PDREP

PRODUCT DATA REPORTING AND EVALUATION PROGRAM

DCMA Surveillance Plan (SP) Scheduler

User Guide

28 MAY 2025

Table of Contents

FOREWORD 4
REFERENCES 4
INTRODUCTION 5
1 SURVEILLANCE PLAN ACCESS 6
1.1 ACCESS LEVELS FUNCTIONS 6
1.2 ACCESSING SP 8
2 SURVEILLANCE PLAN WORKLIST 9
2.1 ACCESSING THE SP WORKLIST 9
2.2 GENERATING A WORKLIST 9
2.3 KTR DETAILS WORKLIST RESULTS 15
2.4 KCR WORKLIST RESULTS 16
2.5 RECORDS WORKLIST RESULTS 18
3 CREATING/EDITING KTR DETAILS 20
3.1 INITIATING A NEW SURVEILLANCE PLAN 20
3.2 SURVEILLANCE PLAN DATA ENTRY 21
3.2.1 Header 22
3.2.2 KTR POC 23
3.2.3 Contractor Data 26
3.2.4 Applicable Programs 28
3.2.5 Applicable Contracts 30
3.2.6 End Item(s) 32
3.2.7 Product Characteristics 41
3.2.8 Duplicate End Items 48
3.2.9 Linked PDREP Records 52
3.2.10 Plan Review 54
3.2.11 Surveillance Plan Status 55
4 RECORD LOCKING 58
4.1 ENGAGING RECORD LOCKING 58
4.2 LOCKED SP RECORDS 58
4.3 ACQUIRING/RELEASING THE KTR 58
4.4 AVOID RECORD LOCKING 60
5 SP LANDING PAGE 62
5.1 BUTTON NAVIGATION 63
5.2 SEND MESSAGE 64
5.2.1 Accessing the “Send Message” Page 64
5.2.2 Creating a Correspondence 65
5.3 SP HISTORY 70
5.4 ATTACHMENTS 73
6 SURVEILLANCE SCHEDULES 74
6.1 SCHEDULES 74
6.2 ACCESSING SP SCHEDULES 74
6.3 SP SCHEDULES PAGE 76
6.3.1 Creating a Schedule 77
6.3.2 Filtering The Schedule 80
6.4 TABLE RETURN – SCHEDULER 81
6.4.1 Changes to the Schedulers’ Return 86
6.5 BUTTON FUNCTIONALITY 86

6.6 ADDITIONAL FEATURES 88
6.6.1 Download 88
6.6.2 Page Counter 88
6.6.3 Rows Per Page 89
6.6.4 Multi-Cancel Mode 89
6.6.5 Inactive KCRs 93
7 SUMMARY 95
APPENDIX 1 – RECORD CONTROL NUMBER (RCN) 96
APPENDIX 2 – RISK RATING TABLE 97

FOREWORD

This user guide provides information about the Product Data Reporting and Evaluation Program - Automated Information System (PDREP-AIS) and is intended to assist users with the Surveillance Plan 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.

REFERENCES

- Acquisition.gov – Product and Service Code Manual
- DCMA Instruction 2301 – Contractor Effectiveness
- DCMA Manual 2301-05 – NSEP
- DCMA Instruction 2303 – Surveillance
- DCMA Manual 2303-01 – Surveillance
- DCMA Manual 2301-01 – Contractor Business Systems
- DCMA Manual 2301-07 – Contract Safety
- DCMA Instruction 2302 – Small Business
- DCMA Manual 2302-01 – Small Business
- DoD Instruction 5000.79 – Defense-wide sharing and use of Supplier and Product Performance Information
- NAVSO P3683D – Product Data Reporting and Evaluation Program (PDREP)
- Resource Page found: 2303-01 "Surveillance" (sharepoint-mil.us) (DCMA Members Only)
- SECNAVINST 4855.5C – Product Data Reporting and Evaluation Program (PDREP)

INTRODUCTION

This document is intended to guide personnel in the use of Product Data Reporting and Evaluation Program – Automated Information System (PDREP-AIS) Surveillance Plan module.
The PDREP-AIS is accessible via the Product Data Reporting and Evaluation Program home page: https://www.pdrep.csd.disa.mil/

Getting Access

- **First Time Users**

  First time users 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 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.

Contact us
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.

Additional Resources available on the NSLC Portsmouth Homepage
In order to aid PDREP-AIS users, reference these additional resources as needed:
FAQ – On the PDREP website under References, the Frequently Asked Questions page gives quick answers to the most commonly received inquiries. Your question(s) may be easily answered there.

Guides & Manuals – This area of the PDREP website (under References) 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 using 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.

1 SURVEILLANCE PLAN ACCESS

Surveillance Plan (SP) module access is based on a user's requested role as well as the functional capabilities listed in **Table 1.1**.

1.1 Access Levels Functions

Table 1.1

Role	Plan	Scheduler	Records
NO ACCESS	If a user does not have access to the PDREP-SP application, the program link will not appear on the user's PDREP-AIS Main Menu.	If a user does not have access to the PDREP-SP application, the program link will not appear on the user's PDREP-AIS Main Menu.	If a user does not have access to the PDREP-SP application, the program link will not appear on the user's PDREP-AIS Main Menu.
VIEW ACCESS	• View Plan • Access Plan • Ad Hoc Reports • View Attachments • Send Correspondence • View History	• Access Scheduler • View Schedule • Ad Hoc Reports • View Record • Export Schedule (download)	• Access Records • View Record • Ad Hoc Reports • View Attachments • Access IDR Table
Functional Specialist (FS)	**View Access Plus:** • Create a Plan • Edit Plan Details • Archive a Plan • Activate a Plan • Add/Edit/Delete Attachments • Add a KCR • Edit a KCR • Assign FS to KCR (same Team) • Remove FS from KCR (same Team)	**View Access Plus:** • Cancel Occurrence (own) • Reschedule (own) Occurrence • Create Record (own) • Complete Record (own) • Mass Cancel (own)	**View Access Plus:** • Edit Record (own) • Complete Record (own) • Send Message for Review Record (own) • Edit IDR (own) • Complete IDR (own) • Add/Edit/Delete Record and IDR Attachments

Role	Plan	Scheduler	Records
Team Lead Non-Supervisor	**FS Access Plus:** • Acquire Plan (Record Locked) • Release Plan (Record Locked)	**FS Access Plus:** • Cancel Occurrence (same Team) • Reschedule Occurrence (same Team) • Mass Cancel (same Team)	**FS Access Plus:** • Reopen Record (same Team) • ReAssign Draft Record (same Team) • Reopen IDR (same Team) • ReAssign Draft IDR (same Team)
Supervisor/ Contract Management Office (CMO)	**FS Access Plus:** • Acquire Plan (Record Locked) • Release Plan (Record Locked) • Assign FS to KCR (same DoDAAC) • Remove FS from KCR (same DoDAAC)	**FS Access Plus:** • Cancel Occurrence (same DoDAAC) • Reschedule Occurrence (same DoDAAC) • Mass Cancel (same DoDAAC)	**FS Access Plus:** • Create On-Demand Record • Delete Draft Record (same DoDAAC) • Reassign Draft Record (same DoDAAC) • Reopen Record (same DoDAAC) • Delete Draft IDR (same DoDAAC) • Reassign Draft IDR (same DoDAAC) • Reopen IDR (same DoDAAC)
Full Access	**FS Access Plus:** • Acquire Plan (Record Locked) • Release Plan (Record Locked) • Assign FS to KCR • Remove FS from KCR • Delete KCRs that do not have child Records	**FS Access Plus:** • Cancel Occurrence • Reschedule Occurrence • Mass Cancel	**FS Access Plus:** • Create On-Demand Record • Delete Draft Record • Reassign Draft Record • Reopen Record • Delete Draft IDR • Reassign Draft IDR • Reopen IDR

1.2 Accessing SP

Once a user has logged in, the PDREP Homepage will populate as seen in **Figure 1.1**. Not all options displayed in **Figure 1.1** are available to all users. Users must have permission to access each module in their profile or the module link will not be visible. The PDREP Home Page will also reflect a list of all recently accessed record types (Surveillance Plan, CAR, PQDRs and LODs). These Records will display on the right side of the page and will take the user to the selected record if clicked.

Note: *Please refer to the PDREP User Access Request and Login Procedures user guide found on the website for additional details.*

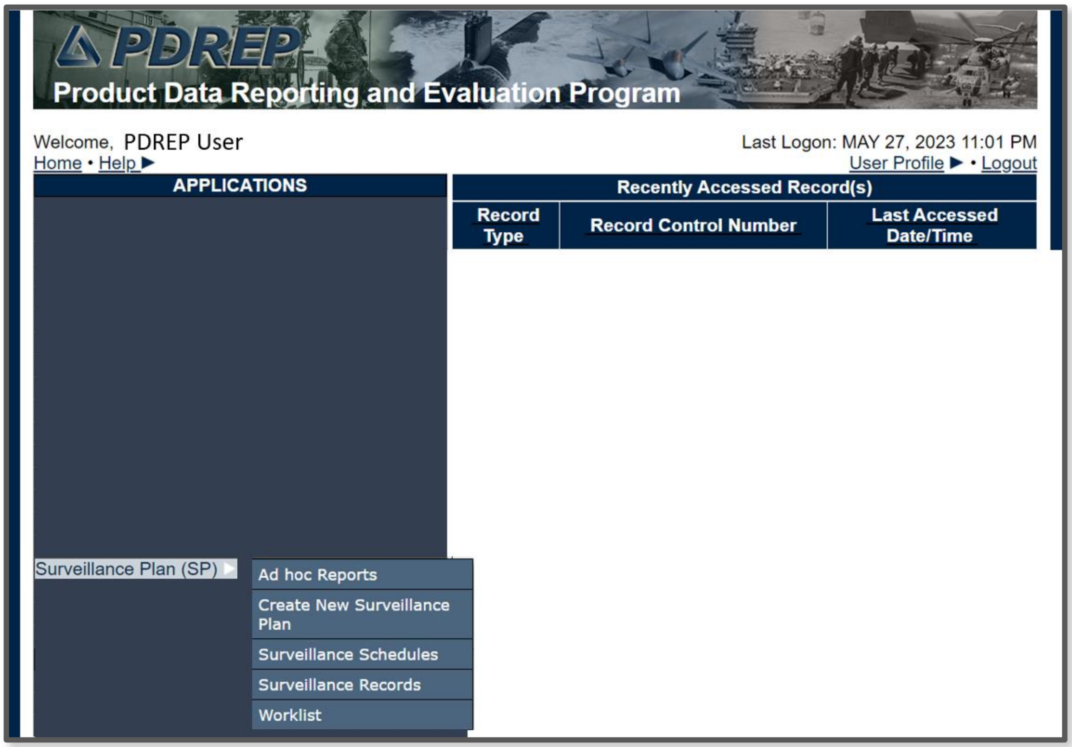


Figure 1.1

To access specific portions of the Surveillance Plan (SP) module, hover over the Surveillance Plan option in the menu and a list of webpage options will be available (**Figure 1.2**).

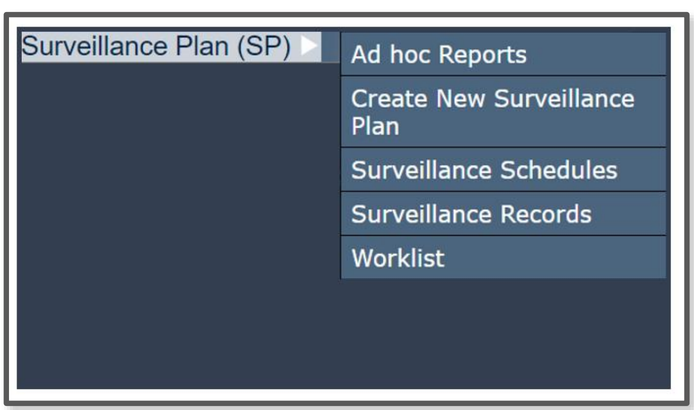


Figure 1.2

2 SURVEILLANCE PLAN WORKLIST

2.1 Accessing the SP Worklist

To load the Surveillance Plan Worklist, hover over the Surveillance Plan program link and select "Worklist" from the fly out menu (**Figure 2.1**). From there the SP Worklist will display. For those users already working in the SP module, select the "Surveillance Plan Worklist" tab at the top of the page (**Figure 2.2**).

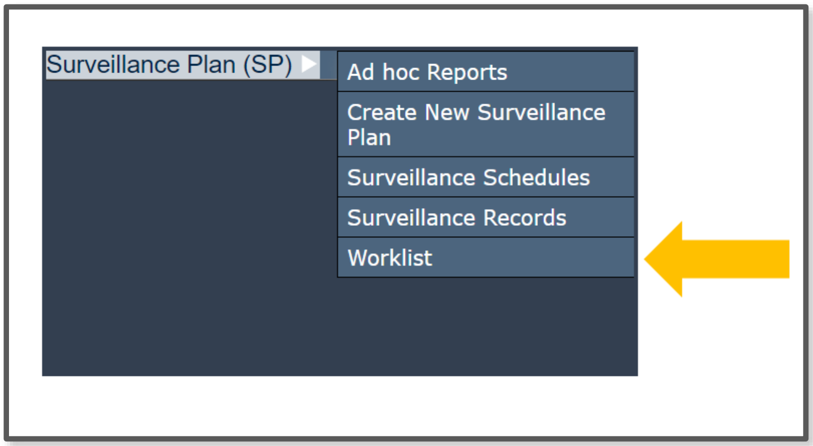


Figure 2.1

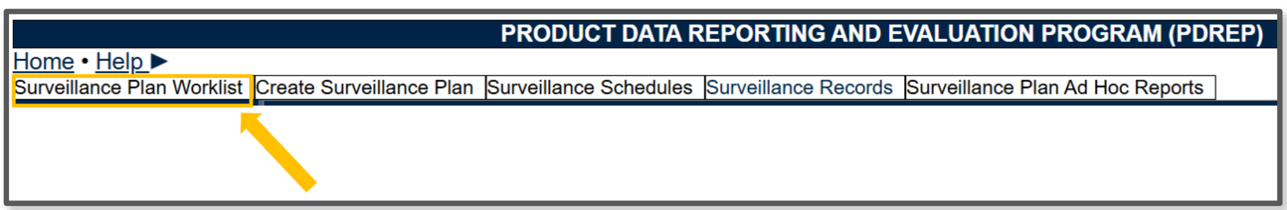


Figure 2.2

2.2 Generating a Worklist

To generate a Worklist, start by selecting what type of Worklist will be used from the "Worklist Type" drop-down (KCR, KTR Details, and Records). The tool automatically defaults to the "KTR Details" view as shown in **Figure 2.3**.

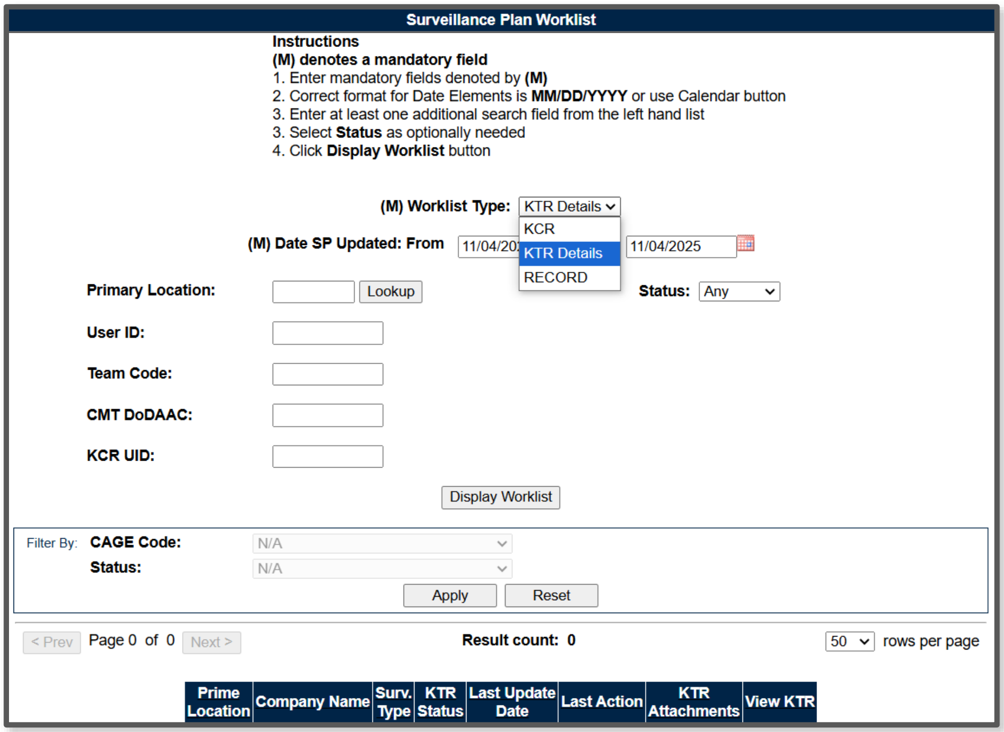


Figure 2.3

When a user selects a change in worklist type, the page will refresh to the appropriate view for the selection made. Enter data element(s) and click “Display Worklist” to show results. The returned Worklist will generate at the bottom of the page, beneath the filters. An example of this is depicted in **Figure 2.4**.

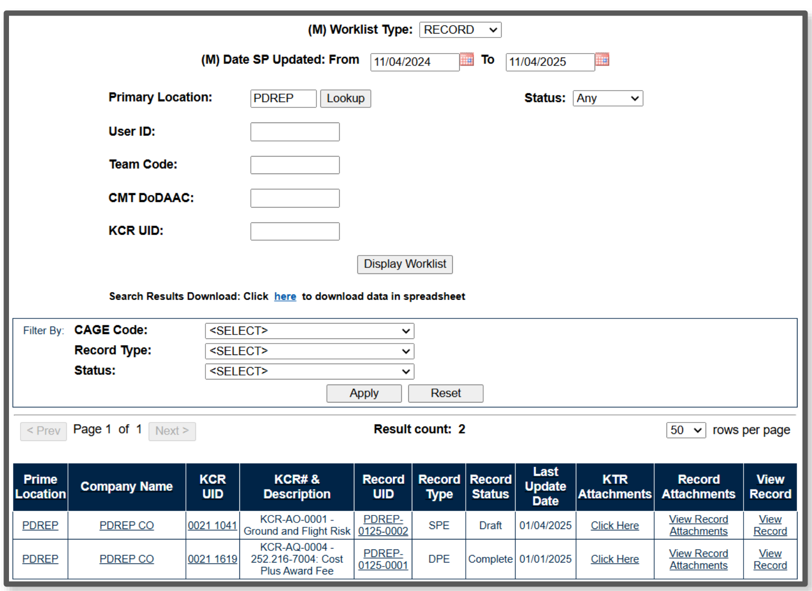
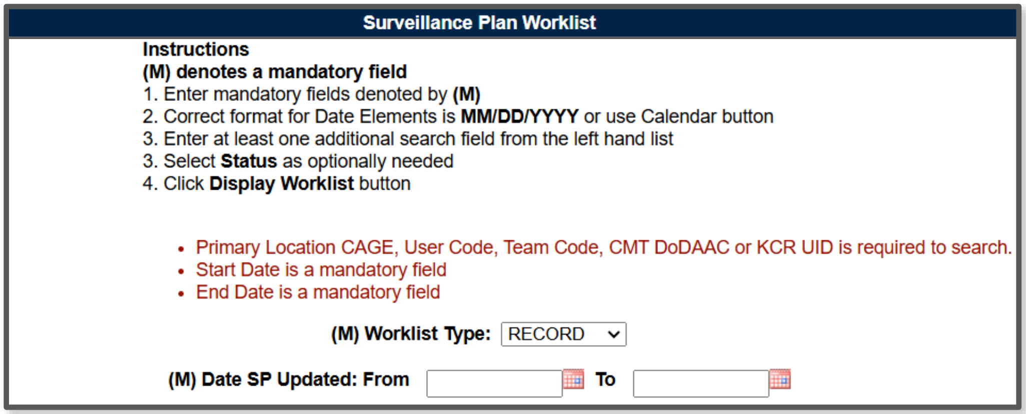


Figure 2.4

Mandatory fields are identified with a **(M)**. Worklist results generate after all mandatory fields are satisfied and at least one additional search field (Primary Location, User ID, Team Code, CMT DoDAAC, or KCR UID) is entered.

Though additional search data fields are not mandatory, the use of at least one is required to populate a returned Worklist. When a mandatory field is missing or an additional search field has not been used, an error message will display. An example of this is shown in **Figure 2.5**.


Surveillance Plan Worklist

Instructions
(M) denotes a mandatory field
1. Enter mandatory fields denoted by **(M)**
2. Correct format for Date Elements is **MM/DD/YYYY** or use Calendar button
3. Enter at least one additional search field from the left hand list
3. Select **Status** as optionally needed
4. Click **Display Worklist** button

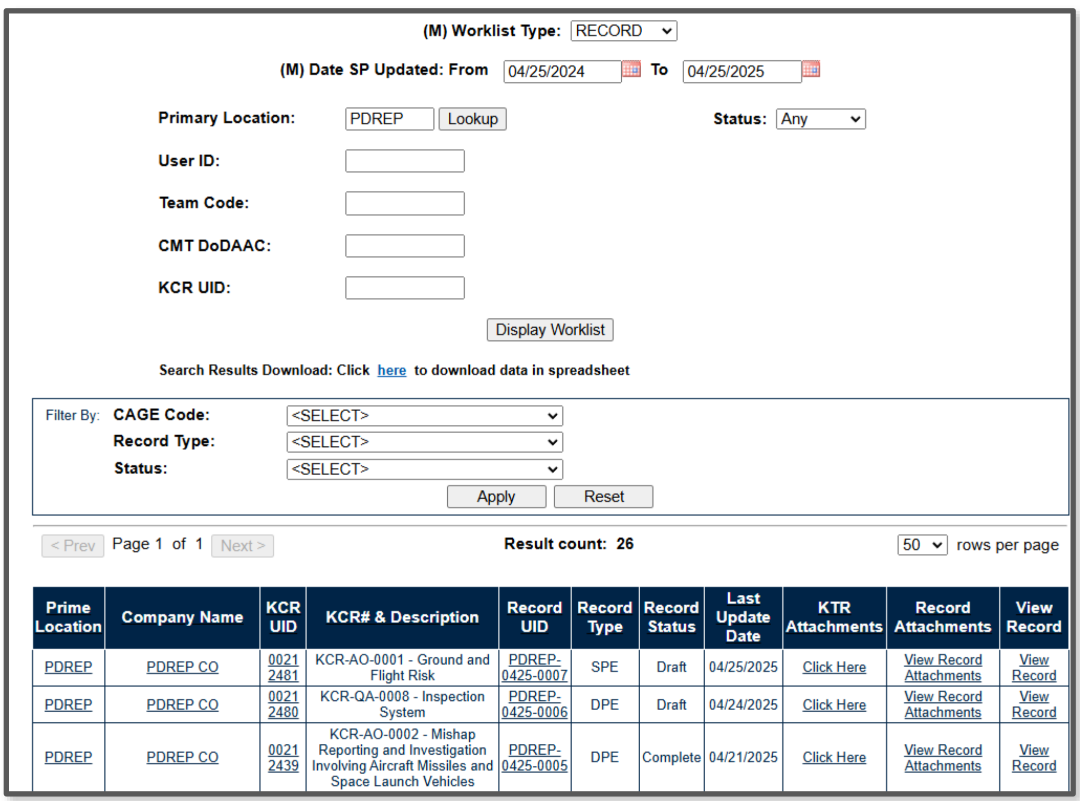
- Primary Location CAGE, User Code, Team Code, CMT DoDAAC or KCR UID is required to search.
- Start Date is a mandatory field
- End Date is a mandatory field

(M) Worklist Type: RECORD

(M) Date SP Updated: From **To**

Figure 2.5

Searches may be refined by using a combination of additional data fields, filters or changing the date range. The "(M) Date SP Updated" date range defaults to 365 days from "todays" date but may be adjusted to limit or expand Worklist results. Filtering capabilities as shown in **Figure 2.6**, are accessible only after a Worklist is generated.


(M) Worklist Type: RECORD

(M) Date SP Updated: From 04/25/2024 **To** 04/25/2025

Primary Location: PDREP Lookup **Status:** Any

User ID:

Team Code:

CMT DoDAAC:

KCR UID:

Display Worklist

Search Results Download: Click here to download data in spreadsheet

Filter By: **CAGE Code:** <SELECT>
Record Type: <SELECT>
Status: <SELECT>
Apply Reset

< Prev Page 1 of 1 Next > **Result count: 26** 50 rows per page

Prime Location	Company Name	KCR UID	KCR# & Description	Record UID	Record Type	Record Status	Last Update Date	KTR Attachments	Record Attachments	View Record
PDREP	PDREP CO	0021 2481	KCR-AO-0001 - Ground and Flight Risk	PDREP-0425-0007	SPE	Draft	04/25/2025	Click Here	View Record Attachments	View Record
PDREP	PDREP CO	0021 2480	KCR-QA-0008 - Inspection System	PDREP-0425-0006	DPE	Draft	04/24/2025	Click Here	View Record Attachments	View Record
PDREP	PDREP CO	0021 2439	KCR-AO-0002 - Mishap Reporting and Investigation Involving Aircraft Missiles and Space Launch Vehicles	PDREP-0425-0005	DPE	Complete	04/21/2025	Click Here	View Record Attachments	View Record

Figure 2.6

Search Fields for all Worklist Types in **Figure 2.6**

- **(M) Worklist Type:** A drop-down where a user can choose to view information specified at the KCR, KTR, or RECORD levels.
- **(M) Date SP Updated: From:** Defaulting to "todays" date, this is the first date in the specified date range. This date may be edited to increase or decrease for user-specific search criteria.
- **(M) Date SP Updated: To:** Defaulting to 365 days from "todays" date, this is the final date (end point) in the specified date range. This date may be edited to increase or decrease for user-specific search criteria.
- **(M) Primary Location:** The Commercial and Government Entity (CAGE) Code of the contractor associated with the Surveillance Plan. This field is restricted to five alphanumeric characters and validates against the PDREP database.
- **(M) User ID:** Returns Surveillance Plan(s) created by the User ID entered. User ID is located on the user profile page (top right link of any PDREP window).
- **(M) Team Code:** A series of one to five alphanumeric characters distinguishing the location of the Team within a Region (Ex: EXTAB or TDM). Returns Surveillance Plan(s) created by users from the team code entered.
- **(M) CMT DoDAAC:** The Department of Defense Activity Address Code (DoDAAC) of the user's unit, activity, or organization. Returns CAGE Codes associated to the DoDAAC entered based off information provided by DLA.
- **(M) KCR UID:** The unique identifying number of a KCR. Full or partial KCR UIDs may be added to search. Partial UID number are searchable by excluding the zeros leading up to the first whole number (ex. UID# 0000 0123 may be searched as 123).
- **Status:** Drop-down list with options based on the Worklist Type selected.
    - **KCR** (selected worklist type)
        - *Any:* Includes all KCR types regardless of active or inactive statuses.
        - *Active:* KCR engaged in active oversight.
        - *Inactive:* KCR no longer engaged in active oversight.
    - **KTR Details** (selected worklist type)
        - *Any:* Includes all Plan types regardless of active or archived statuses.
        - *Active:* A Plan engaged in ongoing surveillance.
        - *Archived:* A Plan for where surveillance is not currently being performed.
    - **Record** (selected worklist type)
        - *Any:* Includes all Record types regardless of complete or draft statuses.
        - *Complete:* A finalized record that has been marked "complete" and requires no further action.
        - *Draft:* An unfinished record that is still in progress.

Associated Button Functionality for **Figure 2.6**

- **Lookup:** CAGE codes utilized in the application are validated against the PDREP database. The Lookup CAGE button allows the user to lookup Vendor information either by CAGE Code or Company Name.

To search, enter the desired (CAGE) Code or Company (Name) on the Lookup CAGE Page and select the “Search” button to generate results. Enter either a CAGE or Name and click the “Search” button. The search supports both full and partial entries.

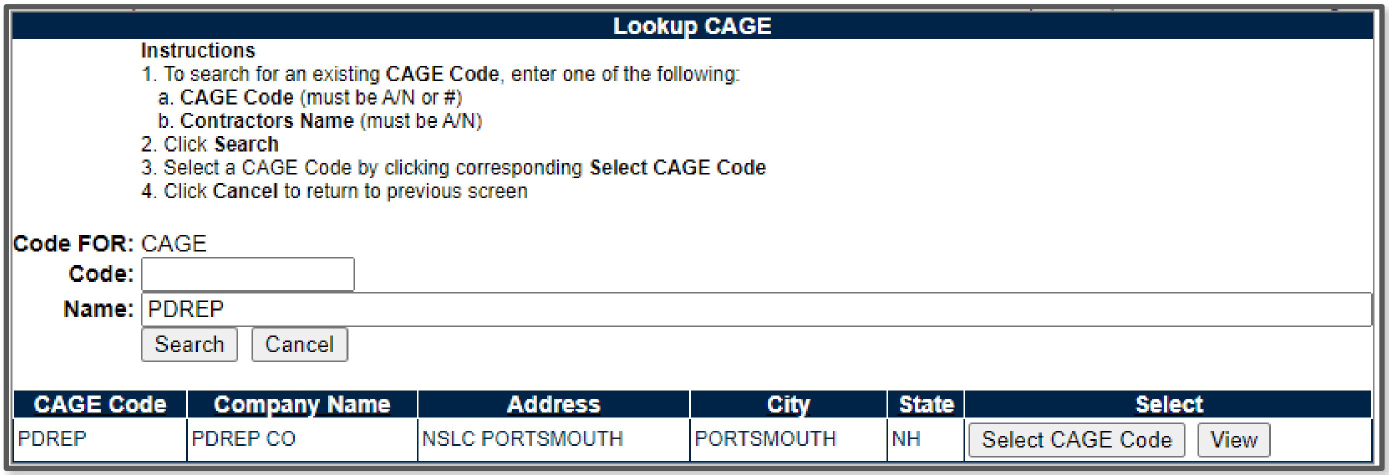


Figure 2.7

The returned display will show instances where the database was able to match the content submitted for query. Matching values will display at the bottom of the page along with two functional buttons as shown in **Figure 2.7**.

Associated Button Functionality for **Figure 2.7**

- **Select CAGE Code:** This button pulls the selected CAGE into the data field for which the Lookup button was selected.
- **View**: This button opens a non-editable display of the selected Company’s Additional Detail Page along with two functional buttons (**Figure 2.8**).
    - **Print:** Returns a print preview display of the CAGE Code selected. Select the “Print” button on the preview to generate a paper copy of the CAGE Codes Additional Detail Page.
    - **Back:** Returns the display to the previous page (returned results of Lookup CAGE Page).

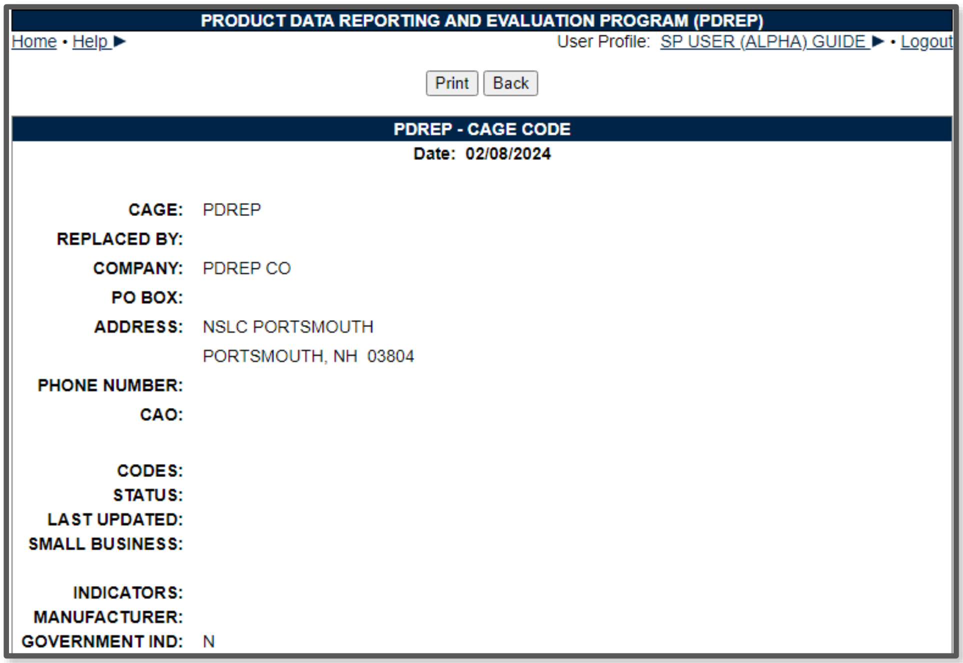


Figure 2.8

When the database cannot find an exact match, the returned display will notify the user “No data found”. An example of this can be seen in **Figure 2.9**.

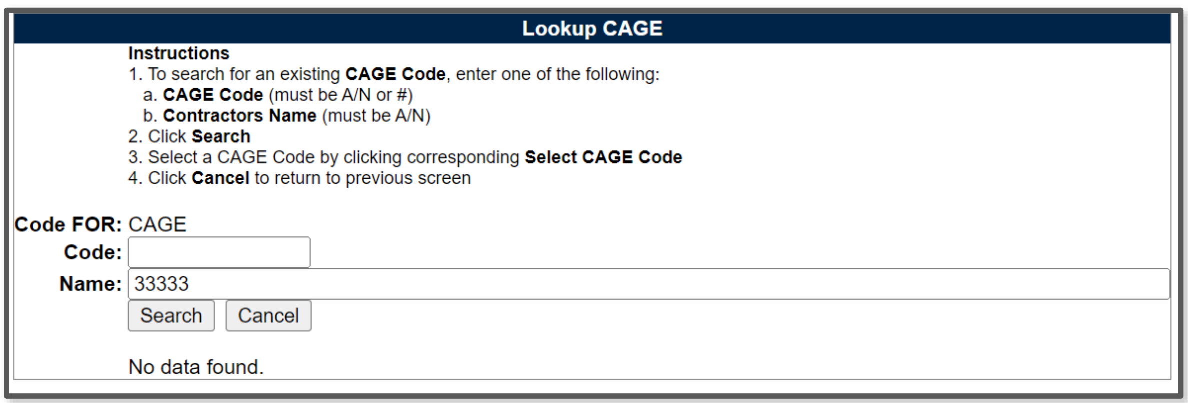
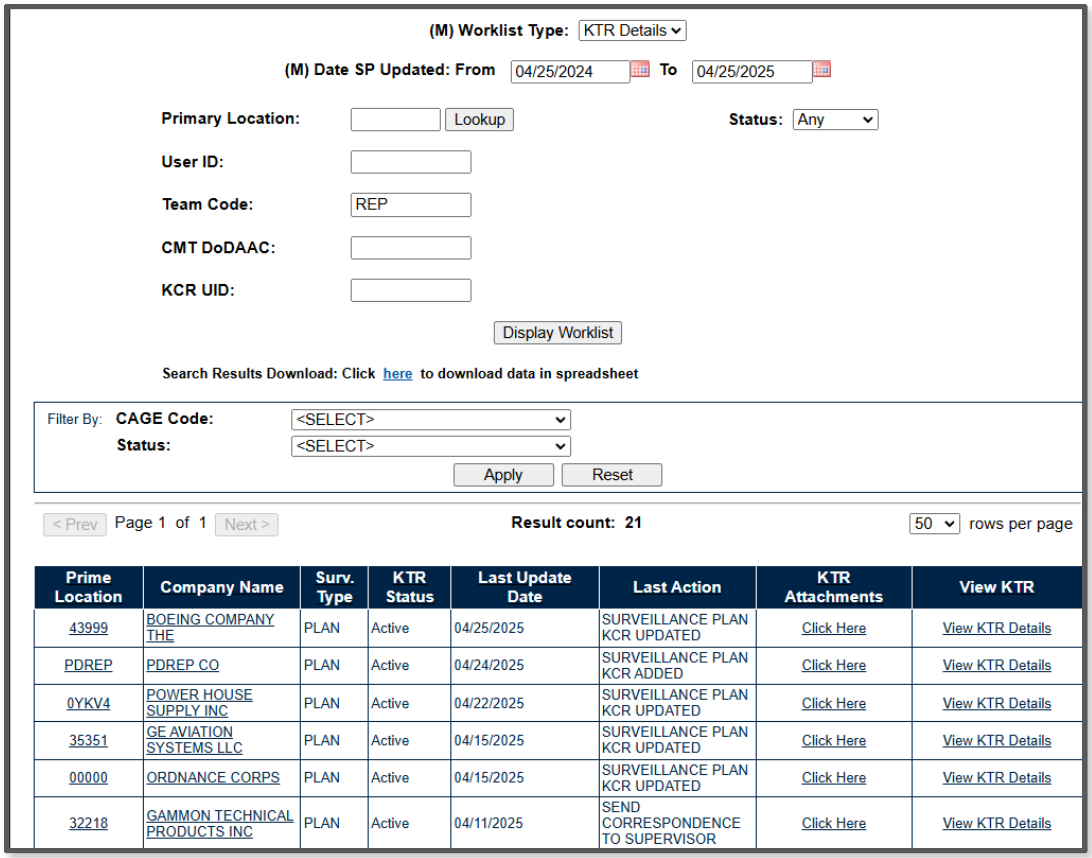


Figure 2.9

- **Display Worklist:** Loads a result set based on the criteria as entered on the screen.
- **Apply:** Enacting the worklist to generate a new return based off the chosen parameters selected within the filter(s).
- **Reset:** Clears selected filters and returns them to their “<Select>” default.
- **(Page) Next:** This buttons functionality is available only when the Worklist rows returned exceed that of the “Rows per Page” selected. This button is used to initiate the next series of rows of the returned Worklist.
- **(Page) Prev:** This buttons functionality is available only when the Worklist rows returned exceed that of the “Rows per Page” selected. This button is used to retrieve the previous resource of rows pertaining to the returned Worklist.
- **Result Count:** Displays the total number of rows returned within the Worklist presented.

- **Rows per Page:** Defaulting to 50 rows, this functionality allows a user to control how many Worklist rows are displayed on a page.
- **Ascend / Descend:** This functionality is present within Worklist data field headers and may be used to display returned Worklist rows in a desired order (largest to smallest or smallest to largest). To sort by ascending/descending, click the desired column header. This will automatically sort for the user. When used, an ascension/descension arrow is applied to the header notating how the table is organized.

