



Product Quality Deficiency Report (PQDR)

Local Purchase Processing

User Guide
29 January 2025

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FOREWORD

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.

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**

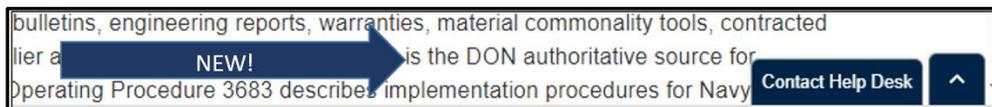
First time users are required to submit an on-line PDREP-AIS System Authorization Access Request (SAAR) form. Instructions are available on the PDREP home page as linked above. Click on the [Request Access](#) link located in the top ribbon for instructions on filling out an access request form. When 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

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](#) ▶ [Maintenance Message](#)

Last Logon: MAY 25, 2023 11:42 AM

[User Profile](#) ▶ • [Logout](#)

APPLICATIONS	Recently Accessed Record(s)		
<ul style="list-style-type: none"> 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 (RIMS) ▶ Supplier Audit & Assessments (SAA) ▶ Supply Action Module (SAM) ▶ Supply Discrepancy Report (SDR) ▶ 	Record Type	Record Control Number	Last Accessed Date/Time
SEARCHES	DB Stat		
<ul style="list-style-type: none"> CAGE ▶ DODAAC ▶ External Links ▶ FSC ▶ GIDEP ▶ NAVSUP Level I/SUBSAFE Stock Search ▶ NSN ▶ PDREP Search Qualified Product List ▶ Requisition ▶ Routing Identifier Code ▶ UII Search User Search ▶ 	<div style="border: 1px solid black; width: 100%; height: 100%;"></div>		
REPORTS			
<ul style="list-style-type: none"> Contractor Profile Material Profile 			

PDREP-AIS Version : 6.0.26.91, Build Date : 02/28/2023

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**).

Welcome, Last Logon: MAY 25, 2023 11:42 AM
[Home](#) • [Help](#) ► [Maintenance Message](#) [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) ►			
	Ad Hoc Reports		
	Clone PQDR		
	Create New PQDR		
	Search ►		
	Worklist		

SEARCHES	DB Stat
CAGE ►	
DODAAC ►	
External Links ►	
FSC ►	
GIDEP ►	
NAVSUP Level I/SUBSAFE Stock Search ►	
NSN ►	
PDREP Search	
Qualified Product List ►	
Requisition ►	
Routing Identifier Code ►	
UII Search	
User Search ►	

REPORTS
Contractor Profile
Material Profile

PDREP-AIS Version : 6.0.26.91, Build Date : 02/28/2023

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 WORKLIST

The PQDR Worklist pages are used to filter the list of PQDRs based on access role, status, DODAAC, and User Code.

2.1 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 2.1**) and the PQDR Worklist page will display (See **Figure 2.2**).

The screenshot displays the PDREP (Product Data Reporting and Evaluation Program) web application interface. At the top, a green banner reads "This system contains CUI". Below this is a header image with the PDREP logo and the text "Product Data Reporting and Evaluation Program".

Navigation and user information:

- Welcome, Home • [Help](#) ► [Maintenance Message](#)
- Last Logon: MAY 25, 2023 11:42 AM
- [User Profile](#) ► • [Logout](#)

The main navigation menu is organized into several sections:

- APPLICATIONS**
 - 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
 - Qualified Product List ►
 - Requisition ►
 - Routing Identifier Code ►
 - UII Search
 - User Search ►
- REPORTS**
 - Contractor Profile
 - Material Profile

A sub-menu is open for the "Product Quality Deficiency Report (PQDR)" application, showing the following options:

- Ad Hoc Reports
- Clone PQDR
- Create New PQDR
- Search ►
- Worklist** ←

Below the sub-menu is a "DB Stat" section with a large empty box. At the bottom of the page, the footer text reads: "PDREP-AIS Version : 6.0.26.91, Build Date : 02/28/2023".

Figure 2.1

This system contains CUI

PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)

Home • Help ► Maintenance Message 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: 05/26/2020 To Date: 05/26/2023
 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 : 6.0.26.91, Build Date : 02/28/2023

Figure 2.2

2.2 WORKLIST SETTINGS

The Worklist settings will default as shown in **Figure 2.2**, with the Activity set to your primary DODAAC and the User Code set to your PDREP User ID. Under Show Worklist For, select the desired role; ORIGINATOR, SCREENING POINT, ACTION POINT, or SUPPORT POINT. If you want to see only PQDRs currently assigned directly to you, click Display Standard Worklist button. If you want to see all PQDRs assigned to your activity (DODAAC) then you may remove your User Code and then click Display Standard Worklist button.

- A. The Status setting of CURRENT WORKLIST will return only PQDRs currently assigned to the role selected in Show Worklist For. Other available statuses include,
1. **ALL:** Returns all PQDRs assigned to the designated activity and/or user code for investigation, whether the investigation is active or already completed and whether the PQDR is open or closed.
 2. **OPEN:** Returns all PQDRs assigned to the designated activity and/or user code for investigation, whether the investigation is active or already completed but where the PQDR has not yet been closed by the Screening Point. This includes PQDRs forwarded to a Support Point but not yet returned.

3. **CLOSED:** Returns all PQDRs previously assigned to the designated activity and/or user code for investigation but where the PQDR has been closed by the Screening Point.
 4. **EXHIBIT WORKLIST:** Returns data if the Exhibit Request Date is populated and the Exhibit Return Date is not, regardless of record status (Open, Closed).
- B. The date range for the Worklist defaults to the present date minus three years but can be changed if needed. The Worklist can also be sorted by a variety of criteria but defaults to listing PQDRs in ascending order by the date on which the PQDR was first entered into PDREP.
- C. The Worklist can also be run for a specific team by entering the designator for that team in Organization Code. The results will include any PQDR currently assigned to a PDREP user for action whose user profile contains the exact Organization Code specified in the search.
- D. When you have selected the criteria, click Display Standard Worklist to view all PQDRs matching the criteria entered. The Worklist results will appear as in **Figure 2.3**.

This system contains CUI

PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)

Home • Help

PODR Worklist Create New PODR PODR Search/Reports PODR Ad hoc Reports PODR Clone

User Profile: [Logout](#)

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

Result count: 11
 Worklist Download: [Click here to download data in spreadsheet](#)

CAT	Received	History & Corresp.	RCN	SF-368	Vendor Cage	Manufacture Cage	CSI	NSN	Nomenclature	Requisition No.	Contact/Phone	Last Action	Last Corr Date	Last Corr From	Status	Days Overdue	Delete
II	12/29/2021	View	N45112:	SF-368			NO	9999	MISCELLANEOUS ITEMS			ORIGINATOR	12/29/2021		DRAFT		Delete
II	04/20/2022	View	N45112:	SF-368			NO	9999	.			ORIGINATOR	05/03/2023		DRAFT		Delete
II	04/20/2022	View	N45112:	SF-368			NO	9999	MISCELLANEOUS ITEMS			ORIGINATOR	04/20/2022		DRAFT		Delete

Figure 2.3

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. Note on Vendor CAGE/Vendor Liability: Vendor CAGE code is the party held responsible contractually for supplying the deficient material. If the PQDR is Vendor Liable, the PQDR will affect the SPRS Score of the Vendor CAGE Code identified.
- **CSI (Critical Safety Item):** Indicates whether the item reported deficient has been identified as a CSI. Investigations of CSI items should be expedited according to the policies of the investigating activities.
- **NSN (National Stock Number):** The NSN for the item reported deficient. The NSN may have as many as four separate components:
 - i. **COG:** (Optional) Two-character Cognizance Symbol of the deficient item. When used, the COG identifies the inventory manager for the deficient item.
 - ii. **FSC:** (Required) Four-digit Federal Supply Class of the deficient item.
 - iii. **NIIN:** (Optional) Nine-digit National Item Identification Number of the deficient item.
 - iv. **SMIC:** (Optional) Two-character Special Material Identification Code for the deficient item. When used, the SMIC identifies items requiring stricter controls to ensure technical integrity (e.g. Navy Nuclear).

NOTE: Click any component of the NSN to go to the NIIN/Contract Search page with the selected NSN component pre-filled. This page searches for PQDRs based on any combination of NSN components, CAGE, contract or requisition number and dates.

- **Nomenclature:** Item description associated with the NIIN.
- **Contact/Phone:** The name and telephone number (if provided) of the point of contact who forwarded the PQDR to the current Work List level.
- **Last Action:** Displays the last forwarding, release or closure action performed on the PQDR.
- **Last Corr Date:** Displays the date of the last correction was completed on the PQDR.
- **Last Corr From:** Displays the User ID 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.

2.3 PERSONALIZED PQDR WORKLIST

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

The screenshot displays the 'PQDR Worklist' interface within the 'PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)'. The page includes a navigation bar with 'Home', 'Help', 'Maintenance Message', and 'User Profile:'. Below the navigation bar are tabs for 'PQDR Worklist', 'Create New PQDR', 'PQDR Search/Reports', 'PQDR Ad hoc Reports', and 'PQDR Clone'. 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:
 - From Date:
 - DODAAC:
 - Sort:
 - Status:
 - To Date:
 - User Code:
 - 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 for Personalized Worklists:**

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**

At the bottom of the page, the version information is displayed: PDREP-AIS Version : 6.0.26.91, Build Date : 02/28/2023.

Figure 2.4

- A. To create a personalized PQDR Worklist, click Create New Worklist, see **Figure 2.4**.
- B. If it is advisable to know the number of rows before running the query for the first time, check the 'Get Row Count' check box. The initial query will return only the number of rows returned for the specified parameters. This is especially handy to check if there are more than 20,000 records that match your query. Remember to uncheck the 'Get Row Count' box when you're ready to retrieve the actual data set.
- C. After selecting Create New Worklist select the desired Data Elements for the Worklist (See **Figure 2.5**).

