Product Quality Deficiency Report (PQDR)

Screening Point 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 completely filled out. Mandatory fields are indicated by (M). The application will not be accepted if required information is missing.

- **Existing PDREP Users**

    Existing PDREP users may request additional or updated access privileges by submitting an updated SAAR. To do this, log into the PDREP-AIS and hover over your name in the upper right corner of the page and select 'Access Change Request'. Update the SAAR and enter a narrative to describe requested changes, read and acknowledge the User Agreement and click 'Sign and Submit Account Change Request' button to complete the submission.

NSLC Portsmouth Help Desk

Contact us via submitting a help desk ticket either via the "Contact Help Desk" button in the lower right corner of our PDREP website or via the "Help" menu within the PDREP-AIS Application. You do not need access to a PDREP-AIS application to submit a JIRA Help Desk ticket.
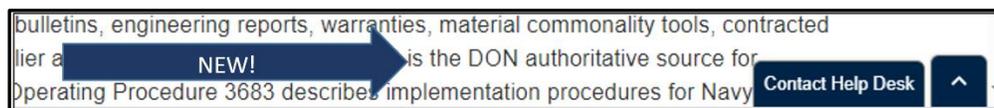
Mailing Address
Naval Sea Logistics Center Portsmouth
Bldg. 153, 2nd Floor
Portsmouth Naval Shipyard
Portsmouth, NH 03804-5000

**Additional Resources available on the NSLC Portsmouth Homepage**
To aid the PDREP-AIS user, the following resources are available to use as needed:

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

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

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

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

ACCESS LEVELS

Access to the functionality of the PQDR application is determined by the User's Access Level. PDREP maintains several Access Levels to work within the PQDR application.

If a user requires a change to their access level they will need to process a Change of Access request. This is available in the upper right of any PDREP Main page off the HELP fly out.

Navy users

Role	Functions
No Access	If a user does not have access to the PDREP-PQDR application, the program link will not appear on the user's PDREP Main Menu.
View Only	User is permitted to search and view data in the PQDR application. No ability to edit existing records or create new records.
Non-Management	User is permitted to search and view data in the PQDR application. Provides functionality to create and edit PQDR records entered by the individual as long as their primary or secondary DODAAC in the PDREP user profile match the previously entered PQDR records.
Management	User is permitted to search and view data in the PQDR application. Provides functionality to create and edit any PQDR record as long as their primary or secondary DODAAC in their PDREP user profile match the previously entered PQDR records.
Full Access	Access reserved for PDREP administrators only. User is permitted to search and view data in the PQDR application. System administrators have the capability to create and edit any PQDR record. Record deletion is possible for all records.
Local Purchase	Full Access or No Access. Allows the origination point to submit PQDRs for locally purchased items off contract / requisition.

DCMA / ARMY users

Role	Functions
No Access	If a user does not have access to the PDREP-PQDR application, the program link will not appear on the user's PDREP Main Menu.
View Only	User is permitted to search and view data in the PQDR application. No ability to edit existing records or create new records.
Non-Management	User is permitted to search and view data in the PQDR application. Provides functionality to create and edit PQDR records entered by the individual as long as their primary DODAAC in the PDREP user profile match the previously entered PQDR records.
Management	User is permitted to search and view data in the PQDR application. Provides functionality to create and edit any PQDR record as long as their primary DODAAC in their PDREP user profile match the previously entered PQDR records.
Full Access	Access reserved for PDREP administrators only. User is permitted to search and view data in the PQDR application. System administrators have the capability to create and edit any PQDR record. Record deletion is possible for all records.

1 MAIN PDREP APPLICATION SCREEN

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

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

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**).

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**).

Figure 1.2

2 PQDR AD HOC

2.1 AD HOC TOOL

Please refer to the Product Data Reporting and Evaluation Program (PDREP) Ad Hoc Search Tool User Guide for assistance using the PQDR Ad Hoc Tool.

The Ad hoc query generator can be used to generate a variety of reports; all results are downloadable to MS Excel spreadsheets, the link will be is available on the return query screen. On-screen instructions are available as a reminder on how to create the ADHOC query. The web page provides a method for users to choose a record type to query. Users may select specific data elements from the record such as date range or code, to generate query results. Queries should contain a record control number, or a date time frame.

Users can adjust queries by returning to the Ad hoc Report page. Results can be downloaded into spreadsheet format when complete. A user can save a query that they will be utilizing frequently.

For additional instruction, the Product Data Reporting and Evaluation Program (PDREP) Ad hoc Search Tool User Guide can be located at:
https://www.pdrep.csd.disa.mil/pdrep_files/reference/guides_manuals/guides_manuals.htm

(see **Figure 2.1**) or can be found by clicking the User Guides selection under the Help menu on the top of any PDREP window (see **Figure 2.2**).
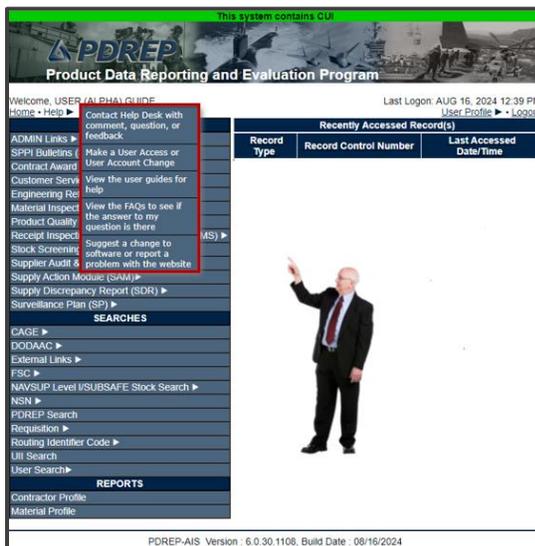

