type="text"/>
EXHIBIT RETURN DATA	
Condition:	SELECT ▼
Disposition:	H-HOLDING EXHIBIT ▼
Replace Serial Number:	<input type="text"/>
Shipping Document Code:	SELECT ▼
Shipment Number:	<input type="text"/>
Carrier:	SELECT ▼
EXHIBIT REQUEST/RETURN ADDRESS	
Attention:	<input type="text"/>
Lookup CAGE/DODAAC Ship. Info	<input type="text"/> <input type="button" value="Autofill Shipment Info"/> <input style="border: none; padding: 0 5px; font-size: small; font-weight: normal; text-decoration: none; color: inherit; background: none; border: none;" type="button" value="TAC 2"/> ▼
<input type="text"/>	
<input type="text"/>	
<input type="text"/>	
<input type="button" value="Cancel"/> <input type="button" value="Save"/> <input type="button" value="Save and Exit"/>	
PDREP-AIS Version : 6.0.27.479, Build Date : 06/29/2023	

Figure 6.3

## 7 OTHER PQDR BASE PAGE FEATURES

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
- User Guides

**SEND MESSAGE TO**

- Originator
- Screening Point
- Action Point
- Other

**ATTACHMENTS**

- View/Upload Files ( 0)

**EXHIBIT TRACKING**

- Exhibit Tracking
- Create DD-1348

**SUPPORT POINT INVESTIGATION (DRPM)**

RCN: Category: CATEGORY II NSN: Status: DEFECT UNDER INVESTIGATION

Location of PQDR: SUPPORT POINT FROM ACTION POINT

**Support Point - Editable Fields**

DRPM MINIMUM REQUIREMENTS:

- Click View Points of Contact
  - Enter Contractor Investigator information.
  - Enter Government Investigator information.
- Input 1227 data and complete the DCM data page.
- When investigation is complete, click 'Send Final Reply to Action Point'.

[Blocks 1- 21](#)  
[View/Edit Deficiency Report Data](#)  
[View Exhibit Details](#)  
[Input 1227 Data](#)  
[Clone 1227 Data](#)  
[DCM Data \(Defect Codes\)](#)

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

**Correspondence**

Choose an option when you have completed entering in your data PQDR is released to Action Point by sending a Final Reply Letter.

[Support Point Letters](#)  
[Send Final Reply to Action Point](#)

**Release PQDR**

[Forward to DRPM for Approval and Release](#)  
[Assign to QAR or Delegate to other Support Point](#)  
[Redirect to another Support Point](#)  
[Incorrect Recipient Activity - Return to Action Point](#)

PDREP-AIS Version : 6.0.27.479, Build Date : 06/29/2023

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:

- **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.

## 7.2 Attachments

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

Click the View/Upload files link to see any files that have been attached to the PQDR to date (See **Figure 7.1**). The number of currently attached files will appear in parentheses. To attach new files, click the View/Upload Files link and then click Add Attachments and follow the instructions on the page. The maximum file size for any single attachment is 10 megabytes. To remove a selected attachment from the list of correspondence use control 'click of the mouse'.

### 7.3 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, edited and deleted using the DD-1348 link.

### 7.4 Exhibit Tracking

The shipment and receipt of exhibits associated with the PQDR investigation can be tracked here. Click the Exhibit Tracking link and follow the instructions on the page if you wish to track exhibits.

**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.

### 7.5 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.

### 7.6 Support Point Exhibit/Suspense Search

The Program Manager Exhibit/Suspense Search was designed to allow Support Points to track the status of all exhibits, particularly for investigations where a Final Reply has already been sent. These would be cases where some follow-up or intervention by Support Point may be required in order to ensure correct disposition of the exhibits in question. The following image (See **Figure 7.2**) shows the typical input criteria and results for this search.

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

RCN Search Advanced QDR Search DCMA Search NIIN/Contract Search

End Item Search MIR PQDR Search DCMA Exhibit/Suspense Search

**PQDR - DCMA Exhibit/Suspense Search**

Instructions  
(M) denotes a mandatory field  
1. Correct format for date fields is MM/DD/YYYY or use Calendar.