2.3 KTR Details Worklist Results



(M) Worklist Type: KTR Details

(M) Date SP Updated: From 04/25/2024 To 04/25/2025

Primary Location: Lookup Status: Any

User ID:

Team Code: REP

CMT DoDAAC:

KCR UID:

Display Worklist

Search Results Download: Click here to download data in spreadsheet

Filter By: CAGE Code: <SELECT>

Status: <SELECT>

Apply Reset

< Prev Page 1 of 1 Next > Result count: 21 50 rows per page

Prime Location	Company Name	Surv. Type	KTR Status	Last Update Date	Last Action	KTR Attachments	View KTR
43999	BOEING COMPANY THE	PLAN	Active	04/25/2025	SURVEILLANCE PLAN KCR UPDATED	Click Here	View KTR Details
PDREP	PDREP CO	PLAN	Active	04/24/2025	SURVEILLANCE PLAN KCR ADDED	Click Here	View KTR Details
0YKV4	POWER HOUSE SUPPLY INC	PLAN	Active	04/22/2025	SURVEILLANCE PLAN KCR UPDATED	Click Here	View KTR Details
35351	GE AVIATION SYSTEMS LLC	PLAN	Active	04/15/2025	SURVEILLANCE PLAN KCR UPDATED	Click Here	View KTR Details
00000	ORDNANCE CORPS	PLAN	Active	04/15/2025	SURVEILLANCE PLAN KCR UPDATED	Click Here	View KTR Details
32218	GAMMON TECHNICAL PRODUCTS INC	PLAN	Active	04/11/2025	SEND CORRESPONDENCE TO SUPERVISOR	Click Here	View KTR Details

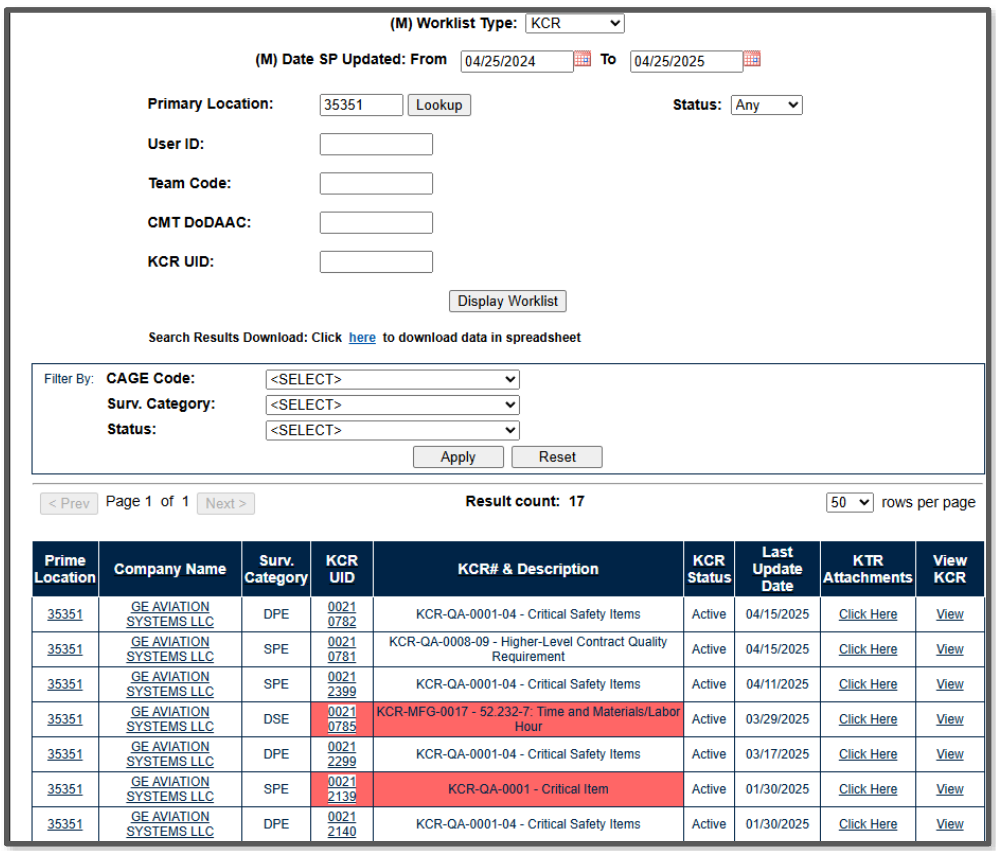
Figure 2.10

KTR Details Worklist Results from **Figure 2.10**

- **Filtering:** CAGE Code and Status are the drop-down fields a Worklist can be filtered by. Filtering is enabled only after a Worklist is generated.
- **Prime Location:** Hyperlink that navigates to the indicated Surveillance Plan.
- **Company Name:** The name of the company associated with the Primary Location for the Surveillance Plan. Automatically populates based on the CAGE Code data field. Hyperlink displays the name of the company associated with the Primary Location for the Surveillance Plan. When selected, a popup window will display with corresponding information pulled from the PDREP-AIS data base.
- **Surv. Type:** This column indicates the type of Surveillance Plan. Currently, only one option (“Plan”) is available.

- **KTR Status:** Displays the status of the Plan.
    - o *Active:* A Plan engaged in ongoing surveillance.
    - o *Archived:* A Plan for where surveillance is not currently being performed.
- **Last Update Date:** The date the Plan (KTR Details Page) was last updated based on the “Save” action.
- **Last Action:** Description of the most recent change to the Plan. Actions listed are the same as those items saved to the History page.
- **KTR Attachments:** Attachments added at the Plan level. This hyperlink opens to the “Upload Attachment(s)” page and allows users to upload, view and delete attachments related to that of the Plan and KCR. Hyperlink displaying the number of attachments at the Plan/KCR level. When selected, this hyperlink opens to the “Upload Attachment(s)” page and allows users to upload, view and delete attachments related to that of the Plan and KCR.
- **View KTR:** Hyperlink that navigates to the view-only display of the KTR Details Page.

2.4 KCR Worklist Results


(M) Worklist Type: KCR

(M) Date SP Updated: From 04/25/2024 To 04/25/2025

Primary Location: 35351 Lookup Status: Any

User ID:

Team Code:

CMT DoDAAC:

KCR UID:

Display Worklist

Search Results Download: Click here to download data in spreadsheet

Filter By: CAGE Code: <SELECT>

Surv. Category: <SELECT>

Status: <SELECT>

Apply Reset

< Prev Page 1 of 1 Next > Result count: 17 50 rows per page

Prime Location	Company Name	Surv. Category	KCR UID	KCR# & Description	KCR Status	Last Update Date	KTR Attachments	View KCR
35351	GE AVIATION SYSTEMS LLC	DPE	0021 0782	KCR-QA-0001-04 - Critical Safety Items	Active	04/15/2025	Click Here	View
35351	GE AVIATION SYSTEMS LLC	SPE	0021 0781	KCR-QA-0008-09 - Higher-Level Contract Quality Requirement	Active	04/15/2025	Click Here	View
35351	GE AVIATION SYSTEMS LLC	SPE	0021 2399	KCR-QA-0001-04 - Critical Safety Items	Active	04/11/2025	Click Here	View
35351	GE AVIATION SYSTEMS LLC	DSE	0021 0785	KCR-MFG-0017 - 52.232-7: Time and Materials/Labor Hour	Active	03/29/2025	Click Here	View
35351	GE AVIATION SYSTEMS LLC	DPE	0021 2299	KCR-QA-0001-04 - Critical Safety Items	Active	03/17/2025	Click Here	View
35351	GE AVIATION SYSTEMS LLC	SPE	0021 2139	KCR-QA-0001 - Critical Item	Active	01/30/2025	Click Here	View
35351	GE AVIATION SYSTEMS LLC	DPE	0021 2140	KCR-QA-0001-04 - Critical Safety Items	Active	01/30/2025	Click Here	View

Figure 2.11

KCR Worklist Results from **Figure 2.11**

- **Filtering:** CAGE Code, Status and Surv. Category are the drop-down fields a Worklist can be filtered by. Filtering is enabled only after a Worklist is generated.
    - **Prime Location:** Hyperlink that navigates to the indicated Surveillance Plan.

- **Company Name:** The name of the company associated with the Primary Location for the Surveillance Plan. Automatically populates based on the CAGE Code data field.
- **Surv. Category:** Type of surveillance evaluation (DPE, DSE, PE, SPE) identified within the KCR.
- **KCR UID:** Hyperlink displaying the 8-digit unique identifier of the KCR. When selected, the KCR will open to an editable view.
    - o If any KCR values for KCR # & Description, Event, Activity or Sub-Activity have been identified as Inactive, the KCR UID link will bring the user to the KCR page where the information that needs to be updated will be highlighted in red, as seen in **Figure 2.12**.

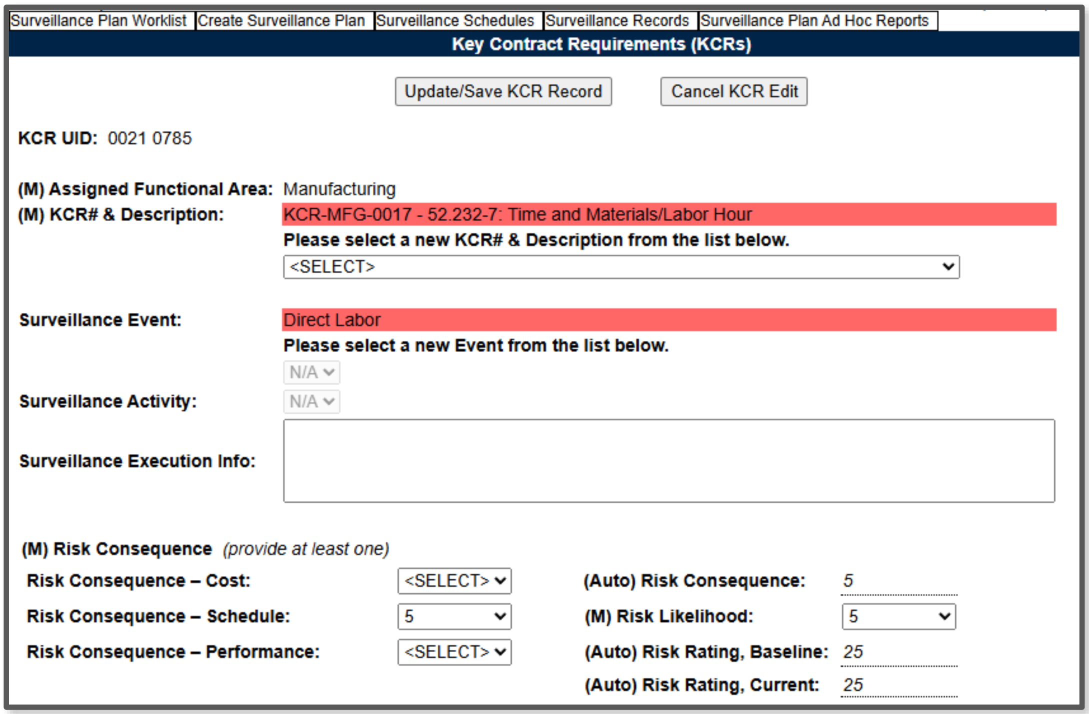
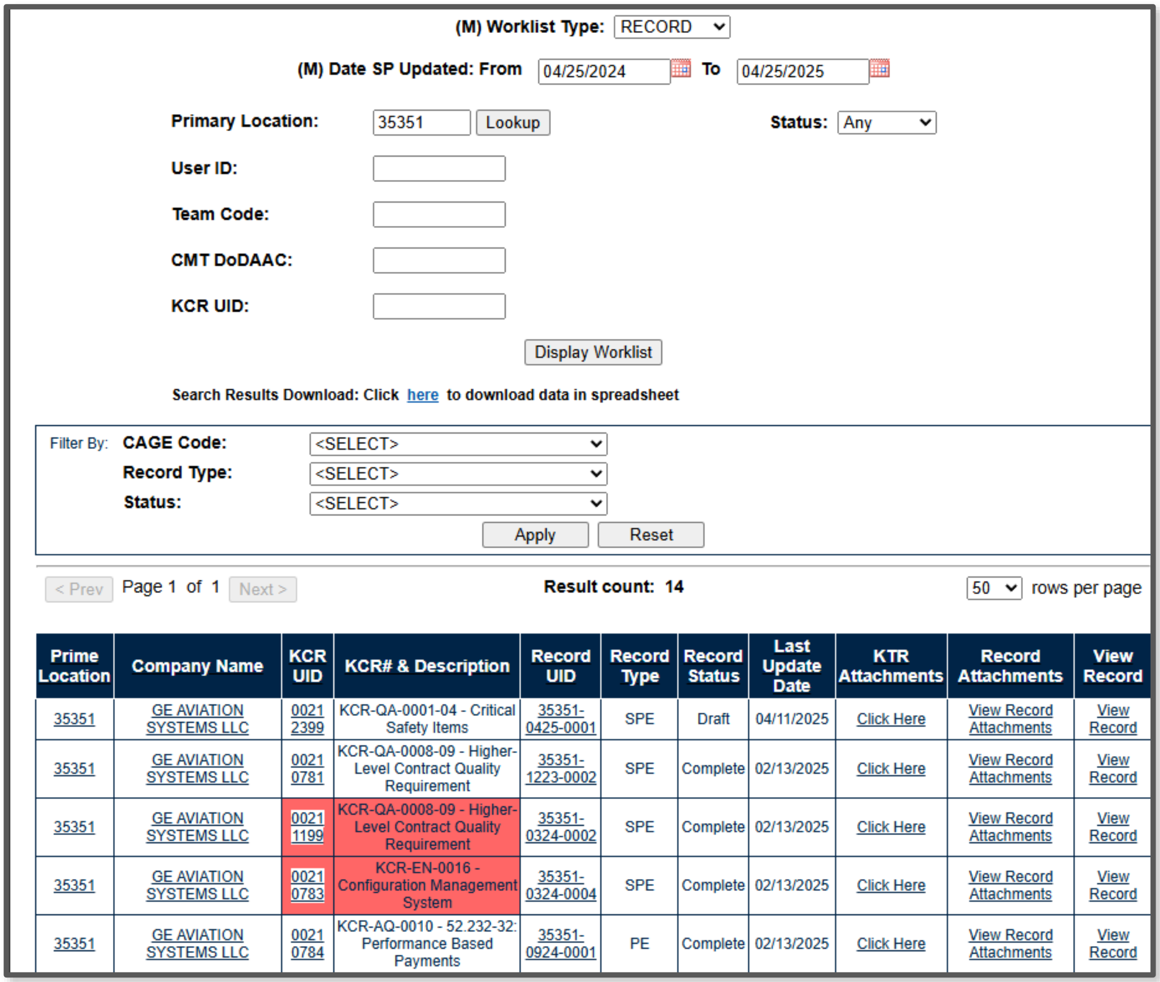


Figure 2.12

- **KCR# & Description:** Associated with the selected Functional Area. This field is also highlighted red when a KCR value is Inactive.
- **KCR Status:** The status of the KCR.
    - o *Active:* KCR engaged in active oversight.
    - o *Inactive:* KCR no longer engaged in active oversight.
- **Last Update Date:** The date the KCR was last updated, based on the “Save” action.
- **KTR Attachments:** Hyperlink displaying the number of attachments at the Plan/KCR level. When selected, this hyperlink opens to the “Upload Attachment(s)” page and allows users to upload, view and delete attachments related to that of the Plan and KCR.
- **View KCR:** Hyperlink that navigates to the view-only display of the KCR.

2.5 Records Worklist Results



(M) Worklist Type: RECORD

(M) Date SP Updated: From 04/25/2024 To 04/25/2025

Primary Location: 35351 Lookup

Status: Any

User ID:

Team Code:

CMT DoDAAC:

KCR UID:

Display Worklist

Search Results Download: Click here to download data in spreadsheet

Filter By: CAGE Code: <SELECT>

Record Type: <SELECT>

Status: <SELECT>

Apply Reset

< Prev Page 1 of 1 Next >

Result count: 14

50 rows per page

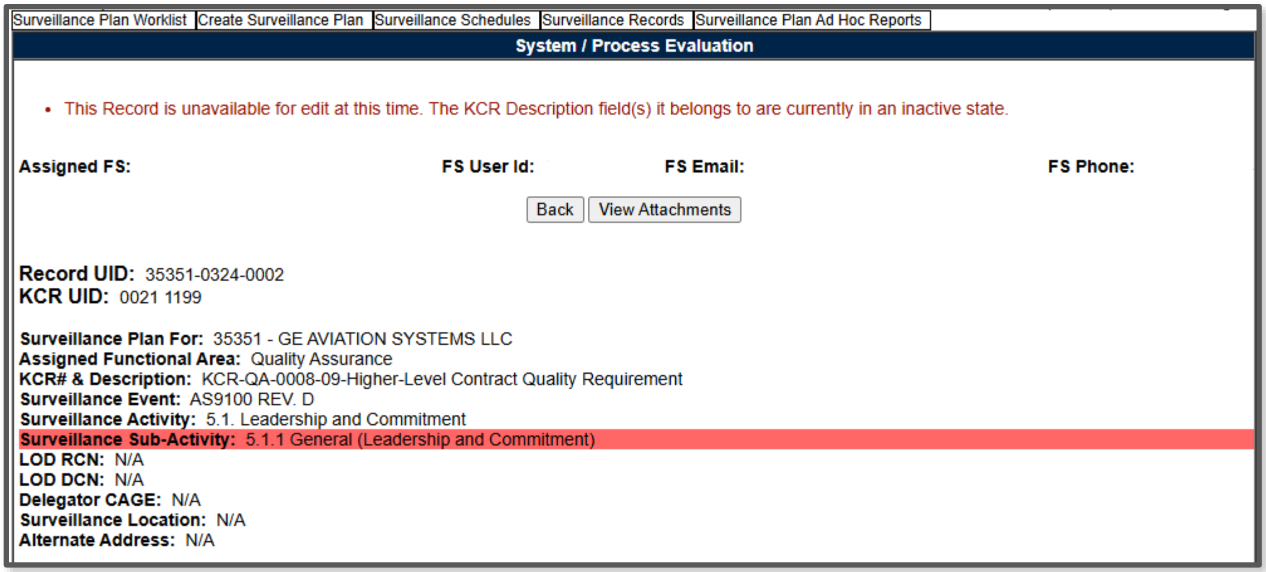
Prime Location	Company Name	KCR UID	KCR# & Description	Record UID	Record Type	Record Status	Last Update Date	KTR Attachments	Record Attachments	View Record
35351	GE AVIATION SYSTEMS LLC	0021 2399	KCR-QA-0001-04 - Critical Safety Items	35351-0425-0001	SPE	Draft	04/11/2025	Click Here	View Record Attachments	View Record
35351	GE AVIATION SYSTEMS LLC	0021 0781	KCR-QA-0008-09 - Higher-Level Contract Quality Requirement	35351-1223-0002	SPE	Complete	02/13/2025	Click Here	View Record Attachments	View Record
35351	GE AVIATION SYSTEMS LLC	0021 1199	KCR-QA-0008-09 - Higher-Level Contract Quality Requirement	35351-0324-0002	SPE	Complete	02/13/2025	Click Here	View Record Attachments	View Record
35351	GE AVIATION SYSTEMS LLC	0021 0783	KCR-EN-0016 - Configuration Management System	35351-0324-0004	SPE	Complete	02/13/2025	Click Here	View Record Attachments	View Record
35351	GE AVIATION SYSTEMS LLC	0021 0784	KCR-AQ-0010 - 52.232-32: Performance Based Payments	35351-0924-0001	PE	Complete	02/13/2025	Click Here	View Record Attachments	View Record

Figure 2.13

Record Worklist Results from **Figure 2.13**

- **Filtering:** CAGE Code, Record Type and Status are the drop-down fields a Worklist can be filtered by. Filtering is enabled only after a Worklist is generated.
- **Prime Location:** Hyperlink that navigates to the indicated Surveillance Plan.
- **Company Name:** The name of the company associated with the Primary Location for the Surveillance Plan. Automatically populates based on the CAGE Code data field.
- **KCR UID:** Hyperlink displaying the 8-digit unique identifier of the KCR. When selected, the KCR will open to an editable view.
    - o If any KCR values for KCR # & Description, Event, Activity or Sub-Activity have been identified as Inactive, the KCR UID link will bring the user to the KCR page where the information that needs to be updated will be highlighted in red
- **KCR# & Description:** Associated with the selected Functional Area.

- **Record UID:** Hyperlink displaying the 13-digit unique identifier of the Record. When selected, this hyperlink displays the appropriate view for the record's status and user selecting the hyperlink. Editable views are restricted to Record Owners accessing a draft record. All others will encounter a View Only display.
    - If any KCR values for KCR # & Description, Event, Activity or Sub-Activity have been identified as Inactive, the Record UID link will bring the user to a view only Record page where the message in **Figure 2.14** will display instructing the user to update the KCR. Records may not be created or updated if the Record has associated Inactive KCR information.



Surveillance Plan Worklist | Create Surveillance Plan | Surveillance Schedules | Surveillance Records | Surveillance Plan Ad Hoc Reports

System / Process Evaluation

- This Record is unavailable for edit at this time. The KCR Description field(s) it belongs to are currently in an inactive state.

Assigned FS: **FS User Id:** **FS Email:** **FS Phone:**

Back | View Attachments

Record UID: 35351-0324-0002
KCR UID: 0021 1199

Surveillance Plan For: 35351 - GE AVIATION SYSTEMS LLC
Assigned Functional Area: Quality Assurance
KCR# & Description: KCR-QA-0008-09-Higher-Level Contract Quality Requirement
Surveillance Event: AS9100 REV. D
Surveillance Activity: 5.1. Leadership and Commitment
Surveillance Sub-Activity: 5.1.1 General (Leadership and Commitment)
LOD RCN: N/A
LOD DCN: N/A
Delegator CAGE: N/A
Surveillance Location: N/A
Alternate Address: N/A

Figure 2.14

- **Record Type:** Record type (DPE, DSE, PE, SPE) as determined by the KCR's Surveillance Category.
- **Record Status:** Displays the status of the associated Record UID.
- **Last Update Date:** The date the associated Record was last updated, based on the "Save" action.
- **KTR Attachments:** Hyperlink displaying the number of attachments at the Plan/KCR level. When selected, this hyperlink opens to the "Upload Attachment(s)" page and allows users to upload, view and delete attachments related to that of the Plan and KCR.
- **Record Attachments:** Attachments added at the Record level. This hyperlink opens to the "Upload Attachment(s)" page and allows users to upload, view and delete attachments related to that of the Record.
- **View Record:** Hyperlink that navigates to the view-only display of the Record.

3 CREATING/EDITING KTR DETAILS

3.1 Initiating a New Surveillance Plan

On the PDREP Home Page, select "Create New Surveillance Plan" from the "Surveillance Plan (SP)" fly out (**Figure 3.1**). If already working in the application, select the "Create Surveillance Plan" tab at the top of the page (**Figure 3.2**).

Figure 3.1

After accessing the "Create New Surveillance Plan" page, complete all mandatory fields and select the "Create SP" button. If a Surveillance Plan has previously been created for the selected CAGE Code, the program will load the existing Plan rather than creating a new SP.

The information captured when creating a Surveillance Plan such as CAGE Code and User ID cannot be altered or removed by any user no matter their status. If a Plan is created in error, the Surveillance Plan may be archived which sets the SP to an "Archived" (inactive) status. Once the SP has been archived, it may be reopened in the future if needed which then sets the Plan back to an "Active" status.

Note: *For those rare instances where existing data needs to be modified, reach out to your DCMA PDREP POC and route the request to DCMA HQ through your chain of command as appropriate.*

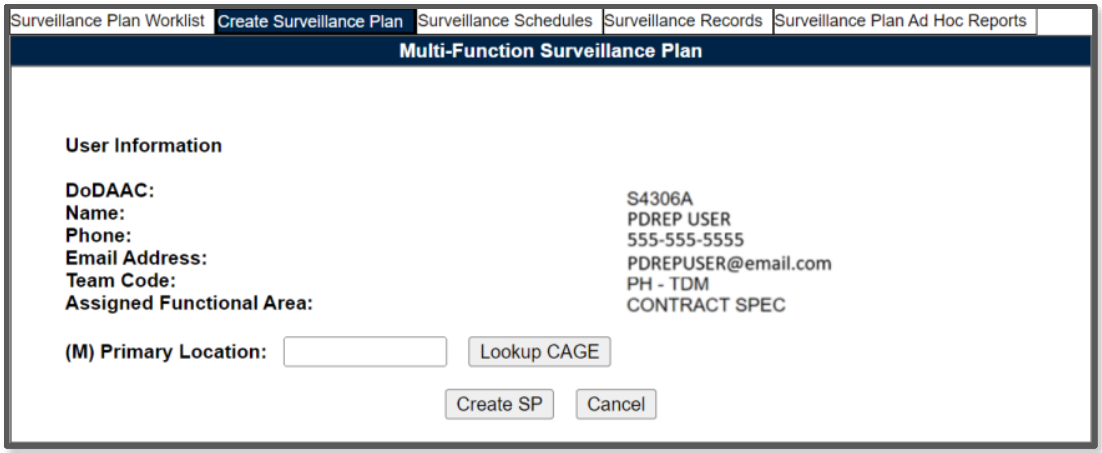


Figure 3.2

Associated Data Field for **Figure 3.2**

- **(M) Primary Location:** Select the type of location from the provided drop-down before entering the corresponding CAGE Code for the Surveillance Plan.

Associated Button Functionality for **Figure 3.2**

- **Cancel:** Navigates the user to the Worklist without creating a Plan.
- **Create SP:** Processes the request for a new Surveillance Plan. Successful entries will navigate to the "Multi-Function Surveillance Plan" page.
- **Lookup CAGE:** CAGE Codes utilized in the application are validated against the PDREP database. The Lookup CAGE button allows the user to lookup Vendor information either by CAGE Code or Company Name. When a CAGE is selected from the lookup page, it populates the field associated with the button.

3.2 Surveillance Plan Data Entry

There are many sections within every Surveillance Plan. Some areas will automatically populate based on related information such as CAGE, while others require user entry and a "Save" action to be performed. For example, fields such as Contract Data or End Items require the use of the "Save" button to capture and register those entries to the database. The "Save" button must be utilized following additions to the Surveillance Plan in such areas as:

1. KTR POC List (**Section 3.2.2**)
2. Contractor Data (**Section 3.2.3**)
3. Applicable Programs (**Section 3.2.4**)
4. Applicable Contracts (**Section 3.2.5**)
5. End Item NSN/Part/Serial Number (**Section 3.2.6**)

Note: *When working within the KTR Details Page (displayed as the "Multi-Function Surveillance Plan"), saving is required to capture the additions made to the various sections. The "Save" button (located at the top and middle of the page) must be used to preserve entries. PDREP does not have an auto-save feature. This means the tool needs to be told to keep the information. This is done through the save action. If the "Save" button is not used, work will NOT be saved!*

3.2.1 Header

After initiating the creation of a Surveillance Plan, the tool will open to the top of the Plans main page (also known as the "KTR Details Page") with the identifying banner displaying as the "Multi-Functional Surveillance Plan". The first section known as the header, contains basic data regarding the status of the Surveillance Plan that is auto filled. An example of this is in **Figure 3.3**.

Within the header are three available buttons "Save", "Add/View Attachments" and "Landing Page". These buttons are not associated with any one section but instead relates to the page as a whole.

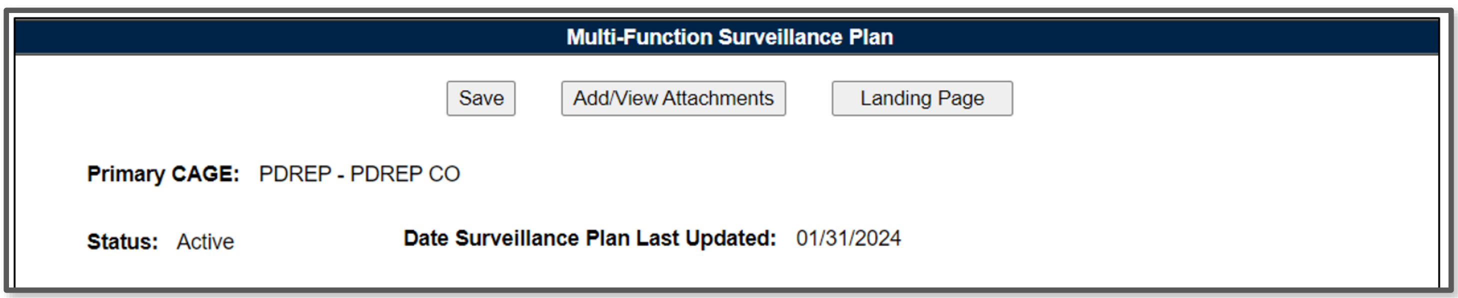


Figure 3.3

Associated Data Fields for **Figure 3.3**

- **Date Surveillance Plan Last Updated:** The date the Surveillance Plan was last updated based on the "Save" action.
- **Primary CAGE:** Auto-populates based on the CAGE Code entered in the Primary Location field when initiating a new Surveillance Plan. There is only one Surveillance Plan per CAGE Code regardless of status.
- **Status:** The status of the Surveillance Plan.
    - **Active:** A Plan engaged in ongoing surveillance.
    - **Archived:** A Plan where surveillance is not currently being performed.

Associated Button Functionality for **Figure 3.3**

- ***Add/View Attachments:** The “Add/View Attachments” button allows uploading, viewing and deleting of attachments. Navigation to the attachments page starts by clicking the “Add/View Attachments” button. After the page refresh, the ability to add, view or remove related documents will be available for users with Functional Specialist (or higher) access.

***Note**: Each Plan, Record and subsequently the associated IDR’s have their own designated space for attachments. This means applied documents are exclusive to the location (level) they are applied and will not populate elsewhere. For further instructions, please see the user guide on Attaching a File in PDREP, found on the PDREP website under “References” and housed within “Guides and Manuals”.*

- **Landing Page:** Navigates the user to the Surveillance Plan Landing Page associated with the CAGE Code.
- **Save:** This button may be used at any time to save the contents of the Surveillance Plan.

***Note:** When working within the KTR Details Page (displayed as the “Multi-Function Surveillance Plan”), saving is required to capture the additions made to the various sections. The “Save” button (located at the top and middle of the page) must be used to preserve entries. PDREP does not have an auto-save feature. This means the tool needs to be told to keep the information. This is done through the save action. If the “Save” button is not used, work will NOT be saved!*

3.2.2 KTR POC

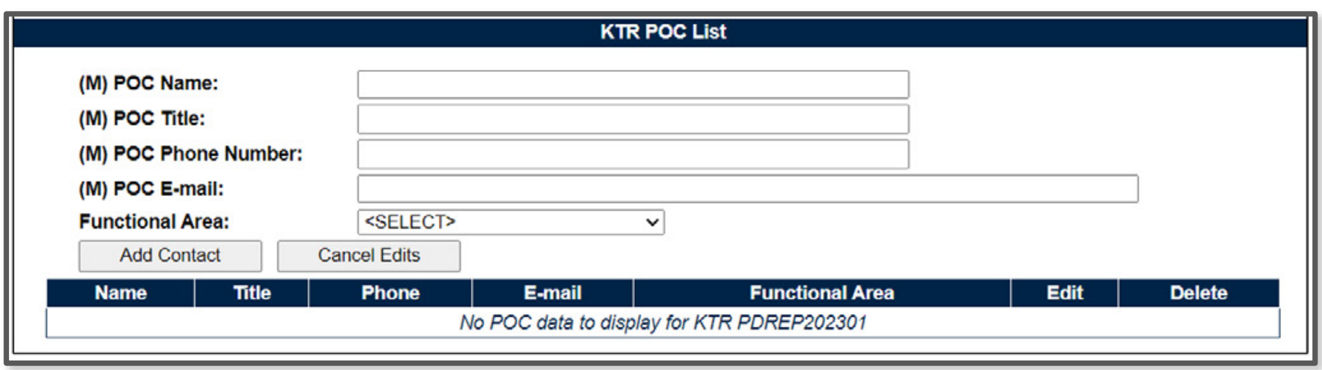


Figure 3.4

Associated Data Fields for **Figure 3.4**

- **(M) POC Name:** Field to enter the primary contractor Point of Contact (POC) associated with the surveillance location.
- **(M) POC Title:** Field to enter the job title of the primary contractor POC associated with the surveillance location.
- **(M) POC Phone:** Field to enter the phone number of the primary contractor POC associated with the surveillance location. Special Characters disallowed.
- **(M) POC E-mail:** Field to enter the email address of the primary contractor POC associated with the surveillance location.
- **Functional Area:** If applicable, select the Functional Area related to the POC from the drop-down provided.

Associated Button Functionality for **Figure 3.4**

- **Add Contacts:** This button adds all values from the KTR POC intake fields and applies them to the KTR POC Table as a one row entry.
- **Cancel Edits:** When used, this button clears the KTR POC intake fields or cancels any modification to the KTR POC entry being edited.

Multiple KTR POCs may be added to the KTR Details Page. Enter all (M) Mandatory fields then click the Add Contact button. If you click Add Contact without all mandatory fields entered, an error message will populate (**Figure 3.5**)

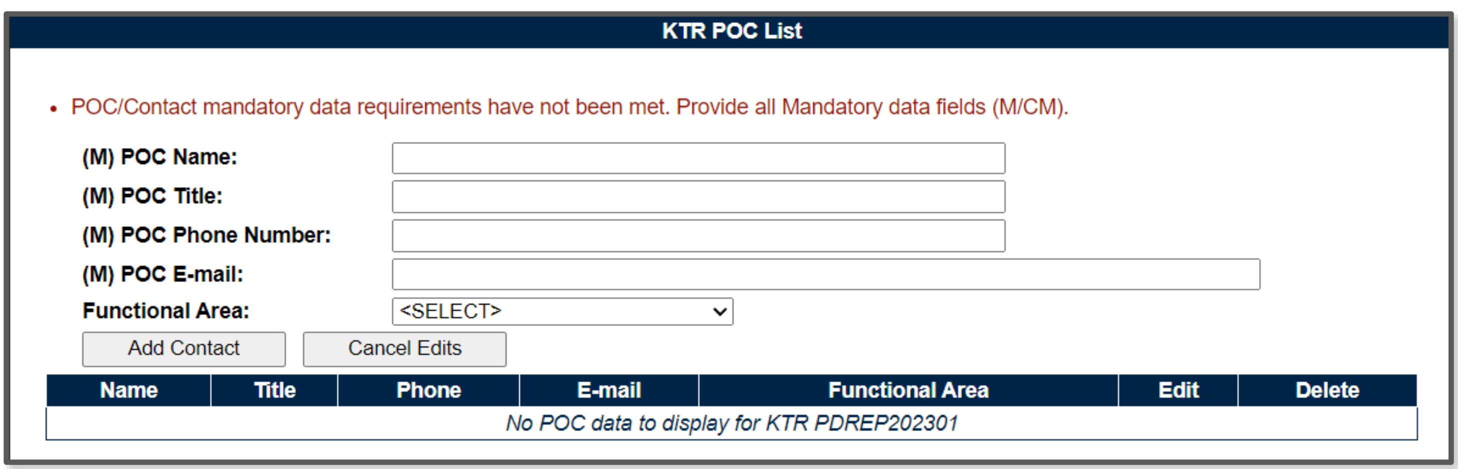


Figure 3.5

After entering values and clicking “Add Contact”, the KTR POC information will display in the “KTR POC Table” below the entry fields (**Figure 3.6**).

Note: *When working within the KTR Details Page (displayed as the "Multi-Function Surveillance Plan"), saving is required to capture the additions made to the various sections. The "Save" button (located at the top and middle of the page) must be used to preserve entries. PDREP does not have an auto-save feature. This means the tool needs to be told to keep the information. This is done through the save action. If the "Save" button is not used, work will NOT be saved!*

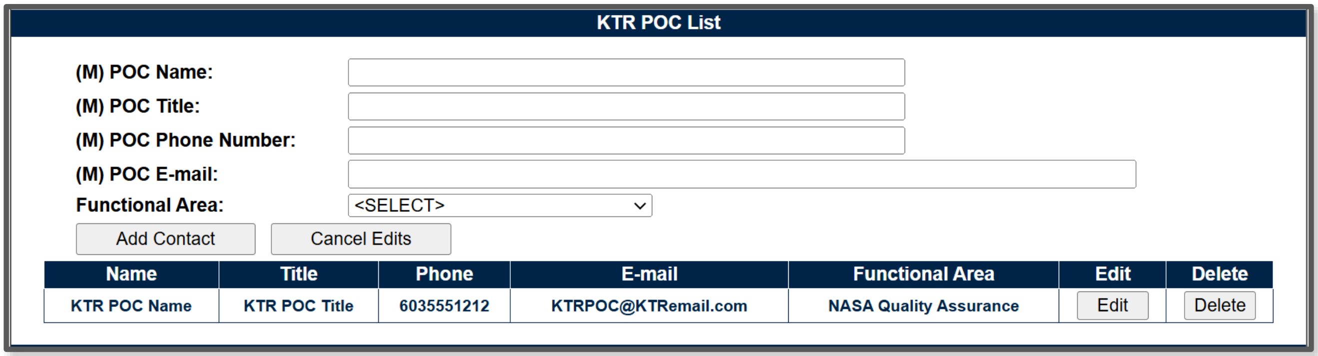


Figure 3.6

Associated Button Functionality for **Figure 3.6**

- **Edit:** This button repopulates selected KTR POC into the above data fields (see **Figure 3.6**), allowing modifications to be made. Button is accessible after KTR POC has been added to the table.
- **Delete:** This button removes the associated KTR POC entry from the table. Button is accessible after KTR POC has been added to the table.
- **Add Contact:** Button is accessible when an applied KTR POC is being edited. When used, it applies the KTR POC back to the table.
- **Cancel Edits:** Button is accessible when an applied KTR POC is being edited. When used, it restores the KTR POC back to the table unchanged.

The Delete button will remove the KTR POC entry from the table. The Edit button will re-populate the entry in the POC data fields to allow updating and editing the entry. After making changes, click the "Update Contact" button to reapply the entry in the KTR POC Table (**Figure 3.7**). Click "Cancel Edits" to cancel or not save updates to the KTR POC.

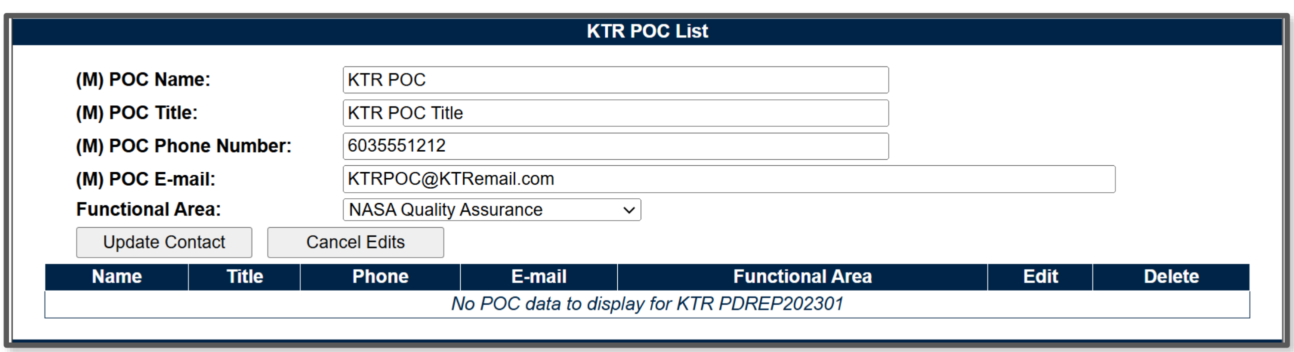


Figure 3.7

Note: *Additions and changes will not be saved until the SAVE button is clicked at the top of the KTR Details page.*

3.2.3 Contractor Data

The “Contractor Data” section of the Surveillance Plan allows the user to identify what business model the Prime Contractor (*Primary Location*) resembles. It also allows users to identify the Prime Contractor’s suppliers by CAGE Code and business model. This is where points of contact for each of those suppliers can be entered. These POC’s are the users DCMA POC’s at the sub-location. This information can be found in the CMT eTool.

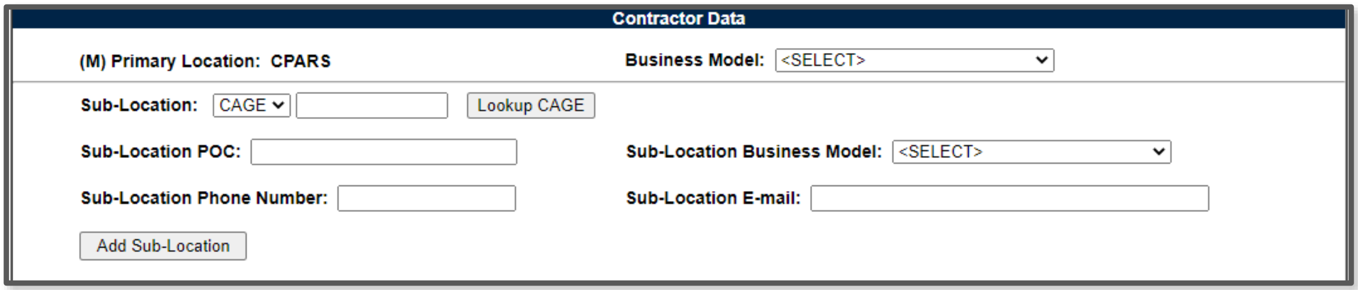


Figure 3.8

Associated Data Fields for **Figure 3.8**

- **Business Model:** Drop-down list with options to record the business model of the *<u>Primary Location</u>* undergoing surveillance (**Figure 3.9**).
- **(M) Primary Location:** Auto-populates based on the CAGE Code entered in the Primary Location field when initiating a new Surveillance Plan. There is only one Surveillance Plan per CAGE Code regardless of status.