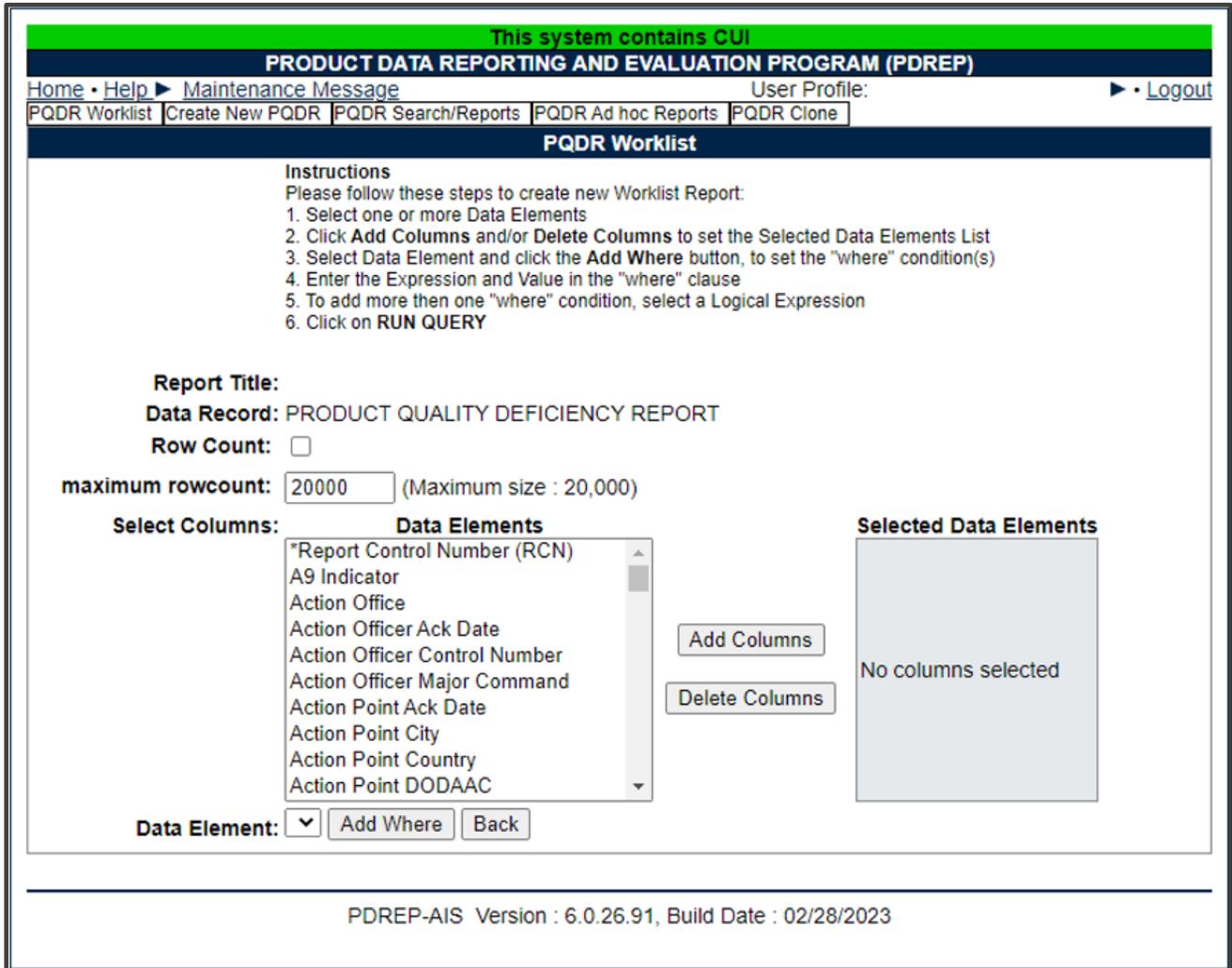


Figure 2.5

- 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 2.6**).
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 2.6**).
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 2.7**).

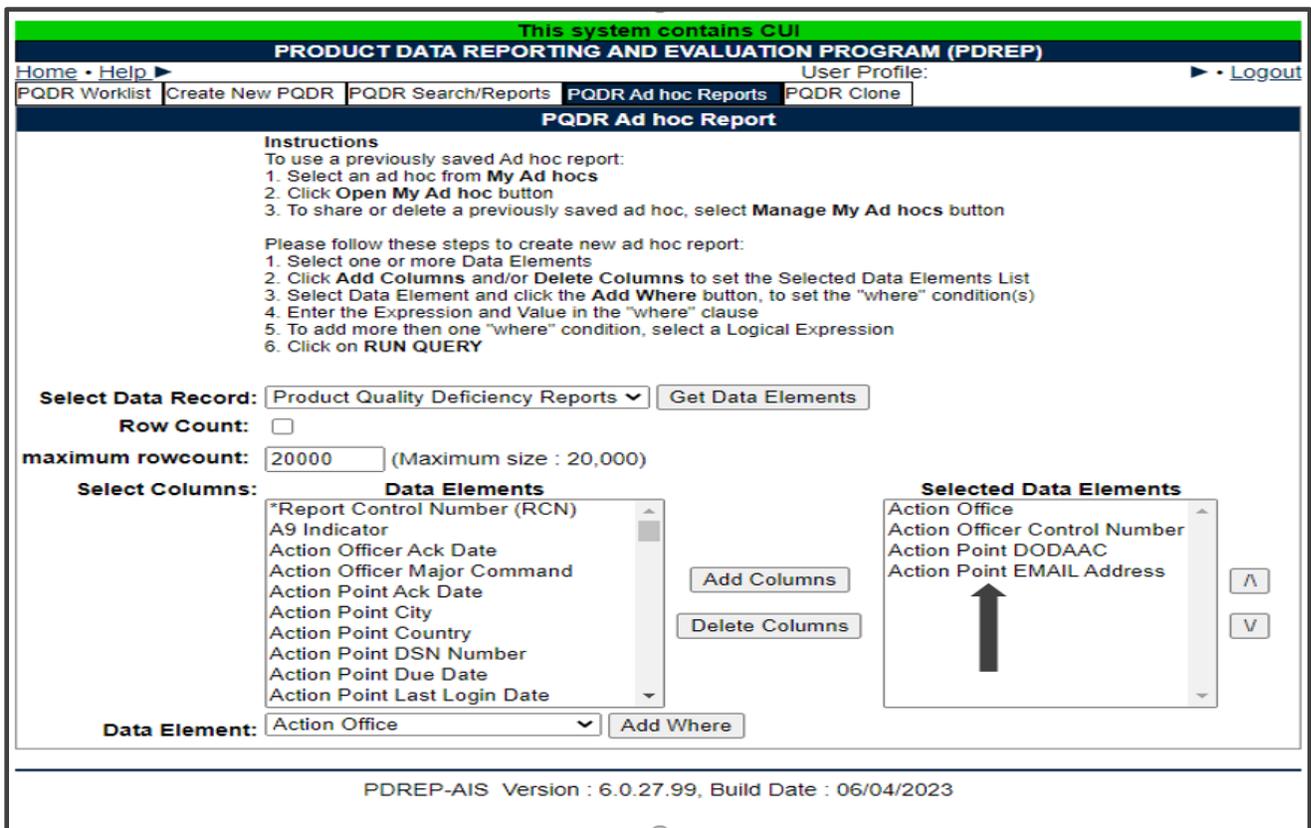


Figure 2.6

This system contains GUI

PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)

Home - Help -> Maintenance Message User Profile: PQDR USER GUIDE -> Logout

PQDR Worklist Create New PQDR PQDR Search/Reports PQDR Clone

PQDR - Ad Hoc Report

Instructions
 To use a previously saved ad hoc report:
 1. Select ad hoc from **My Ad Hoc**
 2. Click **Open My Ad Hoc** button
 3. To delete previously saved adhoc select **Manage My Ad Hoc** button

Please follow these steps to create new ad hoc report:
 1. Select a Data Record and click **Get Data Element**
 2. Select one or more Data Elements
 3. Click **Add Columns** and/or **Delete Columns** to set the Selected Data Elements List
 4. Select Data Element and click **Add Where** to set the where condition(s)
 5. Enter the Expression and Value in the Where clause
 6. To add more than one where condition select a Logical Expression
 7. Click on **RUN QUERY**

Report Title:
Data Record: PRODUCT QUALITY DEFICIENCY REPORT

Get Row Count:

Set maximum rowcount: 20000 (Maximum size : 20,000)

Select Columns:

Data Elements	Add Columns	Delete Columns	Selected Data Elements
<ul style="list-style-type: none"> Action Officer Ack Date Action Officer Major Command Action Point Ack Date Action Point DSN Number Action Point Due Date Action Point Major Command Action Point Name Action Point Phone Number Action Point Rebuttal Code Action Point Rebuttal Date 			<ul style="list-style-type: none"> Action Office Action Point Control Number Action Point DODAAC Action Point EMAIL Address

Data Element: Action Office

Data Element	Data Type	Expression	(M) Value	Logical Expression	Delete	^	v
Action Office	CHAR(20)	=	N45112	- Select -	<input type="checkbox"/>	<input type="radio"/>	

Examples of where condition for different expressions
 1. 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, ...)
 2. For IN and NOT IN Operator, Expression should be: XXXXX, XXXXX
 where XXXXX is any number or character
 3. 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 Microsoft Excel format

Product Quality Deficiency Reports - Record				
RCN	Action Office	Action Point Control Number	Action Point DODAAC	Action Point EMAIL Address
57	N45112		W58HZ1	
2	N45112	NOT AVAILABLE	FA0002	
1	N45112		SC0500	
3	N45112		N00104	

Figures 2.7

3 CREATE NEW PQDR

3.1 ACCESSING CREATE NEW PQDR

The most common originator task is to create a new PQDR in PDREP. To access Create New PQDR either select the *Create New PQDR* Link from one of the sub-link options from the PQDR in the PDREP Applications (See **Figure 3.1**) or by selecting the Create New PQDR tab after viewing the PQDR Worklist page (See **Figure 3.2**) The Create New PQDR page should display (See **Figure 3.3**). The DODAAC and access level of the user determines whether all or only some of the tabs shown in will appear.