(M) Start Date: 07/26/2020 (M) End Date: 07/26/2023

Exhibit Status: 1-UNKNOWN SYSCOM: ALL

User ID: Org Code (Team):

Region: ALL Support Point Activity:

Sort: CAO\_SUSPENSE\_DATE

Search

PDREP-AIS Version : 6.0.27.479, Build Date : 06/29/2023

Figure 7.2

To run this search, the following criteria can be entered:

- **Start and End Date:** These dates default to the system date minus three years but can be edited.
- **Exhibit Status:** The search is run for all exhibits of a single status at any given time. The most common use of this search is for investigations where the exhibit has a status of 2-OPEN.
- **SYSCOM:** The search can be restricted to a particular service or SYSCOM but would most commonly be run for all SYSCOM codes, which is the default.
- **User ID:** The search can be restricted to investigations currently assigned to an individual PDREP user by their PDREP User ID. Given that the primary use of this search is post-investigation, this entry is not commonly used.
- **Org Code (Team):** The search can be restricted to investigations currently assigned to individual PDREP users who have entered a particular Organization Code (Team designator) in their user profiles. Given that the primary use of this search is post-investigation, this entry is not commonly used.
- **Region:** This entry formerly referred to Support Point geographical districts but would now be used to restrict the search to a particular functional division, e.g. A-AERONAUTICAL SYSTEMS. This search would most commonly be run for ALL region/division codes, which is the default.
- **Support Point Activity:** Since the primary purpose of this document is to instruct the Program Manager, this is the most common criteria used for this search. To view exhibits pending disposition for a particular CMO enter the DoDAAC for the CMO.
- **Sort:** The search can be sorted by several criteria but defaults to CAO Suspense Date.

## 7.7 Cloning 1227

PDREP gives you the ability to clone a 1227 from another record. If you want to copy and then edit the results of a previous deficiency report investigation for the same NIIN and contractor number, then cloning may be appropriate. Please see the note regarding the cloning process.

**NOTE: Cloning Past 1227 Forms:** *If you are cloning from an old record please note that the past version of the 1227 input system had fewer data entry elements than the current version. When cloning a 1227 completed before the new data entry fields were available, the information will be mapped as shown in **Figure 7.2**.*

If cloning an older 1227 report, then you should review the results and separate them into the specific elements provided in the new form.

## **8 MISDIRECTED PQDR(S)**

PQDR's can sometimes be misdirected. If you receive a PQDR that appears to have been misdirected take the following actions.

- A. Contact the Action Point to confirm that the CAGE code, contract number, etc. supplied are correct.
- B. If you are able to identify the correct CMO, use the 'Redirect to Another Support Point' link under 'Release PQDR' to transfer the PQDR. This will remove the PQDR entirely from the Work list of the transferring CMO.
- C. If the PQDR should not have been released to the Support Point level or if the recipient CMO is completely unable to determine who the correct CMO should be then the DRPM may in some cases use the 'Incorrect Recipient Activity- Return to Action Point' function. This function may be used (as a last resort) if the Action Point is a Defense Logistics Agency (DLA), Navy or Marine Corps activity with the exception of NAVAIR.

**NOTE:** *This function must not be used if the Action Point is Army, Air Force or NAVAIR as the PQDR will not be correctly processed in these cases. In these instances, the DRPM should contact the Action Point activity and gather sufficient information for redirection of the investigation or contact the PDREP Help Desk for exception processing assistance.*

## 9 SUPPORT POINT EXHIBIT/SUSPENSE SEARCH

The Program Manager Exhibit/Suspense Search was designed to allow Support Points to track the status of all exhibits, particularly for investigations where a Final Reply has already been sent. These would be cases where some follow-up or intervention by Support Point may be required in order to ensure correct disposition of the exhibits in question. The following image shows the typical input criteria and results for this search.

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

RCN Search
Advanced QDR Search
DCMA Search
NIIN/Contract Search

End Item Search
MIR PQDR Search
DCMA Exhibit/Suspense Search

PQDR - DCMA Exhibit/Suspense Search

Instructions  
(M) denotes a mandatory field  
1. Correct format for date fields is MM/DD/YYYY or use Calendar.