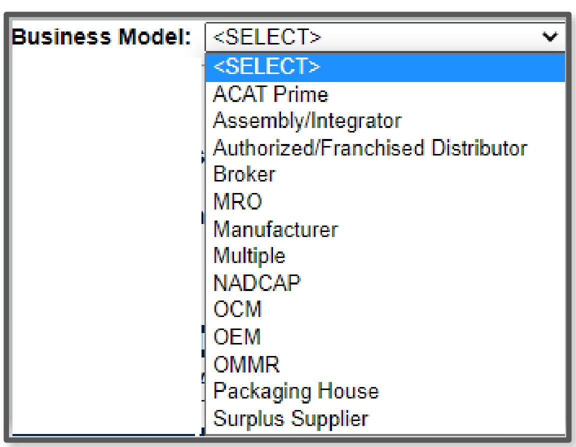


Figure 3.9

- **Sub-Location:** A secondary CAGE Code (Prime Contractors supply stream) where surveillance is being performed.
- **Sub-Location Business Model:** Same drop-down list as the Primary Location business model (**Figure 3.9**) but attributed to the Sub-Location.
- **Sub-Location E-mail:** Email address of the DCMA POC.
- **Sub-Location Phone Number:** Phone number of the DCMA POC.
- **Sub-Location POC:** The name of the DCMA Point of Contact (POC) associated with the Sub-Location.

The Sub-Location CAGE Code and at least one additional piece of information is needed to add the entry to the Contractor Data Sub-Location Table, otherwise an error message will appear. Once all applicable data fields have been entered, select the “Add Sub-Location” button to apply the Contractors’ Data to the Sub-Location Table. The Sub-Location Table is created when the first Sub-Location is applied. This is done through the use of the “Add Sub-Location” button. An example of this can be seen in **Figure 3.10**.

Note: *Current functionality does not allow Contractor POC's to be edited.*

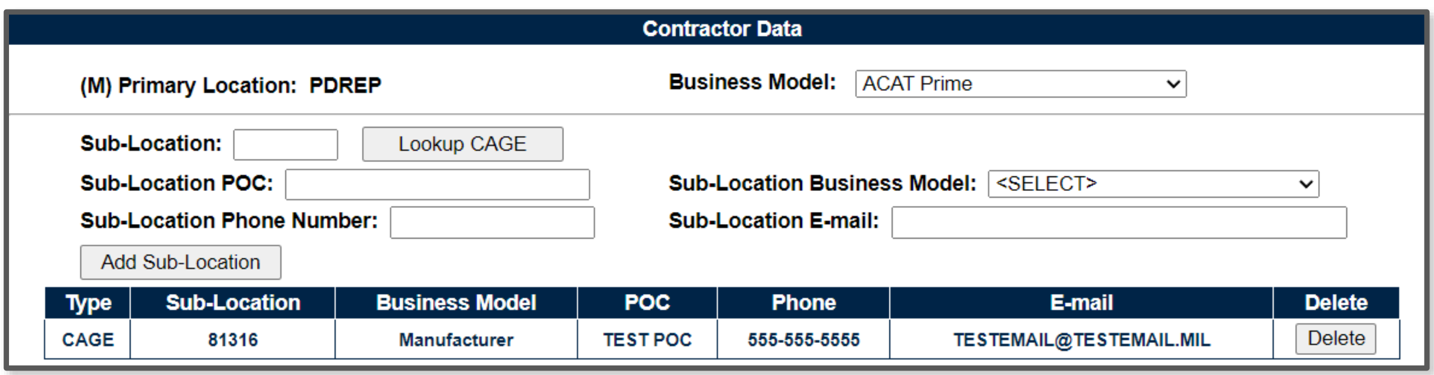


Figure 3.10

Associated Button Functionality for **Figure 3.10**

- **Add Sub-Location:** Adds selected information regarding the Sub-Location to the table. More than one can be added.
- **Delete:** Removes the selected Sub-Location from the table.
- **Lookup CAGE:** Selecting the “Lookup” button navigates the user to the “Lookup CAGE” page. When a CAGE is selected from the lookup page, it populates the field(s) associated with the button. When a company is selected, the user is returned to the Contractor Details section with the Sub-Location displaying the CAGE Code of selected company. Please see **Section 2.4** of this document for additional details on CAGE Code Lookup.

3.2.4 Applicable Programs

The "Applicable Programs" section of the Surveillance Plan allows for capturing the associated acquisition programs and/or platforms for which the contractor is providing material. A default view of the Applicable Program area is shown in **Figure 3.11**

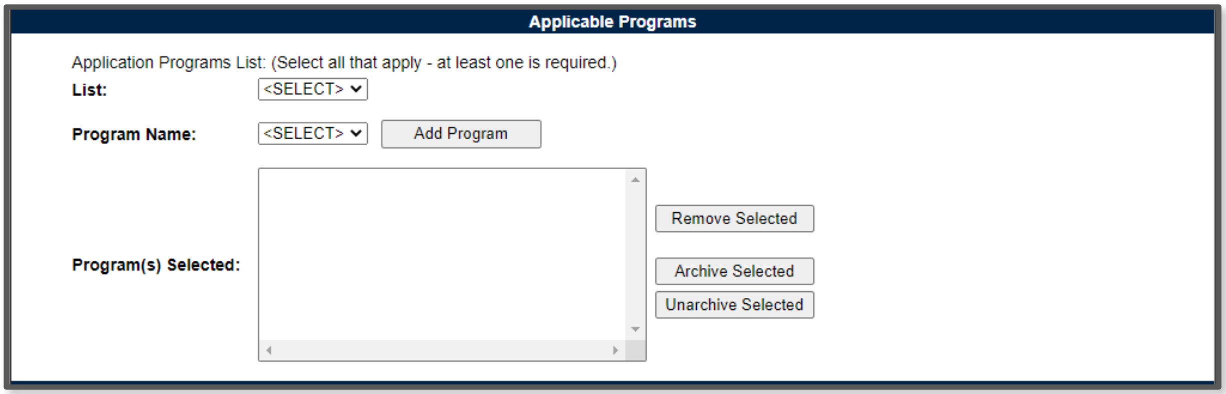


Figure 3.11

Select an option in the first drop-down (List) to identify the List type (DAI, NSEO, or PMBI). The page will query for the associated Programs within the selected List type. Subsequently the Programs associated with the initial selection will be loaded into the "Program Name" drop-down box below. An example of this can be seen in **Figure 3.12**.

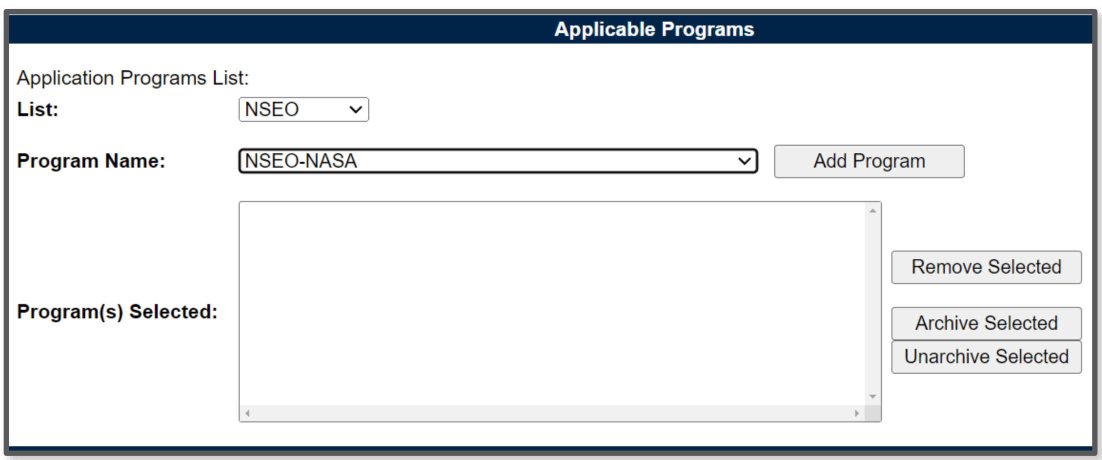


Figure 3.12

After selecting the "Program Name", use the "Add Program" button to add the entry to the "Program(s) Selected" list box below. An example of this may be seen in **Figure 3.13**.

Applied Programs within the list box may be removed only when it is free of (not applied to) a KCR or Record. To remove an applied Program within the list box, select the desired Program(s) to be removed and then click the "Remove Selected" button. The same process is used to "Archive" and "Unarchive" a listed Program. However, a Program must be saved to a Plan first before it can be successfully archived. Otherwise, it will simply be removed from the Applicable Programs box.

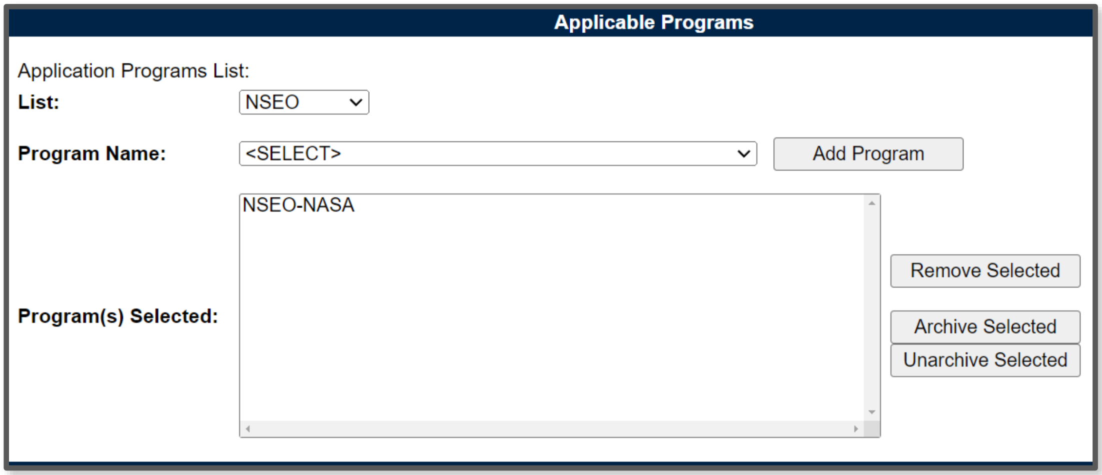


Figure 3.13

Associated Data Fields for **Figure 3.13**

- **List:** Select one of the three "List" types from the provided drop-down.
    i. *DAI* – Defense Agencies Initiative list.
    ii. *NSEO* – Navy Special Emphasis Operations list.
    iii. *PMBI* – Portfolio Management & Business Integration list (i.e. PST Collaboration Site).
- **Program Name:** The Program Name populates off the selected "List" type. After selecting the Program Name from the provided drop-down, click the "Add Program" button to capture the selection in the "Program(s) Selected" list box. Repeat this process as necessary to capture additional Program Names.
- **Program(s) Selected:** This box contains a list of the recorded Program Names applied to the Plan. Contents within this box can be removed, archived, or unarchived by selecting the desired Program Name(s) and clicking on the corresponding action button.

Associated Button Functionality for **Figure 3.13**

- **Add Program:** This button inserts the selected Program into the list box.
- **Archive Selected:** This button sets the selected Program Name(s) as "Archived" whereby it will send it to the bottom of the list and gray it out as shown in **Figure 3.15**. Programs may be Archived any time after its initial save to the KTR details page.
- **Remove Selections:** This button removes the selected Program Name (or multiple Program Names when selected with the use of the "Ctrl" keyboard button) highlighted within the list box. A program cannot be removed if it is associated with a KCR or Record; a user will receive the message shown in **Figure 3.14** when attempted.
- **Unarchive Selected**: This button undoes the Archiving action described above.

Figure 3.14

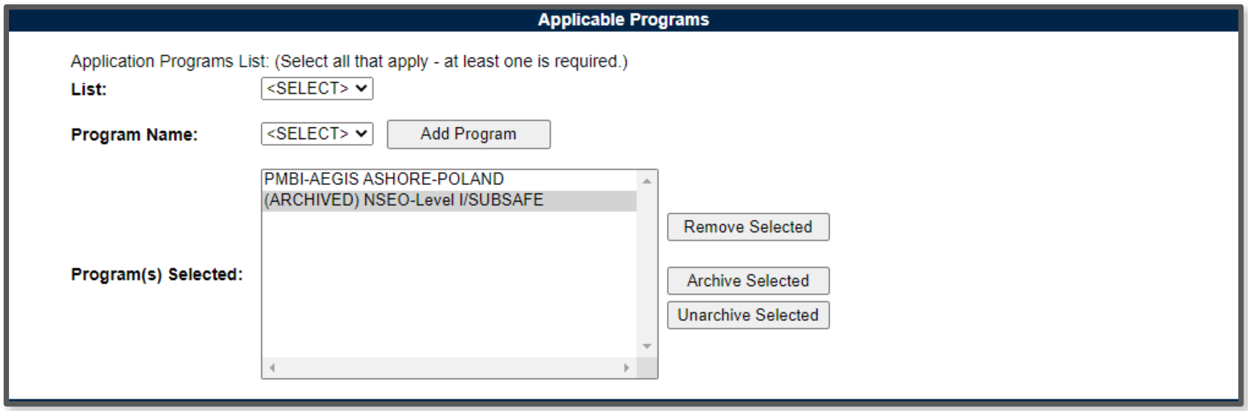


Figure 3.15

3.2.5 Applicable Contracts

The “Applicable Contracts” section of the Surveillance Plan allows for capturing a listing of contracts relevant to the surveillance/oversight of the contractor. A default view of the Applicable Contracts area is shown in **Figure 3.16**.

Figure 3.16

Enter a contract number, associated dollar amount and select the “Add Contract” button to add the entry to the Contract(s) Selected list box below. An example of this can be seen in **Figure 3.17**.

Applied Contracts within the list box may be removed only when it is free of (not applied to) a KCR or Record. To remove an applied Contract within the list box, select the desired Contract(s) to be removed and then click the “Remove Selected” button. The same process is used to “Archive” and “Unarchive” a listed Contract. However, a Contract must be saved to a Plan first before it can be successfully archived. Otherwise, it will simply be removed from the Applicable Contract box.

Note: *An active contract must be present within the Plan to create a KCR.*

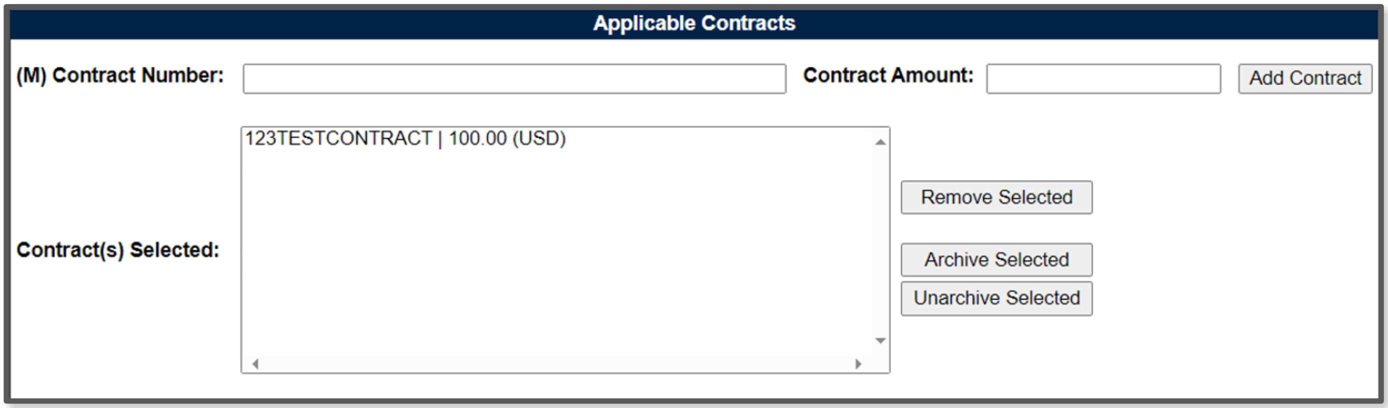


Figure 3.17

Associated Data Fields for **Figure 3.17**

- **Contract Amount:** The value of the above contract in USD. Maximum value of 999999999.99 (12 characters total).
- **(M) Contract Number:** The awarded number associated with a specific contractor DCMA has surveillance oversight of.
- **Contract(s) Selected:** This box contains a list of the recorded Contracts applied to the plan. Contents within this box, can be removed, archived, or unarchived by selecting the desired Contract(s) and clicking on the corresponding action button.

Associated Button Functionality for **Figure 3.17**

- **Add Contract:** This button inserts the Contract Number and Contract Amount into the Contract(s) Selected list box.
- **Archive Selected:** This button sets the selected item(s) as “Archived” whereby it will send it to the bottom of the list and gray it out as shown in **Figure 3.18**.
- **Remove Selected:** This button removes the selected Contract Number(s) and Contract Amount from the Contract(s) Selected list box. A contract cannot be removed if it is associated with a KCR or Record. User will receive the message in **Figure 3.19** when attempted.
- **Unarchive Selected**: This button undoes the Archiving action described above.

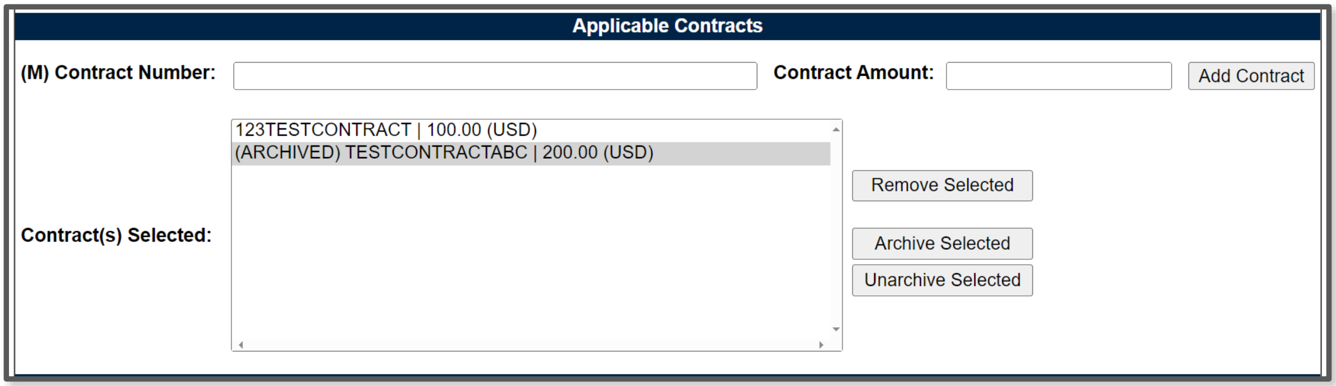


Figure 3.18

Figure 3.19

Note: *A user must first save a new applicable contract before archiving, otherwise the plan will not save the contract.*

3.2.6 End Item(s)

The End Item section of the Surveillance Plan allows for the creation of a list of relevant National Stock Numbers, Part Numbers, Serial Numbers, and their item descriptions for materials manufactured by the contractor undergoing surveillance as relevant to the oversight of the contract.

3.2.6.1 Adding End Item(s)

This section defaults to seven blank data entry fields as seen in **Figure 3.20**. Enter the known information and select “Add End Item” to apply the entry to the table. The End Item Table generates after the first End Item is applied. An example of this may be seen in **Figure 3.25**. Valid entries must consist of either a NSN & Additional Identifier (Part Number/Unique Identifier, Serial Number, Product/Service Description) or two identifiers.

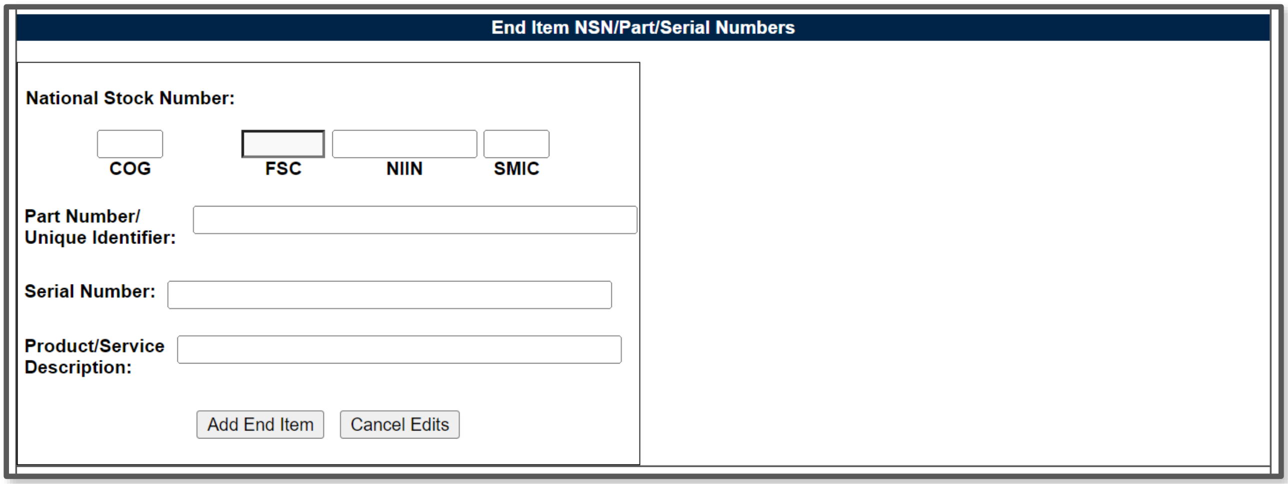


Figure 3.20

Associated Data Fields for **Figure 3.20**

- **National Stock Number:** Also known as the NSN, it is a thirteen-digit code associated with a specific material item within the DoD Supply System. The NSN consists of a Federal Supply Class (FSC) Code and a National Item Identification Number (NIIN). For items specific to the Navy, a prefixed Cognizant Code (COG) and a suffixed Special Material Identification Code (SMIC) are also associated with the NSN.
    - **COG:** Two-position alphanumeric Code associated with the Navy Item Manager for the associated NSN.
    - **FSC:** The Federal Supply Class Codes are four numeric digits identifying the general group of the material.

Note: *For Service Contracts, the PSC (Product and Service Code) may also be utilized in this data field.*

-
    - **NIIN:** National Item Identification Number is a nine-digit Code that uniquely identifies an item. Entering the NIIN will automatically populate the COG, FSC, SMIC, and Product Description as relevant.
    - **SMIC:** The Special Material Identification Code (SMIC) is a two-position alphanumeric Code used by the Navy to categorize material under basis of source/quality control, technical control, or various procurement or handling controls.
- **Part Number:** If known, enter the Part Number of the material. If an End Item does not have a Part Number or NIIN, users can enter a Nomenclature in the Part Number text box *(max of 75 characters).*
- **Product/Service Description:** Describes the product or service properties. This field will automatically populate based on the NIIN entered but may be edited if necessary *(max of 200 characters).*
- **Serial Number:** If known, enter the Serial Number of the material *(max of 1,000 characters).*

Associated Button Functionality for **Figure 3.20**

- **Add End Item:** Inserts the End Item and associated information into the "Selected End Item(s)" list box.
- **Cancel Edits:** Clears values on new entries not yet applied to the End Item Table.

Note: *The "Save" button (located at the top and middle of the page) must be used to preserve entries. PDREP does not have an auto-save feature. This means the tool needs to be told to keep the information. This is done through the save action. If the "Save" button is not used, work will NOT be saved!*

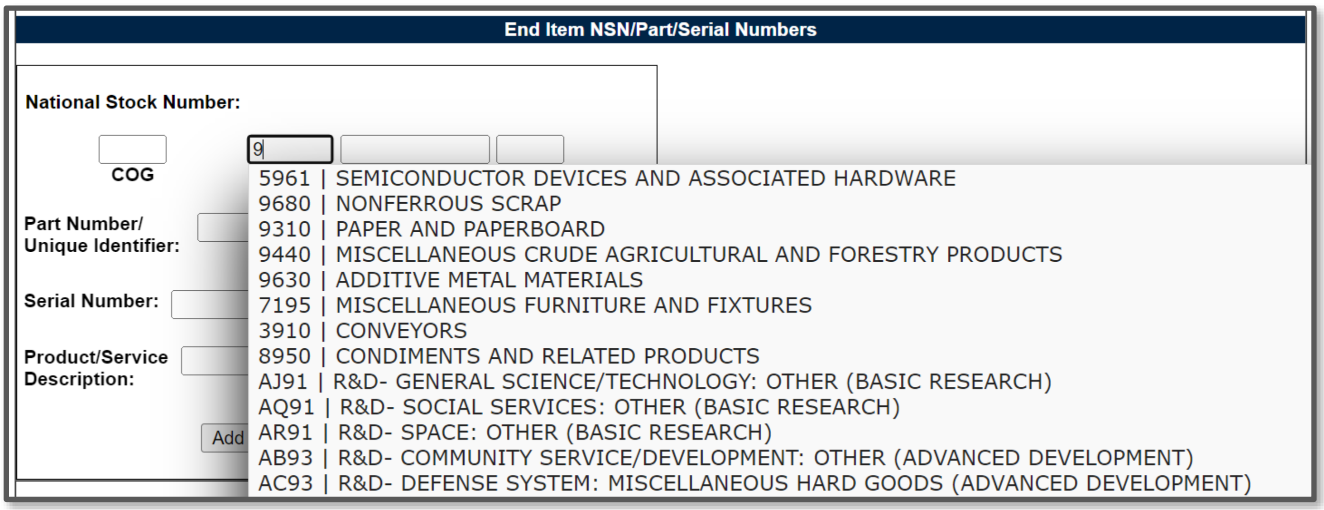


Figure 3.21

Text entered in the FSC data field, will begin to generate a list of related components and parts registered within the Federal Logistics Information System (FLIS) as shown in **Figure 3.21**.

When a National Item Identification Number (NIIN) is used, the database performs a query whereby the NIIN is checked against the FLIS dataset. An error message will display if the NIIN entered is not recognized within FLIS. **Figure 3.22** shows an example of this.

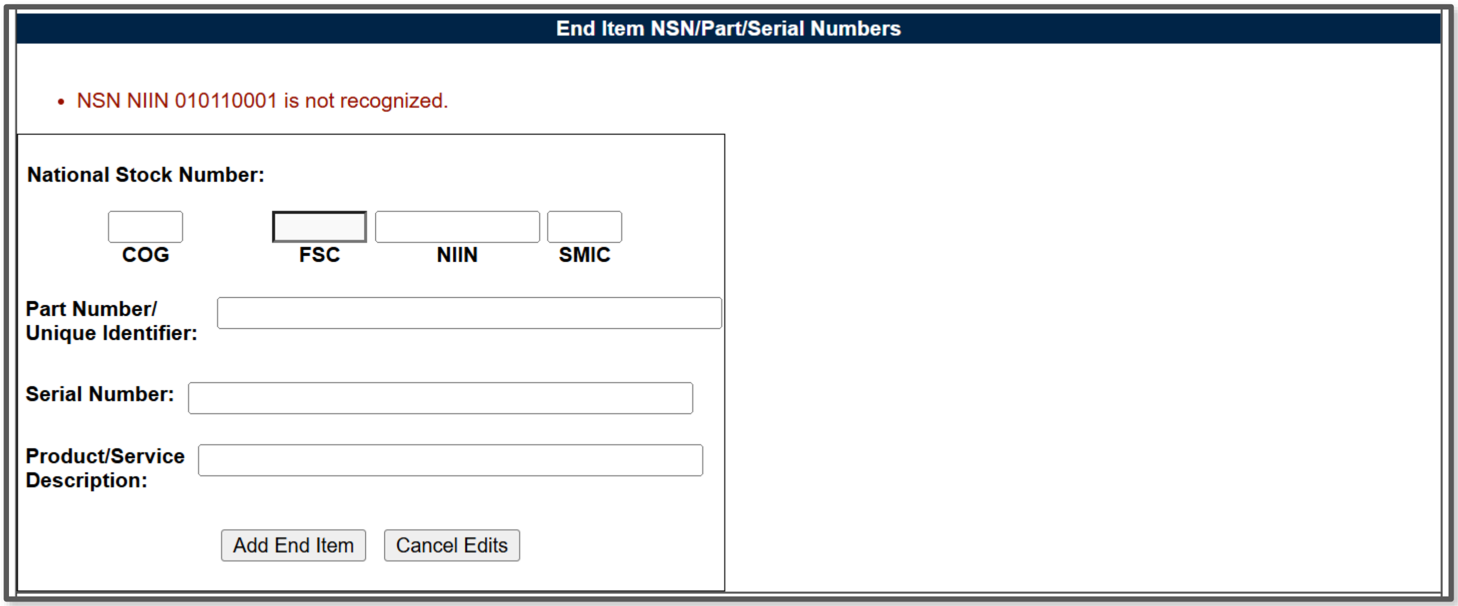


Figure 3.22

When a recognized NIIN is entered, the SP tool will automatically fill associated data fields of COG, FSC, SMIC and Product/Service Description (if relevant) into their various boxes. Only NSN values present in FLIS may be auto filled (see **Figure 3.23**). If an End Item does not have a part number or NIIN, users can enter a Nomenclature in the part number box.

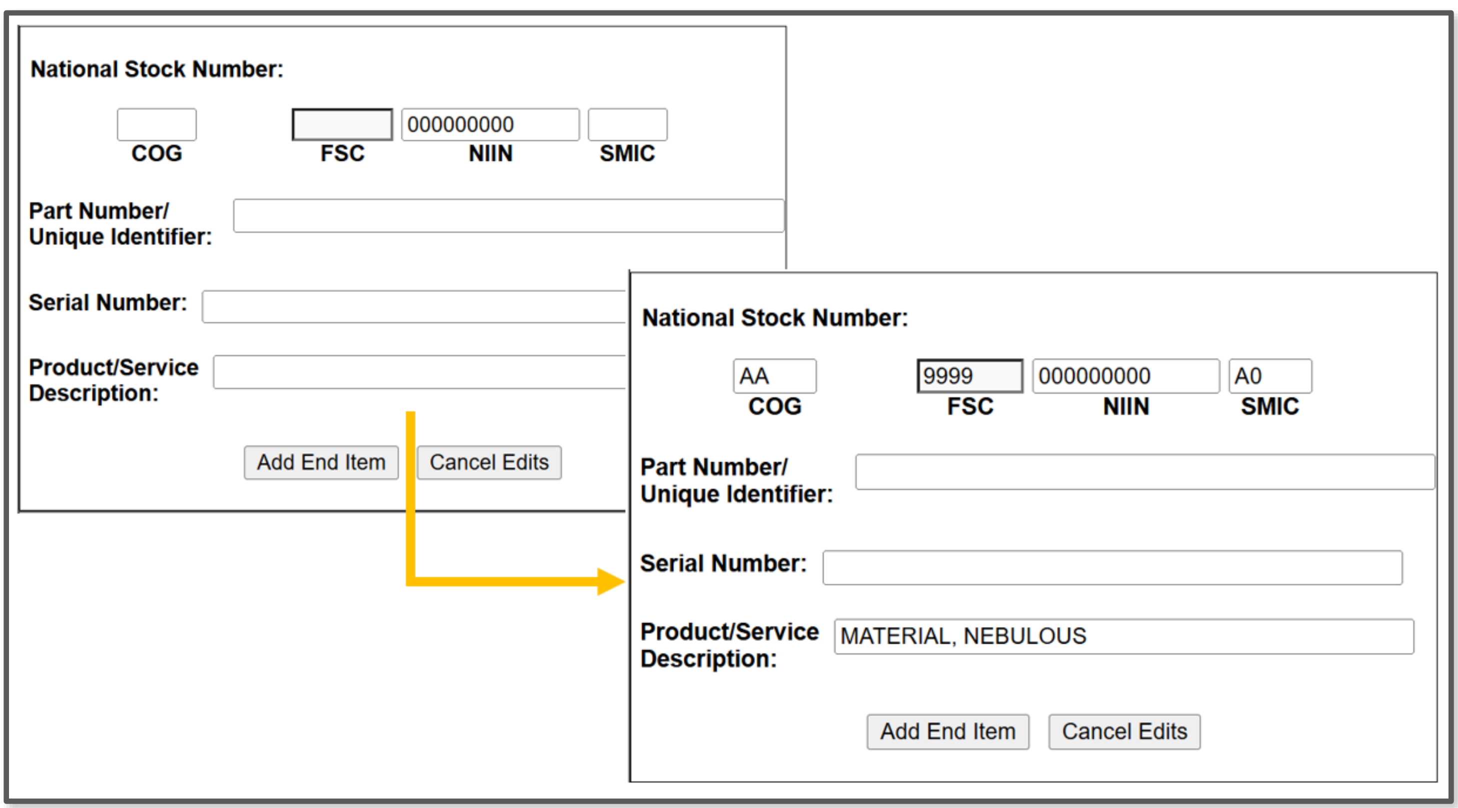


Figure 3.23

In the absence of a NSN, two additional identifiers (such as the Product/Service Description and the Part Number/Unique Identifier or Serial Number) are required before the End Item can be added to the End Item Table. To support Deliverable Product and Deliverable Service Evaluations, it is recommended that a FSC be provided when adding End Items. If the deliverable of a contract is a service, a PSC Code may also be utilized in the FSC field combined with a Product/Service Description. Both FSCs and PSCs can be found in the associated contract under most circumstances.

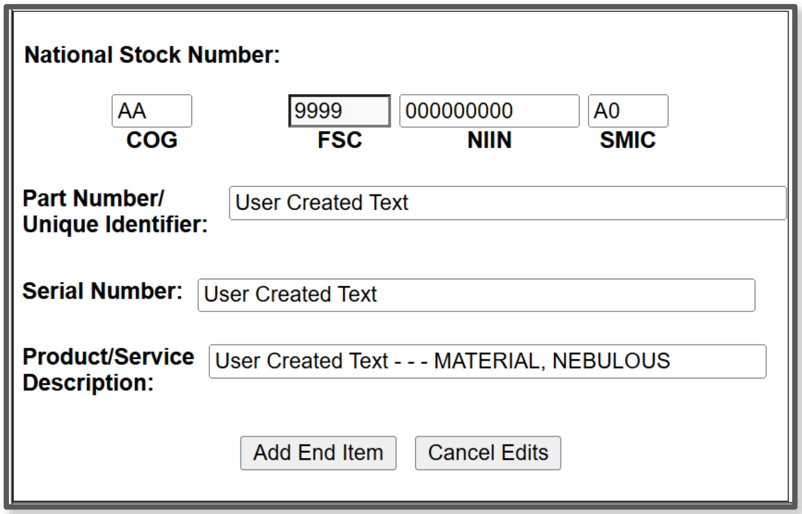


Figure 3.24

Figure 3.24 shows an example of an End Item with all values and text entered. The “Add End Item” button is used to apply the End Item to the End Item Table. The table is located beneath the End Item entry box as shown in **Figure 3.25** but is hidden when the Plan lacks an End Item. Once all End Items have been applied to the End Item Table, the “Save” button must be used to capture all work.

Note: *When working within the KTR Details Page (displayed as the “Multi-Function Surveillance Plan”), saving is required to capture the additions made to the various sections. The “Save” button (located at the top and middle of the page) must be used to preserve entries. PDREP does not have an auto-save feature. This means the tool needs to be told to keep the information. This is done through the save action. If the “Save” button is not used, work will NOT be saved!*

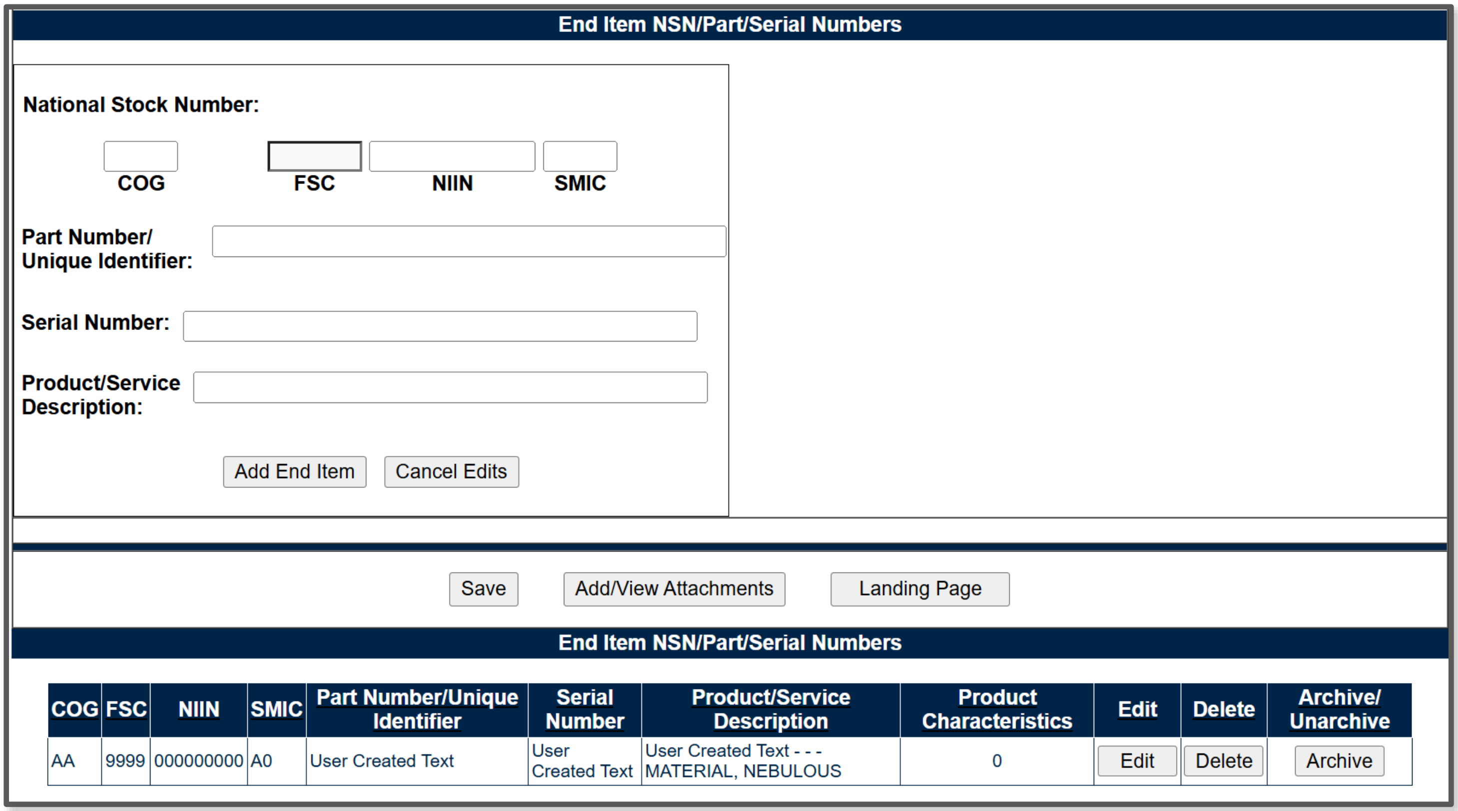


Figure 3.25

Associated Button Functionality for **Figure 3.25**

- **Add End Item:** Applies the End Item and associated information into the End Item Table.
- **Add/View Attachments:** The “Add/View Attachments” button allows uploading, viewing and deleting of Plan level attachments. Navigation to the attachments page starts by clicking the “Add/View Attachments” button. After the page refresh, the ability to add, view or remove related documents will be available for users with Functional Specialist (or higher) access.