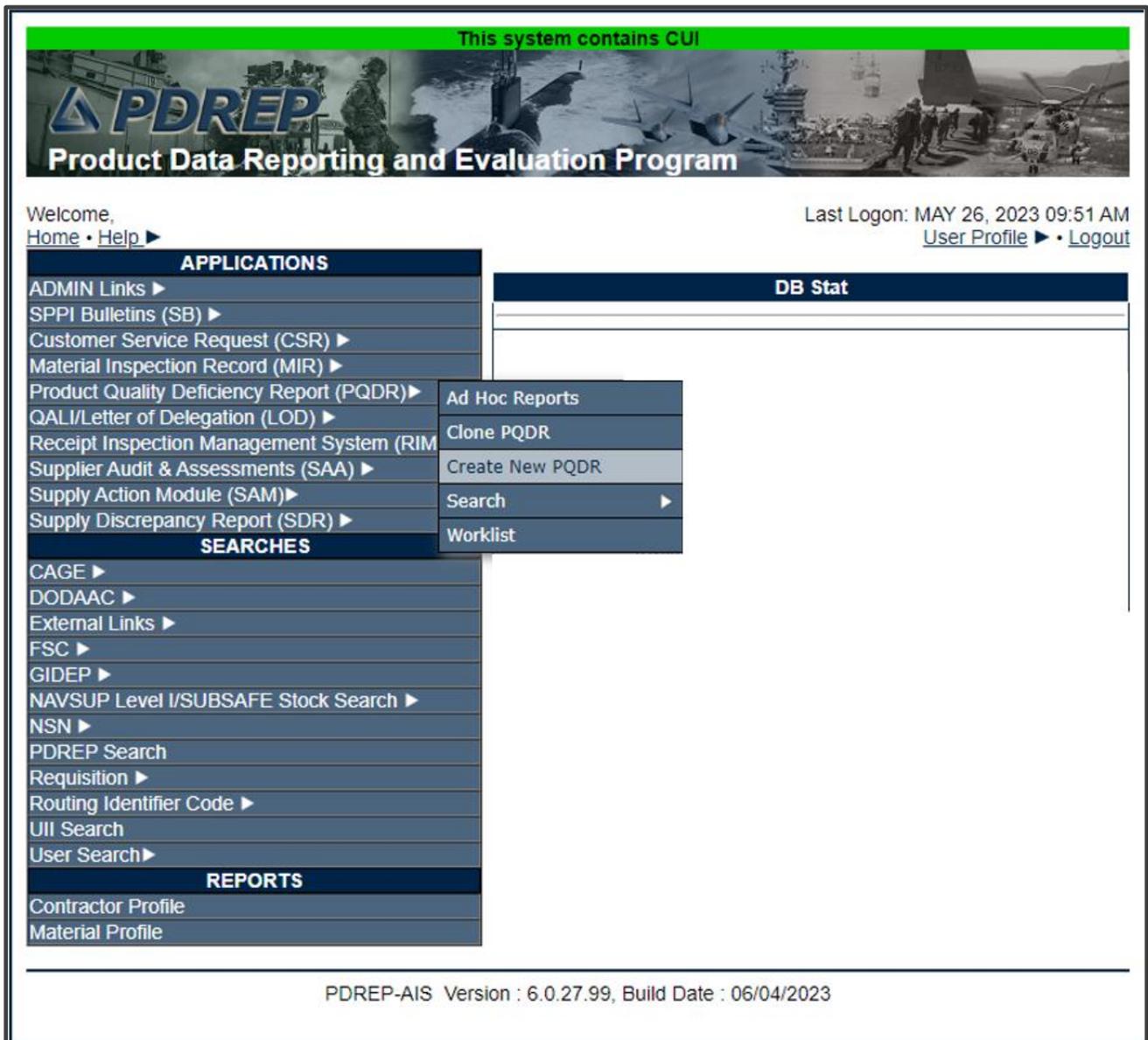


Figure 3.1

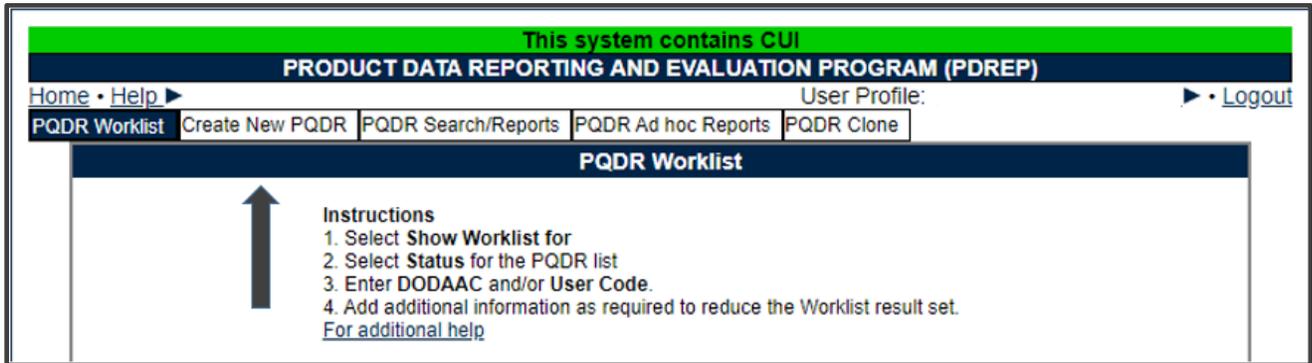


Figure 3.2

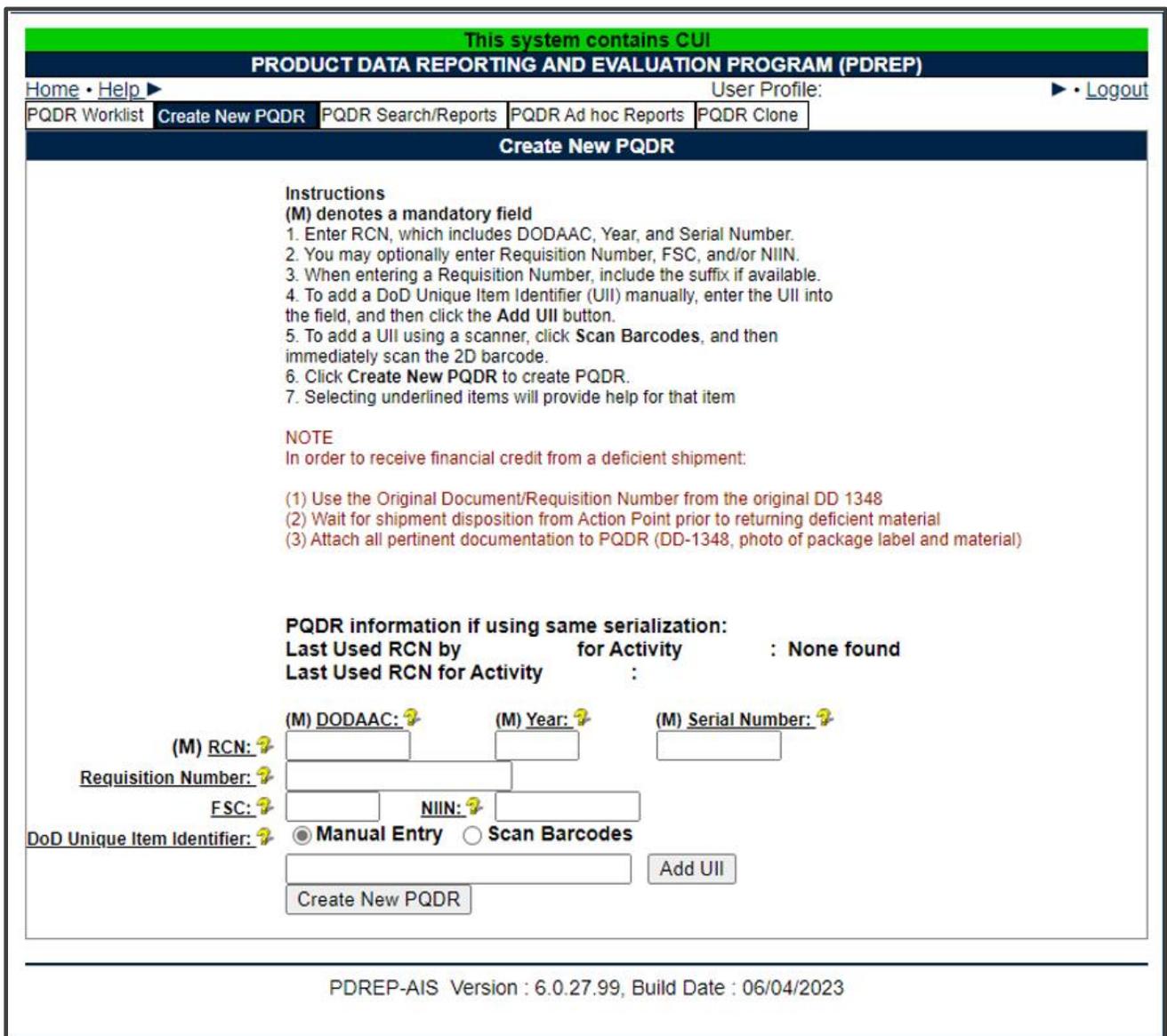


Figure 3.3

CREATE NEW PQDR

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

Create New PQDR

Instructions
(M) denotes a mandatory field
 1. Enter RCN, which includes DODAAC, Year, and Serial Number.
 2. You may optionally enter Requisition Number, FSC, and/or NIIN.
 3. When entering a Requisition Number, include the suffix if available.
 4. To add a DoD Unique Item Identifier (Ull) manually, enter the Ull into the field, and then click the **Add Ull** button.
 5. To add a Ull using a scanner, click **Scan Barcodes**, and then immediately scan the 2D barcode.
 6. Click **Create New PQDR** to create PQDR.
 7. Selecting underlined items will provide help for that item

NOTE
 In order to receive financial credit from a deficient shipment:

(1) Use the Original Document/Requisition Number from the original DD 1348
 (2) Wait for shipment disposition from Action Point prior to returning deficient material
 (3) Attach all pertinent documentation to PQDR (DD-1348, photo of package label and material)

PQDR information if using same serialization:
 Last Used RCN by _____ for Activity _____ : None found
 Last Used RCN for Activity _____ :

(M) RCN: ? (M) DODAAC: ? (M) Year: ? (M) Serial Number: ?
 Requisition Number: ?
 FSC: ? NIIN: ?
 DoD Unique Item Identifier: ? Manual Entry Scan Barcodes

←

PDREP-AIS Version : 6.0.27.99, Build Date : 06/04/2023

Figure 3.4

It is extremely important to provide as much information as is available about any deficiency. Mandatory fields in PQDR are marked with **(M)** and some additional fields may be required depending upon entries into other fields, but most fields are not mandatory. Without the information in those fields however, it may be impossible to conduct a thorough investigation. The end result may be recurrence of preventable defects, lack of credit or replacement for deficient items and potential failures of critical materiel after installation.

- A. An **(M)** by any data field indicates it is a mandatory field.
- B. Clicking the yellow question mark next to any field name links displays information about that data field.
- C. The fields in the Create New PQDR tab are described as follows,
 - 1. **(M) RCN:** Enter a record control number (RCN); the system suggests the next available RCN for your DODAAC. The RCN consists of your reporting activity DODAAC, Year, and Serial Number. These three fields are auto-filled, but can be changed. As a reference, the last RCN used by the reporting activity and the individual are listed. RCNs may only be used once. Typically, users start RCN serial numbering sequences with serial number '0001' when there are no previous RCNs for the current year in PDREP.
 - 2. **Requisition Number:** The requisition number is optional, but is highly suggested as it speeds up processing of your PQDR. Enter the 14-character Requisition Number and when the Requisition Number has a Suffix; enter the Suffix as the 15th character at the end of the Requisition Number. The Requisition Number field also assists in auto-populating data on the PQDR.
 - 3. **FSC and NIIN:** are optional fields on this page; however, FSC is a mandatory field when completing the PQDR form. The FSC and NIIN also assist in auto filling additional data fields in the PQDR in the event that the Requisition Number is unable to be located.
 - 4. **DoD Unique Item Identifier (UII):** is an optional field. Item unique identification is a DoD requirement that enables life cycle traceability. All UIIs are maintained in the DoD's Item Unique Identification (IUID) Registry Database which is external to PDREP. To add a UII, type, cut and paste (from another application on your computer), or scan the 2D barcode(s) of material being reported into the DoD Unique Item Identifier field. PDREP will verify the UII with the IUID Registry to ensure only valid UIIs are entered into the QDR and that other similar markings or barcodes cannot be entered.
 - i. To add a UII manually, select the Manual Entry radial button and enter the UII into the 'DoD Unique Item Identifier' field, then click the Add UII button.
 - ii. To add an UII using a scanner, select the Scan Barcodes radial button, and then scan the 2D barcodes on the material or associated supply documentation.
 - iii. If the scanned UIIs are not contained in the DoD IUID Registry, the system will notify you and request you to correct or remove the incorrect UIIs.
 - iv. There may be many barcodes on supply documentation, boxes, and material. So it is quite possible to scan incorrect marks that are not UIIs. This why UII must be verified by PDREP prior to permitting them to be added to any PDREP record.