(M) Start Date:

Exhibit Status:

User ID:

Region:

Sort:

(M) End Date:

SYSCOM:

Org Code (Team):

Support Point Activity:

Exhibit Search Download: Click [here](#) to download data in spreadsheet

RCN	CAGE	Control No.	Region	History	Action Activity	Support Activity	CAO Suspense Date	Exhibit Requested Date	Exhibit Received Date	Exhibit Returned Date	Final Reply Date
	CPARS		E	<a href="#">View</a>		S4306A	10/17/2020				
				<a href="#">View</a>		S3102A	01/22/2021				
				<a href="#">View</a>		S3102A	03/13/2021				

Figure 9.1

To run this search, the following criteria can be entered:

- **Start and End Date:** These dates default to the system date minus three years but can be edited.
- **Exhibit Status:** The search is run for all exhibits of a single status at any given time. The most common use of this search is for investigations where the exhibit has a status of 2-OPEN.
- **SYSCOM:** The search can be restricted to a particular service or SYSCOM but would most commonly be run for all SYSCOM codes, which is the default.
- **User ID:** The search can be restricted to investigations currently assigned to an individual PDREP user by their PDREP User ID. Given that the primary use of this search is post-investigation, this entry is not commonly used.

- **Org Code (Team):** The search can be restricted to investigations currently assigned to individual PDREP users who have entered a particular Organization Code (Team designator) in their user profiles. Given that the primary use of this search is post-investigation, this entry is not commonly used.
- **Region:** This entry formerly referred to Support Point geographical districts but would now be used to restrict the search to a particular functional division, e.g. A-AERONAUTICAL SYSTEMS. This search would most commonly be run for ALL region/division codes, which is the default.
- **Support Point Activity:** Since the primary purpose of this document is to instruct the Program Manager, this is the most common criteria used for this search. To view exhibits pending disposition for a particular CMO enter the DoDAAC for the CMO.
- **Sort:** The search can be sorted by several criteria but defaults to CAO Suspense Date.

## 10 REFERENCE CODES

CATEGORY	
1	CATEGORY I
2	CATEGORY II (DAL Audit III)
CURRENT DISPOSTION	
D	DISPOSED OR DESTROYED
H	HOLDING EXHIBIT
O	OTHER
R	REPAIRED
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
RECOMMENDATION	
C	CREDIT
E	REPLACEMENT
O	OTHER
R	REPAIR
STATUS	
A	ACTIVE
A9	RESULT OF DMS/AIG SCREENING
AI	INFORMATION
SUBCATEGORY	
AIDR	Acceptance Inspection Deficiency Report
CODR	Conventional Ordnance Deficiency Report
DLAA	DLA Audit
E/HMR	Explosive/Hazardous Material Report
EI	Engineering Investigation

<b>EIR</b>	Equipment Improvement Recommendation
<b>FMS-SDR</b>	Foreign Military Sales - Supply Discrepancy Report
<b>MDR</b>	Material Deficiency Report
<b>MI</b>	Mishap Investigation
<b>MMC</b>	OF-380 Medical Material Complaint
<b>RI</b>	Routine Investigation
<b>RIDL</b>	Receipt Inspection Deficiency Log
<b>SI</b>	Safety Investigation
<b>SWDR</b>	Software Deficiency Report
<b>TPDR</b>	Technical Publication Deficiency Report
<b>TSR</b>	Technical Solution Request
<b>WCA</b>	Warranty Claim Action
<b>WHERE DISCOVERED</b>	
<b>AF</b>	AFTER-FLIGHT
<b>AI</b>	AFTER INSTALLATION
<b>AS</b>	AFTER SEA TRIALS
<b>BF</b>	BEFORE FLIGHT
<b>BS</b>	BEFORE SEA TRIALS
<b>BT</b>	BENCH TEST
<b>CC</b>	CORROSION INSPECTION
<b>DI</b>	DURING INSTALLATION
<b>DS</b>	DURING STEAM TEST
<b>DT</b>	DURING TAXI
<b>FF</b>	IN-FLIGHT
<b>IF</b>	NORMAL OPERATION
<b>LT</b>	LIMITED TECHNICAL INSPECTION
<b>MI</b>	MAINTENANCE INSPECTION
<b>NR</b>	NOT REPORTED
<b>OC</b>	OPERATIONAL CHECK
<b>OR</b>	RECEIPT INSPECTION
<b>OT</b>	OTHER
<b>PF</b>	PRE-FLIGHT INSPECTION
<b>PI</b>	PRIOR TO INSTALLATION
<b>PM</b>	PMS INSPECTION OR DURING PMS
<b>QA</b>	QA INSPECTION
<b>SI</b>	LIGHTING OFF OR STARTING

## 11 GLOSSARY

<b>PDREP ADHOC Display Name</b>	<b>Other Term(s) or Alias's possibly used in PDREP or other IT systems: Description</b>
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 User ID Login of the Action Point POC.
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.