***Note**: Each Plan, Record and subsequently associated IDR’s have their own designated space for attachments. This means applied documents are exclusive to the location (level) they are applied and will not populate elsewhere. For further instructions, please see the user guide on Attaching a File in PDREP, found on the PDREP website under “References” and housed within “Guides and Manuals”.*

- **Archive:** This button sets the selected End Item to an “Archive” status.
- **Ascend/Descend:** This functionality is present within the End Item Table data field headers (COG, FSC, NIIN, SMIC, Part Number/Unique Identifier, Serial Number, Product/Service Description, and Product Characteristics) and may be used to display End Items in a desired order (largest to smallest or smallest to largest).
- **Cancel Edits:** Clears values on new entries not yet applied to the End Item Table. When an applied End Item is being edited, this button restores the End Item back to the table unchanged.

- **Delete:** Removes the End Item from the End Item Table. A pop-up message will display requesting confirmation of the delete action as seen in **Figure 3.27**.
    - **OK:** Captures the request and eliminates the End Item from the table.
    - **Cancel:** Refreshes the page and clears the request.

- **Edit:** This button opens the selected End Item to an editable version by populating the associated End Item information into the corresponding data elements within the intake box. An example of this can be seen in **Figure 3.26**.
- **Landing Page:** Navigates the user to the Landing Page of the Plan.
- **Save:** This button may be used at any time to save the contents of the Surveillance Plan.
- **Unarchive:** This button undoes the Archiving action described above.

Associated Data Fields for **Figure 3.25**

- **Product Characteristics:** Number of Product Characteristics applied to the End Item.

3.2.6.2 Edit & Delete End Items

Each End Item captured within the End Item Table can be edited, deleted or archive/unarchive through their corresponding button functionality.

Editing an applied End Item is done by selecting the "Edit" button for the row that correlates with the End Item to be edited. The associated data will be loaded into the End Item intake fields (like that of adding a new End Item) and can be updated accordingly. An example of this is shown in **Figure 3.26**. Once changes have been made, select the "Update End Item" button to capture the revised information, and return the End Item back to the End Item Table.

The "Cancel Edits" button may be used to discard any modifications made and return the End Item back to the table unchanged. An End Item must be in an "Active" status to be edited. End Items in an "Archived" status display a gray "Edit" button identifying that functionality has been removed as shown in **Figure 3.29**.

Note: *The "Save" button (located at the top and middle of the page) <u>must</u> be used to preserve entries. PDREP does not have an auto-save feature. This means the tool needs to be told to keep the information. This is done through the save action. <u>If the "Save" button is not used, work will NOT be saved!</u>*

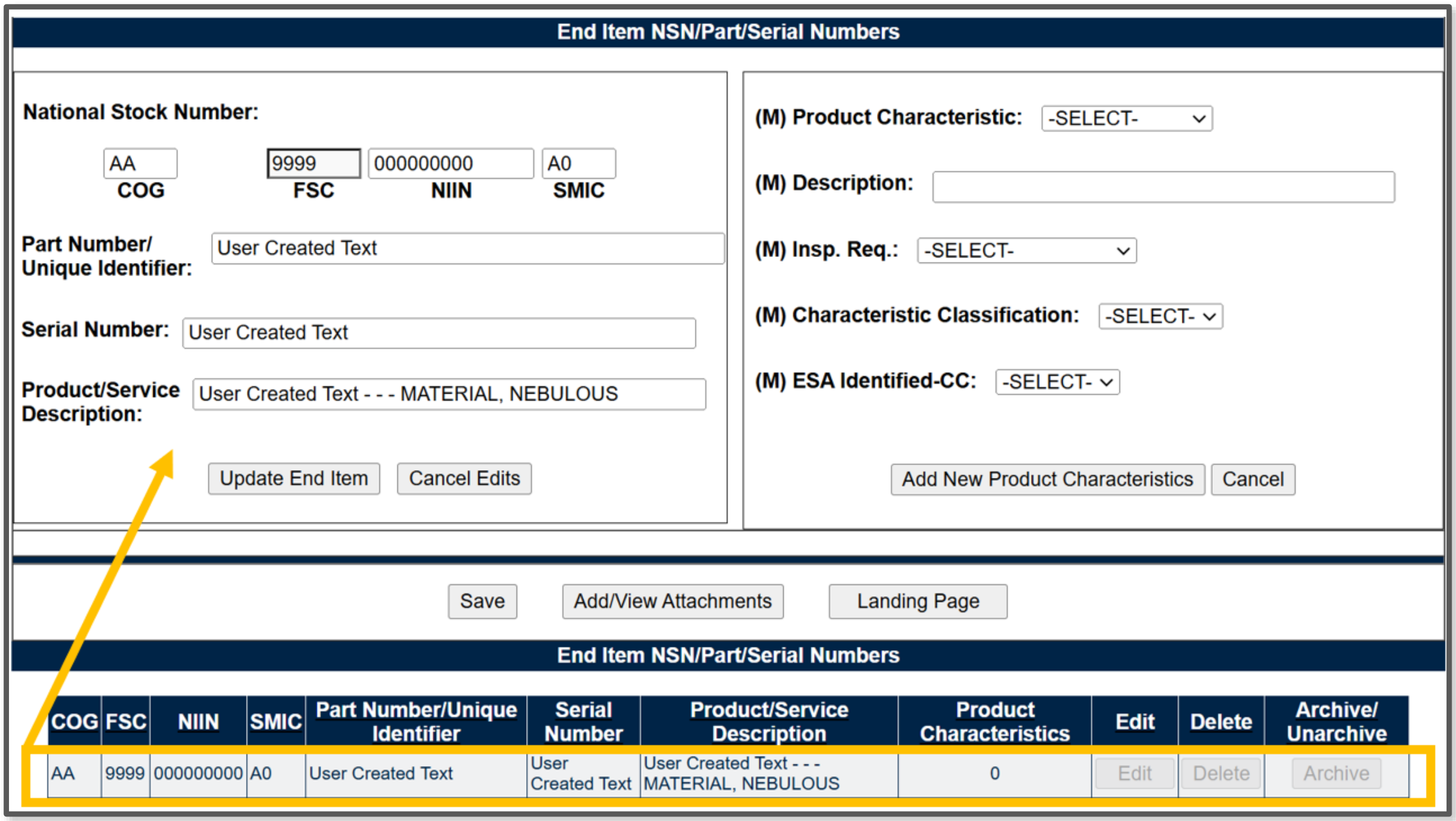


Figure 3.26

To delete an End Item from the End Item Table, select the "Delete" button on the row that correlates with the End Item to be deleted. After confirming the action by selecting "OK" on the pop-up (**Figure 3.27**), the End Item will be eliminated from the End Item Table.

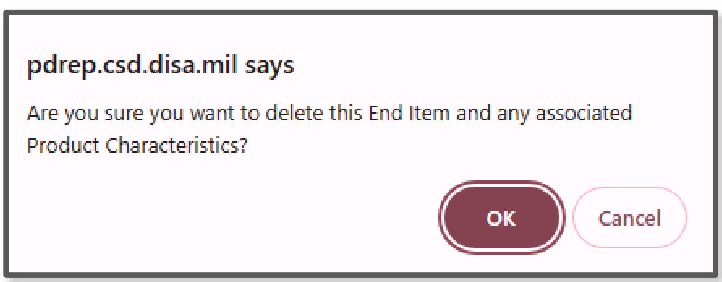


Figure 3.27

End Items can only be deleted when they are not applied to a Record (regardless of the Record status). If a user attempts to delete an End Item that's applied to a Record, an error message will generate. An example of this is shown in **Figure 3.28**. Only after an End Item is removed from all applied Records may it be deleted from the Plan.

End Item NSN/Part/Serial Numbers

- The selected **End Item** has been assigned to a Record and cannot be removed.

Figure 3.28

End Items applied to the End Items Table default to an “Active” status. Should an applied End Item need to be “Archived”, select the “Archive” button on the row that correlates with the End Item to be archived. After the page refresh, the selected End Item will be relocated to the bottom of the End Items Table and grayed out indicating it’s “Archived” status. When this change occurs, the “Unarchive” button also replaces that of the previous “Archive” button as shown in **Figure 3.29**.

End Item NSN/Part/Serial Numbers

COG	FSC	NIIN	SMIC	Part Number/Unique Identifier	Serial Number	Product/Service Description	Product Characteristics	Edit	Delete	Archive/ Unarchive
12	AN15			PARTNUMBER	SERIALNUMBER	HEALTH R&D SERVICES; HEALTH CARE SERVICES; EXPENSES FOR R&D FACILITIES AND MAJOR EQUIPMENT	3	Edit	Delete	Archive
AA	9999	000000000	A0	Entered Part Number	Entered Serical Number	MATERIAL, NEBULOUS	0	Edit	Delete	Archive
	AG54					UPDATED PRODUCT/SERVICE DESCRIPTION	1	Edit	Delete	Archive
	AH14					NATURAL RESOURCES AND ENVIRONMENT R&D SERVICES; WATER RESOURCES; R&D ADMINISTRATIVE EXPENSES	3	Edit	Delete	Archive
9B	4820	016696142	CP	33-22-3322	1234567-8910	REBUILD KIT VALVE	1	Edit	Delete	Unarchive

Figure 3.29

End Items can only be archived after they’ve been successfully applied to the End Item Table, saved to the KTR details page, and are not present within a draft record. End Items archived prior to being saved will continue to display only while working on the KTR details page but will ultimately be expunged from the End Item Table. If a user attempts to archive an End Item that’s applied to a Record with a “Draft” status, an error message will generate. An example of this is shown in **Figure 3.30**. Only after all associated Records have been completed or deleted may the End Item be archived.

End Item NSN/Part/Serial Numbers

- The selected **End Item** has been assigned to a Record and cannot be archived.

Figure 3.30

Once an End Item has been archived, it may be unarchived at any point in the future. To unarchive an End Item, select the “Unarchive” button on the row that correlates with the End Item to be unarchived. After the page refresh, the selected End Item will be restored to an “Active” status, with the tool automatically moving it from the bottom of the End Item Table. The rows gray fill is removed, and the End Items status is changed to “Active” once again.

3.2.7 Product Characteristics

Product Characteristic(s) allows for capturing the associated attributes of an End Item within the Plan.

3.2.7.1 Adding Product Characteristics

To add Product Characteristic(s), select the “Edit” button on the row that correlates with the desired End Item. Above the End Item Table, the associated data will be loaded into the End Item intake fields (like that of adding a new End Item) with the Product Characteristic intake area next to it on the right (see **Figure 3.31**).

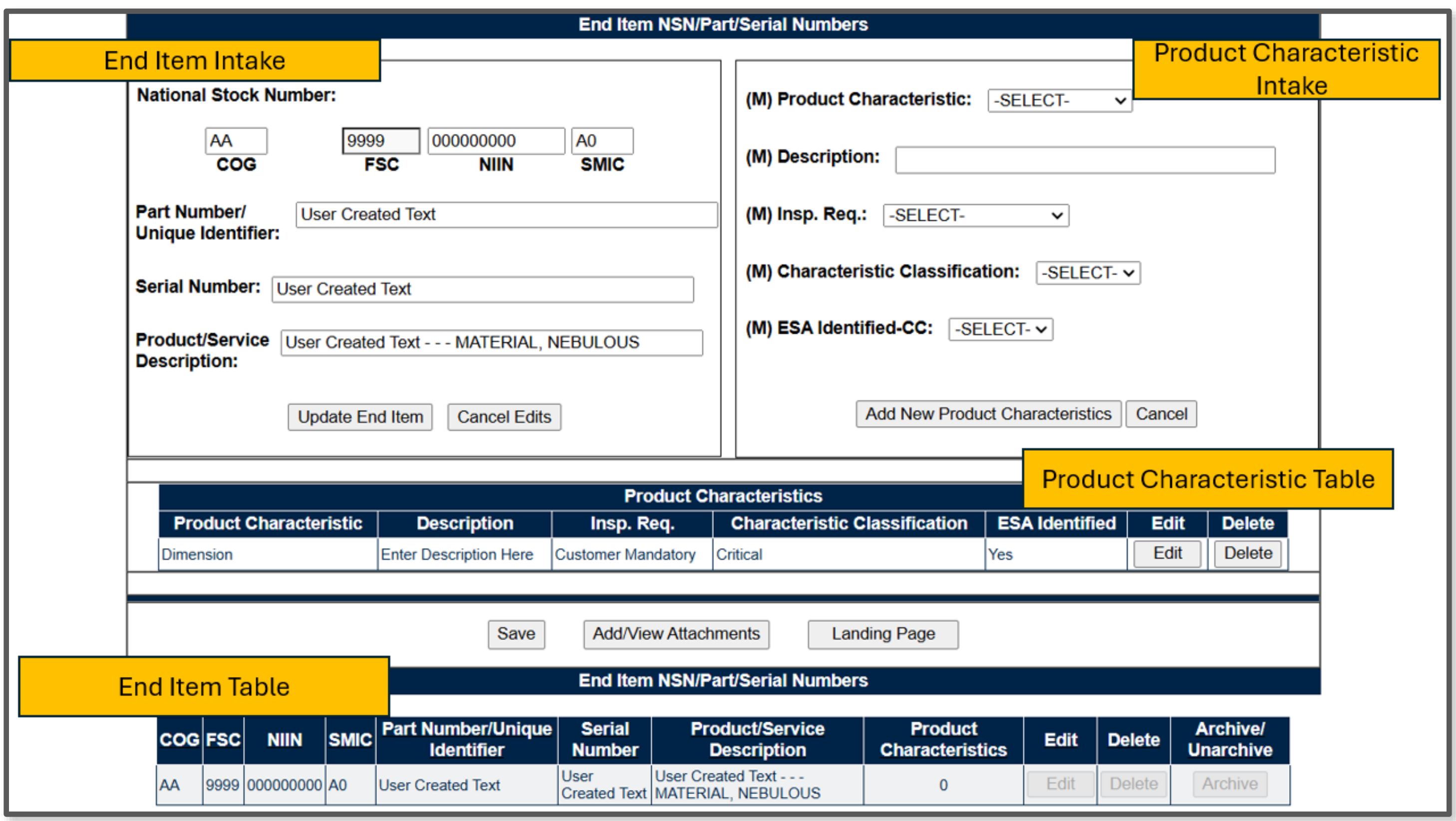


Figure 3.31

The Product Characteristic intake area contains a total of five mandatory data fields (**Figure 3.32**). Use the drop-down to select the “(M) Product Characteristic” type. Next, fill in the “(M) Description” before selecting the “(M) Insp. Req.” from the drop-down. Finally, determine the “(M) Characteristic Classification” and the “(M) ESA Identified-CC” via their perspective drop-downs. The “Add New Product Characteristic” button will capture the entry and apply it to the Product Characteristic Table. Repeat this process as necessary to capture additional Product Characteristics.

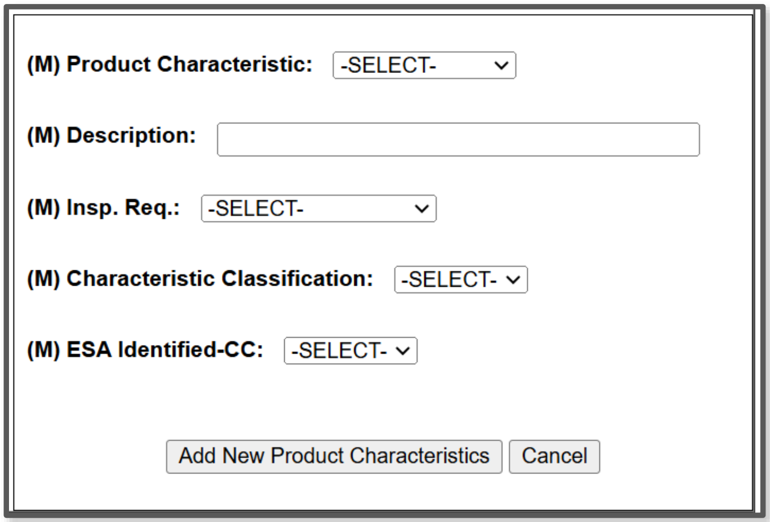


Figure 3.32

If a selection or entry isn’t made for each of the five data fields, an error message will display beneath the “End Item NSN/Part/Serial Number” banner notifying the user of which field requirement(s) have not been met. An example of this is shown in **Figure 3.33**.

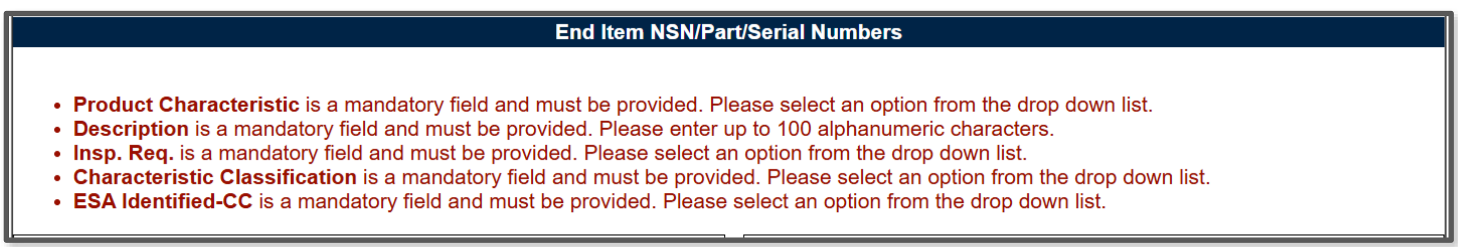


Figure 3.33

The Product Characteristic Table is located beneath the Product Characteristic intake box (area) as shown in **Figure 3.34** but is hidden when the End Item lacks a Product Characteristic.

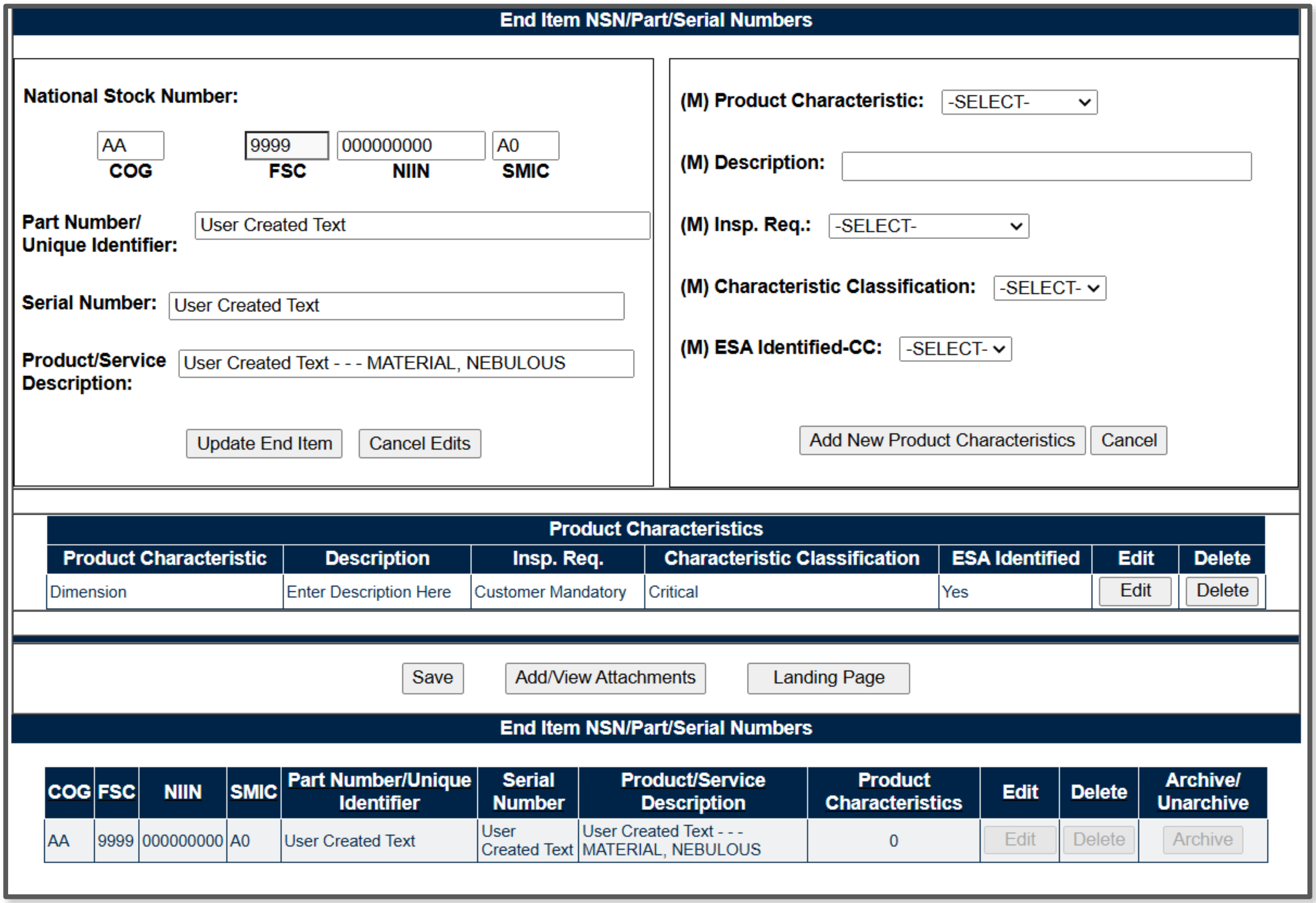


Figure 3.34

Product Characteristic Intake

Associated Data Fields for **Figure 3.34**

- **(M) Characteristic Classification:** Select one of the five Characteristic Classification types from the provided drop-down.
  - Critical
  - Major
  - Minor
  - N/A
  - Unknown
- **(M) Description:** An open text box with a maximum limit of 100 characters for entering the Description of the Product Characteristic.

- **(M) ESA Identified-CC:** Select one of the three ESA Identified-CC types from the provided drop-down.
    - N/A
    - No
    - Yes
- **(M) Insp. Req.:** Select one of the two Inspection Required types from the provided drop-down.
    - Customer Mandatory
    - DCMA Risk Based
- **(M) Product Characteristic:** Select one of the three Product Characteristic types from the provided drop-down.
    - Dimension
    - Other
    - Process Output
- **Product Characteristics Table:** An accumulation of Product Characteristic, Description, Insp. Req., Characteristic Classification and ESA Identified data fields being applied to the table as one entry (row) of the selected End Item.

Product Characteristic Intake
Associated Button Functionality for **Figure 3.34**

- **Add New Product Characteristics:** This button captures and applies the five Product Characteristic data fields (*Product Characteristic, Description, Insp. Req., Characteristic Classification and ESA Identified*) to the Product Characteristic Table as a one row entry. Though the table can accommodate multiple Product Characteristics, it will be hidden until the first Product Characteristic is applied. Repeat this process as necessary to capture additional Product Characteristics.
- **Cancel:** Clears values on new entries not yet applied to the Product Characteristic Table. When an applied Product Characteristic is being edited, this button restores the Product Characteristic back to the table unchanged.

Product Characteristic Table
Associated Button Functionality for **Figure 3.34**

- **Delete:** Removes the Product Characteristic from the Product Characteristic Table. This action occurs when the corresponding "Delete" button is clicked. A pop-up message will display requesting confirmation of the delete action as seen in **Figure 3.38**.
    - **OK:** Captures the request and eliminates the Product Characteristic from the table.
    - **Cancel:** Refreshes the page and clears the request.

- **Edit:** This button opens the selected Product Characteristic to an editable version by populating the associated Product Characteristic information into the corresponding data elements within the intake box.

Once all Product Characteristics have been applied to the Product Characteristic Table, the End Item must be applied back to the End Item table. This is done by selecting the “Update End Item” button. In order for the Plan to retain all End Item updates, the “Save” button <u>must</u> be used. When the KTR details page has been successfully saved, a confirmation message will display above the “Save” button as shown in **Figure 3.35**.

Note: *When working within the KTR Details Page (displayed as the “Multi-Function Surveillance Plan”), saving is required to capture the additions made to the various sections. The “Save” button (located at the top and middle of the page) <u>must</u> be used to preserve entries. PDREP does not have an auto-save feature. This means the tool needs to be told to keep the information. This is done through the save action. <u>If the “Save” button is not used, work will NOT be saved!</u>*

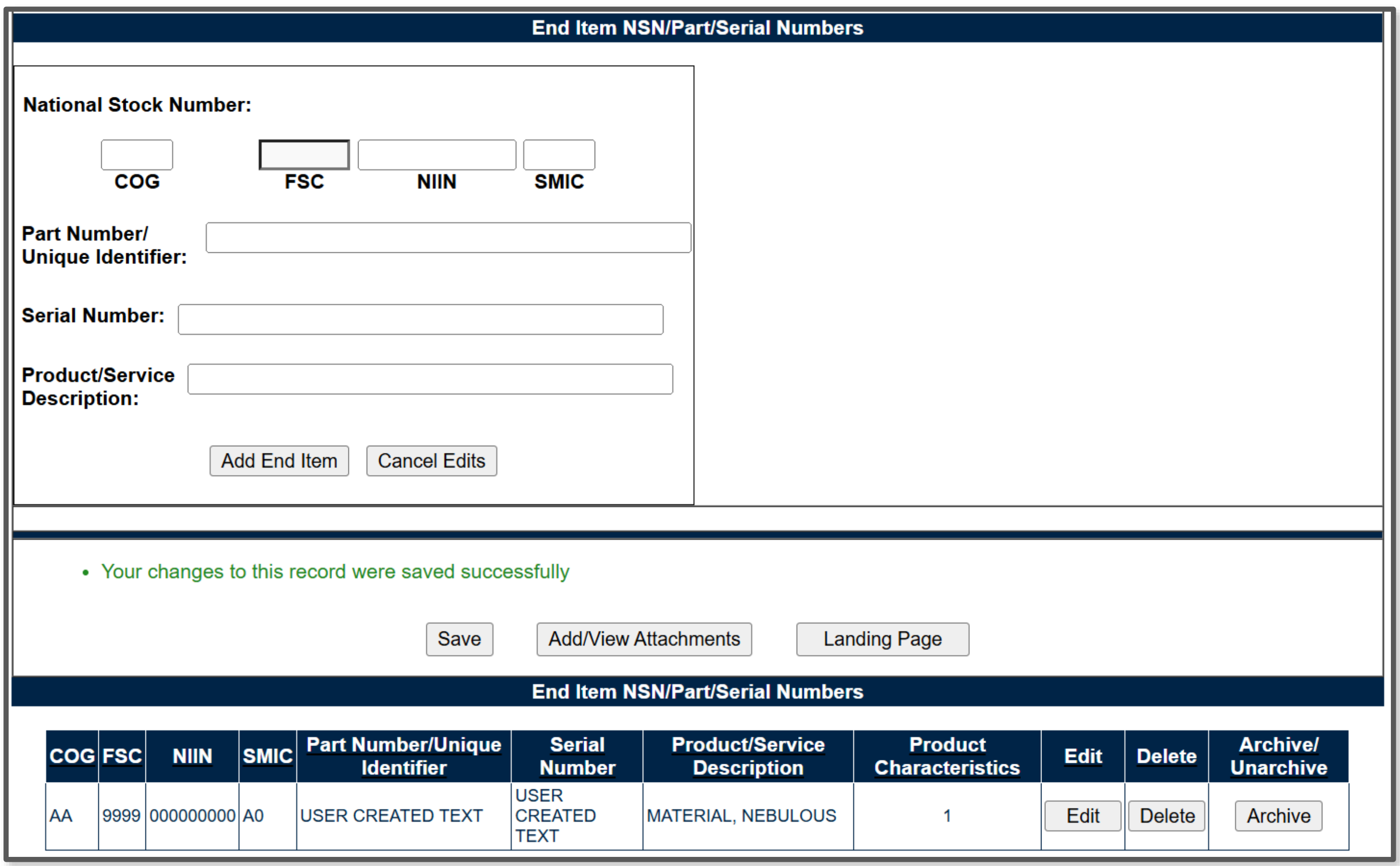


Figure 3.35

If a user attempts to save their work while an End Item is in an editable state, an error message will display as shown in **Figure 3.36**. When this occurs, changes to the KTR Details page have not been captured. In order to successfully save, the End Item will need to be returned to the End Item Table and the “Save” button will once again need to be used.

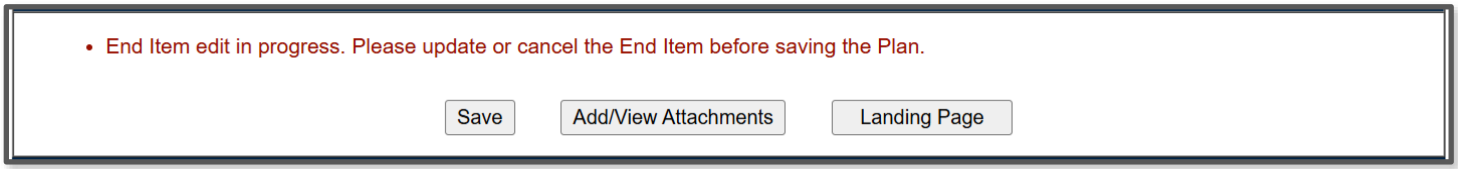


Figure 3.36

3.2.7.2 Edit & Delete Product Characteristics

Editing and Deleting a Product Characteristic can only be done on End Items in an editable state. When an End Item is editable, the corresponding row will be grayed. Each Product Characteristic captured within the End Item’s Product Characteristic Table can be edited or deleted through their corresponding button functionality.

Editing a Product Characteristic is done by selecting the “Edit” button for the row that correlates with the Product Characteristic to be edited. The associated data will be loaded into the Product Characteristic intake fields and can be updated accordingly. Once changes have been made, select the “Update Product Characteristic” button to capture the revised information, and return the Product Characteristic back to the End Items Product Characteristic Table.

The “Cancel” button may be used to discard any modifications made and return the Product Characteristic back to the table unchanged. When a Product Characteristic is being edited, the corresponding row will be grayed identifying which Product Characteristic is in an editable state. An example of this is shown in **Figure 3.37**.

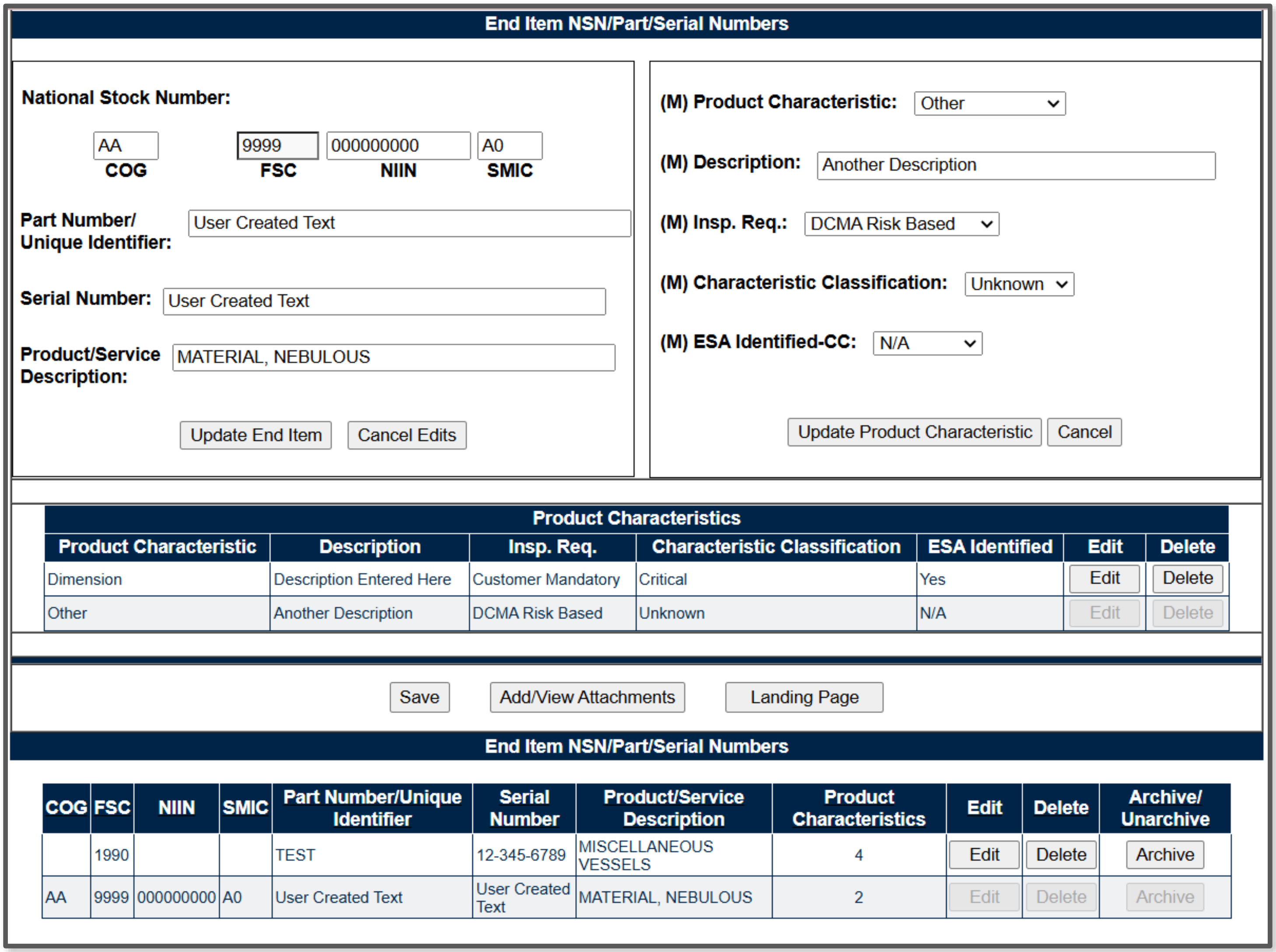


Figure 3.37

To delete a Product Characteristic, select the “Delete” button aside the desired Product Characteristic. After confirming the action by selecting “OK” on the pop-up (**Figure 3.38**), the Product Characteristic will be eliminated from the table.

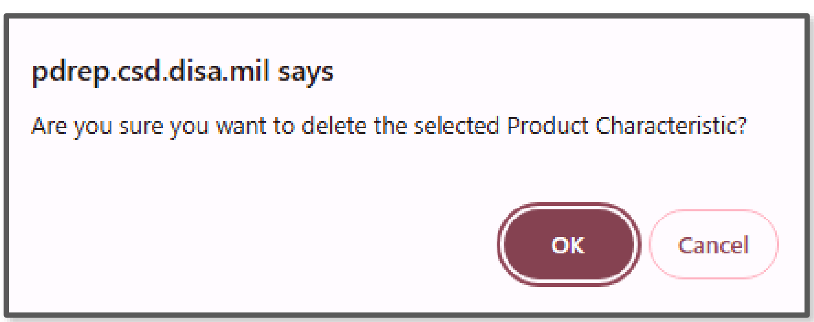


Figure 3.38

A Product Characteristic that is associated with an Inspection Details Report (IDR) cannot be deleted regardless of the IDR's status. If a user attempts to delete an End Item that's applied to a Record an error message will generate as shown in **Figure 3.39**.

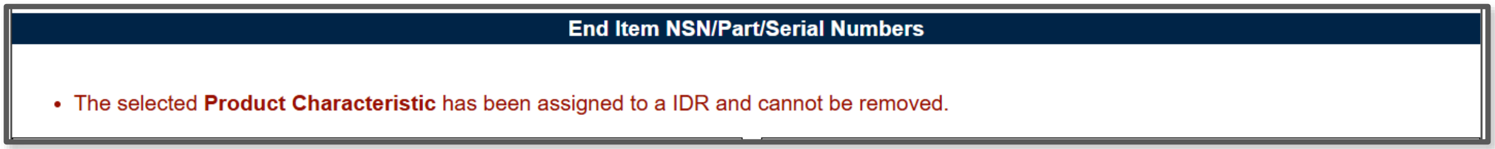


Figure 3.39

Once all Product Characteristics have been updated and applied back to the Product Characteristic Table, the End Item must also be applied back to the End Item Table. This is done by selecting the "Update End Item" button. In order for the Plan to retain all End Item updates, the "Save" button must be used. When the KTR details page has been successfully saved, a confirmation message will display above the "Save" button as shown in **Figure 3.35**.

Note: *When working within the KTR Details Page (displayed as the "Multi-Function Surveillance Plan"), saving is required to capture the additions made to the various sections. The "Save" button (located at the top and middle of the page) must be used to preserve entries. PDREP does not have an auto-save feature. This means the tool needs to be told to keep the information. This is done through the save action. If the "Save" button is not used, work will NOT be saved!*

3.2.8 Duplicate End Items

Existing Plans may contain duplicate End Items. However, as of the May 2024 publish the End Item Table no longer allows duplicate entries. Entries are considered duplicate when the NSN (COG + FSC + NIIN + SMIC), Part Number/ Unique Identifier and Product/Service Description match character for character. Any variance, including spaces are considered a new entry and will be allowed.
End Item validation is done when a user attempts to apply the End Item to the table via the "Add End Item" button. If an End Item is a duplicate and an attempt has been made to add it to the table, a popup message will disply notifying the user of the existing End Item, along with a banner message of the attempt. The End Item Table will highlight the match (as shown in **Figure 3.41**) and will bring the user to the existing End Item when the pop-up notification is acknowledged and cleared.

For example, the End Item intake of **Figure 3.40** matches that of an existing End Item already applied to the End Item Table.

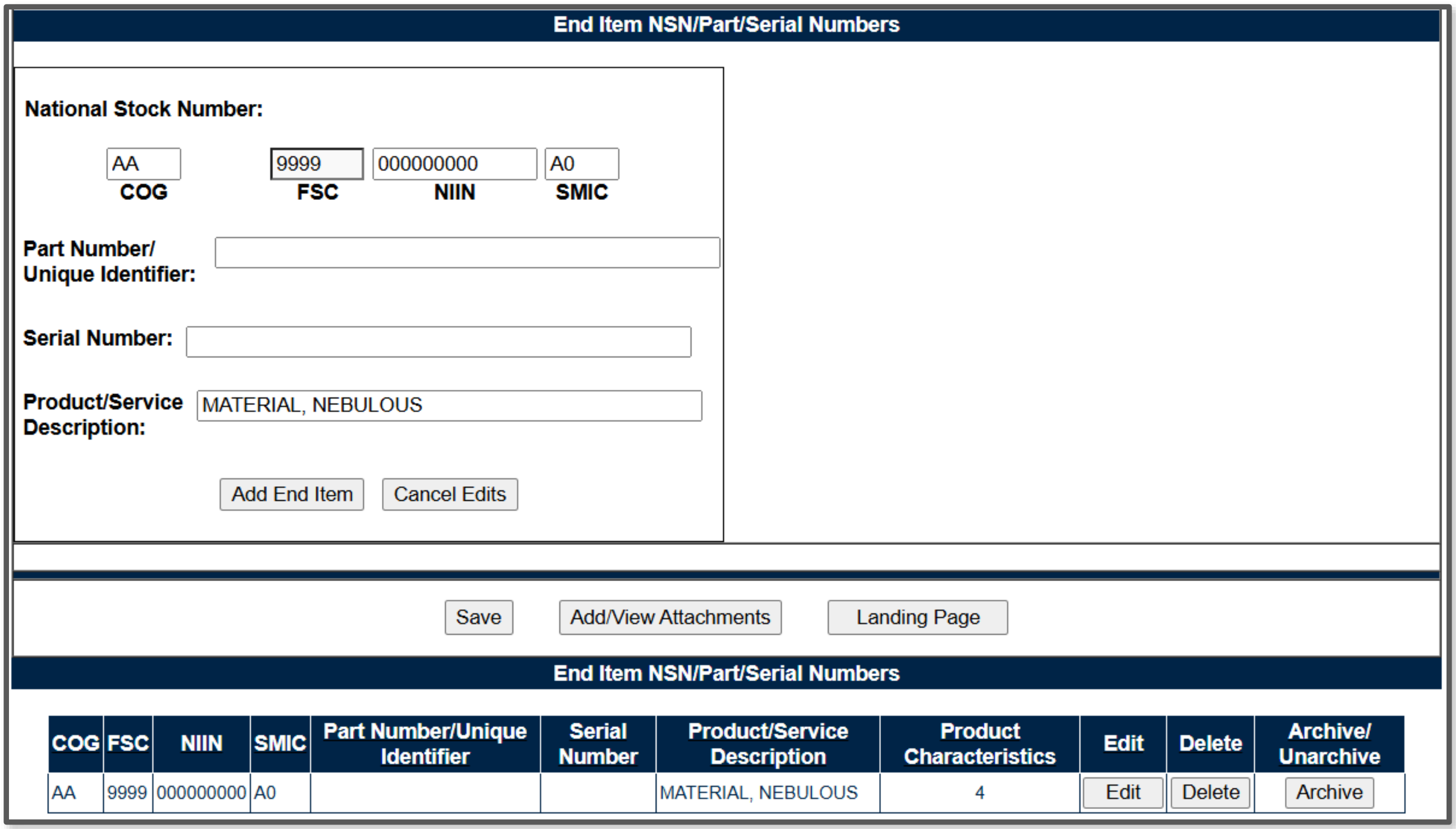


Figure 3.40

The “Add End Item” button initiates the SP tool validation and determines that an End Item already exists with identical information (character for character) within table and disallowes the duplicate End Item from being applied to the table as seen in **Figure 3.41**.