D. Click the Create New PQDR button to create and auto-populate the PQDR (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

Create New PQDR

Instructions
(M) denotes a mandatory field
 1. Enter RCN, which includes DODAAC, Year, and Serial Number.
 2. You may optionally enter Requisition Number, FSC, and/or NIIN.
 3. When entering a Requisition Number, include the suffix if available.
 4. To add a DoD Unique Item Identifier (UJI) manually, enter the UJI into the field, and then click the **Add UJI** button.
 5. To add a UJI using a scanner, click **Scan Barcodes**, and then immediately scan the 2D barcode.
 6. Click **Create New PQDR** to create PQDR.
 7. Selecting underlined items will provide help for that item

NOTE
 In order to receive financial credit from a deficient shipment:

(1) Use the Original Document/Requisition Number from the original DD 1348
 (2) Wait for shipment disposition from Action Point prior to returning deficient material
 (3) Attach all pertinent documentation to PQDR (DD-1348, photo of package label and material)

PQDR information if using same serialization:
 Last Used RCN by _____ for Activity _____ : None found
 Last Used RCN for Activity _____ :

(M) RCN: ? (M) DODAAC: ? (M) Year: ? (M) Serial Number: ?
 Requisition Number: ?
 FSC: ? NIIN: ?
 DoD Unique Item Identifier: ? Manual Entry Scan Barcodes

←

PDREP-AIS Version : 6.0.27.99, Build Date : 06/04/2023

Figure 3.5

E. The PQDR will be auto-populated based on the Requisition Number, FSC-NIIN, and/or UJI information provided. Please be patient as the system verifies the UJIs and auto-fills the new record.

3.2 PQDR DATA FIELDS

The auto-populated PQDR submission screen (See **Figure 3.6** through **Figure 3.16**).

The screenshot shows a web-based form for PQDR submission. At the top, there are five buttons: "Cancel", "Add/View Attachments", "Save Draft", "Process As Local Purchase", and "Submit PQDR". Below the buttons, the form contains several sections:

- Last Used RCN by**
Last Used RCN for Activity
- (M) Category:** Radio buttons for "CAT I" and "CAT II" (selected).
- Sub-Category:** A dropdown menu with "<SELECT>" selected.
- (M) Report Control Number:** A table with columns "Activity", "Year", and "S/N". The values are "N45112", "20", and "0009" respectively.
- (M) Date:** "01/24/2020".
- (M) 1a. From SYSCOM:** A dropdown menu with "1-NAVSEA" selected.
- DODAAC:** Fields for "Activity Name:", "Address:", and "City,State,Zip:".
- (M) 1b. Originator:** Fields for "Name" (containing "USER GUIDE"), "Telephone Number", and "Email Address". A checkbox "Use Originator's Profile address as Originator Address" is present.
- 1c. Origination Point:** Fields for "DODAAC:", "Name:", "Telephone Number:", and "Email Address:".

Figure 3.6

Figure 3.6 Data Fields

- **(M) Category:** This defaults to CAT II. The PQDR should only be identified as CAT I if the failure of the deficient item could cause serious damage or harm to equipment or personnel. When CAT I is selected a Category I Justification is required.

NOTE: PQDRs submitted as a result of a DLA Audit are always CAT II.

- **(M) Sub-Category:** This field is used to describe the nature of PQDR or the record type associated the PQDR submission.

- **(M) Report Control Number:** The RCN consists of the 6 character DODAAC of the originating activity, the 2-digit year, and a four-digit serial number. Each PQDR must have a unique RCN, no duplications are allowed. The page displays the last RCN created by you for your current activity, and by your activity's DODAAC.
- **(M) Date:** This is the date the record is submitted.
- **1.a (M) From:** The SYSCOM Field defaults to the SYSCOM value of the originating activity's DODAAC and can be edited, if needed. The activity name, address, city, state, and ZIP will default to the address for the activity (DODAAC) in your User Profile. Also, if you have a different physical address in your User Profile than the default for the DODAAC you may check 'Use Originator's Profile address as Originator Address' and use the address from your User Profile instead.
- **1.b (M) Originator:** This is the person who discovered the deficiency.
- **1.c Origination Point:** The Origination Point is the person who actually submitted the PQDR. This person can be the same as the Originator, however some activities have a consolidated Origination Point that submits PQDRs on behalf of everyone at the activity.

(M) 3. Description Of Deficiency

DETAILED DESCRIPTION OF DEFICIENCY HERE

Supporting Documentation

DO YOU SUSPECT THIS MATERIEL TO BE COUNTERFEIT? YES NO

Where Deficiency Discovered

<SELECT>

Figure 3.7

Figure 3.7 Data Fields

- **(M) 3. Description of Deficiency:** Enter a detailed narrative description of deficiency, referencing any applicable tests, drawings and design specifications.
- **Supporting Documentation:** Enter supporting information such as drawings, specifications, software, hardware, related data, or environmental conditions at the time of defect discovery, and other supporting information.

- **Category I Justification:** This block only appears if CAT I is selected. If the PQDR was classified as Category I then a justification is required.
- **(M) DO YOU SUSPECT THIS MATERIAL TO BE COUNTERFEIT?** If you suspect counterfeit materiel, answer the question by clicking YES, PDREP will automatically select the 5AS - COUNTERFEIT MATERIEL, SUSPECT.
- **Where Deficiency Discovered:** Select an appropriate code from the drop down list.

(M) 4. Date Deficiency Was Discovered
 

5. Deficient Item National Stock Number (NSN)

COG	(M)FSC	NIIN	SMIC		Critical Safety Item
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Lookup FSC"/>	N

Local Stock Number (LSN)

Navy Item Control Number (NICN)

(M) Material Level Code
 

Figure 3.8

Figure 3.8 Data Fields

- **(M) 4. Date Deficiency Was Discovered:** Defaults to the current date but can be edited.
- **Deficient Item National Stock Number (NSN):** The NSN is made from the COG (Cognizance Symbol, used by Navy only), FSC (Federal Supply Class), NIIN (National Item Identification Number) and SMIC (Special Material Identification Code, used by Navy only). Can be auto-filled from the NIIN but can also be edited. At a minimum an FSC must be supplied in order to process a PQDR. The ‘Lookup FSC’ button is a link to an external website that allows the Originator to research the FSC codes.
- **Local Stock Number (LSN):** Use as alternate when National Stock Number (NIIN) is unknown.
- **Critical Safety Item:** Auto-fills from the NIIN and may not be edited.
- **(M) Material Level Code:** Select the appropriate Quality Assurance level of the material from the drop down list.

(M) 6. Deficient Item Nomenclature

Procurement Group Code (PGC) DODIC/NALC (ammunition)

Unit Cost Unit of Issue Credit Card Buy Indicator

 <SELECT>

Estimated Repair Cost Job Order-Keop

 -

ER Report Control Number

-

MIR Report Control Number

-

Shipper's DODAAC/CAGE Code

GBL Number

Manufacturing Material Specification

<SELECT>

Figure 3.9

Figure 3.9 Data Fields

- **(M) 6. Deficient Item Nomenclature:** Auto-fills based on the NIIN (or FSC if NIIN not filled in) and may be edited, if no nomenclature is auto-populated.
- **Procurement Group Code (PGC):** This is a DLA field that auto-fills from the NIIN if the deficient material is a clothing item.
- **DODIC/NALC (ammunition):** Used to identify the Department of Defense Identification Code (DODIC) or Naval Ammunition Logistics Code (NALC) for ammunition components.
- **Unit Cost:** May be filled automatically from the NIIN if one was provided. Enter or Edit the correct Unit Cost if known.

- **Unit of Issue:** Select the unit (e.g. EA-Each, LO-Lot, etc.) in which the item is issued. This will also be automatically filled if a valid NIIN was provided.
- **Credit Card Buy Indicator:** Check the credit card indicator if the deficient material was acquired through a local credit card purchase.
- **Estimated Repair Cost:** Enter an estimated repair cost, if known.
- **Job Order/KO:** Enter the Job Order number and the designator for the operation KO if the material is designated for use in a specific job order. This is typically used by Navy Units.
- **ER Report Control Number:** Link to an ERS record by providing the RCN_ACTIVITY, RCN_NUMBER of the ERS record you want to link to. If an ERS record is not found a UNR record is added.
- **MIR Report Control Number:** To associate a Material Inspection Report (MIR) or Acceptance Inspection Discrepancy Report (AIDR) with the deficient item, enter the MIR/AIDR Serial Number and click Add MIR. To remove a MIR/AIDR, left click on the MIR number to highlight it and click the Remove MIR button.
- **Shipper's DODAAC/CAGE Code:** Enter the Shipper's DODAAC or CAGE Code if known or click Lookup CAGE or Lookup DODAAC. The Lookup buttons provide a search tool to find the DODAAC or CAGE if the Name of the shipper is known.
- **GBL Number:** Enter the Government Bill of Lading (GBL) number from shipping paperwork if provided.
- **Manufacturing Material Specification:** Captures the manufacturing/material specification. This will allow search of deficiencies by specification in support of product quality data analysis.

7. **Operating Time at Failure**
 <SELECT> (Specify hours, days, cycles, etc.)

8. **Deficient Item Part Number**

9. **Vendor CAGE Code (Contracted Supplier)**

a. Manufacturer CAGE Code

10. **Quantity**

(M) a. Received	b. Inspected	(M) c. Deficient	d. In Stock
<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

DoD Unique Item Identifier
 Manual Entry Scan Barcodes

Figure 3.10

Figure 3.10 Data Fields

- **Operating Time at Failure:** If the deficient item was already installed or used, specify in the appropriate units (e.g. hours, cycles, etc.).
- Deficient Item Part Number: Enter if known.
- **Vendor CAGE Code:** Enter if known or click Lookup. This should be the CAGE of the vendor or repair facility that supplied the deficient item. The Lookup button provides a search tool to find the CAGE if the name of the Vendor is known. Note on Vendor CAGE/Vendor Liability: Vendor CAGE code is the party held responsible contractually for supplying the deficient material. If the PQDR is Vendor Liable, the PQDR will affect the SPRS Score of the Vendor CAGE Code identified.
- **Manufacturer CAGE Code:** Enter if known or click Lookup. This should be the CAGE of the manufacturer of the deficient item. The Lookup button provides a search tool to find the CAGE if the name of the Manufacturer is known.
- **10. Quantity (M)**
 - **a. Received b. Inspected (M) c. Deficient d. In Stock:** Enter the quantities received, inspected, deficient and remaining in stock (e.g. the number of the same item currently in inventory from the same manufacturer or supplier, if known).
 - **DOD Unique Identification Identifier (UII):** Enter the UII here if the deficient item has a government-issued Unique Item Identifier (UII).

- **Repairable Item:** Select Yes, No, or Unknown. If the item is identified as Repairable then a serial number will be required. Mandatory for Navy Activities.

NOTE: Defaults to 'Unknown' for Army users. Non-Navy activities are not required to supply this information.

- **b. Date MFRD/Repaired/Overhauled:** Enter if known.
- **MFRD/Repaired/Overhauled:** Select whether the date in Block 12b applies to when the item was Manufactured, Repaired, or Overhauled.
- **c. Last Repair Facility (CAGE or DODAAC):** Enter the DODAAC or CAGE of the last repair facility. The Lookup buttons provide a search tool to find the DODAAC or CAGE if the Name of the last repair facility is known.
- **(M) 13. a. Contract Number, Delivery Order Number, and Contract Line Item No.:** Enter if known or check the box to indicate not provided/unknown. If needed, fields will be added for additional numbers.
- **b. Requisition/Document Number:** Enter if known or check the box to indicate not provided/unknown. This will be populated by the information entered on the create PQDR screen. If needed, fields will be added for additional numbers.
- **c. Purchase Order Number:** Enter if known and applicable. If needed, fields will be added for additional numbers.