<b>PDREP ADHOC Display Name</b>	<b>Other Term(s) or Alias's possibly used in PDREP or other IT systems: Description</b>
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.
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.

<b>PDREP ADHOC Display Name</b>	<b>Other Term(s) or Alias's possibly used in PDREP or other IT systems: Description</b>
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
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 UserID	PDREP UserID 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.

<b>PDREP ADHOC Display Name</b>	<b>Other Term(s) or Alias's possibly used in PDREP or other IT systems: Description</b>
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 Subscreeener 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 User ID	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.
Army Product Type Code	
Army Product Type Literal	Army Product Type Code Literal: Literal describing the associated code.
Army SubScr to Mstr Scr Dt	Army Subscreeener 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

<b>PDREP ADHOC Display Name</b>	<b>Other Term(s) or Alias's possibly used in PDREP or other IT systems: Description</b>
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.
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.

<b>PDREP ADHOC Display Name</b>	<b>Other Term(s) or Alias's possibly used in PDREP or other IT systems: Description</b>
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.
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

<b>PDREP ADHOC Display Name</b>	<b>Other Term(s) or Alias's possibly used in PDREP or other IT systems: Description</b>
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.
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.

<b>PDREP ADHOC Display Name</b>	<b>Other Term(s) or Alias's possibly used in PDREP or other IT systems: Description</b>
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.
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.

<b>PDREP ADHOC Display Name</b>	<b>Other Term(s) or Alias's possibly used in PDREP or other IT systems: Description</b>
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.
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

<b>PDREP ADHOC Display Name</b>	<b>Other Term(s) or Alias's possibly used in PDREP or other IT systems: Description</b>
	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.
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).

<b>PDREP ADHOC Display Name</b>	<b>Other Term(s) or Alias's possibly used in PDREP or other IT systems: Description</b>
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.
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.

<b>PDREP ADHOC Display Name</b>	<b>Other Term(s) or Alias's possibly used in PDREP or other IT systems: Description</b>
Exhibit Shipped Date	Date the requested exhibit was shipped.
Exhibit Shipping Doc Literal	Exhibit Shipping Document Code Literal:
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 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) Yes or (N) No or (U) Unknown.
Job Order	Shipyards field only indicating the job order number if the deficient material is designated for use in a specific job order.
KEOP	Shipyards 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.

<b>PDREP ADHOC Display Name</b>	<b>Other Term(s) or Alias's possibly used in PDREP or other IT systems: Description</b>
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.
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.

<b>PDREP ADHOC Display Name</b>	<b>Other Term(s) or Alias's possibly used in PDREP or other IT systems: Description</b>
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
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.

<b>PDREP ADHOC Display Name</b>	<b>Other Term(s) or Alias's possibly used in PDREP or other IT systems: Description</b>
Originator Rebuttal Date	Date the Originator sends a rebuttal to the results of a PQDR investigation back to the Screening Point.
Originator User ID	PDREP User ID 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.
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.

<b>PDREP ADHOC Display Name</b>	<b>Other Term(s) or Alias's possibly used in PDREP or other IT systems: Description</b>
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.
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.

<b>PDREP ADHOC Display Name</b>	<b>Other Term(s) or Alias's possibly used in PDREP or other IT systems: Description</b>
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.
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.

<b>PDREP ADHOC Display Name</b>	<b>Other Term(s) or Alias's possibly used in PDREP or other IT systems: Description</b>
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.
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.

<b>PDREP ADHOC Display Name</b>	<b>Other Term(s) or Alias's possibly used in PDREP or other IT systems: Description</b>
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.
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.

<b>PDREP ADHOC Display Name</b>	<b>Other Term(s) or Alias's possibly used in PDREP or other IT systems: Description</b>
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.
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 DRPM Support Point 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.

Contact information for the support desk is provided below:

### **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.