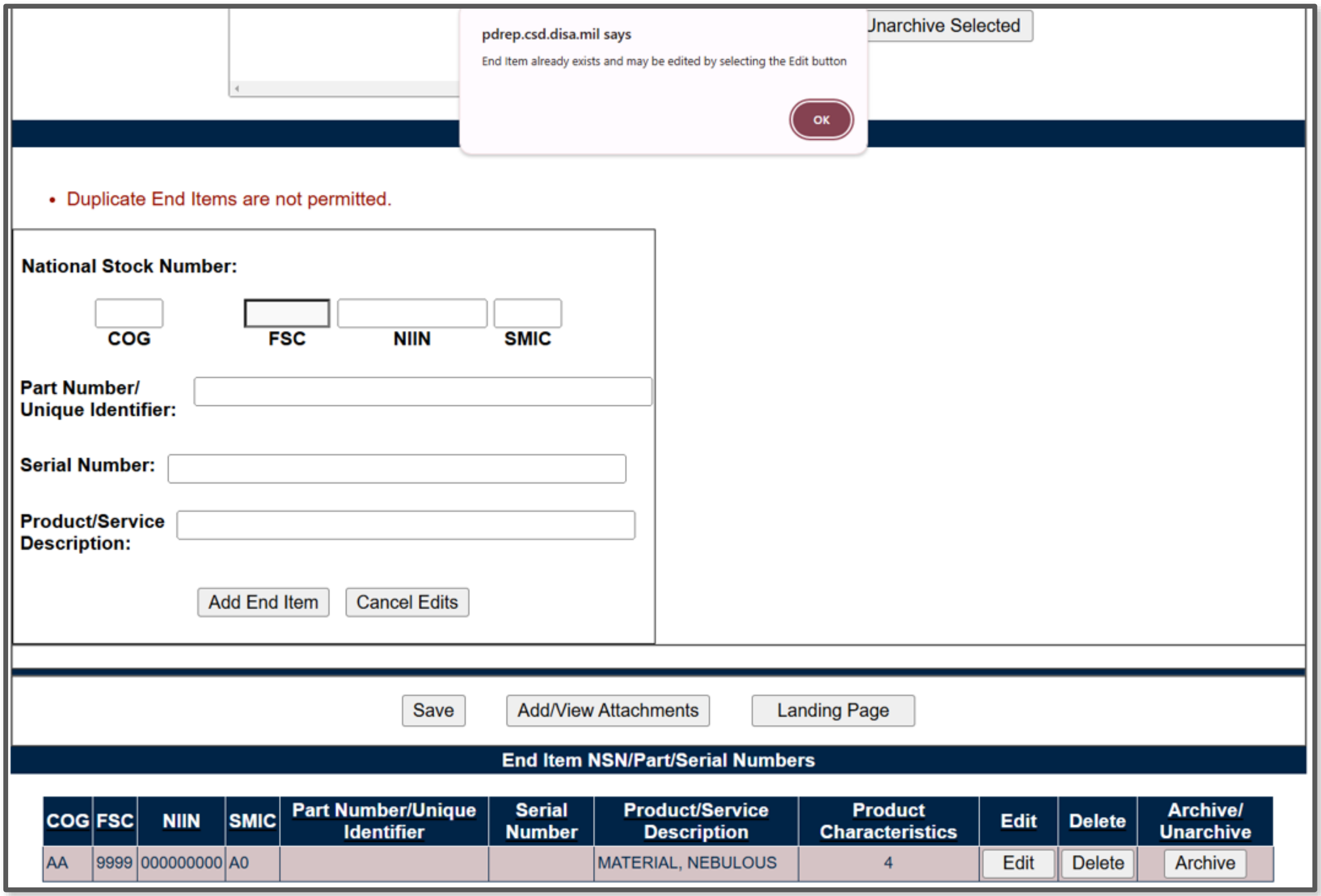


Figure 3.41

Existing End Items should be reviewed before a similar entry is applied to the End Item Table. This helps to avoid inadvertantly adding an unnecessary End Item that slightly varies from an existing entry. An example of this is shown in **Figure 3.42** and in **Figure 3.43**. Both examples display differing End Items that may in fact be a field duplicate.

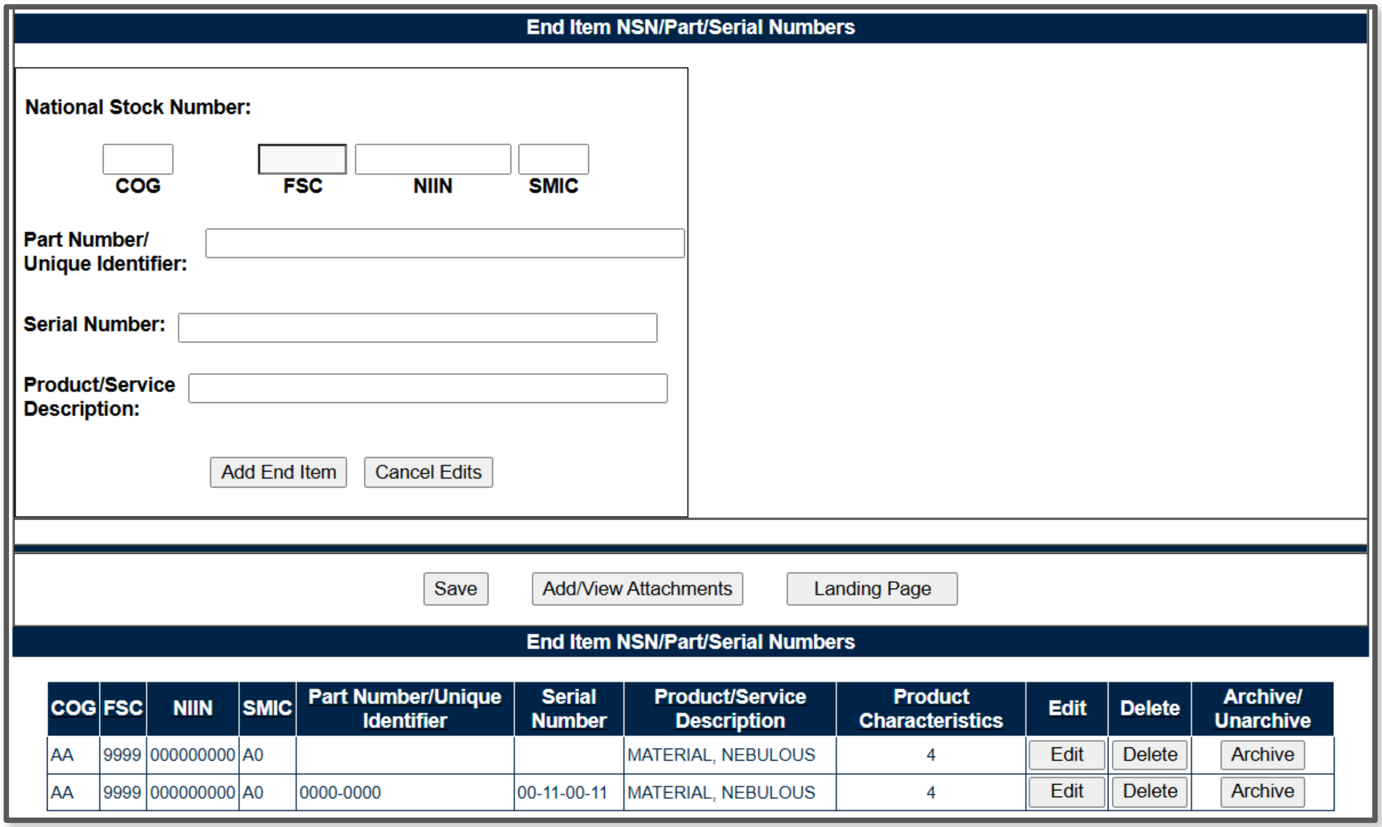
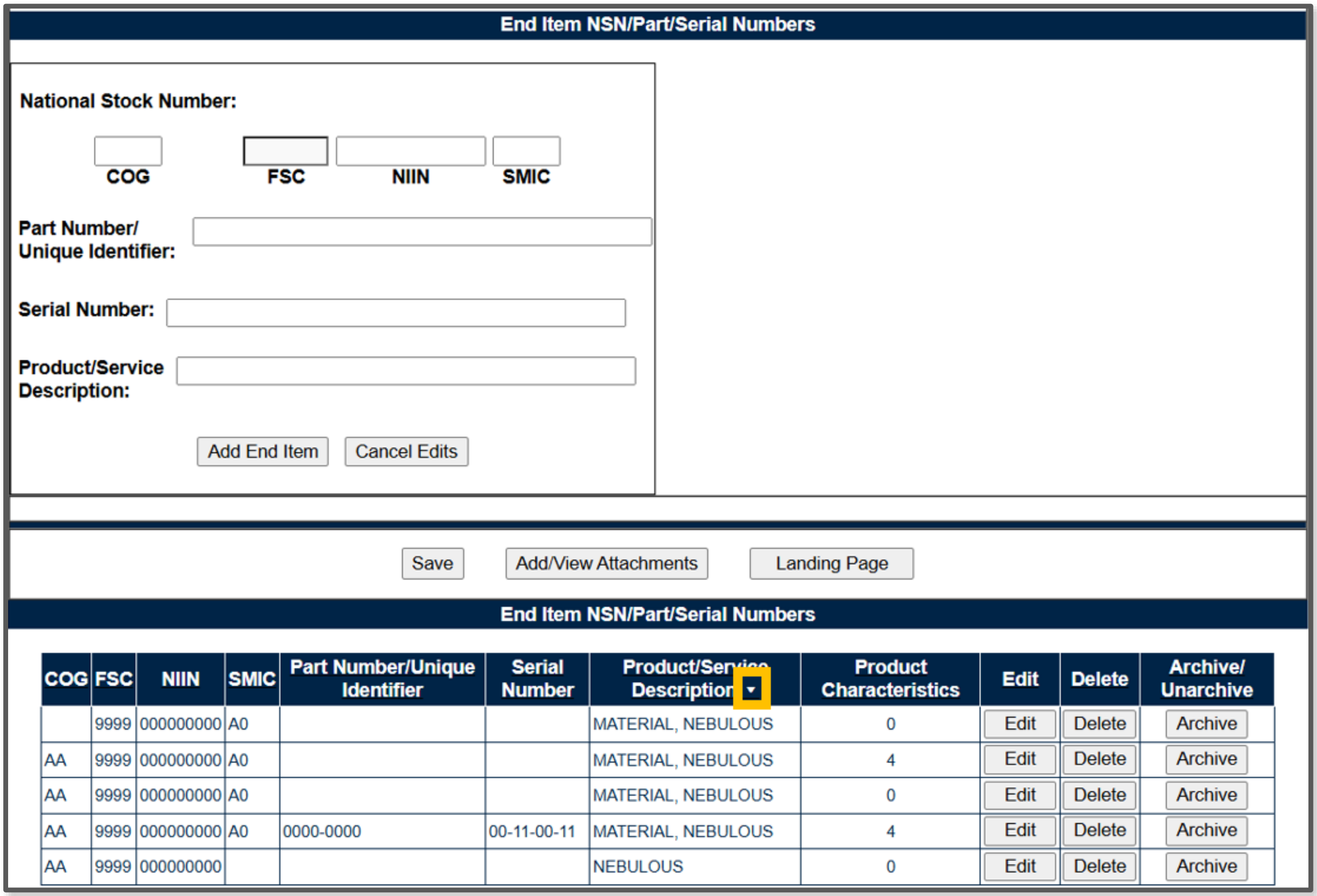


Figure 3.42

To assist users in locating similar End Items within the table, data field headers have been equipped with ascend and descend functionality. By clicking the header of COG, FSC, NIIN, SMIC, Part Number/Unique Identifier, Serial Number, Product/Service Description, or Product Characteristics, the table will reconfigure and display entries ascending by selected group and then descending if clicked again. An ascension/descension arrow is applied to the header notating how the table is organized An example of this is shown in **Figure 3.43**.


End Item NSN/Part/Serial Numbers

National Stock Number:

COG FSC NIIN SMIC

Part Number/ Unique Identifier:

Serial Number:

Product/Service Description:

Add End Item | Cancel Edits

Save | Add/View Attachments | Landing Page

End Item NSN/Part/Serial Numbers

COG	FSC	NIIN	SMIC	Part Number/Unique Identifier	Serial Number	Product/Service Description	Product Characteristics	Edit	Delete	Archive/ Unarchive
	9999	000000000	A0			MATERIAL, NEBULOUS	0	Edit	Delete	Archive
AA	9999	000000000	A0			MATERIAL, NEBULOUS	4	Edit	Delete	Archive
AA	9999	000000000	A0			MATERIAL, NEBULOUS	0	Edit	Delete	Archive
AA	9999	000000000	A0	0000-0000	00-11-00-11	MATERIAL, NEBULOUS	4	Edit	Delete	Archive
AA	9999	000000000				NEBULOUS	0	Edit	Delete	Archive

Figure 3.43

3.2.9 Linked PDREP Records

PDREP-AIS is repository for various other record types that may also have a correlation to the Surveillance Plan. This is due to the relational database containing other types of Suppliers and Product Performance Information (SPPI). The linkage between Surveillance Plans and additional information housed within differing PDREP modules is by the CAGE Code. These various record types are displayed and viewable via the hyperlinks provided (when applicable) at the bottom of the Plan within their Module Table. Users must have permission to access each additional module in their profile to view associated Records.

Each module table contain a one-year rolling snapshot of Records created in the PDREP-AIS within that timeframe where the CAGE Code listed on these Records matches that of the Prime CAGE for the Surveillance Plan. An example of this may be seen in **Figure 3.44**.

Note: *Some record types will only contain data from certain services. The information displayed is data that has been fabricated (not real) for example purposes.*

SUPPLIER AUDITS & ASSESSMENTS (1 Year)						
Audit I.D. Number	DCMA Participated	Corrective Action Completed	Date Audited	Process(es)	Process Audit Date	Audit Result
N39040-20230001	Y	YES	05/25/2023	HYDROSTATIC TESTING	05/25/2023	SATISFACTORY

MATERIAL INSPECTION RECORD (1 Year)			
MIR #	Quantity Received	Quantity Rejected	Inspection Date
N45112-23112312	1	1	08/22/2022
N45112-21002122	10	3	08/31/2022
N39040-22012003	1	0	01/12/2023
N39040-23129004	10	10	05/09/2023
N39040-23130002	10	10	05/10/2023
N39040-23145001	1	0	05/25/2023
N39040-23145002	1	1	05/25/2023

CORRECTIVE ACTION REQUESTS (1 Year)					
CAR #	Level	Status	Prime Contractor CAGE	Contract Number	Transmitted Date
PDREP-2022-111	LEVEL I	CLOSED - COMPLETED	PDREP		09/13/2022
PDREP-2023-14	LEVEL I	CAP APPROVED	PDREP		05/04/2023
PDREP-2022-95	LEVEL II	CLOSED - COMPLETED	PDREP		08/26/2022
PDREP-2022-100	LEVEL II	CAR TRANSMITTED	PDREP		09/06/2022
PDREP-2022-103	LEVEL II	CAR TRANSMITTED	PDREP		09/07/2022
PDREP-2022-106	LEVEL II	CAR TRANSMITTED	PDREP		09/07/2022
PDREP-2022-108	LEVEL II	CAR TRANSMITTED	PDREP		09/07/2022
PDREP-2022-109	LEVEL II	CAR TRANSMITTED	PDREP		09/07/2022
PDREP-2022-115	LEVEL II	CAP SUBMITTED	PDREP		11/03/2022
PDREP-2023-5	LEVEL II	OASIS DCMA CLOSED	PDREP		01/20/2023
PDREP-2022-113	LEVEL III	CLOSED - COMPLETED	PDREP		11/03/2022
PDREP-2023-7	LEVEL III	OASIS DCMA CLOSED	PDREP		01/26/2023

SURVEY DATA (1 Year)
NO SURVEY RECORDS FOUND FOR THIS CAGE

PRODUCT QUALITY DEFICIENCY REPORT (1 Year)									
RCN	Preparation Date	Category	Status	Critical	Contract #	Qty Received	Qty Deficient	Defect Responsibility	Closed Date
N45112-230010	05/25/2023	2	CORRECTED AND VERIFIED	N		1	1	PRIVATE CONTRACTOR	05/25/2023

Figure 3.44

3.2.9.1 Supplier Audit & Assessments

The Supplier Audit & Assessments (SAA) dataset in the PDREP-AIS contains information regarding Supplier Audits and Assessments performed by the government. Associated SAA Records populate based of the CAGE Code and a creation date within the last 365 days.

3.2.9.2 Material Inspection Record

Hyperlinked - The Material Inspection Record (MIR) dataset in the PDREP-AIS contains technical receipt inspection information for materials supplied by a contractor. Records are typically performed by a receipt inspection Activity or end-user. Information includes what was accepted or rejected on the inspection in the form of Inspection Attributes. Associated MIR Records populate based off the CAGE Code and a creation date within the last 365 days.

3.2.9.3 Corrective Action Requests.

The Corrective Action Requests (CAR) dataset in the PDREP-AIS contains a table of CARs written against the contractor within the one-year window. Future enhancements will enable viewing of, as well as creation of CARs, directly from the Surveillance Plan. Associated CAR populate based of the CAGE Code, a creation date within the last 365 days and a CSR type of *PRIME* or *OASIS*.

3.2.9.4 Survey Data

The Survey dataset in the PDREP-AIS contains Pre-Award Surveys, Post-Award Surveys, and Product Oriented Surveys. Within the SRV Table, identifies Records having the provided (from the SP) CAGE Code and a completion date between the current date and ONE year trailing.

3.2.9.5 Product Quality Deficiency Report

The Product Quality Deficiency Report (PQDR) dataset in the PDREP-AIS contains material deficiency data and is a process used to determine root cause, perform corrective actions and to prevent recurrence of material issues, as well as being the basis for requesting credit for deficient material. PQDRs written against the Surveillance Plan's Primary Location CAGE Code will be listed, regardless of the final disposition or determined root cause. Associated PQDR Records populate based on the CAGE Code for closed & defect responsible (for a private contractor to be liable) within the last 365 days.

3.2.10 Plan Review

Surveillance Plan Reviews can be performed by multiple teams. This is done through the "Send Message" feature located on the Plans Landing Page. Notification of this process is displayed on the KTR Details page under the "Surveillance Plan Review" banner (see **Figure 3.45**).

Though reviews are not mandatory to Activate or Archive a Plan, they may be required per specific DCMA CMO/Region policies. Refer to local procedures to determine if a review is required. For additional information on the SP Landing Page or how to send a review request via correspondence, see **Section 5** of this document.

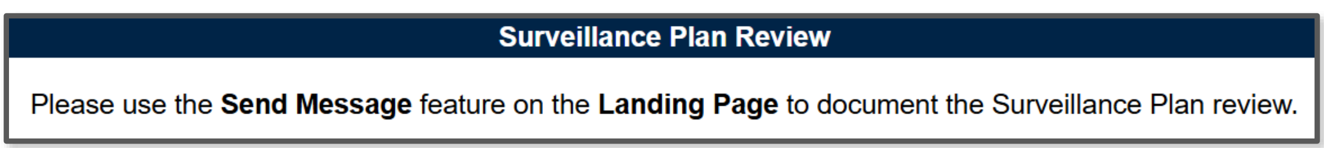


Figure 3.45

3.2.11 Surveillance Plan Status

There are two Surveillance Plan statuses: "Active" and "Archived".

3.2.11.1 Active Surveillance Plan

Active is the default status when creating a Surveillance Plan. Any user, from any Region or Team, can create and/or work on an "Active" Surveillance Plan. The current Status will display on the Plans Landing Page, along with additional information related to the Plans CAGE, Company Name, Teams within the Plan and the date the last "Save" action occurred. **Figure 3.46** shows an example of this is.

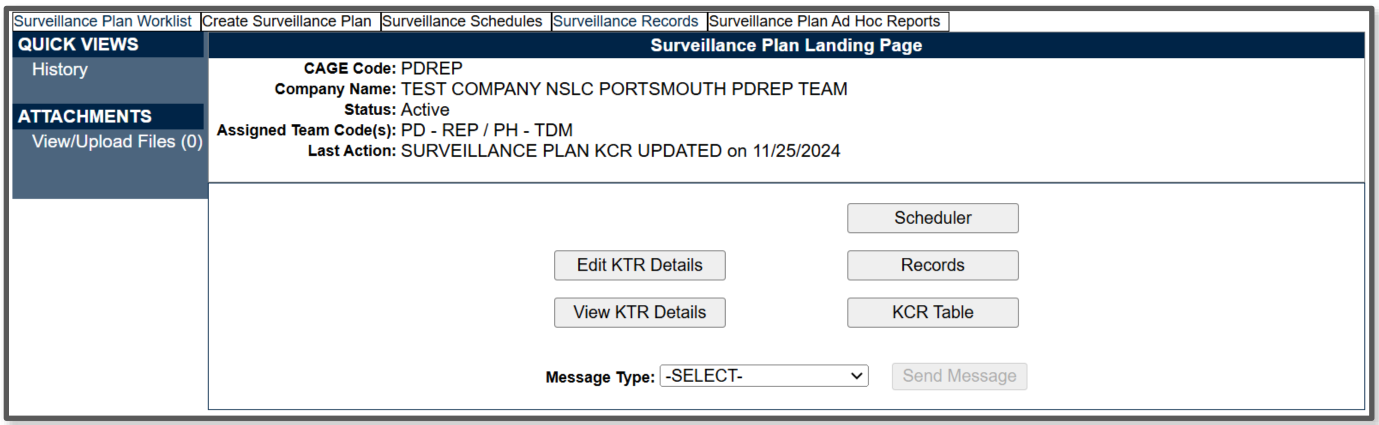


Figure 3.46

Status information can also be located at the bottom of the KTR Details page under the "Active/Close-Out Surveillance Plan" banner. A display of the user who created/activated the Plan along with the date this action took place will display as shown in **Figure 3.47**.

3.2.11.2 Archive Surveillance Plan

A Surveillance Plan must be marked as "Active" before it can be "Archived". To Archive a Plan, select the "Archive SP" button in the "Activate/Close-Out Surveillance Plan" section, located at the bottom of the KTR Details page and shown in **Figure 3.47**. When a Plan is marked as "Archived", the "Activate/Close-Out Surveillance Plan" section undergoes a header change and becomes "Reopen Surveillance Plan" (see **Figure 3.48**). The user who archived the plan and the date this action took place will display.

Archived Plans, along with their associated content (KCR's, Records and IDR's), are essentially frozen and do not allow for additional work or editing they can subsequently be re-opened if needed.

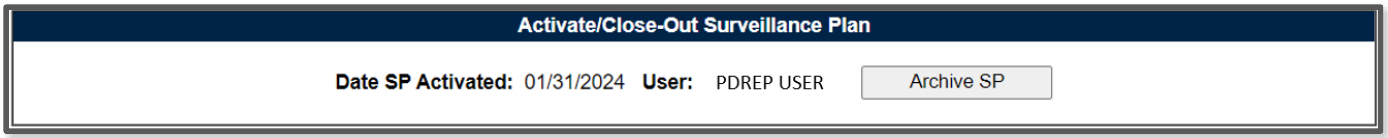


Figure 3.47

Associated Data Fields for **Figure 3.47**

- **Date SP Activated:** Initial creation date of the Plan or any time it was last updated.
- **User:** User who Activated the SP.

Associated Button Functionality for **Figure 3.47**

- **Archive SP:** This button sets the Plan to an "Archived" status. Functionality is disabled throughout the Plan, restricting users to a View only status of all record types. Enables the Plan to be reopened.

3.2.11.3 Activate Surveillance Plan

Though archived Surveillance Plans cannot be added to or edited, they can be reopened which allows for the Plan to once again be worked. To do this, access the archived plans Landing Page and click on the "View KTR Details" navigational button as shown in **Figure 3.48**.

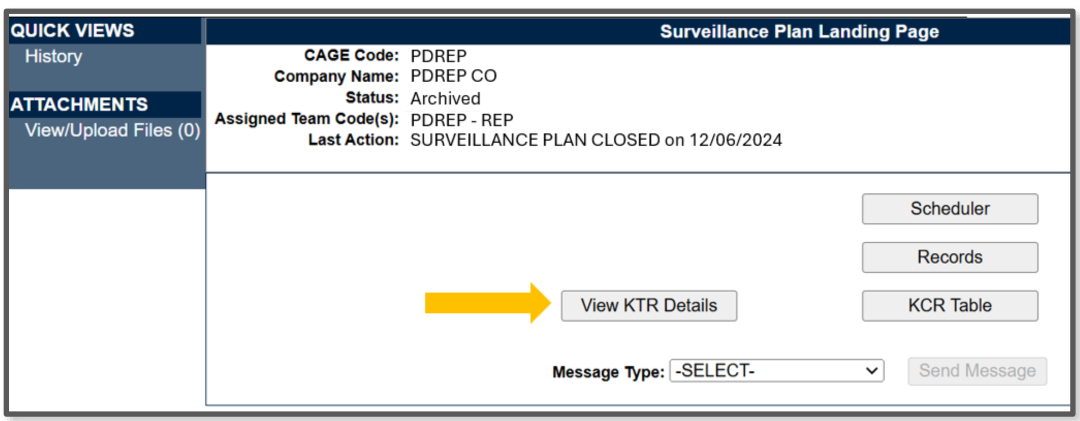


Figure 3.48

Once the KTR Details Page opens, scroll down to the bottom of the page and select the "ACTIVATE SP" button (**Figure 3.49**) to reengage the Plan and set it back to an "Active" status. This action reopens all aspects of the Plan and allows for further work to be done.

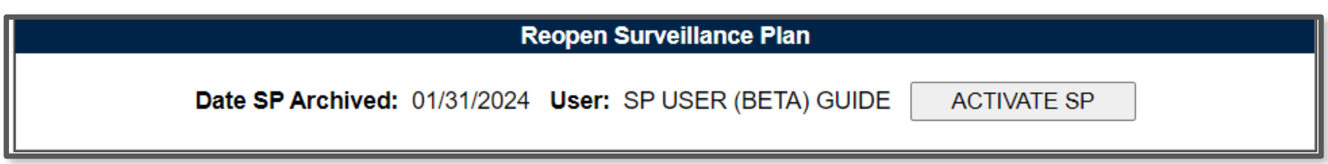


Figure 3.49

Associated Data Fields for **Figure 3.49**

- **Date SP Archived:** The date that the Surveillance Plan was archived.
- **User:** User who archived the SP.

Associated Button Functionality for **Figure 3.49**

- **Reopen SP:** Sets the SP back to Active status to allow for further editing and use.

4 RECORD LOCKING

4.1 Engaging Record Locking

To prevent users from saving over each other, Record Locking was enabled for Surveillance Plans. To engage the lock on a particular Plan, enter a CAGE Code from the Worklist and then select the “Edit KTR Details” button on the SP Landing Page as shown in **Figure 4.1**.

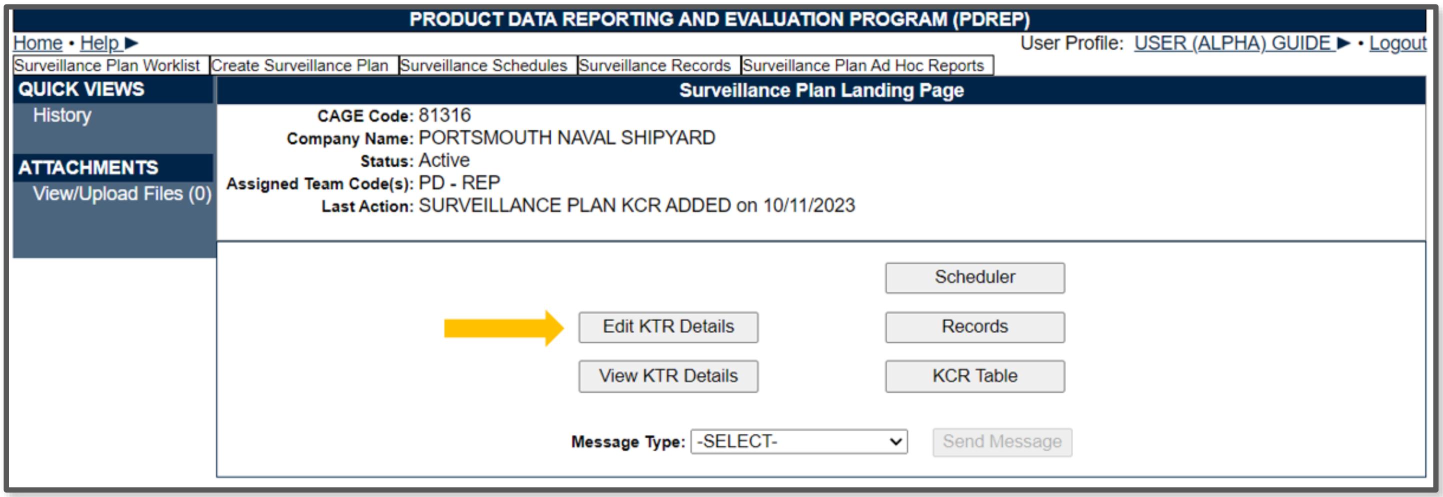


Figure 4.1

4.2 Locked SP Records

Record locking happens when attempting to access the KTR Details page utilized by another user (actively working in it). If a user is performing edits to a Plan, their User ID and Email Address will be displayed to additional users attempting to access the editable version of the same Plan (KTR Details). This is done so additional users know whom to contact if editing capabilities are immediately needed and may coordinate accordingly (see **Figure 4.2** for an example of this message).

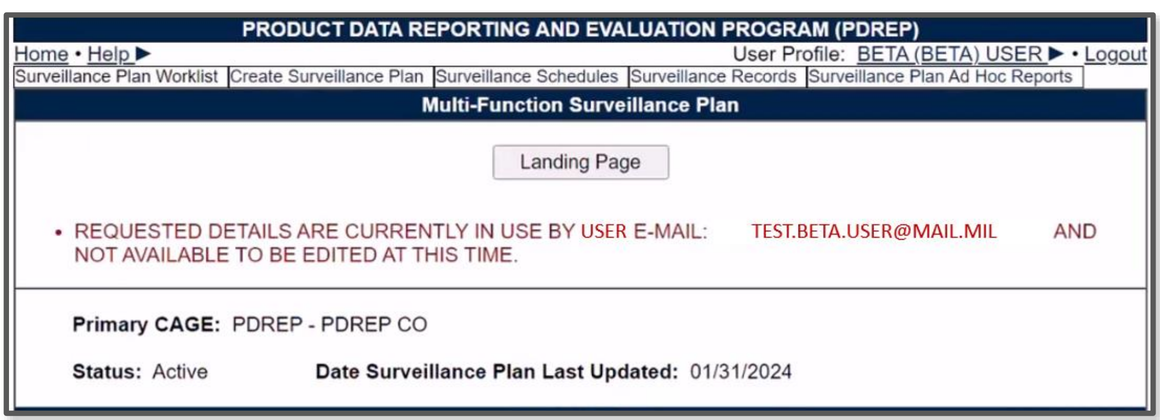


Figure 4.2

4.3 Acquiring/Releasing the KTR

Acquiring and Releasing the KTR is limited to those users with Supervisor or higher access. When such a user attempts to access the KTR Details page occupied by another user, a notification will display indicating which user is working the page. Beneath the notification will be three functional buttons to "Acquire Record", to "Release Record", or to navigate to the "Landing Page" as shown in **Figure 4.3**.

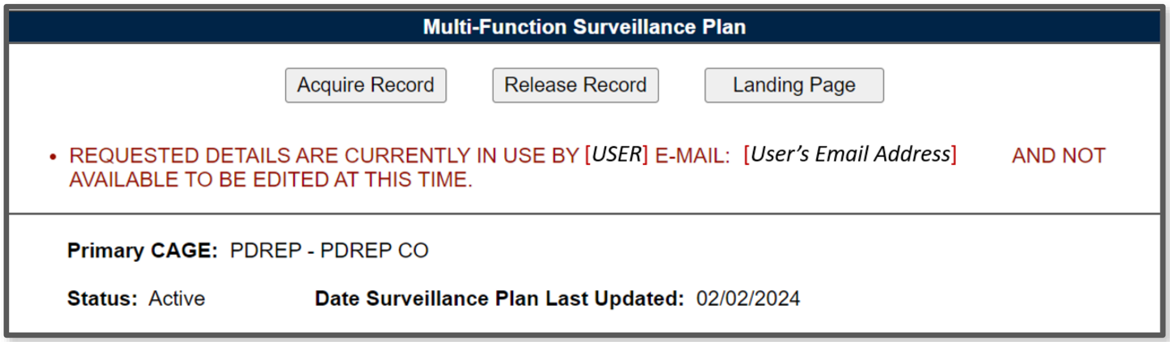


Figure 4.3

Acquiring the KTR moves edit rights from the user whose working in the Plan, to the user acquiring the Plan. To acquire a locked KTR, select the "Acquire Record" button. An editable KTR Details page will display after the page refresh. The initial user will be notified of this change when they attempt to "Save" the Plan. An example of the notification displayed may be seen in **Figure 4.4**.

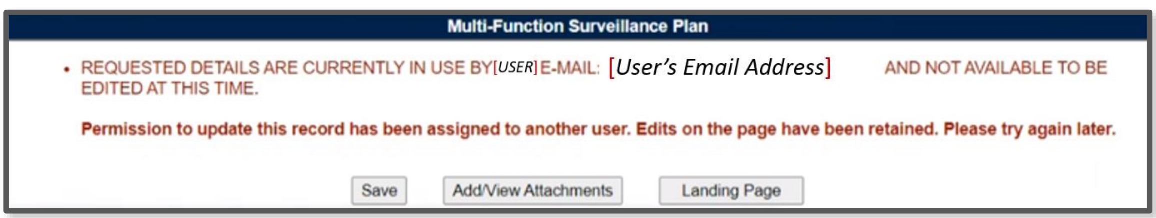


Figure 4.4

Releasing the record lock enables other users to enter the Plan. This is done when the KTR Details page was left improperly (without the use of the "Landing Page" button), or when another user needs immediate access of an occupied Plan.

To release record locking of a locked KTR, select the "Release Record" button. After the page refresh, the Supervisor (or higher access) user is navigated back to the Landing Page, and the Plan's lock is lifted. This action allows another user access to the Plan outside of the KTR Details page. Access is once again obtained through the navigational button "Edit KTR Details". A notification of the change in editing rights will display for the user whose editing capabilities were acquired (upon the "Save" action). An example of the notification displayed may be seen in **Figure 4.5**.

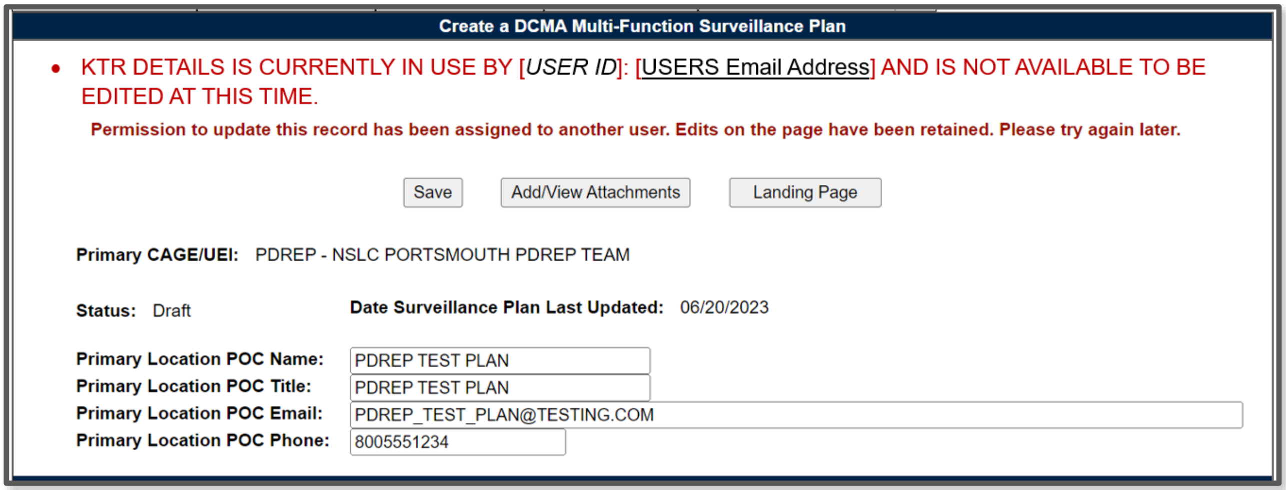


Figure 4.5

Associated Data Fields for **Figure 4.5**

- **Record Locked Display:** User ID and Email of the user working within the Plan.

Associated Button Functionality for **Figure 4.5**

- **Acquire Record:** Used to take ownership of the KTR's editing rights. Acquiring the record places the record locking in the name of the user selecting to acquire the record.
- **Landing Page:** Navigates the user to the Landing Page of the Plan.
- **Release Record:** Used to open the Plan for a user outside of the KTR Details page. Releasing the record lock enables other users to enter an editable view of the occupied Plan.

4.4 Avoid Record Locking

To allow other Surveillance Plan users access to the KTR Details page and it's editing rights, the "Landing Page" button ***MUST*** be used when leaving the KTR Details Page. The Landing Page button is found at the top of the Surveillance Plan as shown in **Figure 4.6**.

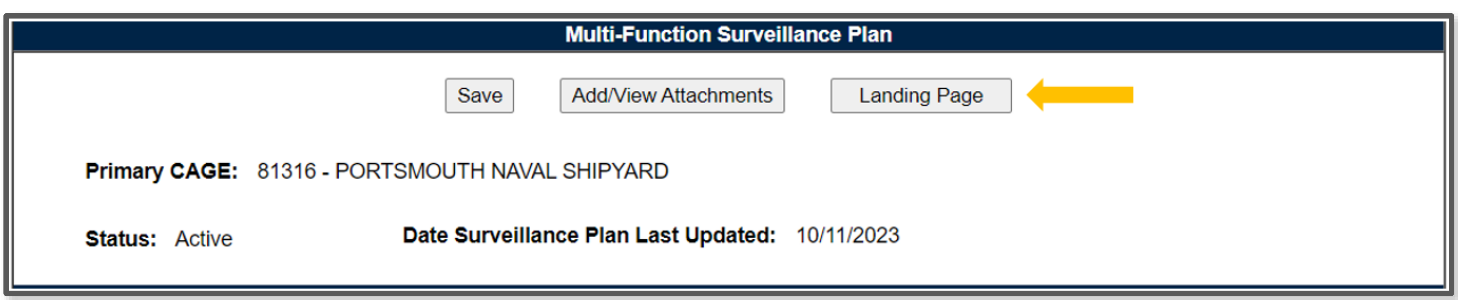


Figure 4.6

If a user leaves the KTR Details page without using the “Landing Page” button, the Plan will remain locked for 15 minutes or until a user with Supervisor (or higher access) releases the record. If a Plan is not released by a Supervisor (or higher) access, the record is automatically unlocked after 15 minutes of inactivity (*page refreshes and saving actions count as activity*).