Figure 2.1
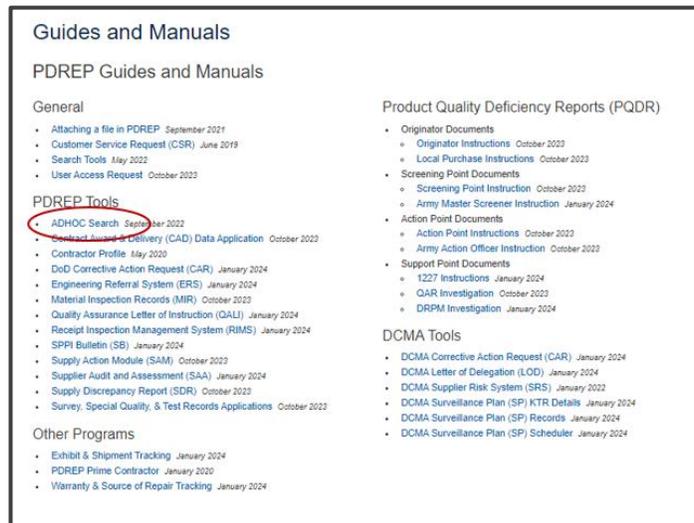
Figure 2.2

3 PQDR WORKLIST

The PQDR Worklist page is used to filter the list of PQDRs based on access role, status, DODAAC, and User Code. (see **Figure 3.1**)

Figure 3.1

3.1 ACCESSING THE PQDR WORKLIST

To access PQDR Worklist select the PQDR Worklist Link from the PQDR fly-out in the REP Applications (see **Figure 3.1**) and the PQDR Worklist page will display (see **Figure 3.2**).

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

Figure 3.2

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

1. **ALL:** Returns all PQDRs assigned to the designated activity and/or user code for investigation, whether the investigation is active or already completed and whether the PQDR is open or closed.

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

3. **CLOSED:** Returns all PQDRs previously assigned to the designated activity and/or user code for investigation but where the PQDR has been closed by the Screening Point.

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

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

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

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

Figure 3.3

Figure 3.3 Data Fields

CAT (Category): The category (I or II) of the PQDR. Category I PQDRs will be identified in red.

Received: The date when the Draft PQDR was created.

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 Screening 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 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.

      a. **COG:** (Optional) Two-character Cognizance Symbol of the deficient item. When used, the COG identifies the inventory manager for the deficient item.

      b. **FSC:** (Required) Four-digit Federal Supply Class of the deficient item.

      c. **NIIN:** (Optional) Nine-digit National Item Identification Number of the deficient item.

      d. **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).

Nomenclature: Item description associated with the NIIN.

Requisition Number: This information is key for receiving activity refunds, repair or replacement on DFAS items; typically found with deficient material paperwork or product packaging. It is most often made up of a 6-digit DODAAC, a single digit year, 3-digit Julian calendar date and a 4-digit serial number. (ex. N4511202334567).

Contact/Phone: The name and telephone number (if provided) of the point of contact who forwarded the PQDR to the current Worklist 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.

Action Point and Support Point process levels: 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.

Delete: Any PQDRs that have not been released to Screening Point are considered DRAFTs and can be removed by selecting the hyperlinked word 'Delete'. PQDRs that are in DRAFT status more than 30 days are systematically removed.

3.2 PERSONALIZED PQDR WORKLIST

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

Figure 3.4

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

A. 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.

B.   After selecting Create New Worklist select the desired Data Elements for the Worklist (see **Figure 3.5**). Functionally, this works the same as the ad hoc process. For additional instruction, the Product Data Reporting and Evaluation Program (PDREP) Ad hoc Search Tool User Guide can be located at: https://www.pdrep.csd.disa.mil/pdrep_files/reference/guides_manuals/guides_manuals.htm

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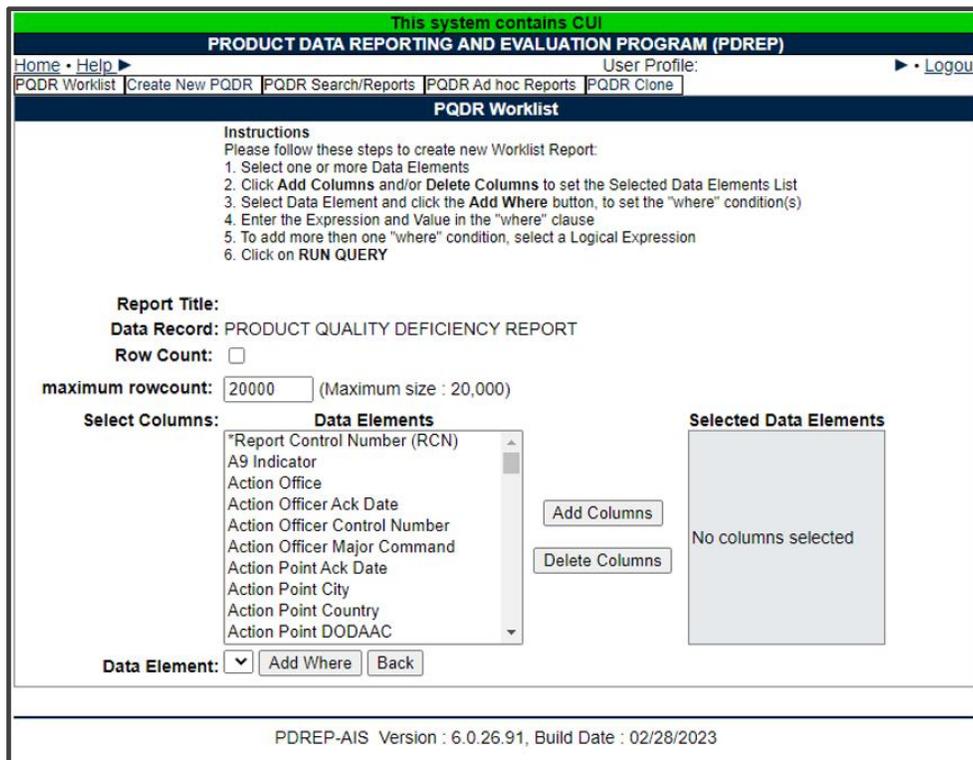
Figure 3.5