(M) 14. Government Furnished Material

15. a. Item Under Warranty b. Warranty Expiration Date

Warranty Item Name

FSC NIIN

Warranty Item Serial Number

Warranty Item Claim Type

Warranty Cage

Warranty Part Number

Figure 3.12

Figure 3.12 Data Fields

- **(M) 14. Government Furnished Material:** Select whether the deficient item was furnished by the government to a contractor for use in the contractor’s manufacturing or assembly process.
- **a. Item Under Warranty:** Select whether the item is Under Warranty if known.
- **b. Warranty Expiration Date:** This date is required if the deficient item is under warranty.
- **Warranty Item Name:** Enter the warranted item’s name here.
- **FSC, NIIN:** Enter the FSC and NIIN of the warranted item here.
- **Warranty Item Serial Number:** Enter if known/applicable. If needed, fields will be added for additional numbers.
- **Warranty Cage:** CAGE Code of the entity offering the warranty.
- **Warranty Part Number:** Enter if known/applicable.

16. End Item EIC/WUC/TAMCN

17. **a. Next Higher Assembly NSN**
COG FSC NIIN SMIC

b. Nomenclature

c. Part Number **d. Serial Number** **Next Higher Assembly CAGE**

Figure 3.13

Figure 3.13 Data Fields

- **End Item EIC/WUC/TAMCN:** Enter the Navy Equipment Identification Code (EIC), Air Force Work Unit Code (WUC), or USMC Table of Authorized Materiel Control Number (TAMCN) where the deficient item is used.
- **a. Next Higher Assembly NSN:** If the item is used in another assembly before being used in the end item, enter information about the Next Higher Assembly’s (NHA) COG, FSC, NIIN and SMIC. If a next higher assembly NIIN is supplied, then clicking Auto Fill NSN will complete the NSN if the complete NSN exists in PDREP.
- **b. Nomenclature:** Enter description of the NHA.

- **c. Part Number:** Enter the part number of the NHA.
- **d. Serial Number:** Enter the serial number of the NHA.
- **Next higher Assembly CAGE:** Enter the CAGE for Next Higher Assembly CAGE.

18. **a. End Item NSN**

COG FSC NIIN SMIC

b. Nomenclature

c. Type/Model **d. Serial Number** **Part Number**

End Item CAGE **Engine Model** **Engine Serial Number**

19. **Current Disposition of Deficient Item (the Exhibit)**

Figure 3.14

Figure 3.14 Data Fields

- **18. a. End Item NSN:** Enter as much information as is known about the end item or program where the deficient item would be installed or used (e.g. SSN 706, USS Albuquerque, or F-16). If an end item NIIN is supplied, then clicking Auto Fill NSN will complete the end item NSN if the complete NSN exists in PDREP.
- **b. Nomenclature:** Enter description of the end item.
- **c. Type/Model:** Enter the type or model of the end item.
- **d. Serial Number:** Enter the serial number of the end item.
- **Part Number:** Enter the part number of the end item.
- **End Item CAGE:** Enter the CAGE for the end item.
- **Engine Model, Engine Serial Number:** Enter if applicable.
- **19. Current Disposition of Deficient item (the Exhibit):** Defaults to H- Holding. This can be changed if needed but in most cases if an investigation is expected then the Originator is directed to hold the deficient item(s) pending an exhibit request.

20. Location of Deficient Material
(DODAAC/CAGE)

Location of Exhibit Narrative (Provide details as to where the material is currently stored.)

Material Return Address

Store as Hazardous Material

21. Action Requested

(M) Status

Figure 3.15

Figure 3.15 Data Fields

- **20. Location of Deficient Material:** Enter the appropriate DODAAC or CAGE Code.
- **Location of Exhibit Narrative:** Amplifying in formation on the holding of the exhibit, if required.
- **Material Return Address:** Default entry is from the originator’s profile. Alter if necessary.
- **Store as Hazardous Material:** Check if material is identified/stored as hazardous.
- **21. Action Requested:** Select a code that best describes your expectations/ recommendation for the handling of this PQDR.

NOTE: If material return or replacement is requested then please supply a detailed Material Return Address after selecting your recommendation.

- **(M) Status:** Defaults to A-ACTIVE. This can be changed. If the PQDR is for Information Only, the status should be set to AI. If the PQDR was entered as a result of Defective Material Summary or is a stock screening request, the status should be set to A9.

NOTE: Where a data entry field corresponds to a block on the SF368 the block number is provided next to the field name.

3.3 BUTTONS

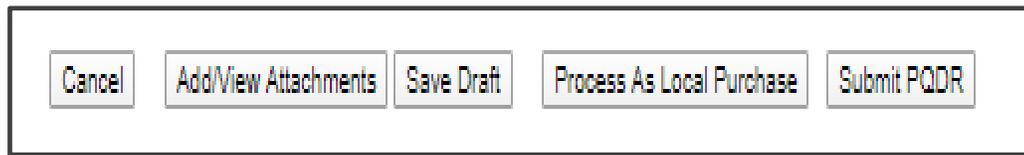


Figure 3.16

Figure 3.16 Buttons

- **Cancel:** The Cancel button returns you to the previous screen. If data was not saved using the Save Draft button, any data typed on the page is NOT saved. If the Save Draft button had been clicked at any time, then any data entered before the Save Draft will have been retained.
- **Add/View Attachments:** This button enables the user to attach typical word processing documents and pictures to the PQDR for submission.
- **Save Draft:** The Save Draft button may be used at any time to save your work as a draft to return to it later or perform occasional saves of data previously entered. Once a PQDR has been submitted and is no longer a draft this button will change its display to a Save button. Save button permits the originator to make corrections or update fields they may have been left blank on the PQDR after it was already submitted.
- **Process as Local Purchase:** If the deficient item was acquired via a local purchase and not from the supply system, then the originator may process as a Local Purchase PQDR to conduct any required investigation and disposition activities directly with the local supplier. Clicking the Process as Local Purchase link displays the Process as Local Purchase page (See **Figure 3.17**).

NOTE: This requires PQDR Local Purchase Access. To request, submit an Access Change Request.

- **Submit PQDR:** This button is not utilized when processing as a Local Purchase PQDR.

This system contains CUI

PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)

Home • Help ► Maintenance Message User Profile: PQDR (BETA) USER GUIDE ► • Logout

Unclassified Naval Nuclear Propulsion Information (U-NNPI/NOFORN) is NOT authorized.

RCN: NSN:
 Location of PQDR: ORIGINATOR

Process As Local Purchase

2. To cancel the process, click Cancel

Instructions
 1. Clicking Save will promote this PQDR to the Action Point level, and redirect the user to the Action Point base page

RCN: Preparation Date: 06/05/2020

SCREENING POINT FIELDS

Screening Point Activity:
 Screening Point Code:
 Screening Point Name:
 Screening Point Phone Number:
 Screening Point Email Address:
 Screening Point Release Date: 06/05/2020
 Screening Point Receipt Date: 06/05/2020
 SYSCOM Code: 1

ACTION POINT FIELDS

Action Point Activity:
 Action Point Code:
 Action Point Name:
 Action Point Phone Number:
 Action Point Email Address:
 Action Point Due Date: 07/05/2020

Figure 3.17

Select 'Save' to continue processing record as a Local Purchase. Select 'Cancel' to return to base page, where record will save as a draft.

4 LOCAL PURCHASE PQDR BASE PAGE – ORIGINATOR DATA ENTRY

The PQDR Base Page (See **Figure 4.1**) is the primary working page for a Local Purchase PQDR after it has been entered into PDREP. The base page also provides Originators and others with a method of reviewing PQDR status, sending relevant correspondence and viewing/adding attachments.

To access the Base Page, click on an *RCN number* from the Worklist or result of an RCN search. Actions available from the base page are described in **Section 4.1**.

The screenshot displays the PDREP (Product Data Reporting and Evaluation Program) interface. At the top, a green banner reads "This system contains CUI". Below it, a dark blue header contains the text "PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)". The navigation bar includes links for "Home", "Help", "Maintenance Message", and "User Profile: PQDR (BETA) USER GUIDE", along with a "Logout" button. A secondary navigation bar lists "PQDR Worklist", "Create New PQDR", "PQDR Search/Reports", "PQDR Ad Hoc Reports", and "PQDR Clone".

The main content area is titled "Originator Point Data Entry". It features a left-hand navigation menu with the following sections:

- CHOOSE LEVEL**
 - Originator
 - Screening Point
 - Action Point
 - Support Point
- QUICK VIEWS**
 - View SF-368 (HTML)
 - View SF-368 (PDF)
 - View Exhibit Tag
 - View Points of Contact History
- ATTACHMENTS**
 - View/Upload Files (0)
- EXHIBIT TRACKING**
 - Exhibit Tracking
 - Create DD-1348

The main content area displays the following information:

- RCN:** [Blank]
- Category:** CATEGORY II
- Location of PQDR:** ACTION POINT FROM SCREENING POINT
- NSN:** KK9999999999999999K9
- Status:** ACTIVE
- Local Purchase**
- Origination Point - Editable Fields**
(You may enter Origination Data using the SF-368 block order)
- [Blocks 1-21](#)
- [View/Add Notes or Reference Briefs](#) PDREP Note available
- Send Message To**
[Screening](#) | [Other](#)
- Session Tracking:**

A "Back" button is located at the bottom center of the page.

Figure 4.1

4.1 ORIGINATION POINT – EDITABLE FIELDS

A. Blocks 1-21

The Blocks 1-21 link opens the same data entry page that was used to create the PQDR. Updates to the original PQDR information can be made from this page even after PQDR release. (See **Figure 4.1**).

B. View/Add Notes or Reference Briefs

The View/Add Notes and reference Brief link provides access to input or view additional information about the processing of the PQDR. This information is internal to PDREP and do not appear on any reports or correspondence. They are frequently used for things like workflow notes or documenting telephone conversations regarding a PQDR. Although they are not visible outside of PDREP, the notes are visible to PDREP users at the originator's DODAAC, not just the user who entered the note.

4.2 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 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.

4.3 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. 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'.

4.4 EXHIBIT TRACKING

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

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

4.5 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.

4.6 SESSION TRACKING

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

5.2 EDIT BLOCKS 1-21 DATA

Edit Blocks 1-21

- A. To enter or edit mandatory fields from the SF368 click the Blocks 1-21 link from the Action Point base page (See **Figure 5.1**).
- B. The PQDR Data Entry Blocks 1-21 will display. For detailed explanation of Blocks 1-21 refer to **Section 3.3** of this User Guide.

5.3 ACTION POINT EDITABLE FIELDS

View/Edit Action Point Data

This page allows the Action Point to enter supplemental information about the PQDR and the investigation.

- A. To add or edit information, click the View/Edit Action Point Data link.
- B. The PQDR – View/Edit Action Point page displays (See **Figure 5.2** and **Figure 5.3**).