5 SP LANDING PAGE

When accessing an existing Plan from the Worklist, the first page encountered is the Plan's Landing Page as seen in **Figure 5.1**. This page is essentially the waiting room of the Surveillance Plan. It shows the general information of the SP without the user having to access the KTR Details page. The button functionality allows for movement to other pages within the Plan. The Message Type enables users to send correspondences to other users. This page also houses the Plans History, as well as it's associated documents (at the Plan level).

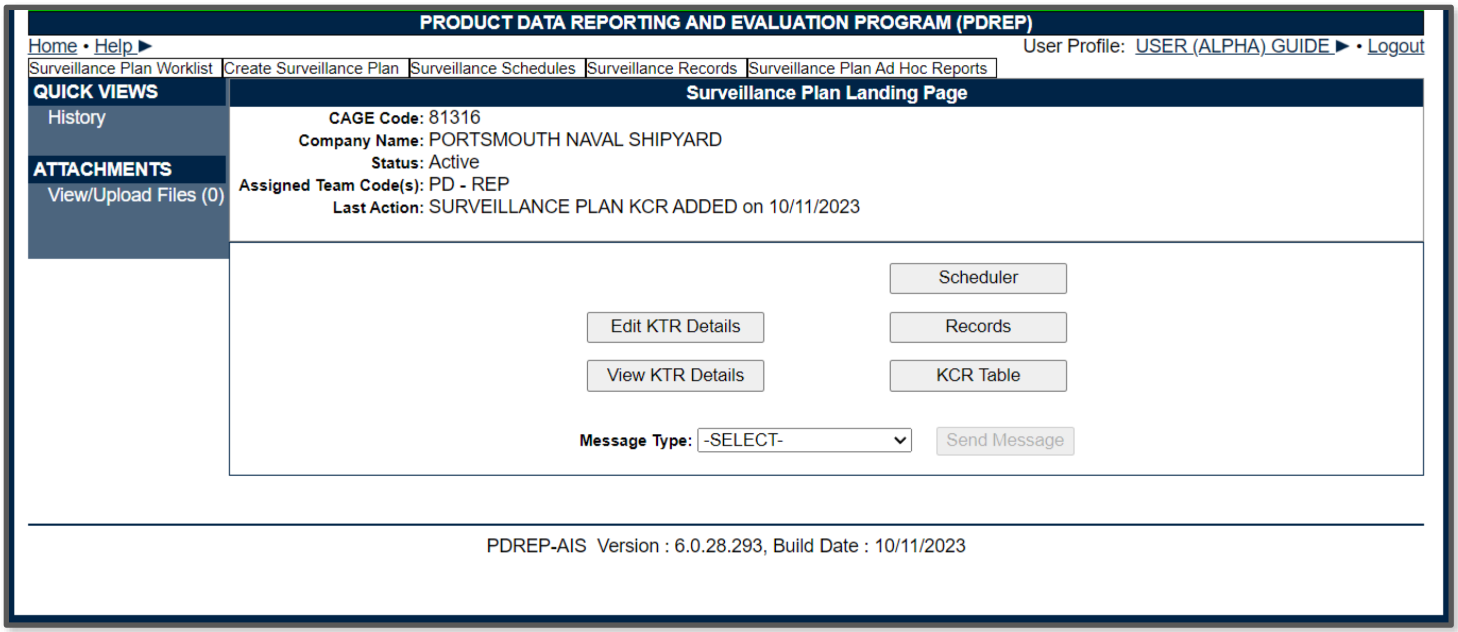


Figure 5.1

Associated Data Fields for **Figure 5.1**

- **Assigned Team Code(s):** Populates associated Team Codes based on list of Assigned Functional Specialists, found within the Plans' KCRs.
- **CAGE Code:** The CAGE Code of the contractor to whom the Surveillance Plan is attributed.
- **Company Name:** The name of the company associated with the Primary Location for the Surveillance Plan. Automatically populates based on the CAGE Code data.
- **Last Action:** The last action performed on the Plan (as recorded by the History page), along with the date (MM/DD/YYYY) the last action occurred.
- **Status:** The status (*Active or Archived*) of the Surveillance Plan.

Associated Button Functionality for **Figure 5.1**

- **Edit KTR Details:** Navigates the user to an editable display of the KTR Details page (the "Create a DCMA Multi-Functional Surveillance Plan" page). Record locking rules apply.
- **KCR Table:** Navigates the user to the Key Contract Requirement Table of the Plan the user is working in.

- **Records:** Navigates the user to the Surveillance Plan Records Page for the Plan the user is working in. The default view of the Records Page displays that of the returned Surveillance Plan's associated KCRs.
- **Scheduler:** Navigates the user to the Surveillance Plan Scheduler. When this button is used, the Scheduler's default will automatically fill and display the Primary CAGE of the Plan the user is working in, along with the User's ID and Team Code pulled from their profile.
- **Send Message:** To access this button, select the Message Type from the drop-down provided. Once enabled (and no longer grayed out), this button initiates the creation of a correspondence and opens to the "Send Message" page.
- **View KTR Details:** This button opens the KTR Details page as a non-editable view.

Associated Links & Other Functionality for **Figure 5.1**

- **History:** This hyperlink opens the reference History of the Plan. Current functionality is limited to displaying History for KCRs and KTR Details.
- **Message Type:** This drop-down provides two correspondence options (General Message & Message to Supervisor) for a user to choose from. Select the desired message type and click the "Send Message" button to initiate the creation of a correspondence and open to the "Send Message" page.
- **View/Upload Files (#):** This hyperlink opens to the "Upload Attachment(s)" page and allows users to upload, view and delete attachments related to that of the Plan being worked. The number exhibited in parentheses indicates the number of attachments associated with the Plan. This number does not take into consideration attachments made to any Records or Child Records (IDRs). This means applied documents are exclusive to the location they are applied and will not populate elsewhere.

5.1 Button Navigation

Implementation of five navigational buttons have been added to the Surveillance Plan Landing Page to assist users in moving more easily within a Plan. These buttons consist of:

- **Edit KTR Details:** This button navigates the user to an editable display of the KTR Details page (the "Create a DCMA Multi-Functional Surveillance Plan" page). Record locking rules apply.
- **KCR Table:** This button navigates the user to the Key Contract Requirement Table of the Plan the user is working in.
- **Records:** This button navigates the user to the Surveillance Plan Records Page for the Plan they are working in. The default view of the Records Page displays that of the returned Surveillance Plan's associated KCRs.
- **Scheduler:** This button navigates the user to the Surveillance Plan Scheduler. When this button is used, the Scheduler's default will automatically fill and display the Primary CAGE of the Plan along with the User's ID and Team Code as pulled from their profile.
- **View KTR Details:** This button opens the KTR Details page as a non-editable view.

5.2 Send Message

Users can generate or send messages to other users regardless of access level. These messages are created via a stock correspondence and may be edited or added to if necessary.

5.2.1 Accessing the "Send Message" Page

Located on the selected Plan's Landing Page is the "Message Type" drop-down. To access the "Send Message" page, select from the "Message Type" drop-down and click on the "Send Message" button. After doing so, the Send Message page will automatically open immediately following the page refresh. A view of the Send Message page may be seen in **Figure 5.2**.

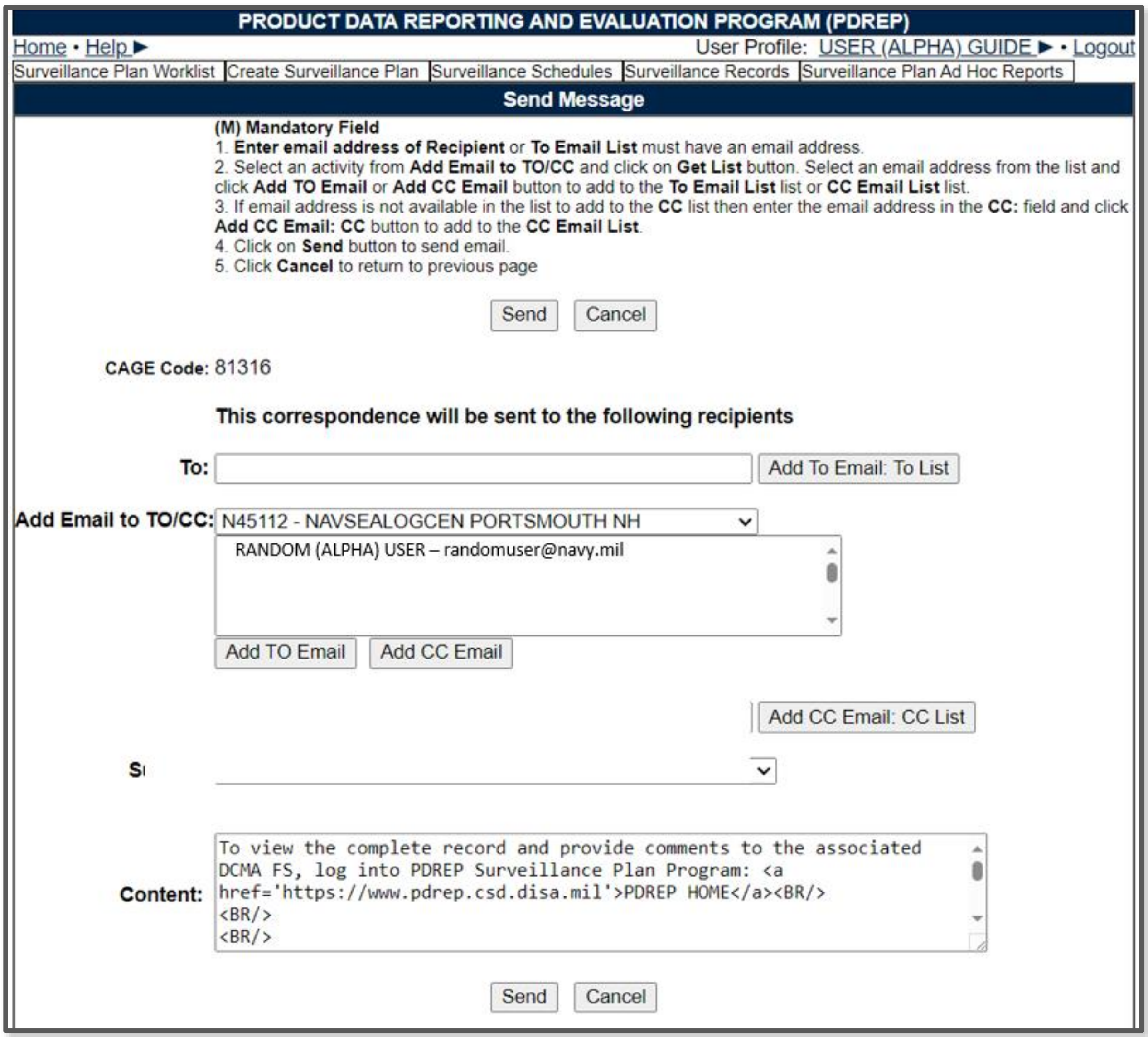


Figure 5.2

5.2.2 Creating a Correspondence

To initiate a correspondence, locate the “Message Type” drop-down on the Plan’s Landing Page (**Figure 5.3**) and select from the two available message types.

- **General Message:** Utilized to formally request another user to comment on the Plan selected and correspondence generated from.
- **Message to Supervisor:** Utilized to formally request supervisors to comment on the Plan selected and correspondence generated from.

Immediately after a selection is made from the drop-down, the “Send Message” button will be enabled and no longer grayed out as shown in **Figure 5.3**. Click the “Send Message” button to initiates the creation of the correspondence and open the “Send Message” page.

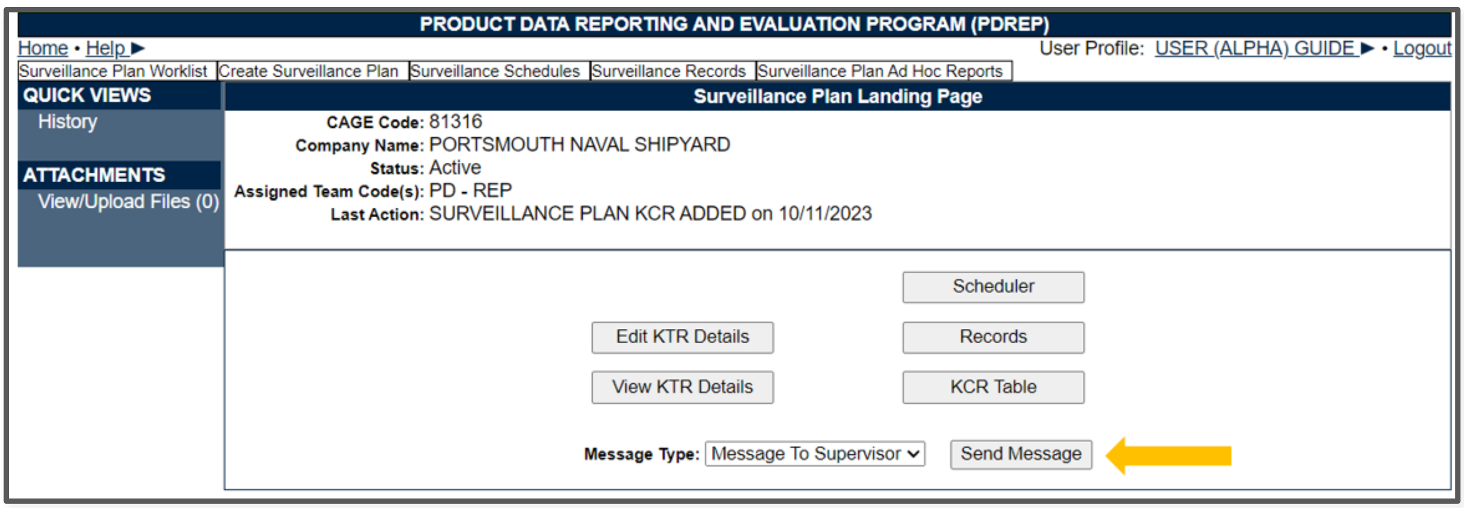


Figure 5.3

After the automatic page refresh (initiated by the “Send Message” button) is finished, the Send Message page will display as seen in **Figure 5.4**. Page instructions are listed at the top of the page with two functional buttons (Save & Cancel) located below.

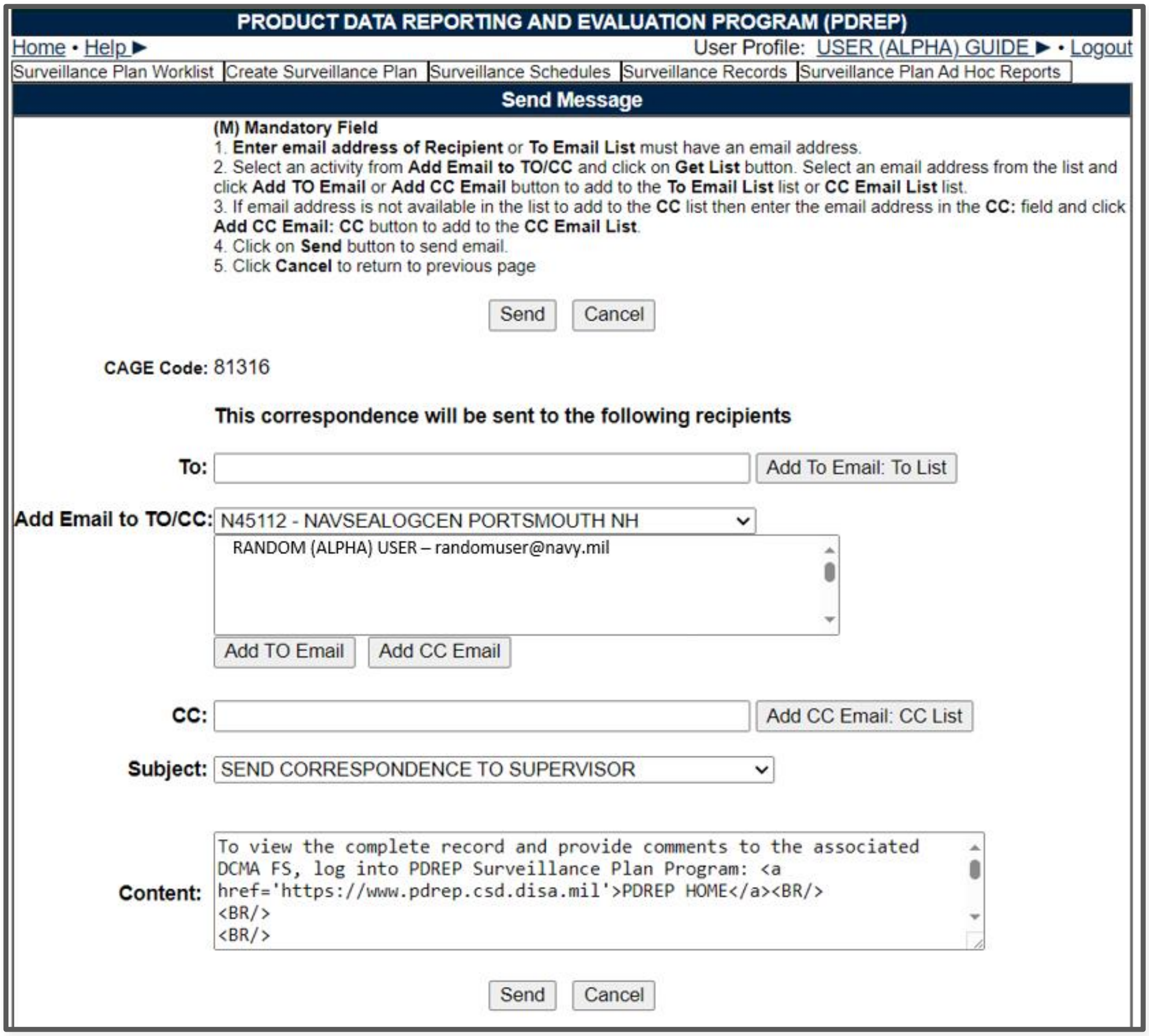


Figure 5.4

5.2.2.1 Recipients

Recipients can be applied to the list box for “TO Email List” one of two ways.

- Manual entry of the recipient’s email address into the “To” field.
- Selecting a recipient’s email from the “Add Email to TO/CC” scroll box.

Once a recipient’s email address is hard typed into the “To:” data field, click the “Add To Email: To List” button. This action applies the intended email address to the “To Email List:” box.

If the “Add To Email: To List” button is clicked without a recipient’s email entered, an error message will display as shown in **Figure 5.5**.

Figure 5.5

When selecting users from the “Add Email to TO/CC:” provided list box, the default will display a list of email addresses to select from, all of whom share the same Primary DoDAAC as the user creating the correspondence. Click the “Add TO Email” button to apply the selected email to the “TO Email List” box. An example of this can be seen in **Figure 5.6**.

Note: *Use the data fields and buttons labeled “CC” to apply CC users. CCing users utilizes the same process as applying the recipient(s) described above.*

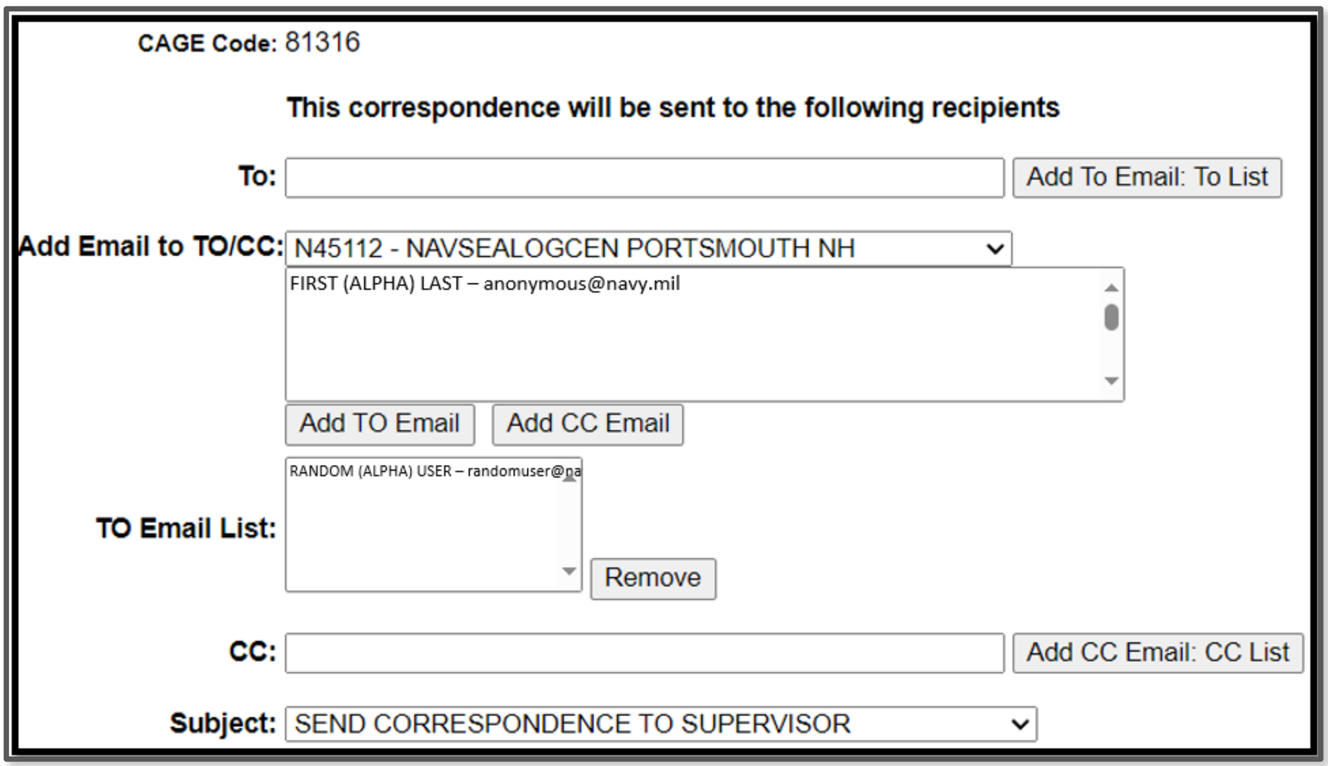


Figure 5.6

5.2.2.2 Subject

The subject line automatically populates based on the Message Type selected. The subject may be changed by using the drop-down and making a new selection.

5.2.2.3 Message

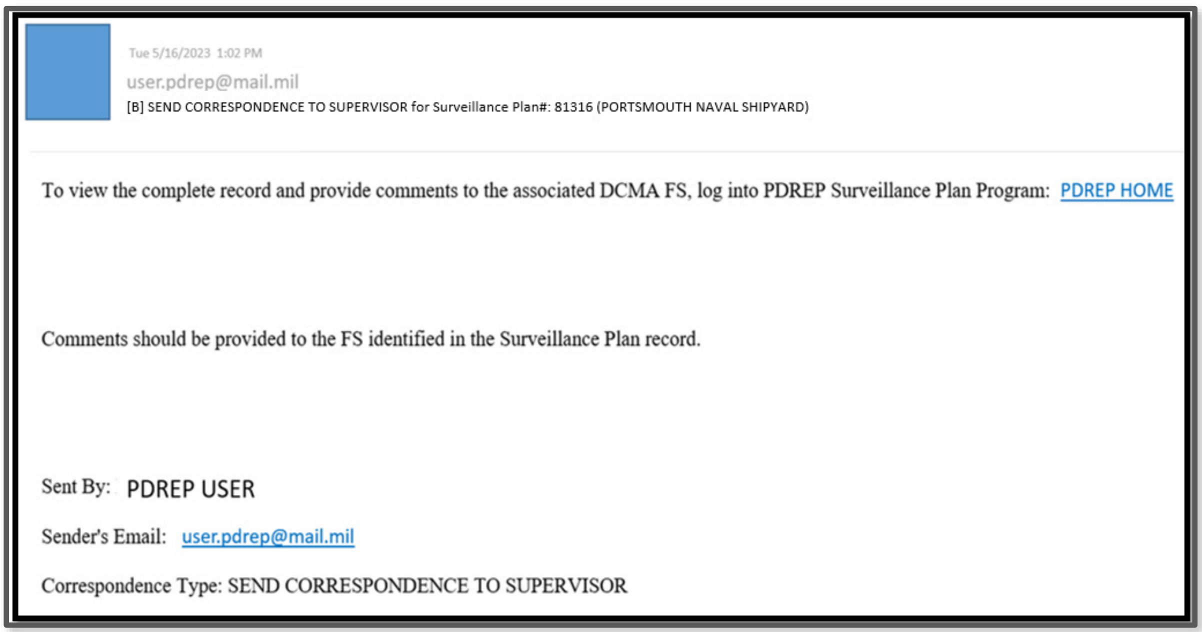
Regardless of the selected type, the body of the stock correspondence is the same for both the General Message and Send Correspondence to Supervisor (**Figure 5.7**).

Note: *DO NOT include any Controlled Unclassified Information (or higher classification level) as these emails will not be encrypted.*

Subject type will be notated on the History Page. Once the message has been composed, click the "Send" button to send the correspondence (via email) to the indicated users.

To leave the screen without sending a message, click the "Cancel" button.

Note: *There may be some unfamiliar text displayed within the content box. This text, such as
 as seen in **Figure 5.10**, is needed Code for placement and spacing of the stock message and will not display in the email when sent. An example of a successfully sent correspondence may be seen in **Figure 5.7**.*



Tue 5/16/2023 1:02 PM
user.pdrep@mail.mil
[B] SEND CORRESPONDENCE TO SUPERVISOR for Surveillance Plan#: 81316 (PORTSMOUTH NAVAL SHIPYARD)

To view the complete record and provide comments to the associated DCMA FS, log into PDREP Surveillance Plan Program: PDREP HOME

Comments should be provided to the FS identified in the Surveillance Plan record.

Sent By: PDREP USER

Sender's Email: user.pdrep@mail.mil

Correspondence Type: SEND CORRESPONDENCE TO SUPERVISOR

Figure 5.7

Associated Data Fields for **Figure 5.7**

- **Add Email to TO/CC:** This list box defaults to available recipients who share the same Primary DoDAAC as the user generating the correspondence.
- **CAGE Code:** The CAGE Code of the contractor to whom the Surveillance Plan is attributed.
- **CC:** This field is used to send a copy of the email to the recipient(s) identified as CC. Recipient's email address may be entered in this data field by the user. Use the "Add Email to TO/CC" button to apply the email entered to the "CC Email List" box.

- **CC: Email List:** This hidden box populates only after a user has been applied using the “Add CC Email: CC List” button or the “Add CC Email” button. List boxes is hidden when no recipients are attached.
- **Content:** The communication sent to the intended recipient.
- **Subject:** Describes/references what the email is about.
- **To:** Recipient’s email address may be entered in this data field by the user. Use the “Add Email to TO/CC:” button to apply the email entered to the “To Email List” box. Additional recipients may be added by typing their email address in the “To” box and then clicking the “Add To Email list” button.
- **To Email list:** This hidden box populates only after a user has been applied through the use of the “Add To Email: To List” button or the “Add TO Email” button. List boxes is hidden when no recipients are attached.

Associated Button Functionality for **Figure 5.7**

- **Add CC Email:** Applies the hard typed email address to the email list of recipients intended to receive a copy of the correspondence.
- **Add CC Email: CC List:** Applies the selected email address to the email list of recipients intended to receive a copy of the correspondence.
- **Add TO Email:** Applies the selected email address to the email list of intended recipients.
- **Add To Email: To List:** Applies the hard typed email address to the email list of intended recipients.
- **Cancel:** This button navigates back to the Landing Page of the Surveillance Plan being worked.
- **Send:** This button initiates the sharing of the correspondence with that of the intended recipient(s). If this button is used without a recipient applied, an error message will display notifying the user to list the intended recipients’ email (**Figure 5.8**).

Figure 5.8

When the “Send” button is used successfully, the message generated is sent to those recipients that have been applied to one of the email list boxes. An example of the confirmation page that displays when a message was successfully sent can be seen in **Figure 5.9**.

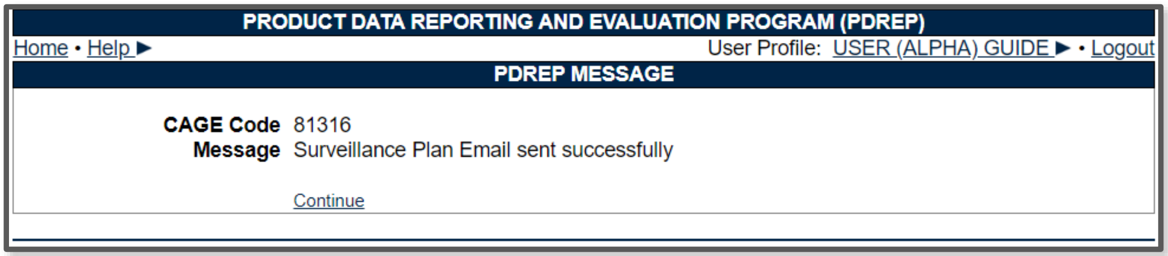
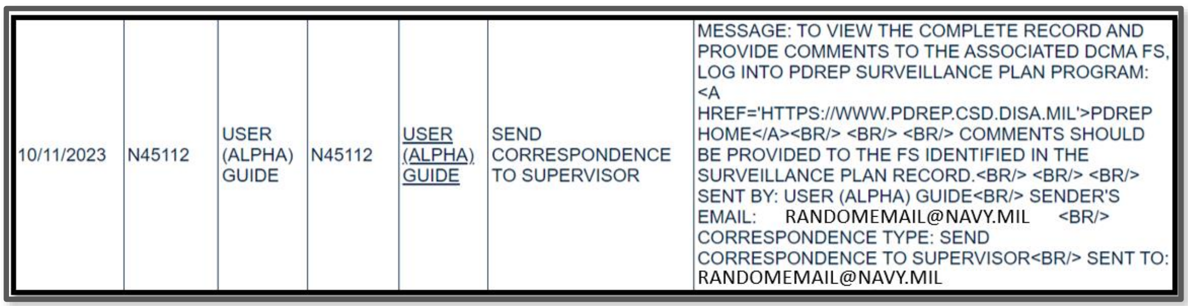


Figure 5.9

Lastly, a record of the correspondence is added to the History Page (**Figure 5.10**).



10/11/2023	N45112	USER (ALPHA) GUIDE	N45112	USER (ALPHA) GUIDE	SEND CORRESPONDENCE TO SUPERVISOR	MESSAGE: TO VIEW THE COMPLETE RECORD AND PROVIDE COMMENTS TO THE ASSOCIATED DCMA FS, LOG INTO PDREP SURVEILLANCE PLAN PROGRAM: <A HREF='HTTPS://WWW.PDREP.CSD.DISA.MIL'>PDREP HOME</A> COMMENTS SHOULD BE PROVIDED TO THE FS IDENTIFIED IN THE SURVEILLANCE PLAN RECORD. SENT BY: USER (ALPHA) GUIDE SENDER'S EMAIL: RANDOMEMAIL@NAVY.MIL CORRESPONDENCE TYPE: SEND CORRESPONDENCE TO SUPERVISOR SENT TO: RANDOMEMAIL@NAVY.MIL

Figure 5.10

5.3 SP History

Accessed via the link on the Surveillance Plan's Landing Page, the History page provides an account of certain actions taken. Currently, these actions are exclusive to the Plan and KCR, but events related to SP Records and the Scheduler are anticipated for a future release. The History Page captures the following actions:

- Create New Surveillance Plan
- KCRs – Added, Edited & Completed
- Record Activation
- Record Archiving
- Record Re-Opening
- Requesting Review
- Surveillance Plan Contract – Adding, Archiving and Unarchiving
- Surveillance Plan End Items - Adding, Archiving, Unarchiving and Removing
- Surveillance Plan Programs - Adding, Archiving and Unarchiving
- Surveillance Plan Saved

The History page will also provide an account of when changes occur to the following data fields:

- Allocated Hours
- Applicable Contract(s)
- Applicable KCR Sub Location(s)
- Applicable Programs
- Assigned Functional Specialist
- End Date
- Frequency of Surveillance
- Intensity of Surveillance
- KTR Sub Location
- Rational for Consequence
- Rational for Likelihood
- Risk Consequence
- Risk Likelihood
- Risk Rating
- Start Date
- Surveillance Category
- Surveillance Complete
- Surveillance Warranted
- Surveillance Warranted Reason
- Unallocated Hours
- Will KCR be delegated

The History Page opens to a default view of general information. The "Points of Contact Info for Surveillance Plan" indicating the Plans CAGE Code, followed by contact information for the QAR who initiated the Plan, and finally the "History for Surveillance Plan" displays the SP Number broken up by CAGE Code – Year Created – Number of Plan's.

Note: *Previous builds allowed for Plan revisions whereas the Number of Plans could be greater than one. This capability was eliminated as of September 2021. Though the SP Number continues to display this number, the number should never exceed one. If it does, please contact the PDREP help desk.*

Beneath the general information area is a seven-column display of the Plan's History. In most cases, the "To Activity" and "POC" columns will not be utilized as they refer to a recipient of a correspondence. This is particularly relevant when requesting a review of the Surveillance Plan. An example is shown in **Figure 5.11**. Events are displayed in chronological order with the first action (Plan creation) displaying as the first line item. Proceeding actions are saved below.

Note: *The History Page is a free-standing window that allows users to continue working within the Plan without closing the pane.*

Date Released	From Activity	From POC	To Activity	POC	Correspondence	Message
01/06/2021	S0101A	DCMA (BETA) TEST USER			CREATE NEW SURVEILLANCE PLAN	
03/26/2021	S0101A	DCMA (BETA) TEST USER			SURVEILLANCE PLAN SAVED	
03/26/2021	S0101A	DCMA (BETA) TEST USER			SURVEILLANCE PLAN KCR ADDED	KCR-QA-0001 - CRITICAL ITEM
03/26/2021	S0101A	DCMA (BETA) TEST USER	[DoDAAC]	[Name of Recipient]	SURVEILLANCE PLAN FLS REVIEW REQUESTED	
03/26/2021	S0101A	DCMA (BETA) TEST USER			SURVEILLANCE PLAN ACTIVATED	
03/26/2021	S0101A	DCMA (BETA) TEST USER	[DoDAAC]	[Name of Recipient]	SURVEILLANCE PLAN TRANSFERRED	

Figure 5.11

Associated Data Fields for **Figure 5.11**

- **Correspondence:** Type of action associated with the History line item.
- **Date Released:** Date the action occurred.
- **From Activity:** DoDAAC of the user who initiated the action/sent the correspondence.
- **From POC:** User who initiated the action/sent the correspondence.
- **Message:** Relevant details pertaining to the action or notification.
- **POC:** User receiving the correspondence.
- **To Activity:** DoDAAC of the user receiving the correspondence.

5.4 Attachments

Navigation to the attachments page starts by clicking the “View/Upload Files” hyperlink shown in **Figure 5.12**. After the page refresh, the ability to add, view or remove related documents will be available for users with Functional Specialist (or higher) access.

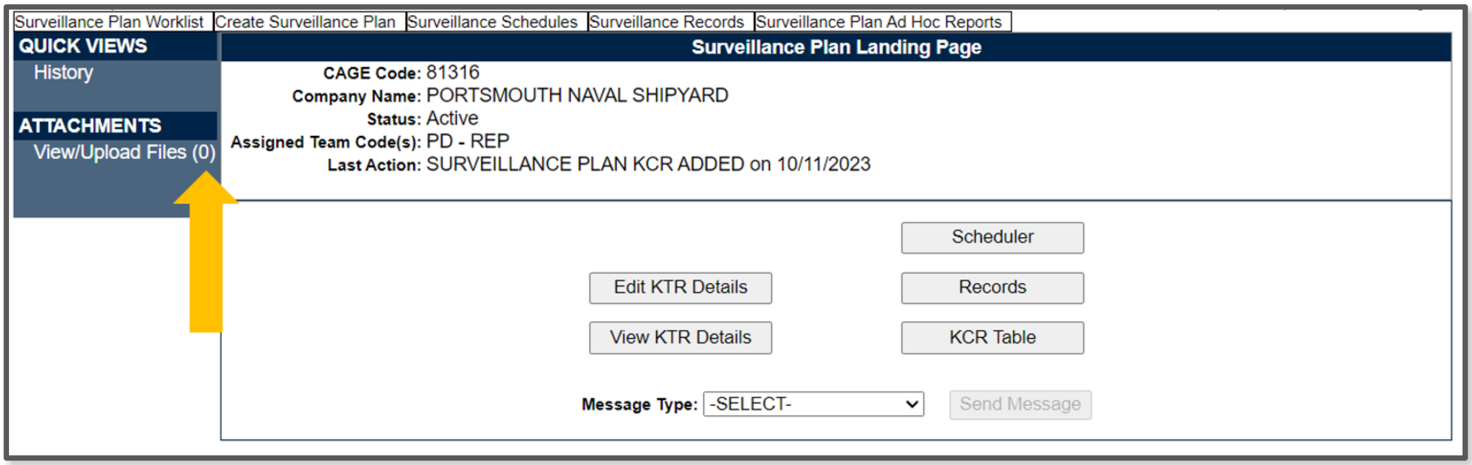


Figure 5.12

- **View/Upload Files (#):** This hyperlink opens to the “Upload Attachment(s)” page (default view shown in **Figure 5.13**) and allows users to upload, view and delete attachments related to that of the Plan being worked. The number exhibited in parentheses indicates the number of attachments associated with the Plan. This number does not take into consideration attachments made to any Records or Child Records (IDRs). This means applied documents are exclusive to the location they are applied and will not populate elsewhere.

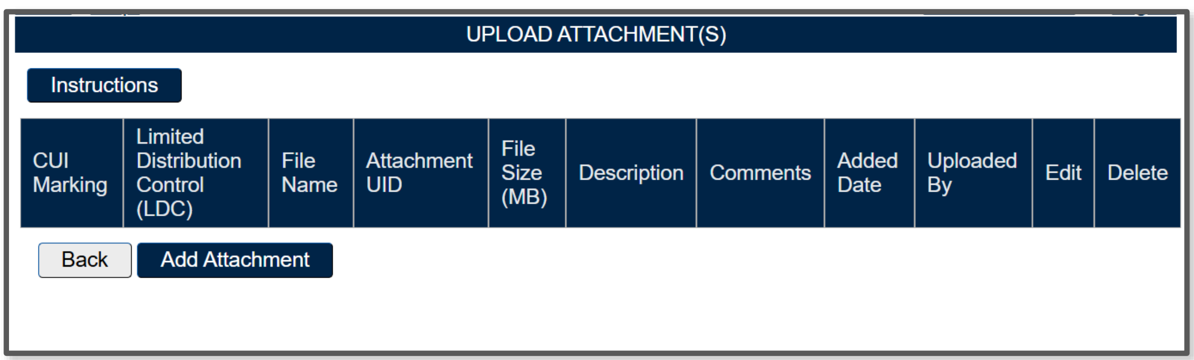


Figure 5.13

***Note**: Each Plan, Record and subsequently the associated IDR’s have their own designated space for attachments. This means applied documents are exclusive to the location (level) they are applied and will not populate elsewhere. For further instructions, please see the user guide on <u>Attaching a File in PDREP</u>, found on the PDREP website under “References” and housed within “Guides and Manuals”.*

6 SURVEILLANCE SCHEDULES

Surveillance Schedules was designed as a tool to ensure the correct type of oversight is completed efficiently and on time. Through automated forecasting, users are provided an anticipated series (schedule) of surveillance occurrences. An occurrence is one, singular anticipated oversight based off the KCR start date and multiplied by the frequency, per assigned FS. The anticipated oversight also known as an occurrence, begins populating in the Scheduler via the KCR start date. The anticipated series also known as reoccurrence takes the “Frequency of Surveillance” and multiplies that against the start date.