C. **Selecting of Data Elements:**

1. Selecting one Data Element will give you only the results on that individual element.

2. Multiple Data Elements may be selected in the column together by using the CTRL or Shift key.

3. Once Data Elements have been selected, click Add Columns to move them to the Selected Data Elements box. Data Elements can be removed from the Selected Data Elements box by selecting them and clicking Delete Columns (see **Figure 3.5**).

4. Data Elements can be prioritized in the Selected Data Elements box by selecting data element and using the Up and Down arrows to the right of the box.

5. Data Elements can be prioritized in the drop down next to the 'Add Where' Button.

6. After Data Elements have been selected click Add Where to go to the Worklist report query screen where values and expressions can be placed to retrieve desired report results (see **Figure 3.6**).

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 3.6** and **Figure 3.7**).

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Figure 3.6

Figure 3.7

4 SENDING ACKNOWLEDGEMENT

The Screening Point should acknowledge receipt of the PQDR and initiate the verification of information in Blocks 1-21 immediately upon receipt of the PQDR. After verifying the information is complete, the PQDR should be forwarded to the appropriate Action Point for investigation. The Screening Point may enter or add information or edit information supplied by the Originating Point using the Screening Point Editable Fields on the PQDR base page.

A.   Click the Send Screening Point Acknowledgement of Receipt link (See **Figure 4.1**). The Send Message page will be displayed (See **Figure 4.2**).

Figure 4.1

B.   A message will be sent to Originator Point and inform them of the PQDR acceptance by the Screening Point. The Send Message form displays to providing the opportunity to add comments for the Originator Screening Point. (See **Figure 4.2**).

Send Message

Cancel | Send

Email address of Screening Recipient: `SCREENING POINT_NAME_HERE@NAVY.MIL`
Select Recipient by Activity: ``
Select Recipient Email: ``

Add TO Email | Add CC Email

PQDR POC: `Originator ▼` | Add POC to CC List

CC: ``
Add CC Email: CC List

(M) Choose Correspondence Type: `Send Screening Point Acknowledgement of Receipt ▼`

Type Message:
``

(Please limit the size of message to 4000 characters)

View attachments:
bbb.txt
ccc.txt
a.png
aPDF1.pdf

List of attachments: 4 NON-CUI attachment(s) associated with this RCN.

```
All NON-CUI Attachments    ▲
bbb.txt :
ccc.txt :                  —
a.png :                    ▼
```

To send all NON-CUI attachments select the first options 'All NON-CUI Attachments'.
To select multiple attachments, press and hold CTRL key and click on attachment name.

Cancel | Send

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Figure 4.2

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5 PQDR SCREENING POINT ACTIONS

Upon receipt of a new PQDR, the Screening Point can either enter the RCN directly on the PQDR Search > RCN Search page or locate the PQDR on the Worklist page and click on the subject RCN hyperlink. Once the new PQDR has been selected by either method, the PQDR Base Page will display (see **Figure 5.1**).

Figure 5.1

In many cases the only action required by the Screening Point may be to review the submitted PQDR information for correctness and then forward it to an Action Point for investigation, or they may choose to close the PQDR. The Screening Point may add or edit information.

5.1 VIEW/EDIT SCREENING POINT DATA – TABLE FIELDS

a. To add or edit information, click the View/Edit Screening Point Data hyperlink.

b. The PQDR Screening Point Fields page displays (see **Figure 5.2**). This page allows the Screening Point to enter supplemental information about the PQDR such as stock screening or alert information, control numbers, Navy Local Routing Codes and other information. Please consult local policy for detailed information regarding the use of these fields.

Figure 5.2

c. If an RCN is submitted to the Screening Point without a requisition number and remains unknown, credit, replacement or repair will not be authorized by the Action Point. A constructed requisition number generated by the Screening Point will be required to submit for information only RCNs. See ADC's 1411& 1007E for clarification on this guidance.