PQDR-View/Edit Action Point

Instructions
(M) denotes a mandatory field

Save Save and Exit Cancel

(M) Status: A -ACTIVE

Support Point Release Date: N/A

Support Point Due Date:

Action Point Due Date: 02/05/2020

Action Point Activity: N45112

Action Office:

(M) Action Point Name: LOCAL PURCHASE USER GUID

(M) Action Point Phone:

(M) Action Point Email:

Action Point Control Number:

Delivery Requirement Code: <SELECT>

Exhibit Required Ship Date:

ICP/RIC Code: N/A

LAR#:

Engineering Activity:

Last Repair Facility (CAGE or DoDAAC):

DODIC/NALC (ammunition):

Suspension Status: <SELECT> Add

Action Point Rebuttal Date:

Action QDR:

Previous RCN:

Action Point Release Date: N/A

Alert Notification:

Alert Narrative:
(max 200 characters)

Figure 5.2

- **ICP/RIC Code:** ICP/RIC (Routing Identifier Code) routing codes used.
 - **LAR#:/ Engineering Activity:** These fields are used by NAVSUP to send/note the Cognizant Design Activity and are used in the CDA letter.
 - **Last Repair Facility:** If a repair or overhaul facility will act as an investigation Support Point then the DODAAC of the overhaul facility should be entered here.
 - **DODIC/NALC (ammunition):** Used to identify ammunition and ammunition components. Used by Army users.
2. These additional fields may be used by the Action Point but they are purely informational and will not affect any other PDREP functions.
- **Suspension Status:** This function will allow you to display a message on the PQDR Base Page for all PQDR levels indicating that the investigation may be suspended for a particular period of time. This message is informational only and does not affect suspense dates. Choose a reason for the suspension and then click 'Add' and the page will expand to allow you to enter starting and ending dates and to save the suspension message.
 - **Action Point Rebuttal Date:** If the Action Points rebuts the investigation to the Support Point the date is entered.
 - **Action QDR or Previous RCN:** If the reported deficiency has been previously investigated then the Action Point may choose to enter the RCN for the previously investigated PQDR here. This is informational only and does not change the investigation process in PDREP.
 - **Action Point Release Date:** Date the Action Point sends to Support Point.
 - **Alert Notification and Narrative:** This optional indicator and narrative can be used to recommend to NAVSUP that the deficiency be reported on the monthly Defective Material Summary.
 - **Action Point Exhibit Request/Return Address:** This optional set of fields allows the Action Point to enter the address that will automatically pre-fill on letters related to exhibit handling.
3. The following buttons are on all data entry pages.
- **Save:** will validate the mandatory entries and save the data, leaving the record at this page.
 - **Save and Exit:** will validate the mandatory entries and save the data, returning the User to the PQDR base page.
 - **Cancel:** will return the User to the PQDR base page without validating or saving the data.

5.4 EDIT STOCK SCREENING DATA

Stock Screening is an optional process that the Navy uses to document the screening of Navy material stores in conjunction with a PQDR.

- A. To edit Stock Screening data fields, click the Edit Stock Screening Data link from the Action Point base page.
- B. The PQDR Stock Screening Fields page displays (See **Figure 5.4**). The Stock screening page is broken down into 3 sections: Stock Screening Codes, Stock Screening Dates and Stock Screening Data. This page provides a means to track stock screenings that have been conducted based on the PQDR.

PQDR Stock Screening	
Instructions 1. Correct format for Date Elements is MM/DD/YYYY or use Calendar 2. To save the record, click Save 3. To cancel the process, click Cancel	
<input type="button" value="Save"/> <input type="button" value="Save and Exit"/> <input type="button" value="Cancel"/>	
STOCK SCREENING CODES	
Alert Type:	<SELECT> <input type="button" value="v"/>
Action Code:	<SELECT> <input type="button" value="v"/>
STOCK SCREENING DATES	
Requested:	<input type="text"/> <input type="button" value="Calendar"/>
Status:	<input type="text"/> <input type="button" value="Calendar"/>
Initiated:	<input type="text"/> <input type="button" value="Calendar"/>
Declined:	<input type="text"/> <input type="button" value="Calendar"/>
Completed:	<input type="text"/> <input type="button" value="Calendar"/>
STOCK SCREENING DATA	
Quantity Inspected:	<input type="text"/>
Quantity Deficient:	<input type="text"/>
Narrative:	<div style="border: 1px solid gray; height: 100px; width: 100%;"></div>
<input type="button" value="Save"/> <input type="button" value="Save and Exit"/> <input type="button" value="Cancel"/>	

Figure 5.4

C. Stock Screening Codes

Stock Screening Codes include the Alert Type and Action Code.

1. The Alert Type identifies the method the stock screening request was received (See **Figure 5.5**). Choose the appropriate Alert Type from the list for the stock screening that is being initiated.

PQDR Stock Screening

Instructions
1. Correct format for Date Elements is MM/DD/YYYY or use Calendar
2. To save the record, click Save
3. To cancel the process, click Cancel

Save Save and Exit Cancel

STOCK SCREENING CODES

Alert Type: <SELECT>
Action Code: <SELECT>

STOCK SCREENING DATES

Requested: 1-AIG/NAVAL MSG
Status: 2-DMS
Initiated: 3-NUCLEAR DMS
Declined: 4-NAVAL LTR
5-BULLETIN
6-GIDEP ALERT

Figure 5.5

2. Action codes are associated with stock screening actions and determine the status of the stock screening during the process (See **Figure 5.6**).

STOCK SCREENING CODES

Alert Type: <SELECT>
Action Code: <SELECT>

Requested: PC-STOCK SCREEN COMPLETED (NAVY)
Status: PI-STOCK SCREEN INITIATED (NAVY)
Initiated: PN-STOCK SCREENING NOT RECOMMENDED
Declined: PR-STOCK SCREEN RECOMMENDED

Completed:

Figure 5.6

D. Stock Screening Dates

Stock screening dates provide status for the stock screening (See **Figure 5.7**).

- **Requested Date:** The date when the stock screening request letter is sent to the IM (auto populated by PDREP).
- **Status Date:** The date populated by the Action Point when status or results of ongoing screening action is received from the IM.
- **Initiated Date:** The date populated by the Action Point upon notification from the IM of stock screening being initiated.

STOCK SCREENING DATES	
Requested:	<input type="text"/>
Status:	<input type="text"/>
Initiated:	<input type="text"/>
Declined:	<input type="text"/>
Completed:	<input type="text"/>

Figure 5.7

- **Declined Date:** The date populated by Action Point upon notification from IM that the request for stock screening is deemed not necessary.
- **Completed Date:** The date populated by Action Point upon notification from the IM of completion of all screening actions.

E. Stock Screening Data

This section provides the results of the stock screening performed, and is updated as the requested stock screenings are completed (See **Figure 5.8**).

STOCK SCREENING DATA	
Quantity Inspected:	<input type="text"/>
Quantity Deficient:	<input type="text"/>
Narrative:	<input type="text"/>
<input type="button" value="Save"/> <input type="button" value="Save and Exit"/> <input type="button" value="Cancel"/>	

Figure 5.8

- **Quality Inspected:** A running total of Stock Screening information provided from IM (Item Manager).
- **Quantity Defective:** A running total of Stock Screening information provided from IM.
- **Narrative:** A narrative field populated by Action Point with details related to each response as needed. This field would also act as a journal to indicate and monitor the progression of the screening actions taken.

NOTE: Receive and review screening request responses from the IM and update the associated PDREP PQDR record appropriately. Continue to screen reports from the IM until the screening action is complete or cancelled. Update the PQDR records accordingly. The PQDR can be in a Closed Status while the stock screening is in process. The updates may still be entered in the record after the PQDR is closed.

5.5 COMPLETE ACTION POINT INVESTIGATION

Refer to the Closing Actions in **Section 6** of this user guide.

5.6 VIEW/ADD NOTES AND REFERENCE BRIEFS

Notes and reference briefs are internal to PDREP and do not appear on any reports or correspondence. They are frequently used for things like workflow notes or documenting telephone conversations regarding a PQDR. Although they are not visible outside of PDREP, the notes are visible to *all* PDREP users, not just the user who entered the note.

5.7 CORRESPONDENCE FUNCTIONS

Action point Letters,

Several pre-formatted letters are available for the Action Point's use during the investigation process (See Figure 5.9).

The screenshot displays the PDREP (Product Data Reporting and Evaluation Program) interface. At the top, a green banner reads "This system contains CUI". Below it, a dark blue header contains the text "PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)". The user profile is identified as "LOCAL PURCHASE USER GUIDE" with a "Logout" link. A red warning message states: "Unclassified Naval Nuclear Propulsion Information (U-NNPI/NOFORN) is NOT authorized." The record details include "RCN:" and "NSN: 1111", with the location of the PQDR being "ACTION POINT FROM SCREENING POINT". The view is set to "SF-368 SF-368 (PDF)".

The main section is titled "PQDR Correspondence". It features a "Choose Correspondence to Send:" dropdown menu currently set to "<SELECT>". A "Generate" button is located to the right of the dropdown. Below the dropdown is a list of correspondence options:

- ACTION POINT COVER LETTER
- SECOND FOLLOW-UP
- FINAL FOLLOW-UP
- REQUEST FOR REPORT EXHIBITS
- DRAFT TRANSPORTATION LETTER
- CUSTOMER SURVEY
- ACTION POINT INTERIM REPLY TO SCREENING POINT
- ACTION POINT FINAL REPLY TO SCREENING POINT
- STOCK SCREENING REQUEST
- CDA LETTER
- ACTION POINT REQUEST ADDTL ORIG INFO
- LEVEL1 SOURCE COVER LETTER
- RETURN OF PQDR EXHIBIT FOR INVESTIGATION

To the right of this list is a table with two columns: "Suspension Date" and "Edit". The table currently has two empty rows.

Figure 5.9

5.8 RELEASE PQDR

The Release PQDR options are described in the following sections.

- A. Forward to Screening Point for Closing.
- B. Re-assign/Transfer to new POC within DODAAC.

This function is seldom used for local purchase investigations, but you may use this function to reassign a PQDR to another individual Action Point with your activity.

5.9 UNDO LOCAL PURCHASE

Incorrect Recipient Activity – Return to Screening Point

In the case of local purchases, this function should only be used in case of an error where the deficient item is found not to be purchased locally. In order to redirect the PQDR into the proper investigating chain for the government supply system, the investigator would use this function and then the same function at the Screening Point level to return the PQDR to the Originator level for forwarding to an appropriate Screening Point.

5.10 SEND MESSAGE TO

Before the release of the PQDR for screening, the only links available here are 'Supervisor' and 'Other'. The page that displays is nearly identical to the forwarding page previously discussed and the same conventions should be followed. After the PQDR is released the available recipient links will change to 'Screening' for direct e-mail messages to the Screening Point and 'Other' for all other recipients.

6 CLOSING ACTIONS

Upon completion of the PQDR investigation the Action Point will review and/or enter closing codes and investigation results and return the PQDR to the Screener for closure. If a Non-Army or Army Action Point investigation was conducted then the codes will be pre-populated for the Action Point to review, edit or supplement as necessary.

Click on 'Complete Action Point Investigation' and the page will display (See **Figure 6.1** and **Figure 6.2**).