6.1 Schedules

Not all KCRs generate a returned schedule. Schedules are based off a specific formula of forecasting oversight when Surveillance is Warranted and Not Delegated (**Figure 6.1**).

The initial date of an oversight (also known as an “Occurrence”) begins on the Start Date entered within the KCR. The anticipated series (also known as a “Reoccurrence”), takes the first occurrence (Start Date) and multiples it by the KCR’s Frequency of Surveillance to provide a schedule of oversight per assigned FS. These reoccurrences will continue to populate up to (but not including) the KCR’s End Date.

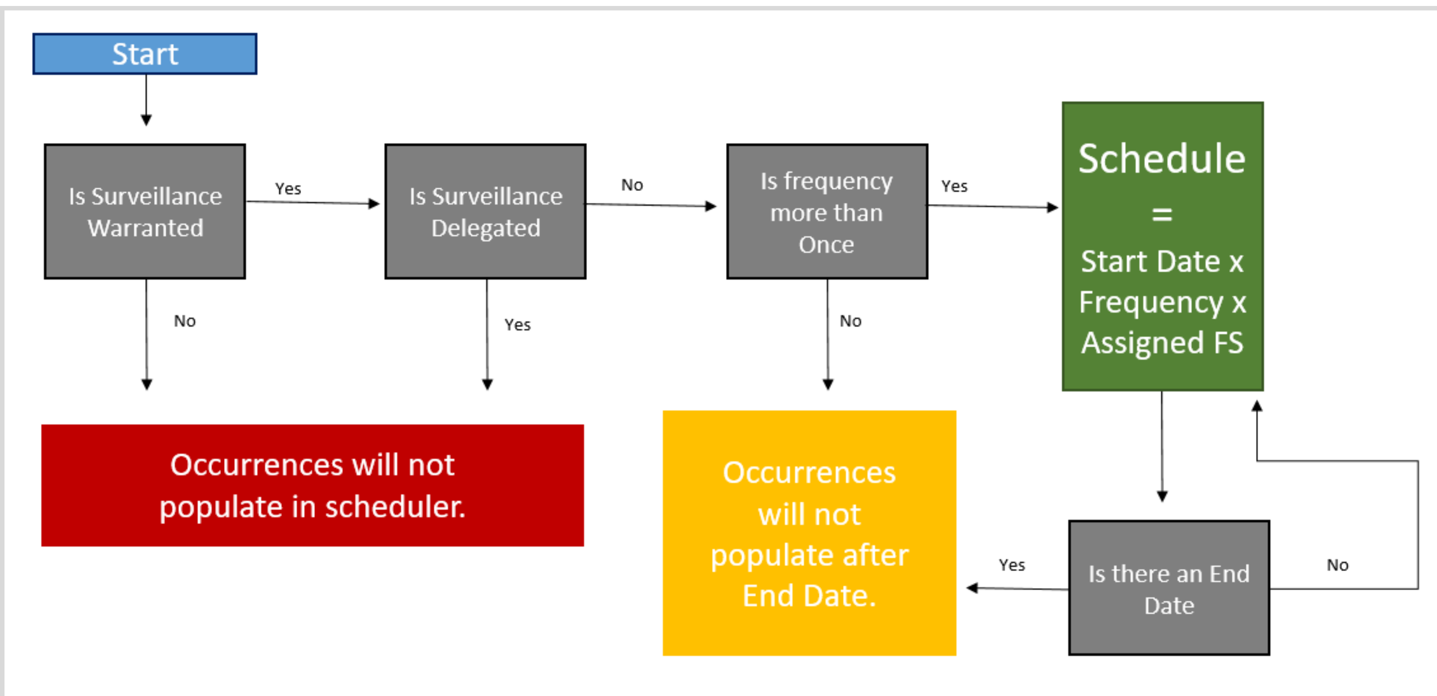


Figure 6.1

6.2 Accessing SP Schedules

On the PDREP Home Page, select “Surveillance Schedules” from the “Surveillance Plan (SP)” fly-out (**Figure 6.2**). The default page of Surveillance Schedules will generate as shown in **Figure 6.3**. This basic view does not prepopulate any data field.

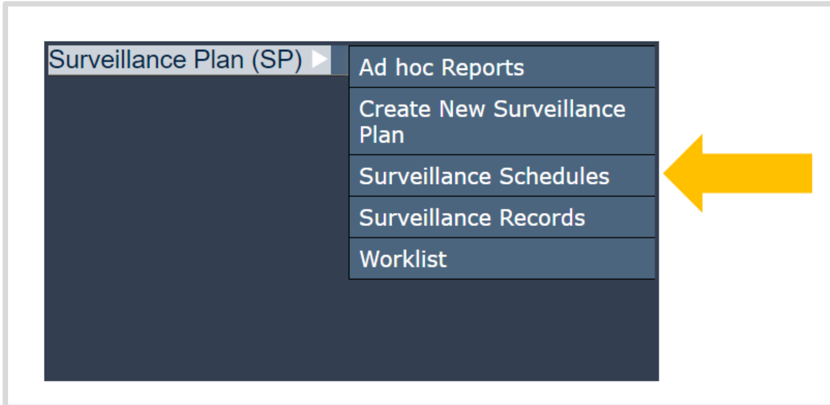


Figure 6.2

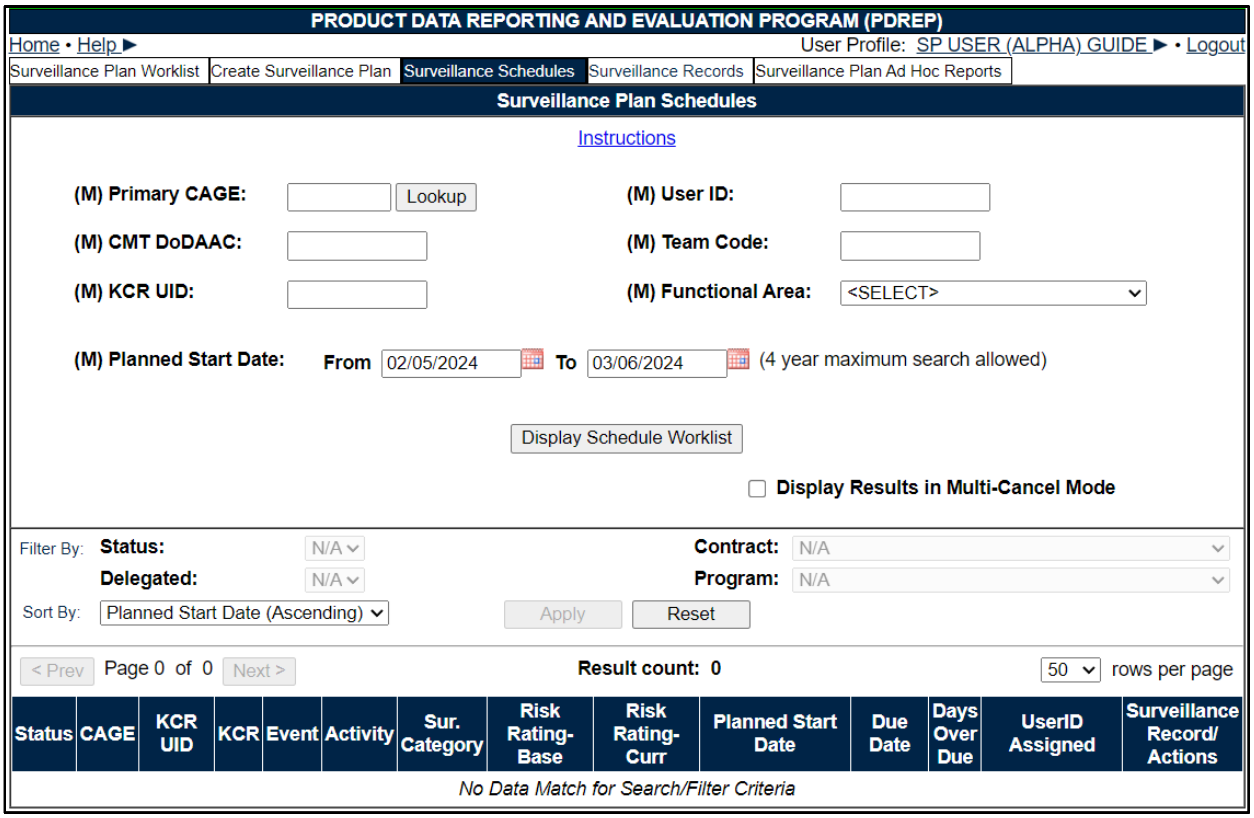


Figure 6.3

When the blue “Instructions” hyperlink is clicked in **Figure 6.3**, the Scheduler instructions will show fully for the user (**Figure 6.3a**). To hide the instructions, the user can click the blue “Instructions” hyperlink again.

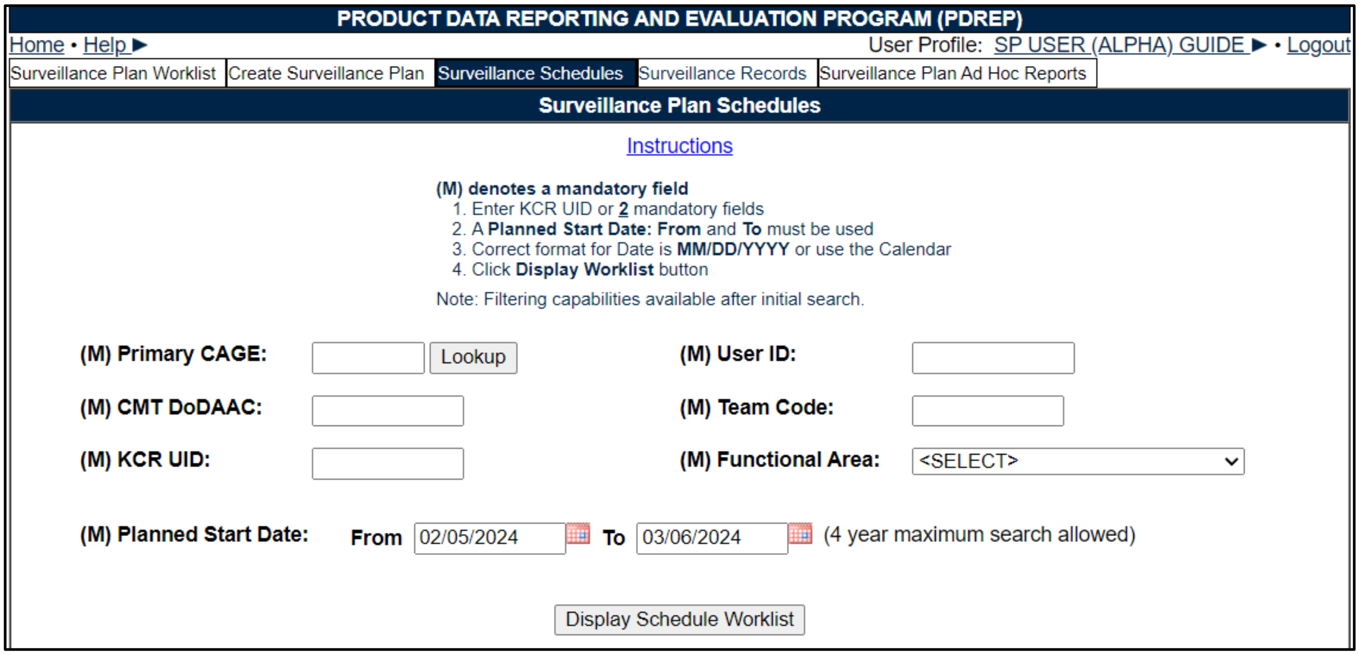


Figure 6.3a

If already working in the application, select the "Surveillance Schedules" tab at the top of the page, or use the navigational button labeled "Scheduler" (**Figure 6.4**). When accessing the Surveillance Schedules Page from the tab, the default view, as shown in **Figure 6.4**, will generate. However, using the navigational buttons located within the Plan, three data fields (Primary CAGE, User ID and Team Code) will prepopulate. These values draw from the user's profile and the CAGE Code being worked.

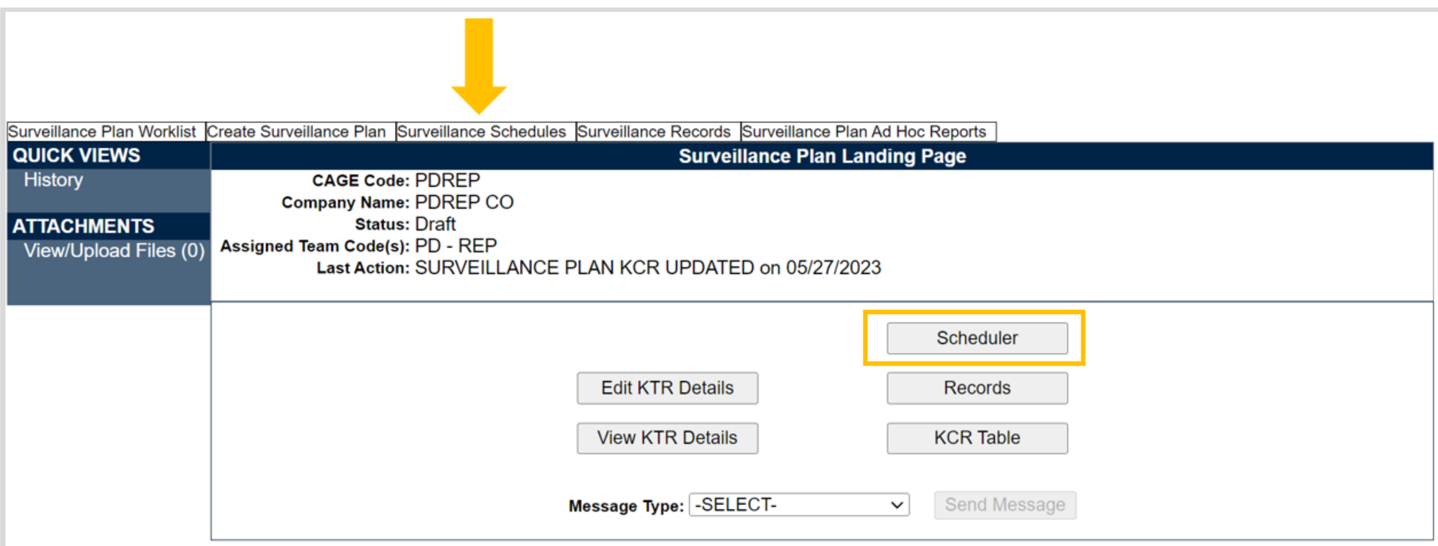


Figure 6.4

6.3 SP Schedules Page

Surveillance Schedules Page (also known as the Scheduler), has a default view and a populated view. The default view does not prepopulate any of the field criteria required to generate a schedule, whereas the populated view contains the CAGE Code currently being worked, the User ID and Team Code as pulled from the user profile. Both display types contain three distinct sections:

1. Creating a Schedule
2. Filtering the Schedule
3. Schedule

***Note:** Populated Schedules contain a "Landing Page" button which navigates the user back to the Landing Page of the Plan being worked (**Figure 6.5**).*

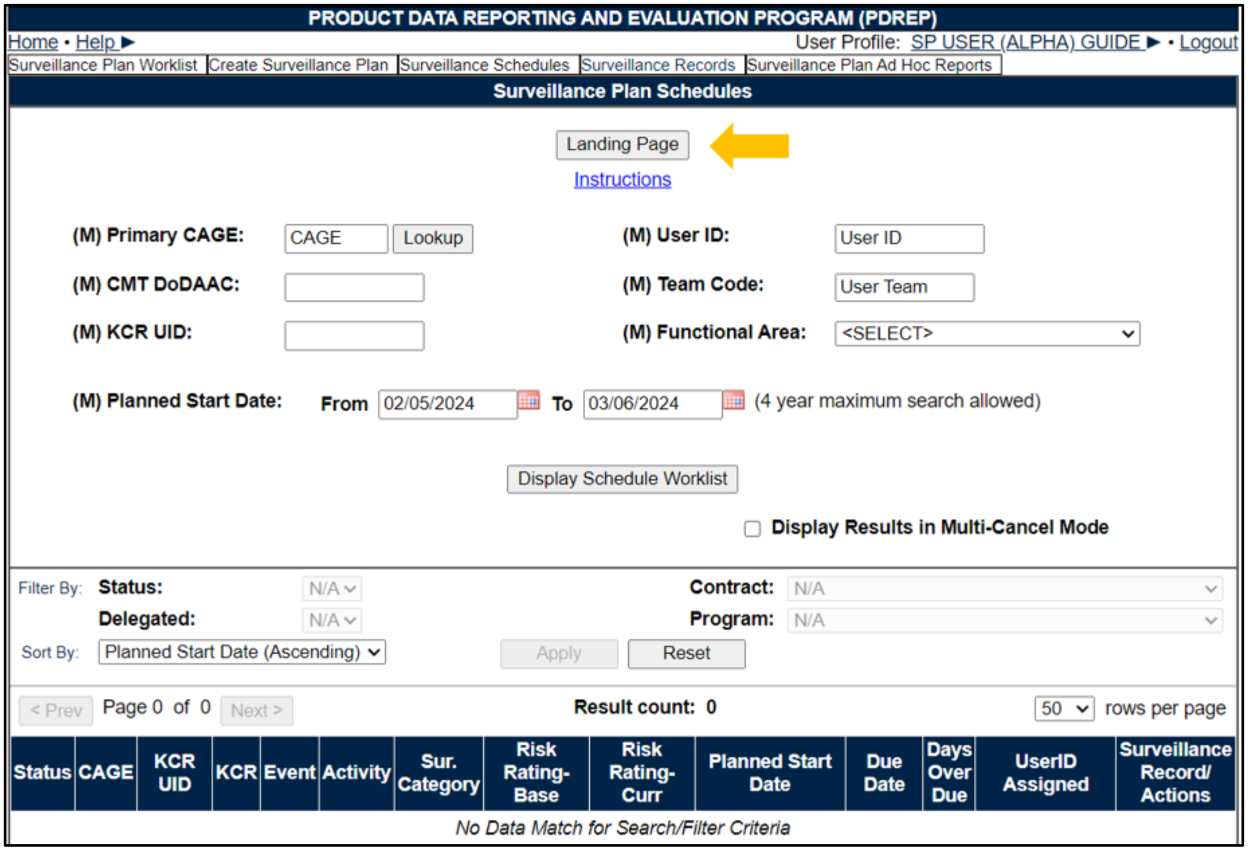


Figure 6.5

6.3.1 Creating a Schedule

Top of the page shows data fields that may be used when creating a schedule. Both the Scheduler's default and populated display contain a date range of 30 days from today's date. The date range is used to identify which occurrences should populate. Any occurrence on or within the dates entered will display within the returned schedule as shown in **Figure 6.6**.

Two of the mandatory data fields must be used for the schedule to return a worklist. However, the KCR UID field does not need a second field to search alongside when used (except the date range). The date range must not exceed four years, otherwise the user will receive an error message.

Select the "Display Schedule Worklist" button to create the schedule. Once the two mandatory values are satisfied (unless searching by just KCR UID) and a date range is present, what populates below the filtering section is the returned Schedule as determined by the Reoccurrence Formula.

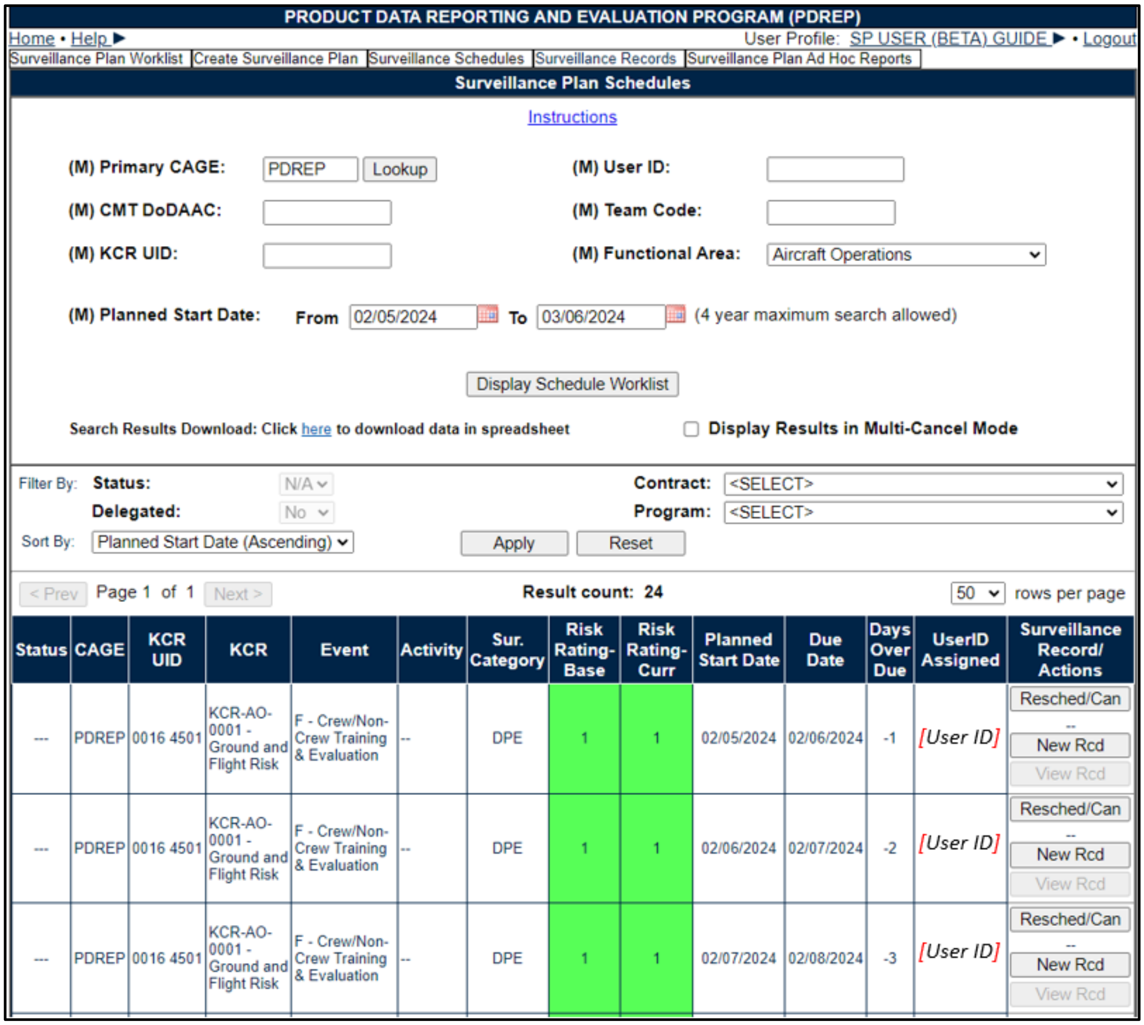


Figure 6.6

Associated Data Fields for **Figure 6.6**

- **(M) CMT DoDAAC:** Organization assigned to the Prime Location for Surveillance.
- **(M) Functional Area**: Dropdown list based on the sixteen Functional Areas.
    i. Aircraft Operations
    ii. Contract Safety
    iii. Contracts
    iv. Cost & Pricing
    v. Earned Value
    vi. Earned Value Analysis
    vii. Engineering
    viii. Manufacturing
    ix. NASA Quality Assurance
    x. NSEO Quality Assurance
    xi. Packaging
    xii. Plant Clearance
    xiii. Property Administration
    xiv. Quality Assurance
    xv. Small Business

xvi. Software Acquisition Management
xvii. Transportation

- **(M) Planned Start Date (*Date Range*):** Date range will default to a 30-day query starting with "todays" date. This editable field will generate occurrences on or within the dates provided up to four years.
  - o **From:** Start date of query. Defaults to "todays" date, then forecasts 30 calendar days out and is editable by user.
  - o **To:** Ending point of query and is editable by user.
    - i. Query cannot be performed without a start or end date. The user will receive the standard error message if one of the dates is not present and queried (**Figure 6.6a**).

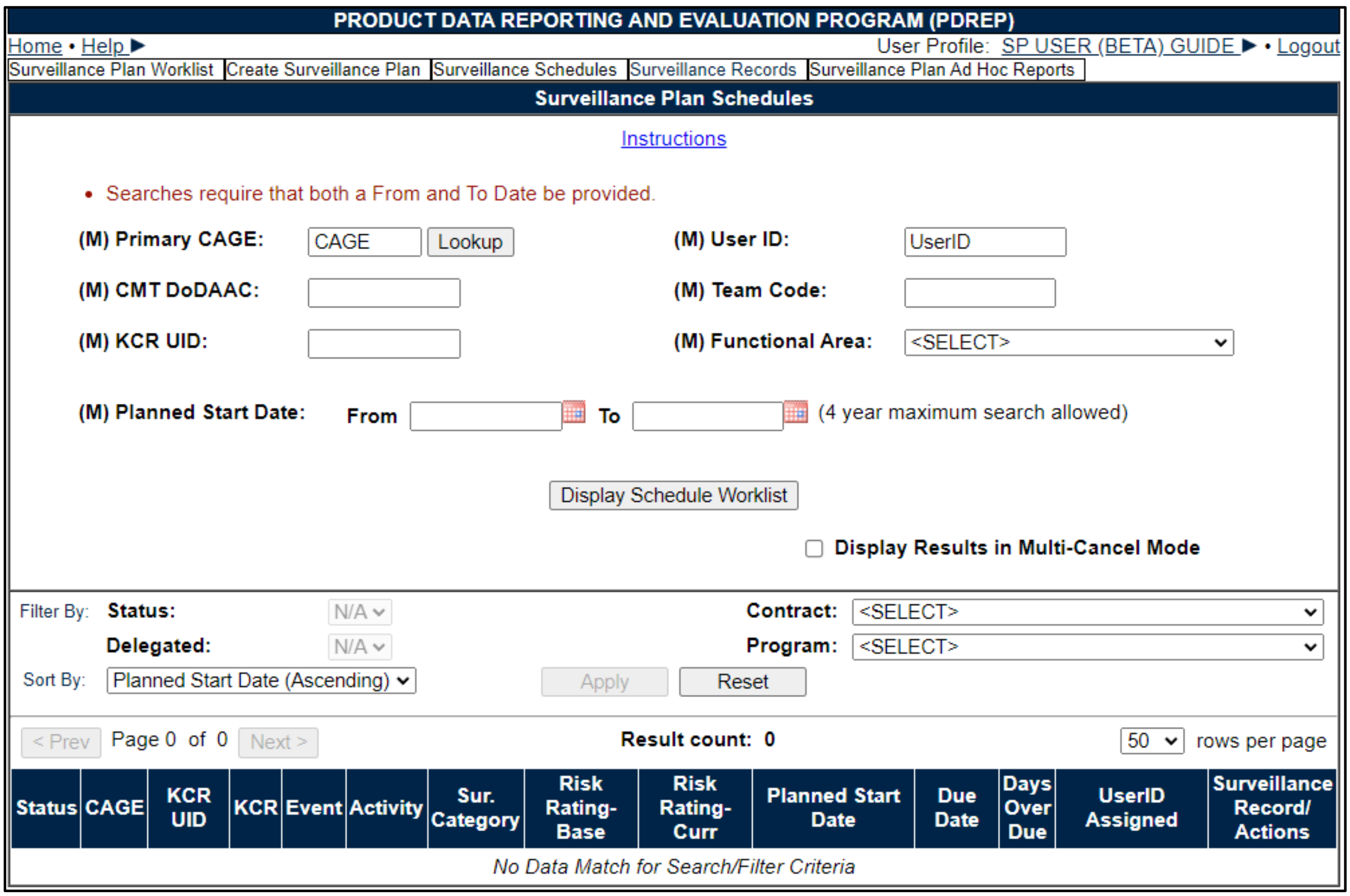


Figure 6.6a

    - ii. Maximum return will be 4 years of the "From" date entered and concluding on the "To" date entered. For instance, if the start date entered is 01/10/2050 the end date cannot exceed 01/10/2054.

- **(M) Primary CAGE:** CAGE Code of the contractor to whom the Surveillance Plan is attributed.
- **(M) Team Code:** Team Codes based on Assigned Functional Specialists found within the Plan's KCRs.
- **(M) User ID:** Assigned Functional Specialist within the KCR.

Associated Buttons for **Figure 6.6**

- **Landing Page:** Navigates the user back to the Landing Page of the Plan being worked.
- **Display Schedule Worklist:** Will display the returned Schedule based on the criteria entered and the date range used.

6.3.2 Filtering The Schedule

The second section of the Surveillance Plan Schedules page is where the primary query may be filtered, allowing the user to view a more detailed return (**Figure 6.7**). The filtering dropdowns generate their returned values based on the entries made when creating a schedule.

Note: A combination of *Primary CAGE, CMT DoDAAC, Assigned FS ID, Assigned FS Team Code or Functional Area and a Date Range must be queried first and register a returned schedule to have additional filtering options populate.*

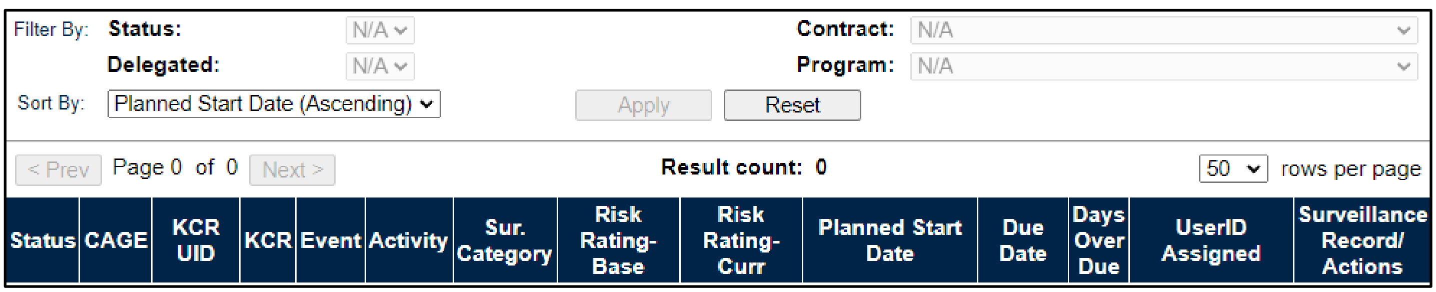


Figure 6.7

Associated Filters for **Figure 6.7**

- **Status:** Dropdown which may include the following depending what statuses are in the return:
  - **---:** This status denotes an anticipated oversight that does not have a related Record (DPE/DSE/PE/SPE).
  - **--- Overdue:** This status denotes an anticipated oversight that does not have a related Record (DPE/DSE/PE/) and is considered overdue. The occurrence will be marked overdue when the Record is completed the day after the due date.
  - **Draft:** This status denotes an oversight in process, but not yet completed. There is a draft Record associated with the occurrence.
  - **Draft Overdue:** This status denotes a Record associated to an oversight considered past due, the day after the oversight “should” have occurred based on the time between the “Start Date & Due Date” of the occurrence. The status text will turn from black (current) to red for overdue.
    - An example of this would be an oversight start date of 30 May 2023 with a weekly frequency; the due date would be 06 June 2023. The status would turn red and “Overdue” on 07 June 2023.
    - Days Over Due starts counting after the KCR is created. It will show negative numbers counting towards the Due Date in black text when today’s date does not equal to or exceed the KCR’s Due Date.

        - When today's date is equal to the Due Date, "0" will be shown in black text.
        - Once the Due Date passes and there is no completed Record with the scheduled occurrence, text will turn red and show a positive number counting how many days past the Due Date it has been. This will continue counting in red text until a Record is marked complete for that specific occurrence.
        - It does not matter if a Record is attached to the oversight; the only consideration is if the frequency had been exceeded.
    - **Complete:** This status denotes a completed oversight. All mandatory fields have been satisfied and the corresponding Record (DPE, DSE, PE, SPE) reflect as "Completed". Red text will display when the occurrence was completed after the anticipated Due Date.
    - **Re-Opened:** This status denotes a Record previously marked as "complete" has been reopened.
        - "Reopen" will remain as the status and show in red font if overdue.
        - It will remain in red font as "Reopened" until the user makes the necessary changes then completes the Record again.
        - If a Record is reopened after being closed, the text color will be representative of the date's status.
        - Red text will display when the occurrence was completed after the anticipated Due Date before being reopened.

Note: *Once a status becomes overdue, the status text becomes red and stays red regardless of any action taken.*

- **Contract:** Text field allows alphanumeric characters. When six characters are entered (beginning of the contract) allows a search to be conducted, each additional character will further reduce the return. If a Program has been selected before a Contract has been entered, this field will be grayed out.
- **Delegated:** Currently set to No and not editable.
- **Program:** Dropdown display of any program associated to initial query results. If a Contract has been entered before a Program has been selected, this field will be grayed out.
- **Sort By:** The return may be sorted based on the following criteria**:**
    - Assigned FS (Ascending)
    - Assigned FS (Descending)
    - CAGE (Ascending)
    - CAGE (Descending)
    - Due Date (Ascending)
    - Due Date (Descending)
    - KCR UID (Ascending)
    - KCR UID (Descending)
    - Planned Start Date (Ascending)
    - Planned Start Date (Descending)

6.4 Table Return – Scheduler

There are two returned schedule types:

1. An individual schedule where the returned schedule is limited to a singular user (**Figure 6.8,** left-hand schedule), and
2. A group schedule where the returned schedule may show multiple users within the same Team Code or Plan (**Figure 6.8,** right-hand schedule).

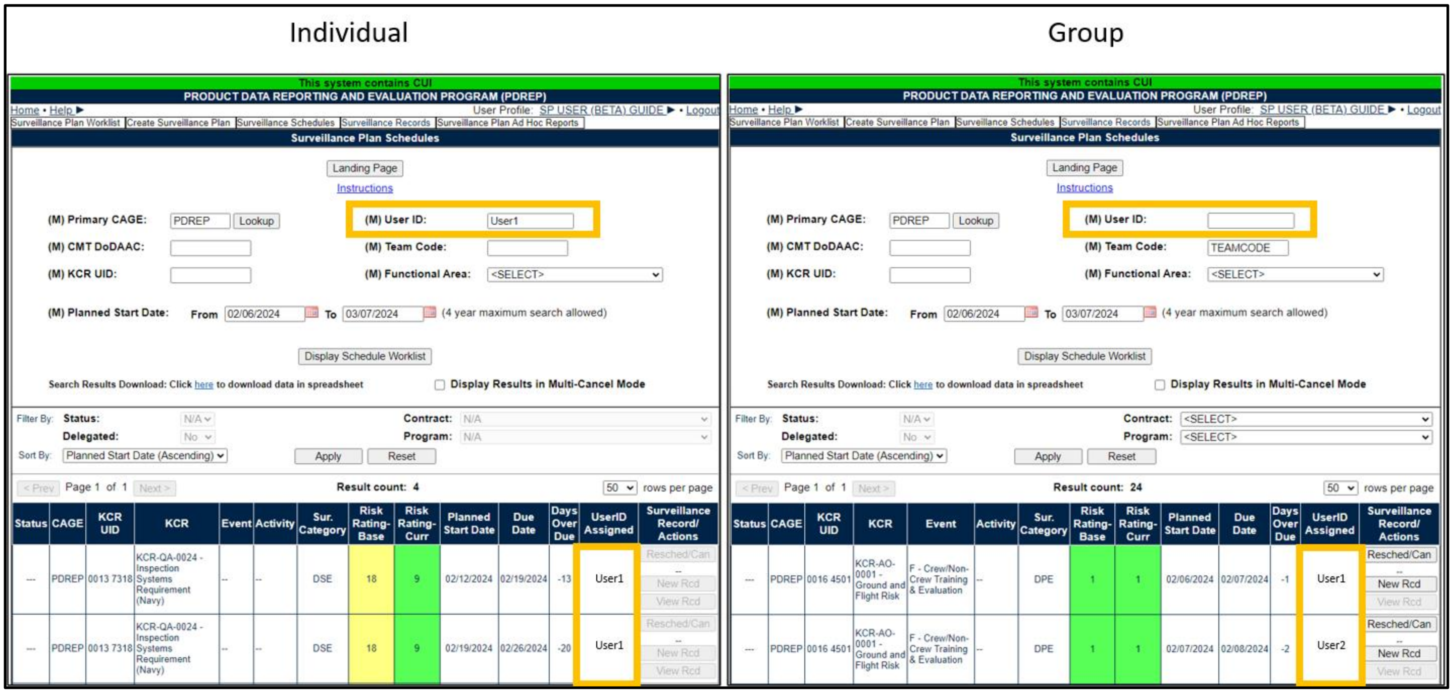


Figure 6.8

Filtering an individual schedule (based off the User ID) can be done for any user and by any user as shown on the left side of **Figure 6.8**. However, functionality is restricted to the user for which the occurrence populated. This means the ability to cancel an occurrence, reschedule an occurrence, create a Record or access a Record is limited to the individual listed in the “UserID Assigned” column.

When a User ID is not entered as shown on the right side of **Figure 6.8**, a group schedule will be returned displaying all assigned Functional Specialist associated with those KCR values entered. A larger example of an individual schedule can be seen in **Figure 6.9** and a group schedule can be seen on **Figure 6.10**.