5.2 EDIT BLOCKS 1-21 DATA

a. If the Screening Point needs to add or edit information that is contained in the SF368, this can be accomplished by selecting the Blocks 1-21 hyperlink on the Screening Point main data entry page. For more information on Blocks 1-21, the Originator User Guide.

b. The PQDR Blocks 1-21 page (see **Figures 5.3, 5.4, 5.5**) will display. For example, if a complete NSN was not entered the Screening Point should complete as much of the NSN as exists in the PDREP database based upon the NIIN/FSC data supplied by the Originator. This will also update the deficient item nomenclature, unit cost, etc.

c. Changes that are made to major data elements within the PQDR will be logged in the history of the RCN and can be filtered to quickly determine what changes were made.

Figure 5.3

DO YOU SUSPECT THIS MATERIEL TO BE COUNTERFEIT? ⦿ YES ○ NO

Funding Code   **Signal Code**   **Supplemental Activity**
[   ]   [   ]   [   ]

Fault Codes

```
717 - ACCIDENT DAMAGE           ▲
127 - ADJUSTMENT IMPROPER       
002 - AIR LEAK                  ●
128 - AIR START FAILURE         ▼    [ Add Fault Code ]
```

Where Deficiency Discovered
[<SELECT>   ▼]

(M) 4. **Date Deficiency Was Discovered**
[08/08/2024]

5. **Deficient Item National Stock Number (NSN)**

COG	(M)FSC	NIIN	SMIC		Critical Safety Item	Army CSI	CAI
9B	4820	008080112	[ ]	[Lookup FSC]	N	N	N

(M) **Material Level Code**
[21-NOT APPLICABLE   ▼]

(M) 6. **Deficient Item Nomenclature**
[XEA   79.62SMS   ]

Procurement Group Code (PGC)   **DODIC/NALC (ammunition)**
[   ]   [   ]

Unit Cost   **Unit of Issue**   **Credit Card Buy Indicator**
[0]   [<SELECT>   ▼]   ☐

Estimated Repair Cost   **Job Order-Keop**
[0]   [   ] - [   ]

ER Report Control Number
[   ] - [   ]   [Add ER]

MIR Report Control Number
[   ] - [   ]   [Add MIR]

SAM Report Control Number
[   ] - [   ]   [Add SAM]

Shipper's DODAAC/CAGE Code
[   ]   [Lookup DODAAC]   [Lookup CAGE]

GBL Number
[   ]

Manufacturing/ Material Specification
[   ]

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

8. **Deficient Item Part Number**
[   ]

9. **Vendor CAGE Code (Contracted Supplier)**
[   ]   [Lookup]

a. **Manufacturer CAGE Code**
[   ]   [Lookup]

10. **Quantity**

(M) a. Received	b.Inspected	(M) c.Deficient	d.In Stock
1	1	1	0

DoD Unique Item Identifier
⦿ Manual Entry   ○ Scan Barcodes
[   ]   [Add UII]

11. **Serial, Lot, Batch Number**

Serial Number	Lot/Batch Number	Lot/Batch Type
[ ]	[ ]	[<SELECT> ▼]

Figure 5.4

11. Serial, Lot, Batch Number

Serial Number   Lot/Batch Number   Lot/Batch Type
[_____]   [_____]   [<SELECT>   ▾]

(M) 12. a. Item   Repairable Item
[U-UNKNOWN   ▾]   [Unknown ▾]

b. Date MFRD/Repaired/Overhauled   MFRD/Repaired/Overhauled
[_____ 🗓]   [<SELECT>   ▾]

c. Last Repair Facility (CAGE or DoDAAC)
[_____] [Lookup DODAAC] [Lookup CAGE]

(M) 13. a. Contract Number   Delivery Order Number   Contract Line Item No.
[_____]   [_____]   [_____]
☐ Contract No. not provided or is unknown
☐ Performance Based Logistics

b. Requisition/Document Number
[_____]
☐ Requisition No. not provided or is unknown
Additional Requisition Numbers
[_____] [Add]

c. Purchase Order Number
[_____]

(M) 14. Government Furnished Material
[No ▾]

15. a. Item Under Warranty   b. Warranty Expiration Date
[No ▾]   [_____ 🗓]

Warranty Item Name
[_____]
FSC   NIIN
[____][_____]
Warranty Item Serial Number
[_____]
Warranty Item Claim Type
[_____]
Warranty Cage
[_____]
Warranty Part Number
[_____]

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
[_____]   [_____]   [_____]

18. a. End Item NSN

COG   (M)FSC (M)NIIN   SMIC
[__][____][_____][____]
☐ End Item not provided or is unknown
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)
[H-HOLDING EXHIBIT   ▾]

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
[<SELECT>   ▾]

(M) Status
[A -ACTIVE   ▾]

[Cancel] [Add/View Attachments] [Save] [Save and Exit]

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Figure 5.5

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5.3 RELEASE PQDR

5.3.1 Re-Assign/Transfer to New POC within DODAAC

This function is used to reassign a PQDR to another individual Screening Point within your activity. This can be a temporary reassignment or permanent reassignment.

From the Screening Point Data Entry base page, click the Re-Assign/Transfer to New POC within DODAAC link (see **Figure 5.6**). The Reassign PQDR from Screening Point to Screening Point form will display. Provide a reason in the message why you are reassigning. This is tracked in the history file of the RCN.

Figure 5.6

5.3.2 Redirect to an External DODAAC

This function should be used to redirect the PQDR to an entirely different Screening Point activity as required that is outside your activity. You need to have control of the record to utilize this option.

- From the Screening Point Data Entry base page, click the Redirect to an External DODAAC (see **Figure 5.7**). The Reassign PQDR from Screening Point to Screening Point form will display.