Complete Action Point Investigation

Instructions
1. Enter mandatory fields
2. Enter optional fields, if information is known
3. To save the record, click **Save**
5. To cancel the process, click **Cancel**

Save Save and Exit Cancel

(M) Deficiency Responsibility Code: <SELECT>
Severity of Defect: <SELECT>
(M) Broad Cause Code: <SELECT>
Detailed Cause Code: <SELECT>
Preventive Action Code: <SELECT>
(M) Corrective Action Code: <SELECT>
Final Exhibit Disposition Code: <SELECT>
(M) Defect Verified Ind: <SELECT>
(M) Cost Code: <SELECT>
(M) Credit Code: <SELECT>
DLA Credit Code: <SELECT>
(M) Investigation Results:
Results of Depot Surveillance:
Alert Notification:
Alert Narrative:
Disposition Code: <SELECT>

Figure 6.1

Material Disposition Narrative:
Save Save and Exit Cancel

Figure 6.2

Figure 6.2 Data Fields

- **(M) Deficiency Responsibility Code:** Identifies the party found responsible for the deficiency. Vendor or contractor liability is indicated solely by the code of 'A- PRIVATE CONTRACTOR'. All other codes indicate some degree of government liability or that the responsibility is unknown.
- **Severity of Defect:** A code identifying the severity of the defect on the material.
- **(M) Broad Cause Code:** A high level code defining the general cause of the defect.
- **Detailed Cause Code:** This code should correspond with the broad cause of the deficiency, but define it in greater detail.
- **Preventive Action Code:** If the contractor's response included preventive action, was the preventive action satisfactory to the government investigator.
- **(M) Corrective Action Code:** Identifies the corrective action taken by the contractor and/or government investigators.
- **Final Exhibit Disposition Code:** Identifies the final disposition of the material.
- **(M) Defect Verified Ind:** Was the defect verified by the government investigator.
- **(M) Cost Code:** This code should identify the party who will bear the cost of the deficiency.
- **(M) Credit Code:** Identifies whether fiscal credit is granted to the Originator.
- **DLA Credit Code (DLA only):** Optionally identifies any credit action initiated by DLA if the deficient item was DLA managed.
- **(M) Investigation Results:** The narrative here should provide a comprehensive set of findings from any investigation conducted. It is supplied by the Action Point but can be edited by the Screener.
- **Results of Depot Surveillance:** Used by Navy when a stock screen or depot surveillance was initiated as a result of this PQDR.
- **Alert Notification and Narrative:** Used by Navy to recommend to the Naval Inventory Control Point (NAVSUPWSS) that the deficiency be reported on the monthly Defective Material Summary.
- **NAVSUP Disposition Code and Narrative:** This code and the supporting narrative are used for PQDRs where NAVSUP is the Action Point.

7 GLOSSARY

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

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

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

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

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

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

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

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

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

PDREP ADHOC Display Name	Other Term(s) or Alias's possibly used in PDREP or other IT systems: Description
DTL A PERS/MSN AFFECTED	Detail A: How safety personnel or activity mission is affected: Describes, "How safety personnel or activity mission is affected." of the originator for aviation and missile reported PQDRs.
DTL B NO. SIMILAR DEFS	Detail B: Number of similar deficiencies in like items reported by the originating activity: Describes, "Number of similar deficiencies in like items reported by the originating activity." of the originator for aviation and missile reported PQDRs.
DTL C HOW DETECTED	Detail C: How deficiency was detected or confirmed: Describes, "How deficiency was detected or confirmed." of the originator for aviation and missile reported PQDRs.
DTL D STG & HNDLG INFO	Detail D: Storage and handling information: Describes, "Storage and handling information." of the originator for aviation and missile reported PQDRs.
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.

PDREP ADHOC Display Name	Other Term(s) or Alias's possibly used in PDREP or other IT systems: Description
Estimated Repair Cost	The estimated cost to repair the deficient item when it can be readily determined ((estimated repair costs + overhead costs) x quantity deficient).
Exhibit Action Marked For	Name and address supplied by the Action Point of the person to whose attention the exhibit should be shipped.
Exhibit Carrier Code	Code indicating the carrier used to ship the exhibit. Code values in QDR Exhibit Carrier.
Exhibit Carrier Literal	Exhibit Carrier Code Literal: Literal describing the associated code.
Exhibit Condition Code	Code that identifies the condition of the exhibit. Values are pulled from the QDR_EXHIBIT_CONDITION table.
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.

PDREP ADHOC Display Name	Other Term(s) or Alias's possibly used in PDREP or other IT systems: Description
Exhibit Returned Date	Date on which the Support Point sends the exhibit return letter.
Exhibit Shipment Number	Exhibit tracking Number: Reference number supplied by the carrier used to ship the exhibit.
Exhibit Shipped Date	Date the requested exhibit was shipped.
Exhibit Shipping Doc Literal	Exhibit Shipping Document Code Literal:
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)o 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.

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

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

PDREP ADHOC Display Name	Other Term(s) or Alias's possibly used in PDREP or other IT systems: Description
Originator DSN Number	7-digit Defense Switched Network phone number of the Originating Point POC.
Originator Email Address	Email address for the Originator of the PQDR.
Originator Name	Name of the POC for the Activity initiating/originating the PQDR.
Originator Phone Number	Phone Number for the Originator of the PQDR.
Originator Rebuttal Date	Date the Originator sends a rebuttal to the results of a PQDR investigation back to the Screening Point.
Originator 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.

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

PDREP ADHOC Display Name	Other Term(s) or Alias's possibly used in PDREP or other IT systems: Description
Screening Point Control Number	DMN-Document Management Number, Screening Point Case Number: A generated control number assigned by the Screening Point to track the PQDR.
Screening Point DODAAC	DODAAC of the designated Screening Point activity.
Screening Point DSN Number	DoD Defense Network phone number of the designated Screening Point POC.
Screening Point EMAIL Address	Email of the designated Screening Point individual.
Screening Point Name	Name of the designated Screening Point individual.
Screening Point Phone Number	Phone of the designated Screening Point individual.
Screening Point Rebuttal Date	Field displays the date that Screening Point sends a rebuttal to Action Point decision regarding an investigation on PQDR.
Screening Point Receipt Date	Date the designated Screening Point receives the PQDR. Defaults to the date the Originator released the PQDR or Preparation date when initiated in PDREP.
Screening Point Release Date	Date the Screening Point forwards the deficiency report to the Action Point.
Screening Point SYSCOM	Screening Point System Command: A code indicating the System Command/Service of the Screening Point which has cognizance over the PQDR. The SYSCOM Field defaults to the SYSCOM value of the originating activity's DODAAC and can be edited.
Screening Point UserID	PDREP USERID of the designated Screening Point individual.
Severity (of Defect) Code	Severity Code: Indicate the severity of the deficiency.
Shipment Number	Exhibit Tracking Number: The shipment number used to track the shipment of deficient material or PQDR exhibit.
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.

PDREP ADHOC Display Name	Other Term(s) or Alias's possibly used in PDREP or other IT systems: Description
Status	A code indicating the current status of the PQDR (Active, Closed, Follow up, etc.).
Stock Screening Action Code	Action codes are associated with stock screening actions and determine the status of the stock screening during the process.
Stock Screening Alert Type	Indicates the type of stock screening through which the deficiency was discovered. Valid entries in QDR Stock Screening.
Stock Screening Completed Date	The date populated by Action Officer upon notification from the IM of completion of all screening actions.
Stock Screening Date	Date the stock screening was performed.
Stock Screening Decline Date	The date populated by Action Officer upon notification from IM that the request for stock screening is deemed not necessary.
Stock Screening Deficient	A running total of Stock Screening (Quantity Defective) information provided from IM (Item Manager).
Stock Screening Initiated Date	Date the stock screening was performed.
Stock Screening Inspected	A running total of Stock Screening (Quantity Inspected) information provided from Item Manager.
Stock Screening Narrative	A narrative field populated by Action Officer with details related to each response as needed. This field also acts as a journal to indicate and monitor the progression of the screening actions taken.
Stock Screening Request Date	The date when the stock screening request letter is sent to the Item Manager.
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.

PDREP ADHOC Display Name	Other Term(s) or Alias's possibly used in PDREP or other IT systems: Description
Support Point DSN Number	DoD Defense Network phone number of the designated Support Point POC.
Support Point Due Date	Date by which a response is due from the Support Point. Date automatically calculated when forwarded and when interim replies and requests for exhibit are issued.
Support Point EMAIL Address	Email of the designated Support Point individual.
Support Point Name	Name of the designated Support Point individual.
Support Point Phone Number	Phone of the designated Support Point individual.
Support Point Receipt Date	Date the PQDR was forwarded to the Support Point from the Action Point.
Support Point Release Date	Date when the Support Point sends the completed investigation and PQDR to Action Point.
Support Point Team	Support Point activity ultimately responsible for the PQDR or who manages the prime contractor responsible for the PQDR.
Support Point UserID	PDREP USERID of the designated Support Point individual.
Support Pt Acknowledge Dt	Support Point Acknowledgement Date: System-generated, editable date that the Deficiency Report acknowledgement message is sent from Support Point to Action Point.
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

PDREP ADHOC Display Name	Other Term(s) or Alias's possibly used in PDREP or other IT systems: Description
UII Contract Serial number	The Unique Item Identification Number related Contract Serial Number
Unique Item Identification Number	The Unique Item Identification Number.
Unit Cost	The dollar value of the defective material (includes dollar and cents). Unit cost x quantity deficient.
Unit of Issue	Code indicating the unit in which the deficient material is issued.
Update Activity	DODAAC or User Code of the Activity that updating the record in the database.
Update Date	Computer generated date indicating the date of the most recent revision to the record.
Vendor CAGE Code	Supplier CAGE, CAGE Code: Use to identify CAGE Code related to the nonconforming materiel issue reported against the contract.
Warranty CAGE	Cage Code of the Warrantee provider.
Warranty Claim Type	Type of claim being made under the existing warrantee.
Warranty Expiration Date	Date the warranty expires on the deficient material.
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.