Figure 5.7

- Choose the activity (DoDAAC) of the individual Screening Point.

- Once the Screening Point Activity has been selected, the Choose Screening Point E-mail Address selection box will display beneath the Activity (see **Figure 5.8**). If there is a Focal Point email available for selection, this should be utilized.

- The system will default to the primary Screening Point for each activity. If redirecting to another activity it is usually best to accept the default rather than selecting an individual Screening Point. This is necessary so that the Screening Point for the activity can review and appropriately assign the PQDR.

Figure 5.8

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

  o Click the Show Add CC List button. The Choose CC Activity selection box will display (see **Figure 5.9).**

  o Select an Activity from the Choose CC Activity list.

- The Choose CC User selection box will display (see **Figure 5.9**)

- Click the user to CC from the Choose CC User list to highlight the selection.

- Click the Add CC button.

- The email address will be added to a Selected CC Addresses table that displays after the selection has been made (see **Figure 5.9**).

Figure 5.9

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

- Click the Add CC button.

- The address will be added directly to the Selected CC Addresses table.

- Once you have chosen your recipients, enter any desired message into the Message: box.

- Unless otherwise directed, accept the defaults for Attach PQDR Info (defaults to Yes) and Send in format (defaults to SF368).

- Click "Forward PQDR" to complete the forwarding action and release the PQDR to the Screening Point.

- Click the "Cancel" button to cancel this action.

5.3.3 Forward to Action Point:

If an investigation should be conducted by an Action Point, this function will complete the forwarding action. Click the Forward to Action Point link and the Forward PQDR from Screening Point to Action Point page (see **Figure 5.10**) will display. You need to have control of the record to utilize this option.

a. Select the DoDAAC of the Action Point from the Choose Action Point Activity selection box. The Choose Action Point E-mail Address list will display below (see **Figure 5.10**). If the email is prepopulated, you should leave this assignment.

b. The remainder of this function will be the same as reassigning to another Screening Point but if the Action Point is outside your activity, accept the default for the Action Point activity.

Figure 5.10

4.3.4. Incorrect Recipient Activity- Return to Originator

This function (see **Figure 5.11**) should be used if the PQDR was forwarded to the incorrect Screening Point activity and the correct activity to which the PQDR should be reassigned is unknown. You need to have control of the record to utilize this option.

This function may also be used if the PQDR was unintentionally released to the Screening Point and needs to be returned to the Originator's control. This link functions in the same manner as the other forwarding actions but the Originator's activity and e-mail address are pre-populated and not editable

Figure 5.11

5.4 SEND MESSAGE TO

Figure 5.12

Before releasing the PQDR to an Action Point the only prepopulated email links available here will be Originator and Other (see **Figure 5.12**). 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 'list any POCs that are acknowledged on the record to receive direct e-mail messages.

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

5.5 QUICK VIEWS

Figure 5.13

The links in the Quick Views (see **Figure 5.13**) section of the PQDR Base Page provide a way to quickly review the various forms associated with a PQDR as follows:

A. **View SF-368 (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.

D. **View 1227 (PDF):** This link is only available to non-SUPPORT POINT activities after a SUPPORT POINT investigation has been conducted and displays the DLA-1227 (Report of Investigation Results) form in a new window as an Adobe Acrobat PDF document. This is the version most representative of the paper 1227 form and is suitable for printing. This form is visible to SUPPORT POINT users while the investigation is still in progress at the SUPPORT POINT level.

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

F. **View Points of Contact:** Displays all points of contact assigned to date who may be participating in the PQDR investigation. This will include the Originator, Screening, Action and Support Point individuals as well as any Government, Contractor, Subcontractor and Shipper investigators assigned.

G. **History:** Displays a comprehensive history of all forwarding actions and correspondence to date for the subject PQDR. The text of all e-mail messages is

accessed from the History page, and links are provided to any formal letter correspondence sent from PDREP so that the correspondence can be reviewed and reprinted if needed. There are multiple filters added that will distill the history page data into like inputs.

H. **User Guides:** Link takes the user to the Guides and Manuals page off the PDREP main page.

5.6 ATTACHMENTS
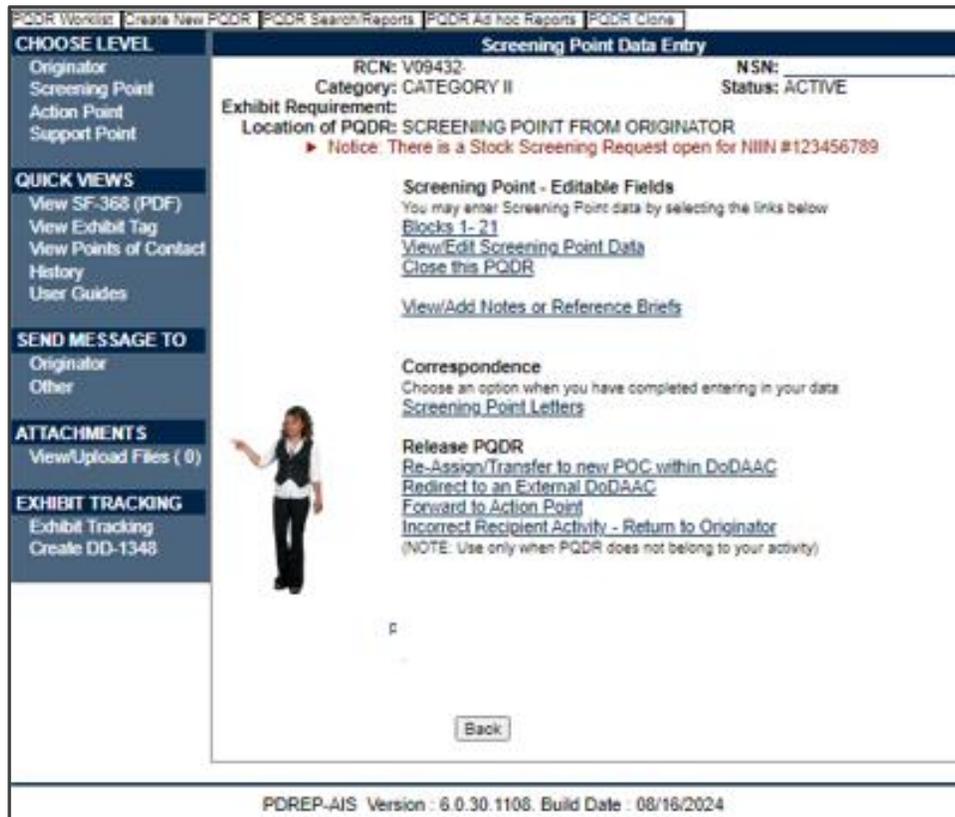
Figure 5.14

A. Files of various types that support the PQDR or the investigation can be attached to a PQDR in PDREP (see **Figure 5.14**).

B. 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, then click Add Attachments, and follow the instructions on the page. The maximum file size for any single attachment is 25 megabytes. To remove a selected attachment from the list of correspondence use control 'click of the mouse'. You can only edit or delete attachments you have entered. Attachments marked with limited distribution controls may or may not be visible to some users based on the selection made. If an attachment has been

designated with an LDC, the attachment will not be available for attachment to emails or other correspondence within the application.

For more information about the attaching a file in the attachment module, please use the following link to access the associated user guide:
https://www.pdrep.csd.disa.mil/pdrep_files/reference/guides_manuals/pdf/AttachFileInPDREP.pdf

5.7 EXHIBIT TRACKING

Figure 5.15

The shipment and receipt of exhibits associated with the PQDR investigation can be tracked here. After receiving the request to ship from the PQDR Action Point POC, select the Exhibit Tracking link and follow the instructions on the page if you wish to track exhibits (see **Figure 5.15**) or add Exhibit shipment details. Per ADC 1007E Exhibit shipments are not permitted until after Action Point acknowledgement, therefore, this functionality should not be utilized until a request to ship has been received from the listed Action Point on the record.

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

5.8 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 does 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 record POC DoDAAC, not just to the user who entered the note.

    a. To enter notes or reference briefs, click the View/Add Notes or Reference Briefs link on the Screening Point Data Entry base page. The form illustrated in **Figure 5.16** displays.

    b. Click the Add Note/Brief to complete this action. The "Add Note/Reference" section (see **Figure 5.16)** becomes visible and may be edited.

Figure 5.16

5.9 USER INFORMATION

Figure 5.17

Figure 5.18

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 (see **Figure 5.17** and **Figure 5.18**).

5.10 SESSION TRACKING

Figure 5.19

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 (see **Figure 5.19**).

6 CUI

DoDI 5200.48 Section 3.3 Handling Requirements, b.

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

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

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

7 SUMMARY

This concludes the PQDR submission instructions for PQDR Screening Point user guide.

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

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

Contact information for the support desk is provided below:

NSLC Portsmouth Help Desk.

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

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 materielly reduce the usability of the unit of supplies or services for their intended purpose.
3	Minor	A nonconformance that is not likely to materielly reduce the usability of the supplies or services for their intended purpose or is a departure from established standards having little bearing on the effective use or operation of the supplies or services.
4	Unknown	
5	No Defect Found	

STATUS	
<BLANK>	Draft Record

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

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

9 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.
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.

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

PDREP ADHOC Display Name	Other Term(s) or Alias's possibly used in PDREP or other IT systems: Description
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 Subscreener 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 Subscreener to Master Screener Date: Date a Screening Point returns the QDR to the Master Screener.
Audit Review Date	Date which a PQDR was reviewed or audited for accuracy by quality assurance or other authorized personnel by the screening point.
Aviation CBM Code	Aviation Conditioned Based Maintenance(CBM): Indicates whether a PQDR is related to Aviation Conditioned Based Maintenance (CBM).
Aviation Credit Recommendation	Credit recommendation provided on aviation and missile related PQDRs
Aviation MATCAT	Aviation Material Category: Describes the deficient items material category
Broad Cause Code	Cause Code: A code indicating the cause of the deficiency (Valid codes in QDR Cause).
CAO Suspense Date	Contract Administration Suspense Date: Date by which the next Support Point action is due; data initiated by the Contract Mgmt. Office.
Case Reopened Date	Reopened Date: Date that a closed PQDR is reopened by the Screening Point, usually occurs at the request of the Originator.
CAT 1 Justification	Category 1 Justification: Narrative explaining justification for submitting a category 1 PQDR.