8 REFERENCE CODES

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

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

T	Source of Supply Repair
W	Credit Authorized,
X	No Credit Authorized.
CURRENT DISPOSTION	
D	DISPOSED OR DESTROYED
H	HOLDING EXHIBIT
O	OTHER
R	REPAIRED
DEFICIENCY RESPONSIBILITY CODE, ADC 1007E AP7.27.T14. Summary Code position 1, 2	
01	PRIVATE CONTRACTOR
02	PROCUREMENT AGENCY
03	GOVERNMENT MANUFACTURER (ORGANIC FACILITY)
04	DESIGN AGENCY
05	GOVERNMENT OVERHAUL FACILITY
06	USING ACTIVITY
07	GOVERNMENT SUPPLY ACTIVITY
08	UNKNOWN
09	INVALID REPORT
10	BLANK
11	FIELD MAINTENANCE
DETAILED CAUSE CODE, ADC 1007E AP7.27.T17. Summary Code position 5, 6, 7	
1AA	INCORRECT MATERIAL
1AB	Blank Intentionally
1AC	WELDING
1AD	PROTECTIVE COATING
1AE	IMPROPER MARKING
1AF	IMPROPER INSTALLATION
1AG	Blank Intentionally
1AH	MANUFACTURING PROCESS
1AI	INADEQUATE SOLDERING
1AJ	IMPROPER LUBRICATION
1AK	DOCUMENTATION MISSING

1AL	Blank Intentionally
1AM	DAMAGED (VISUAL)
1AN	COMPONENT FAILURE
1AO	Blank Intentionally
1AP	BRAZING
1AQ	BONDING
1AR	PITTING
1AS	HEAT TREAT
1AT	PLATING
1AU	CHEMICAL FILM
1AV	IMPREGNATION
1AW	KITTING
1AX	MACHINING (CUTTING, GRINDING, ETC.)
1AY	CLEANING
1AZ	CLEAN ROOM
2AA	INCORRECT TECHNICAL DATA PACKAGE
2AB	Blank Intentionally
2AC	Blank Intentionally
2AD	INADEQUATE TEST PROCEDURES
2AE	Blank Intentionally
2AF	Blank Intentionally
2AG	INADEQUATE CONFIGURATION CONTROL
2AH	WORK INSTRUCTIONS
2AI	Design, Inadequate
2AJ	Operational Malfunction, Electrical
2AK	Material Defective, Electronic
2AL	Operational Malfunction, Electronic
2AM	Material Defective, Electronic
2AN	Operational, Malfunction, Mechanical
2AP	Blank Intentionally
2AR	PRESERV/PACKAGING
3AA	INADEQUATE QA REQUIREMENTS

3AB	Blank Intentionally
3AC	PROCURED TO WRONG DRAWING REVISION
3AD	IMPROPER MAINTENANCE PROCEDURE
3AE	INCOMPLETE OVERHAUL
3AF	IMPROPER TORQUE
3AG	Blank Intentionally
3AH	COMPUTER (SOFTWARE) QUALITY ASSURANCE
3AI	AUTOMATIC TEST EQUIPMENT
3AJ	CALIBRATION
3AK	ELECTRONIC TESTING
3AL	MECHANICAL TESTING
3AM	NDT
3AN	FINAL INSPECTION
3AO	Blank Intentionally
3AP	CHEMICAL ANALYSIS
4AA	EXPIRED SHELF-LIFE
4AB	INAPPROPRIATE SHELF-LIFE
4AC	Blank Intentionally
4AD	TECHNICAL MANUAL ERROR
4AE	IMPROPER FIELD FIX
4AF	Electrostatic Sensitive Device Controls
4AG	Lead Free Solder
5AA	Purchasing Error
5AB	VENDOR CERTIFICATION
5AC	RECEIVING INSPECTION
5AD	Blank Intentionally
5AE	SEGREGATION OF NONCONFORMING MATERIAL
5AF	Blank Intentionally
5AG	Blank Intentionally
5AH	Blank Intentionally
5AI	Test Pressure
5AJ	Verification, Mechanical Properties

5AK	Material Defective, Mechanical
5AL	Material, Unauthorized Substitution
5AM	Specification Error
5AN	Material Identification
5AO	Mercury Free Requirement, Noncompliance
5AP	Contamination
5AQ	Finish
5AR	Assemble, Improper
5AS	COUNTERFEIT MATERIEL, SUSPECT
9XA	Undetermined - Isolated Case
9XB	Undetermined - Info Only
9XC	Undetermined - Exhibit Unavailable
9XD	Undetermined - Defect Not Duplicated
9XE	Undetermined - Item Warranty Procedures
9XX	Undetermined - Other: The root cause of the defect could not be determined for reason other than listed. use of this code requires the reason(s) for inability to identify the root cause to be stated as part of the investigation report. (For Example: budgetary constraints, equipment or test procedures are no longer practical for investigation, etc.)
9XY	Other Than Listed: Use of this code requires the detailed cause be identified as part of the investigation report.
9XZ	Invalid Report: The PQDR did not meet the requirements of DLAR 4155.24 and is considered invalid.
FINAL EXHIBIT DISPOSITION CODE, ADC 1007E AP7.27.T20. Summary Code position 10	
A	Retained As Is by User Indicates the user activity retained the exhibit for use as is.
B	Repaired by User for Use Indicates the user activity maintained or repaired the exhibit for use by the user activity.
C	Return To Supply/User in SCC "A" Indicates the exhibit was or will be returned to RFI Supply under RFI condition.
D	Return To Supply in SCC "F" Indicates the exhibit was or will be returned to NRFI Supply under normal repair cycle.
E	Return To Supply in As Suspended/Controlled Assets In SCC "J", "L", Or "Q" Indicates that exhibit was or is planned to be returned to NRFI Supply under a suspended condition. Enclosure 4, ADC 1007E Page 31
F	Return To Supply in SCC "H/S" Condemn/Scrap Indicates that the exhibit was or is planned to be returned to NRFI Supply to be scraped/destroyed.
G	Return To Vendor Without Re-Supply Indicates that the exhibit was returned to and retained by the contractor, vendor, or SOS.

H	Holding Activity Authorized to Dispose/Scrap Indicates the user or holding activity of the exhibit has or has been instructed to scrap or destroy the exhibit.
I	Disposition Not Necessary- No Exhibit Available Indicates that final disposition of exhibit is not necessary for reasons such as invalid report, info only report, materiel not received, etc.
J	Removed For Conditioned Based Maintenance (CBM) Analysis Indicates the exhibit was transferred to the CBM program and final Disposition will be executed by CBM.
K	Undetermined Indicates that final disposition of exhibit is not known or identified as part of the PQDR report
GENERAL CORRESPONDENCE CODES	
GN	Gain or increase in quantity reported
LS	Loss or decrease in quantity reported
CC	Change in point of contact information
IP	Requested information provided
MI	Minor Data Element Change Required
MJ	Major Data Element Change Required
MR	Follow Up Requested Due to Late/Missed Interim Reply
OT	Other
INTERIM REPLY CODES (Suspension Status) ADC 1007E Table AP7.27.T11.	
AE	Pending for Engineering Response
AR	Pending Approving Official Review Prior to Completion Notification
CR	Pending Credit/Replacement Determination
ED	Pending Exhibit Disposition Confirmation
ER	Exhibit Requested, Awaiting Exhibit
IR	Awaiting IM Response
MD	Pending Material Disposition
OR	Awaiting Originator Response
PA	Pending Post Award Review
PM	Awaiting PM Review
P	Pending Pre-positioned Materiel Request
RR	Pending Requisition Number request
SC	Awaiting Screening Pt Response
SP	Awaiting Support Pt Response
SR	Pending Shipment Received (Exhibit)
SS	Pending Stock Screening Results

TD	Awaiting Design Information
TR	Awaiting Test Results
VL	Pending Vendor Litigation
VR	Awaiting Vendor Response
VR	Pending Vendor Receipt of Exhibits
MATERIAL LEVEL	
01	QA-1, QC-22, LEVEL 1 NON-NUCLEAR
02	QA-2, QC-99, CIM
03	QA-3, QC-77, NON-LEVEL
04	QA-A, LEVEL 1 NUCLEAR
05	QA-G, NON-NAVAL NUCLEAR MATERIAL
06	QA-4, QC-33, NON- LEVEL 1 NON-NUCLEAR
07	QA-C, NON-LEVEL 1 NUCLEAR
09	QA-D, NON-LEVEL 2, LEVEL III NUCLEAR (NCM)
10	QA-E, NON-NAVAL NUCLEAR MATERIAL
20	FLIGHT CRITICAL (NAVAIR)
21	NOT APPLICABLE
PREVENTATIVE ACTION CODE, ADC 1007E AP7.27.T18. Summary Code position 8	
A	PROCESS CHANGED (INCLUDES CHANGES TO PROCESS INSTRUCTIONS)
B	INITIATED ENGINEERING CHANGE PROPOSAL
C	REVISED TEST PROCEDURES
D	REVISE/REVIEWED SPECIFICATION/DRAWING/TECHNICAL ORDER, PUBLICATION/MANUAL
E	BLANK INTENTIONALLY
F	ISSUED TECHNICAL/SAFETY BULLETINS
G	IMPROVED PACKAGING
H	CHANGE CONTRACTUAL REQUIREMENTS FOR FUTURE BUYS
I	POLICY CHANGED
J	QUALITY ASSURANCE REQUIREMENTS CHANGED
K	TRAINING PROVIDED/MODIFIED
L	BLANK INTENTIONALLY
M	FURTHER INVESTIGATION TO DETERMINE ROOT CAUSE AND CORRECTIVE ACTION

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

A1	Child PQDR
A2	Screening Pt Request for Information
A3	Action Point Request for Information
A4	Request for Support Point Investigation
A8	Awaiting Verification of Corrective Action
A9	Stock Screened PQDR
AA	Request for Additional Information
AB	Under Engineering Review
AC	Investigation Requested of Action Pt
AD	Action Point Accepted PQDR for Investigation
AE	Exhibit Requested
AF	Exhibit Shipped
AG	Case / PQDR Reopened
AH	PQDR Rebutted Back to Support Pt
AI	Information Only/Trending Purposes
AJ	Awaiting Credit Recommendation or Credit Reversal
AK	Awaiting Other Closing Delay
AM	Awaiting Final Materiel Disposition Instructions
AN	Awaiting Funds
AO	Record Returned to Originator
AR	Request for Additional Information
AU	OTHER
C	CLOSED
CA	Invalid PQDR
CC	Nonresponsive Investigation
CD	Defect Previously Investigated
CE	Enhancement
CF	Exhibit Unavailable
CO	Child PQDR
SUBCATEGORY	
AIDR	Acceptance Inspection Deficiency Report
CODR	Conventional Ordnance Deficiency Report

DLAA	DLA Audit
E/HMR	Explosive/Hazardous Material Report
EI	Engineering Investigation
EIR	Equipment Improvement Recommendation
FMS-SDR	Foreign Military Sales - Supply Discrepancy Report
MDR	Material Deficiency Report
MI	Mishap Investigation
MMC	OF-380 Medical Material Complaint
RI	Routine Investigation
RIDL	Receipt Inspection Deficiency Log
SI	Safety Investigation
SWDR	Software Deficiency Report
TPDR	Technical Publication Deficiency Report
TSR	Technical Solution Request
WCA	Warranty Claim Action
WHERE DISCOVERED	
AF	AFTER-FLIGHT
AI	AFTER INSTALLATION
AS	AFTER SEA TRIALS
BF	BEFORE FLIGHT
BS	BEFORE SEA TRIALS
BT	BENCH TEST
CC	CORROSION INSPECTION
DI	DURING INSTALLATION
DS	DURING STEAM TEST
DT	DURING TAXI
FF	IN-FLIGHT
IF	NORMAL OPERATION
LT	LIMITED TECHNICAL INSPECTION
MI	MAINTENANCE INSPECTION
NR	NOT REPORTED
OC	OPERATIONAL CHECK

OR	RECEIPT INSPECTION
OT	OTHER
PF	PRE-FLIGHT INSPECTION
PI	PRIOR TO INSTALLATION
PM	PMS INSPECTION OR DURING PMS
QA	QA INSPECTION
SI	LIGHTING OFF OR STARTING

9 SUMMARY

This concludes the PQDR submission instructions for PQDR Local Purchase user guide.

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

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

NSLC Portsmouth Help Desk.

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