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

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

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

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

PDREP ADHOC Display Name	Other Term(s) or Alias's possibly used in PDREP or other IT systems: Description
DLA Form 1227 Block 17d	DCMA Field Documents any other general remarks or comments with regard to the investigation.
DLA Form 1227 Block 18	DCMA Field Documents any comments regarding distribution of the investigation results or of the supporting documents attached to the PQDR.
DLA Form 1227 Prepared By	DCMA Field Support Point individual that prepared the 1227 investigation report.
DLA Form 1227 Reviewed By	DCMA Field Support Point official that reviewed the 1227 investigation report.
DoD Unique Item Identifier	Government issued unique identification code for government material.
DODIC/NALC	Used to identify ammunition and ammunition components. Used by Army users.
DTL A PERS/MSN AFFECTED	Detail A: How safety personnel or activity mission is affected: Describes, "How safety personnel or activity mission is affected." of the originator for aviation and missile reported PQDRs.
DTL B NO. SIMILAR DEFS	Detail B: Number of similar deficiencies in like items reported by the originating activity: Describes, "Number of similar deficiencies in like items reported by the originating activity." of the originator for aviation and missile reported PQDRs.
DTL C HOW DETECTED	Detail C: How deficiency was detected or confirmed: Describes, "How deficiency was detected or confirmed." of the originator for aviation and missile reported PQDRs.
DTL D STG & HNDLG INFO	Detail D: Storage and handling information: Describes, "Storage and handling information." of the originator for aviation and missile reported PQDRs.
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.

PDREP ADHOC Display Name	Other Term(s) or Alias's possibly used in PDREP or other IT systems: Description
End Item Serial Number	The serial number from the equipment or system in which the deficient item was installed.
End Item Type/Model	TMS/MDS, Type Model Series: The type of major weapon system, item, or commodity the deficient item is used with or on. (e.g. M16A2 rifle, M1A1 Tank, Hawk Guided Missile System).
Engine Model	The Engine Model of an aircraft.
Engineering Activity	Used along with the LAR number to send/note the Cognizant Design Activity and are used in the CDA letter.
Estimated Repair Cost	The estimated cost to repair the deficient item when it can be readily determined ((estimated repair costs + overhead costs) x quantity deficient).
Exhibit Action Marked For	Name and address supplied by the Action Point of the person to whose attention the exhibit should be shipped.
Exhibit Carrier Code	Code indicating the carrier used to ship the exhibit. Code values in QDR Exhibit Carrier.
Exhibit Carrier Literal	Exhibit Carrier Code Literal: Literal describing the associated code.
Exhibit Condition Code	Code that identifies the condition of the exhibit. Values are pulled from the QDR_EXHIBIT_CONDITION table.
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.

PDREP ADHOC Display Name	Other Term(s) or Alias's possibly used in PDREP or other IT systems: Description
Exhibit Replace Serial Number	Exhibit Replacement Serial Number: Serial number of an item sent to the Originator as a replacement for a PQDR exhibit
Exhibit Request Date	Date when the Support Point sends an exhibit request letter.
Exhibit Required Ship Date	Date the Action Point notifies the Originator to ship the deficient material (exhibit) for use in the investigation.
Exhibit Returned Date	Date on which the Support Point sends the exhibit return letter.
Exhibit Shipment Number	Exhibit tracking Number: Reference number supplied by the carrier used to ship the exhibit.
Exhibit Shipped Date	Date the requested exhibit was shipped.
Exhibit Shipping Doc Literal	Exhibit Shipping Document Code Literal:
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.

PDREP ADHOC Display Name	Other Term(s) or Alias's possibly used in PDREP or other IT systems: Description
Job Order	Shipyard field only indicating the job order number if the deficient material is designated for use in a specific job order.
KEOP	Shipyard field only indicating the operation designator if the deficient material is designated for use in a specific job order.
Ktr/QAR Notified Date	Contractor Notified Date: Date which a contractor was notified that a defect was reported.
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.
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.

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

PDREP ADHOC Display Name	Other Term(s) or Alias's possibly used in PDREP or other IT systems: Description
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 1and greater than or equal to the number deficient.
Recovery Value	Recovery dollar value. Quantity deficient X Unit Cost.
Repair Facility Indicator	Indicates whether the Manufacturer's CAGE code entered for the deficient material refers to a Repair Facility.
Repairable Item	Indicates whether the deficient item can be repaired. Applies only if the originating activity falls within a Navy SYSCOM.
Report Control Number (RCN)	The Report Control Number identifying the PQDR. It is comprised of the six position originating activity DODAAC, a two-digit calendar year, a unique four position serial number.
Reporting SYSCOM	Reporting System Command: A code indicating the System Command/Service of the Origination Point that submitted the PQDR. The SYSCOM Field defaults to the SYSCOM value of the originating activity's DODAAC and can be edited.
Requisition/Document Number	Requisition Number, Document Number: Requisition Number under which the defective material was acquired.
Results of Depot Surveillance	A narrative describing the results of the depot surveillance, if supply depot stock was screened as result of the PQDR.
Screening Point Ack. date	Screening Point Acknowledgement date: Date the screening point acknowledged receipt of the PQDR.
Screening Point Assign Date	Date a PQDR is re-assigned to the Action Point.
Screening Point Comments	A general comments field for Screening Point use only.
Screening Point Control Number	DMN-Document Management Number, Screening Point Case Number: A generated control number assigned by the Screening Point to track the PQDR.
Screening Point DODAAC	DODAAC of the designated Screening Point activity.
Screening Point DSN Number	DoD Defense Network phone number of the designated Screening Point POC.
Screening Point EMAIL Address	Email of the designated Screening Point individual.
Screening Point Name	Name of the designated Screening Point individual.
Screening Point Phone Number	Phone of the designated Screening Point individual.

PDREP ADHOC Display Name	Other Term(s) or Alias's possibly used in PDREP or other IT systems: Description
Screening Point Rebuttal Date	Field displays the date that Screening Point sends a rebuttal to Action Point decision regarding an investigation on PQDR.
Screening Point Receipt Date	Date the designated Screening Point receives the PQDR. Defaults to the date the Originator released the PQDR or Preparation date when initiated in PDREP.
Screening Point Release Date	Date the Screening Point forwards the deficiency report to the Action Point.
Screening Point SYSCOM	Screening Point System Command: A code indicating the System Command/Service of the Screening Point which has cognizance over the PQDR. The SYSCOM Field defaults to the SYSCOM value of the originating activity's DODAAC and can be edited.
Screening Point UserID	PDREP USERID of the designated Screening Point individual.
Severity (of Defect) Code	Severity Code: Indicate the severity of the deficiency.
Shipment Number	Exhibit Tracking Number: The shipment number used to track the shipment of deficient material or PQDR exhibit.
Shipper's DODAAC/CAGE	Shipped From: DODAAC of the shipper that originally shipped the defective material
Signal Code	Used to identify the Signal Code.
SMIC	Special Material Identification Code: A two position Navy Special Material Identification Code from the Federal Supply Catalog ML Management Data List C1 Vol. 2) for the referenced material; usually for a special material application.
Source of Supply (RIC/ICP)	SOS-Source of Supply, RIC-Routing Identifier Code, ICP-Inventory Control Point : Inventory Control Point, Routing Identifier Code used to identify a source of supply for the deficient material reported.
Status	A code indicating the current status of the PQDR (Active, Closed, Follow up, etc.).
Stock Screening Action Code	Action codes are associated with stock screening actions and determine the status of the stock screening during the process.
Stock Screening Alert Type	Indicates the type of stock screening through which the deficiency was discovered. Valid entries in QDR Stock Screening.
Stock Screening Completed Date	The date populated by Action Officer upon notification from the IM of completion of all screening actions.
Stock Screening Date	Date the stock screening was performed.
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).

PDREP ADHOC Display Name	Other Term(s) or Alias's possibly used in PDREP or other IT systems: Description
Stock Screening Initiated Date	Date the stock screening was performed.
Stock Screening Inspected	A running total of Stock Screening (Quantity Inspected) information provided from Item Manager.
Stock Screening Narrative	A narrative field populated by Action Officer with details related to each response as needed. This field also acts as a journal to indicate and monitor the progression of the screening actions taken.
Stock Screening Request Date	The date when the stock screening request letter is sent to the Item Manager.
Stock Screening Status Date	The date populated by the Action Officer when status or results of ongoing screening action is received from the Item Manager.
Store as Hazardous Material	Indicates whether the deficient material should be handled/stored as hazardous material.
Sub-Category	Describes the nature of a PQDR or other related Record Type.
Support Point Completed Date	Date the support point completed all actions related to the PQDR investigation.
Support Point Control Number	A user-generated control number entered by the Support Point to track the PQDR. The number is comprised of the Support Point DODAAC, the four digit year, and a four digit serial number.
Support Point DODAAC	The Department of Defense Activity Address Code (DODAAC) of the designated Support Point Activity.
Support Point DSN Number	DoD Defense Network phone number of the designated Support Point POC.
Support Point Due Date	Date by which a response is due from the Support Point. Date automatically calculated when forwarded and when interim replies and requests for exhibit are issued.
Support Point EMAIL Address	Email of the designated Support Point individual.
Support Point Name	Name of the designated Support Point individual.
Support Point Phone Number	Phone of the designated Support Point individual.
Support Point Receipt Date	Date the PQDR was forwarded to the Support Point from the Action Point.
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.

PDREP ADHOC Display Name	Other Term(s) or Alias's possibly used in PDREP or other IT systems: Description
Support Pt Acknowledge Dt	Support Point Acknowledgement Date: System-generated, editable date that the Deficiency Report acknowledgement message is sent from Support Point to Action Point.
Support Pt Detailed Cause Code	Code indicating the detailed cause of the deficiency after investigation.
Supporting Documentation	Supporting Documentation - Narrative describing the type of supporting documentation available such as drawings, specs, etc. to support the claim that a deficiency exists.
Time Since Last Overhaul	The amount of time that has passed since the deficient materials last overhaul or reworked.
Time Since Last Overhaul Code	Unit of measure for Time Since Last Overhaul
Time Since New	The amount of time that has passed since the deficient materials entered the stock system
Time Since New Code	Unit of measure for Time Since New
Total Dollar Value	Total Dollar value of deficient material listed on the PQDR
TYCOM Code	Type Command: NAVICP field that identifies the cognizant Type Command of the Originator. Defaults to the Command of the Originator.
UII Contract DODAAC	The Unique Item Identification Number's related Contract DODAAC
UII Contract Serial number	The Unique Item Identification Number related Contract Serial Number
Unique Item Identification Number	The Unique Item Identification Number.
Unit Cost	The dollar value of the defective material (includes dollar and cents). Unit cost x quantity deficient.
Unit of Issue	Code indicating the unit in which the deficient material is issued.
Update Activity	DODAAC or User Code of the Activity that updating the record in the database.
Update Date	Computer generated date indicating the date of the most recent revision to the record.
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.

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