Note: *Apart from weekly oversight, returned schedules do not take into consideration weekends or Holidays. When a weekly frequency has been determined, the Scheduler will populate occurrences for Monday thru Fridays. Otherwise, the Scheduler does not take into consideration Saturdays, Sundays, or federal holidays.*

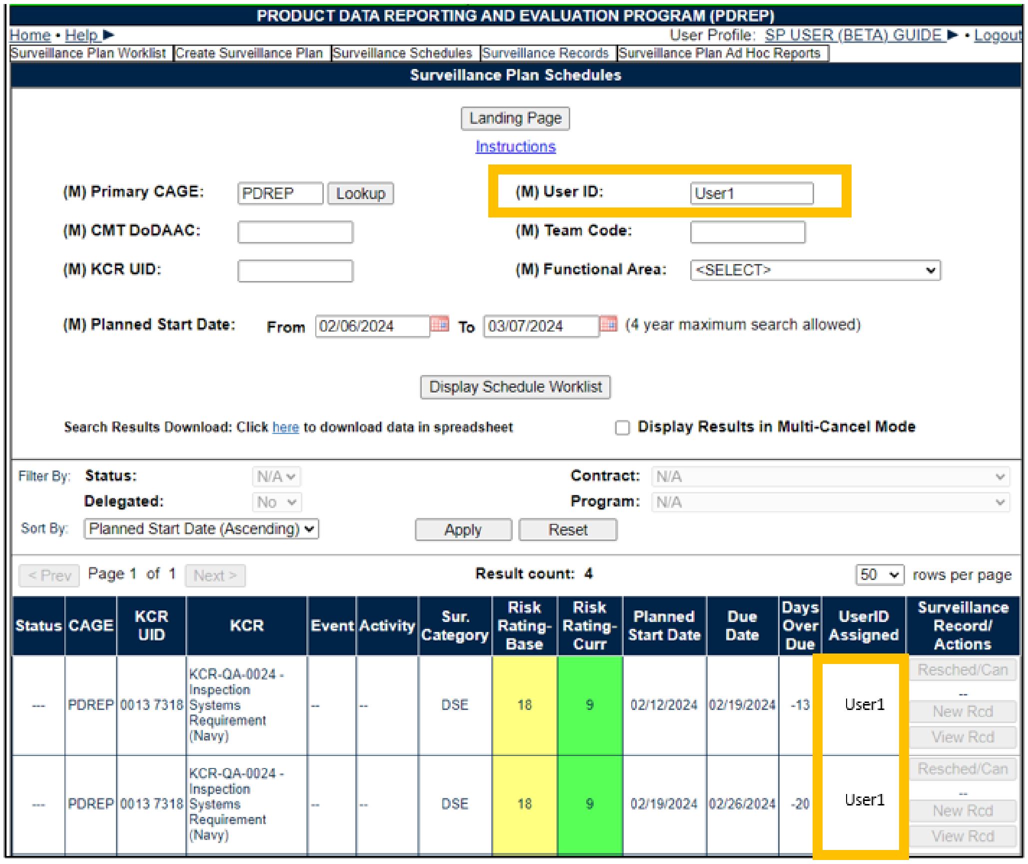


Figure 6.9

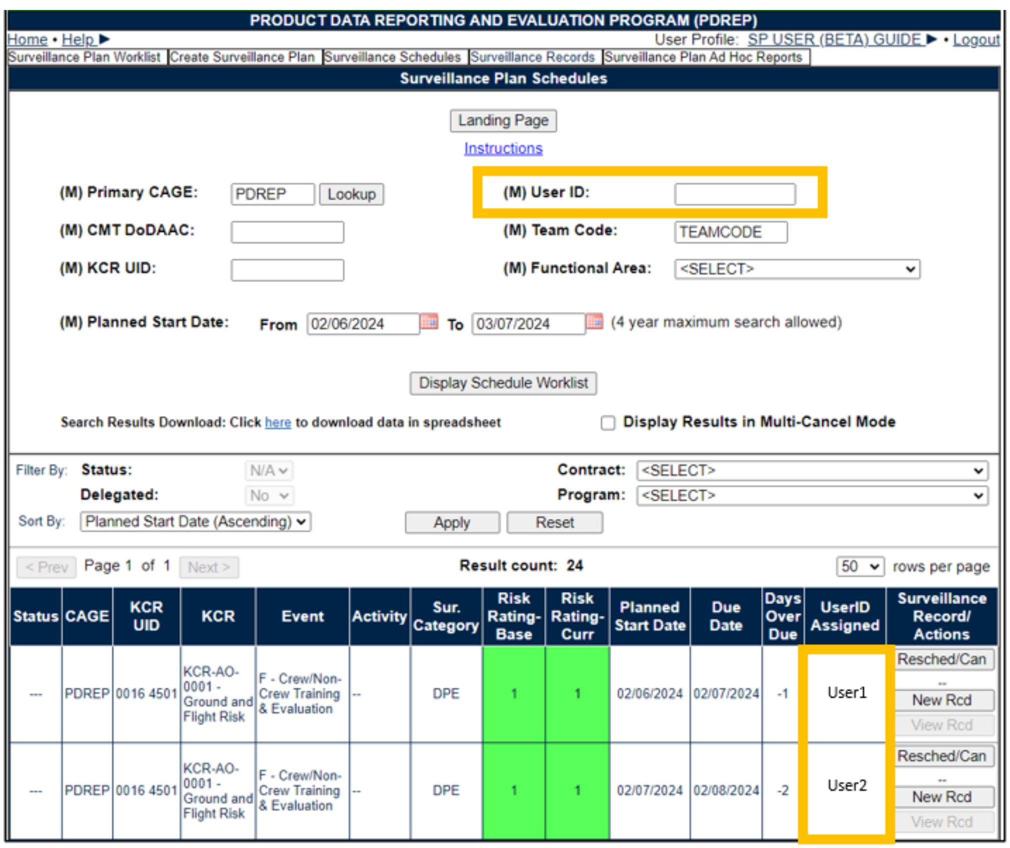


Figure 6.10

Associated Table Columns for **Figure 6.10**

- **Activity:** The Activity associated with the KCR for which the occurrence is referencing. Field will display as "N/A" when lacking a Surveillance Activity in the KCR.
- **CAGE:** The CAGE Code of the contractor to whom the Surveillance oversight is attributed.
- **Days Over Due**: Starts counting after KCR is created. Shows negative numbers counting towards the Due Date in black text when today's date does not equal to or exceed the KCR's Due Date. When today's date is equal to the Due Date, "0" will be shown in black text. Once the Due Date passes and there is no completed Record with the scheduled occurrence, text will turn red and show a positive number counting how many days past the Due Date it has been. This will continue counting in red text until a Record is marked complete on that specific occurrence. Once complete, the number will remain the same.
    - To see a returned schedule with today's date *prior* to the Due Date with no complete Record attached, refer to **Figure 6.11a**.
    - To see a returned schedule with today's date *equaling* the Due Date with no complete Record attached, refer to **Figure 6.11b**.
    - To see a returned schedule with today's date *exceeding* the Due Date with no complete Record attached, refer to **Figure 6.11c**.

Note: *Reopened Records will have black text if reopened before the Due Date and red text if opened after the Due Date.*

- **Due Date:** Currently, Due Date is by default the Start Date of the next occurrence. The date will display in black font except for those occurrences considered past due.
- **Event:** The Event associated with the KCR for which the occurrence is referencing. Field will display as "N/A" when lacking a Surveillance Event in the KCR.
- **KCR:** Key Contract Requirement Number & Description for which the occurrence is referencing.
- **KCR UID:** The 8-digit unique identifier of the KCR for which the occurrence is referencing.
- **Planned Start Date:** This field populates the date for each occurrence to start with the expectation the surveillance Record should be created on this date but does not have to be completed. Planned Start Dates are generated on a calculation of the KCR's Start Date multiplied by the Frequency of which oversight should be performed. The date will display in black font except for those occurrences considered past due.
- **Record UID:** Unique identifier of an associated Record of the KCR.
- **Risk Rating Baseline**: The initial Risk Rating documented in the KCR for which the occurrence is referencing.
- **Risk Rating Current:** Most current Risk Rating associated with the KCR for which the occurrence is referencing.
- **Status:** The status (Draft, Overdue, Complete, etc.) of the occurrence. The values will display in black font except for those occurrences considered past due.
- **Sur. Category**: Type of surveillance evaluation (DPE, DSE, PE, SPE) identified within the KCR.

- **Surveillance Record/Actions:** Functions listed below. Functionality is restricted based on the User ID reviewing the schedule. Available options may include:
  - o **Resched/Can:** Button to Cancel or Re-Schedule anticipated oversight. Users with supervisor of higher assess can reassign an occurrence to any other FS within the same DoDAAC. This button will be grayed out if a user does not have supervisor or higher access.
  - o **New Rcd:** Available only to the User ID assigned, this button opens the Records Page for the type of surveillance required as determined within the KCR.
  - o **View Rcd:** Button to view the associated Record (limited to users with FS or higher access). It will populate for all Records, regardless of Record status.
- **User ID Assigned:** ID of the Assigned Functional Specialist within the KCR.

***Note:** Frequencies with a start date or occurrence date of February 29th will occur as February 28th for non-leap years.*

Status	CAGE	KCR UID	KCR	Event	Activity	Sur. Category	Risk Rating-Base	Risk Rating-Curr	Planned Start Date	Due Date	Days Over Due	UserID Assigned	Surveillance Record/ Actions
---	PDREP	0021 1039	KCR-NASA-0001 - Packaging, handling, and transportation	Cushioning Thickness	--	SPE	1	1	02/06/2024	02/07/2024	-1	User1	Resched/Can -- New Rcd View Rcd
---	PDREP	0021 1040	KCR-NSEO-0001 - Naval Nuclear Propulsion Program (ANSTR-2000) NSEP	Oversight IAW NNPP FSIP Located in Cipher share	--	DPE	1	1	02/06/2024	02/07/2024	-1	User1	Resched/Can -- New Rcd View Rcd

Figure 6.11a

Status	CAGE	KCR UID	KCR	Event	Activity	Sur. Category	Risk Rating-Base	Risk Rating-Curr	Planned Start Date	Due Date	Days Over Due	UserID Assigned	Surveillance Record/ Actions
---	PDREP	0021 1039	KCR-NASA-0001 - Packaging, handling, and transportation	Cushioning Thickness	--	SPE	1	1	02/05/2024	02/06/2024	0	User1	Resched/Can -- New Rcd View Rcd
---	PDREP	0021 1040	KCR-NSEO-0001 - Naval Nuclear Propulsion Program (ANSTR-2000) NSEP	Oversight IAW NNPP FSIP Located in Cipher share	--	DPE	1	1	02/05/2024	02/06/2024	0	User1	Resched/Can -- New Rcd View Rcd

Figure 6.11b

Status	CAGE	KCR UID	KCR	Event	Activity	Sur. Category	Risk Rating-Base	Risk Rating-Curr	Planned Start Date	Due Date	Days Over Due	UserID Assigned	Surveillance Record/ Actions
--- OVERDUE	PDREP	0016 4501	KCR-AO-0001 - Ground and Flight Risk	F - Crew/Non-Crew Training & Evaluation	--	DPE	1	1	01/01/2024	01/02/2024	35	User1	Resched/Can -- New Rcd View Rcd
--- OVERDUE	PDREP	0016 4501	KCR-AO-0001 - Ground and Flight Risk	F - Crew/Non-Crew Training & Evaluation	--	DPE	1	1	01/02/2024	01/03/2024	34	User1	Resched/Can -- New Rcd View Rcd

Figure 6.11c

6.4.1 Changes to the Schedulers' Return

Changes to the KCR trickle down and effect the KCR itself and what is shown in the Scheduler and subsequently the contents of the Record. The KCR communicates these changes to the Scheduler immediately following the KCR's "Save" action. Once the Scheduler receives notification, the anticipated oversight (aka Scheduler) will automatically adjust its return based on the current KCR's values for Start Date, Frequency, and assigned FS. This same logic is applied when a KCR is moved from Not Warranted to Warranted or when a KCR's delegation status goes from Delegated to Not Delegated.

Since Surveillance Schedules are created in "Real Time", changes to data elements used to populate occurrences will be immediately applied to the Scheduler. This is true only for occurrences lacking an attached Record. When a Record is associated to an occurrence, the Scheduler ignores changes to the KCR for that oversight, keeping the Record-attached occurrence untouched.

For instance, when a change occurs to a KCR's Start Date, the Schedules Planned Start Date, Due Date and Days Over Due will automatically adjust their values to that of the KCR for all occurrences and reoccurrences lacking a Record. Since the Scheduler ignores those occurrences with an associated Record, no change is made to the Planned Start Date, Due Date or Days Over Due for these oversights.

6.5 Button Functionality

Buttons available on the Surveillance Plan Schedules page and their functionality are described below.

- **Apply:** Will further filter the Scheduled Worklist based on the additional filters entered.
- **Display Schedule Worklist:** Will display the scheduled list based on the criteria entered in required data fields.
- **Landing Page:** Navigates the user to the Surveillance Plan Landing Page associated with the CAGE Code.
- **Lookup**: CAGE Codes utilized in the application are validated against the PDREP database. The Lookup CAGE button allows the user to lookup Vendor information either by CAGE Code or Company Name. When a CAGE is selected from the lookup page, it populates the field associated with the button.
- **New Rcd:** Available only to the User ID Assigned**,** this button opens the Records Page for the type of surveillance required as determined within the KCR.
- **Open Rcd:** Available only to the User ID Assigned**,** this button is available after a Record has been created (**Figure 6.12**).
- **View Rcd:** Available only to the User ID Assigned**,** this button is clickable after a Record has been created and saved (**Figure 6.12**).
- **Re-Sched**: The button will open a new window where the user can choose to reschedule or cancel the anticipated oversight.
- **Reset:** Returns selections made to Filter & Sort back to their default status.

Note: *Records accessed by way of the Scheduler will return the user to the Scheduler when the "Back" button is used.*

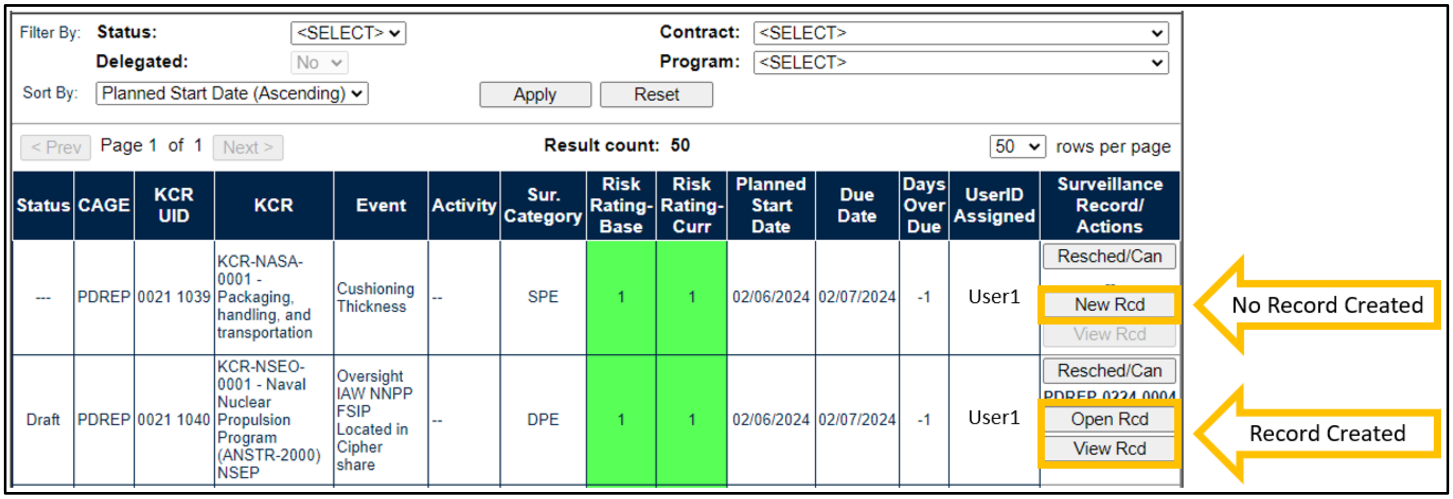


Figure 6.12

***Note**: The ability to Reschedule or Cancel an occurrence is restricted for Records marked in "Complete" status.*

- o **Reschedule:** When selected, a Justification as to why the occurrence needs to be rescheduled is required along with a new Start Date & End Date of when the occurrence will begin its oversight and conclude. Values entered do not affect any other occurrence or series of occurrences (**Figure 6.13**).
  - i. **Save:** Captures the request and reschedules the occurrence based on the new Start Date and End Date entered.
  - ii. **Cancel:** Refreshes the page and returns to the Scheduler.

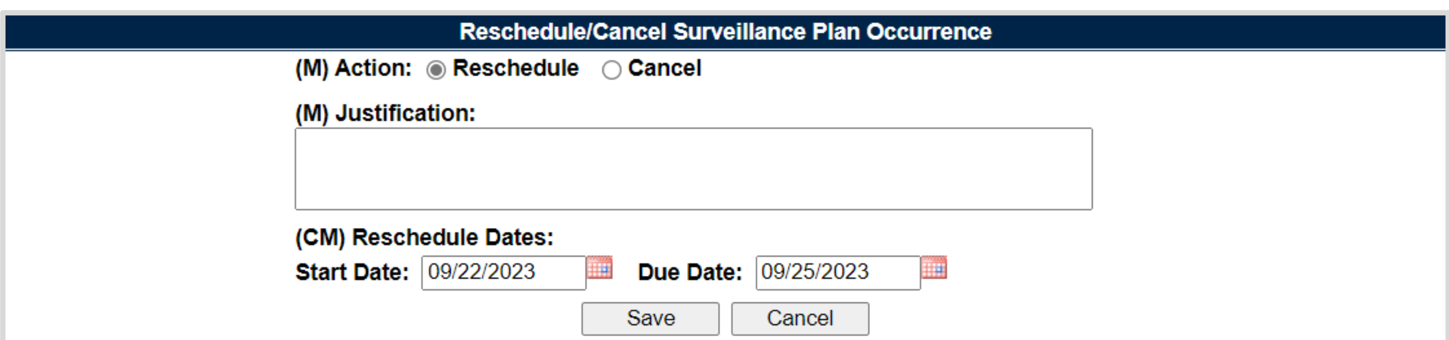


Figure 6.13

- o **Cancel:** When selected, Rescheduled Date fields becomes inactive and only a Justification as to why the occurrence needs to be Canceled is required. Values entered do not affect any other occurrence or series of occurrences (**Figure 6.14**).
  - i. **Save:** Captures the request and eliminates the occurrence from the Schedulers' return indefinitely.
  - ii. **Cancel:** Refreshes the page and returns to the Scheduler.

***Note:** Canceling an occurrence is an action that cannot be undone. Not even PDREP can reinstate an occurrence that has been canceled.*

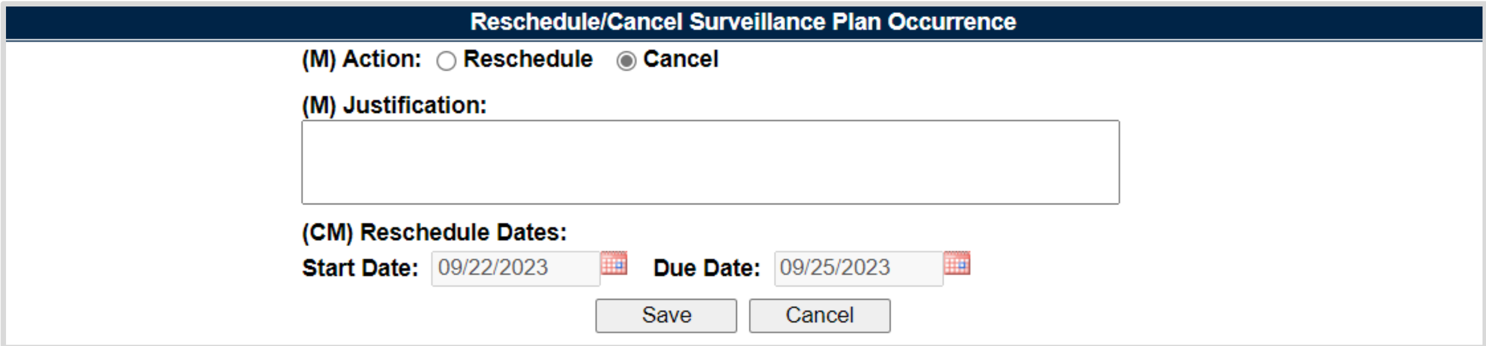


Figure 6.14

6.6 Additional Features

6.6.1 Download

Download: Downloads return the schedule to a spreadsheet. If the return from the query/filter is greater than 500 rows, the user will be able to download the entirety of the return to a spreadsheet. Use the >here< hyperlink (**Figure 6.15**).

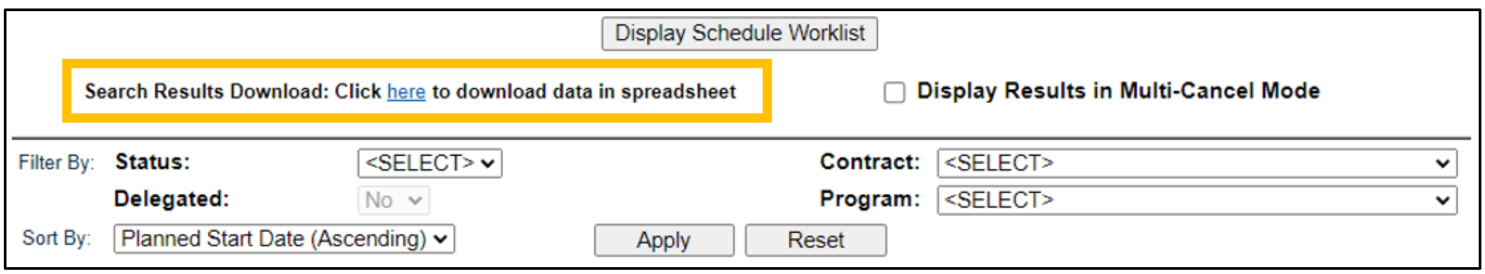


Figure 6.15

6.6.2 Page Counter

Page Counter: Enables the ability to toggle between pages when more than one page of data is returned from the query/filter as shown in **Figure 5.16**. The “Next” button produces the succeeding page where as the “Prev” button navigates back to the previous page.

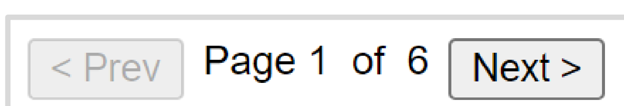


Figure 6.16

6.6.3 Rows Per Page

Rows Per Page: By using the provided dropdown, this feature enables a larger returned schedule as determined by the selected number of rows to be displayed. Returned schedules default to a 50-row return but may be increased to 100, 250 or 500 (**Figure 6.17**).

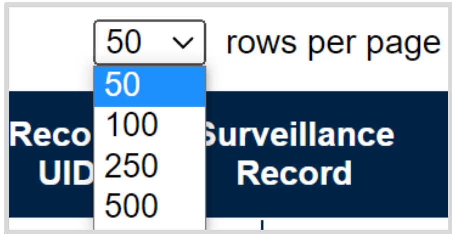


Figure 6.17

6.6.4 Multi-Cancel Mode

Supervisors can cancel multiple occurrences at once for an FS on the same DoDAAC by clicking the "Display Results in Multi-Cancel Mode" checkbox on the Scheduler Worklist (**Figure 6.18**). This checkbox may be clicked before or after clicking the "Display Schedule Worklist" button.

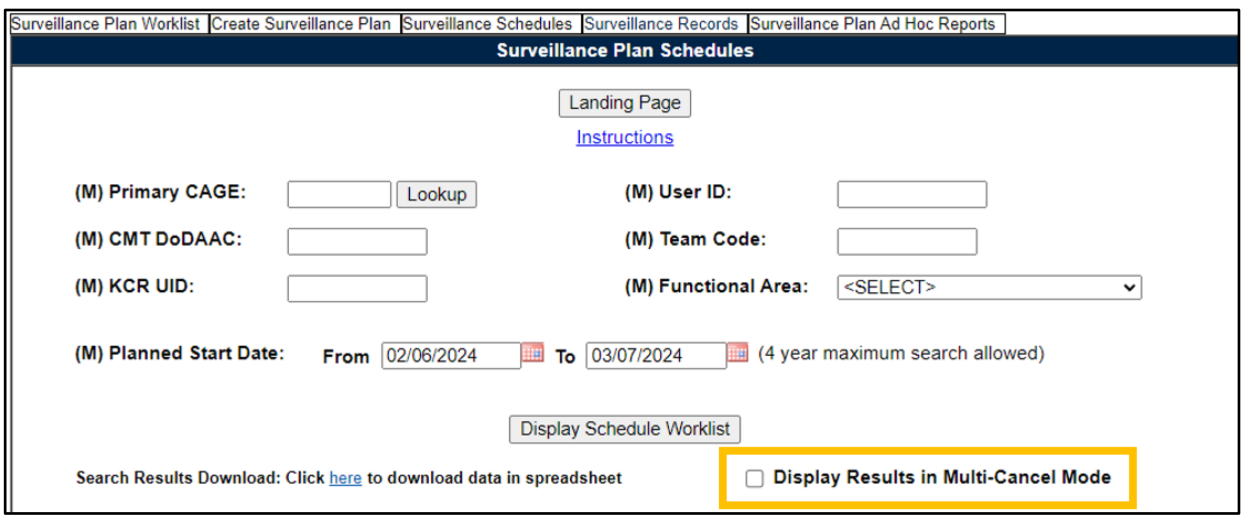


Figure 6.18

Once the checkbox is clicked and the user runs a schedule, the returned schedule will have an added column labeled "Select for Cancel" as well as a "Justification" section (**Figure 6.19**). Current functionality allows Supervisors to cancel multiple occurrences, not reschedule multiple occurrences.

Cancel Surveillance Plan Occurrence(s)

(M) Justification:

Cancel All Selected

Status	CAGE	KCR UID	KCR	Event	Activity	Sur. Category	Risk Rating-Base	Risk Rating-Curr	Planned Start Date	Due Date	Days Over Due	UserID Assigned	Select for Cancel
---	PDREP	0021 1039	KCR-NASA-0001 - Packaging, handling, and transportation	Cushioning Thickness	--	SPE	1	1	02/06/2024	02/07/2024	-1	User1	☐
Draft	PDREP	0021 1040	KCR-NSEO-0001 - Naval Nuclear Propulsion Program (ANSTR-2000) NSEP	Oversight IAW NNPP FSIP Located in Cipher share	--	DPE	1	1	02/06/2024	02/07/2024	-1	User1	☐
---	PDREP	0021 1039	KCR-NASA-0001 - Packaging, handling, and transportation	Cushioning Thickness	--	SPE	1	1	02/07/2024	02/08/2024	-2	User1	☐
---	PDREP	0021 1040	KCR-NSEO-0001 - Naval Nuclear Propulsion Program (ANSTR-2000) NSEP	Oversight IAW NNPP FSIP Located in Cipher share	--	DPE	1	1	02/07/2024	02/08/2024	-2	User1	☐

Figure 6.19

If a supervisor selects multiple occurrences to cancel and does not provide a Justification, an error message will appear. **Figure 6.20** shows the error message after a supervisor attempts to cancel multiple occurrences without providing a Justification.

Cancel Surveillance Plan Occurrence(s)

- Justfication is a mandatory field and must be provided before saving the Schedule changes.

(M) Justification:

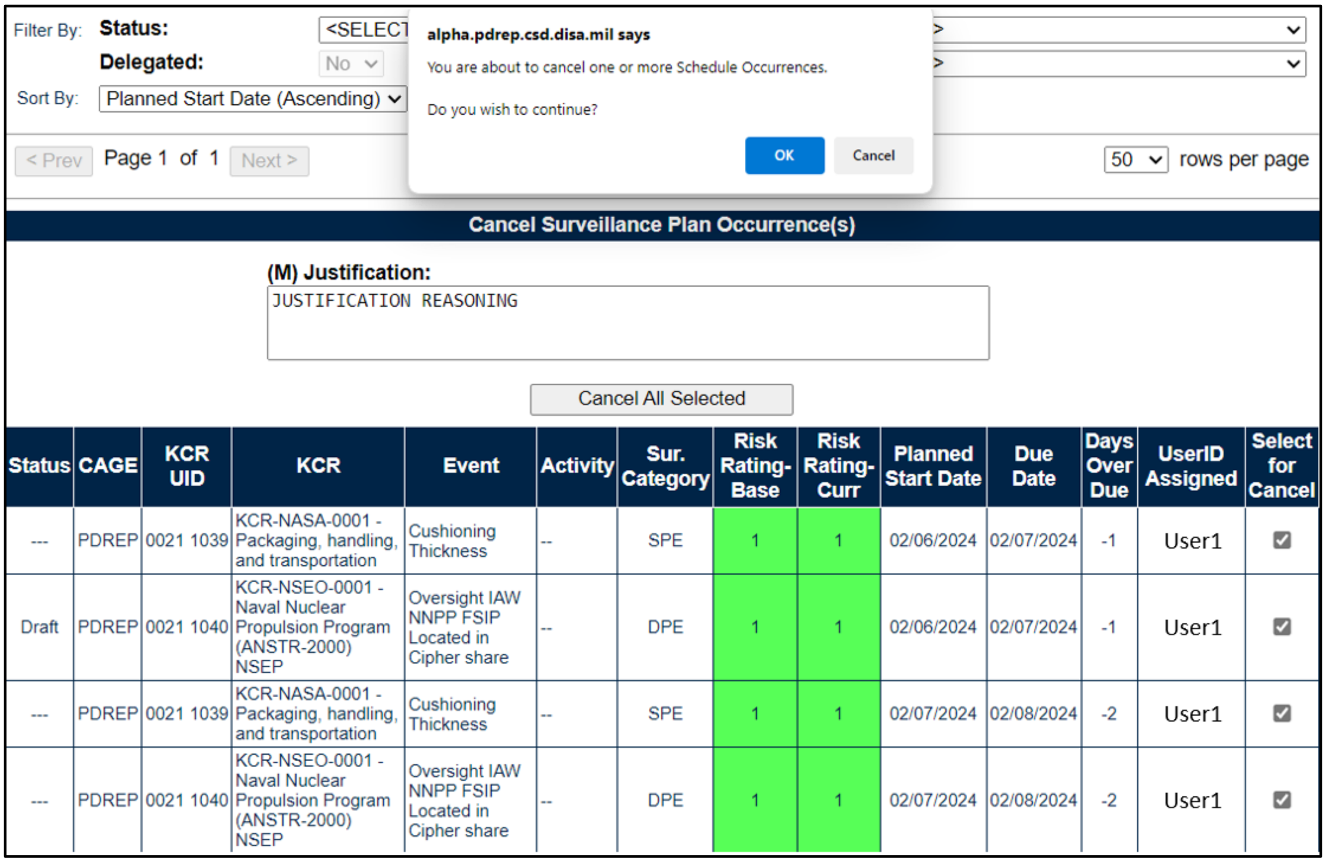
Cancel All Selected

Status	CAGE	KCR UID	KCR	Event	Activity	Sur. Category	Risk Rating-Base	Risk Rating-Curr	Planned Start Date	Due Date	Days Over Due	UserID Assigned	Select for Cancel
---	PDREP	0021 1039	KCR-NASA-0001 - Packaging, handling, and transportation	Cushioning Thickness	--	SPE	1	1	02/06/2024	02/07/2024	-1	User1	☑
Draft	PDREP	0021 1040	KCR-NSEO-0001 - Naval Nuclear Propulsion Program (ANSTR-2000) NSEP	Oversight IAW NNPP FSIP Located in Cipher share	--	DPE	1	1	02/06/2024	02/07/2024	-1	User1	☑
---	PDREP	0021 1039	KCR-NASA-0001 - Packaging, handling, and transportation	Cushioning Thickness	--	SPE	1	1	02/07/2024	02/08/2024	-2	User1	☑
---	PDREP	0021 1040	KCR-NSEO-0001 - Naval Nuclear Propulsion Program (ANSTR-2000) NSEP	Oversight IAW NNPP FSIP Located in Cipher share	--	DPE	1	1	02/07/2024	02/08/2024	-2	User1	☑

Figure 6.20

To cancel an occurrence, a Supervisor must click the checkbox of the associated row item(s), add a Justification, then click the “Cancel All Selected” button. After this button is clicked, the page will refresh, and a pop-up will ask the user if they wish to continue (**Figure 6.21**). The user can either click the “OK” or “Cancel” button.

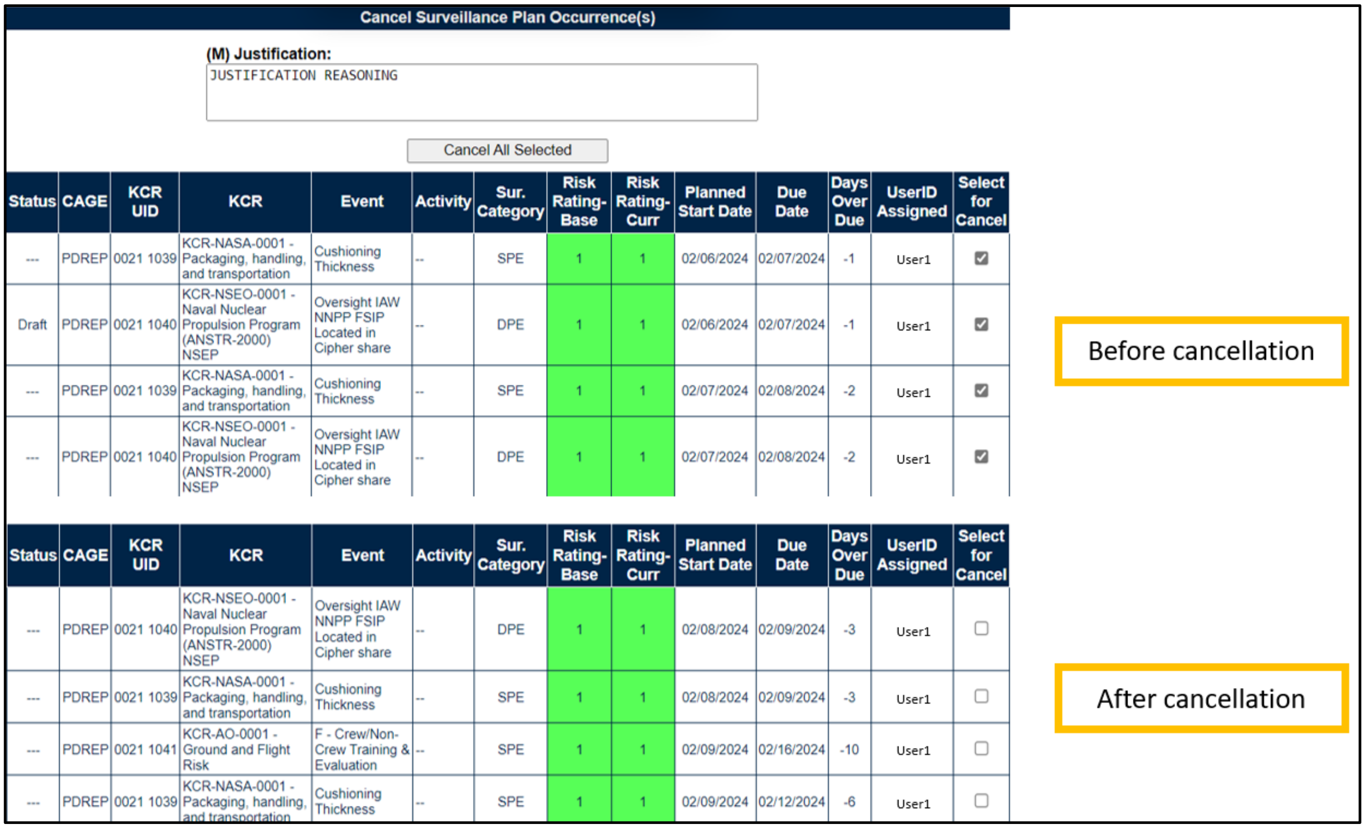
- **OK**: This will proceed with the cancellation of the selected occurrence(s).
- **Cancel**: This will cancel the mass-cancel action and bring the user to the worklist screen.



Status	CAGE	KCR UID	KCR	Event	Activity	Sur. Category	Risk Rating-Base	Risk Rating-Curr	Planned Start Date	Due Date	Days Over Due	UserID Assigned	Select for Cancel
---	PDREP	0021 1039	KCR-NASA-0001 - Packaging, handling, and transportation	Cushioning Thickness	--	SPE	1	1	02/06/2024	02/07/2024	-1	User1	☑
Draft	PDREP	0021 1040	KCR-NSEO-0001 - Naval Nuclear Propulsion Program (ANSTR-2000) NSEP	Oversight IAW NNPP FSIP Located in Cipher share	--	DPE	1	1	02/06/2024	02/07/2024	-1	User1	☑
---	PDREP	0021 1039	KCR-NASA-0001 - Packaging, handling, and transportation	Cushioning Thickness	--	SPE	1	1	02/07/2024	02/08/2024	-2	User1	☑
---	PDREP	0021 1040	KCR-NSEO-0001 - Naval Nuclear Propulsion Program (ANSTR-2000) NSEP	Oversight IAW NNPP FSIP Located in Cipher share	--	DPE	1	1	02/07/2024	02/08/2024	-2	User1	☑

Figure 6.21

Once the supervisor clicks the “OK” button in the pop-up, the occurrences will be immediately removed from the schedule. The screen will refresh to the worklist. The canceled occurrences will not populate in the schedule. **Figure 6.22** shows the Scheduler worklist results before and after the cancellations.



Cancel Surveillance Plan Occurrence(s)

(M) Justification:

JUSTIFICATION REASONING

Cancel All Selected

Status	CAGE	KCR UID	KCR	Event	Activity	Sur. Category	Risk Rating-Base	Risk Rating-Curr	Planned Start Date	Due Date	Days Over Due	UserID Assigned	Select for Cancel
---	PDREP	0021 1039	KCR-NASA-0001 - Packaging, handling, and transportation	Cushioning Thickness	--	SPE	1	1	02/06/2024	02/07/2024	-1	User1	
Draft	PDREP	0021 1040	KCR-NSEO-0001 - Naval Nuclear Propulsion Program (ANSTR-2000) NSEP	Oversight IAW NNPP FSIP Located in Cipher share	--	DPE	1	1	02/06/2024	02/07/2024	-1	User1	
---	PDREP	0021 1039	KCR-NASA-0001 - Packaging, handling, and transportation	Cushioning Thickness	--	SPE	1	1	02/07/2024	02/08/2024	-2	User1	
---	PDREP	0021 1040	KCR-NSEO-0001 - Naval Nuclear Propulsion Program (ANSTR-2000) NSEP	Oversight IAW NNPP FSIP Located in Cipher share	--	DPE	1	1	02/07/2024	02/08/2024	-2	User1	

Before cancellation

Status	CAGE	KCR UID	KCR	Event	Activity	Sur. Category	Risk Rating-Base	Risk Rating-Curr	Planned Start Date	Due Date	Days Over Due	UserID Assigned	Select for Cancel
---	PDREP	0021 1040	KCR-NSEO-0001 - Naval Nuclear Propulsion Program (ANSTR-2000) NSEP	Oversight IAW NNPP FSIP Located in Cipher share	--	DPE	1	1	02/08/2024	02/09/2024	-3	User1	
---	PDREP	0021 1039	KCR-NASA-0001 - Packaging, handling, and transportation	Cushioning Thickness	--	SPE	1	1	02/08/2024	02/09/2024	-3	User1	
---	PDREP	0021 1041	KCR-AO-0001 - Ground and Flight Risk	F - Crew/Non-Crew Training & Evaluation	--	SPE	1	1	02/09/2024	02/16/2024	-10	User1	
---	PDREP	0021 1039	KCR-NASA-0001 - Packaging, handling, and transportation	Cushioning Thickness	--	SPE	1	1	02/09/2024	02/12/2024	-6	User1	

After cancellation

Figure 6.22

To return to the default worklist (non-multi-cancel mode), uncheck the “Display Results in Multi-Cancel Mode” checkbox. The page will automatically refresh to the default worklist after unchecking the box (**Figure 6.23**).

Status	CAGE	KCR UID	KCR	Event	Activity	Sur. Category	Risk Rating-Base	Risk Rating-Curr	Planned Start Date	Due Date	Days Over Due	UserID Assigned	Select for Cancel
---	PDREP	0021 1040	KCR-NSEO-0001 - Naval Nuclear Propulsion Program (ANSTR-2000) NSEP	Oversight IAW NNPP FSIP Located in Cipher share	--	DPE	1	1	02/08/2024	02/09/2024	-3	User1	☐
---	PDREP	0021 1039	KCR-NASA-0001 - Packaging, handling, and transportation	Cushioning Thickness	--	SPE	1	1	02/08/2024	02/09/2024	-3	User1	☐
---	PDREP	0021 1041	KCR-AO-0001 - Ground and Flight Risk	F - Crew/Non-Crew Training & Evaluation	--	SPE	1	1	02/09/2024	02/16/2024	-10	User1	☐
---	PDREP	0021 1039	KCR-NASA-0001 - Packaging, handling, and transportation	Cushioning Thickness	--	SPE	1	1	02/09/2024	02/12/2024	-6	User1	☐

Before unchecking the mass-cancel checkbox

Status	CAGE	KCR UID	KCR	Event	Activity	Sur. Category	Risk Rating-Base	Risk Rating-Curr	Planned Start Date	Due Date	Days Over Due	UserID Assigned	Surveillance Record/ Actions
---	PDREP	0021 1040	KCR-NSEO-0001 - Naval Nuclear Propulsion Program (ANSTR-2000) NSEP	Oversight IAW NNPP FSIP Located in Cipher share	--	DPE	1	1	02/08/2024	02/09/2024	-3	User1	Resched/Can -- New Rcd View Rcd
---	PDREP	0021 1039	KCR-NASA-0001 - Packaging, handling, and transportation	Cushioning Thickness	--	SPE	1	1	02/08/2024	02/09/2024	-3	User1	Resched/Can -- New Rcd View Rcd
---	PDREP	0021 1041	KCR-AO-0001 - Ground and Flight Risk	F - Crew/Non-Crew Training & Evaluation	--	SPE	1	1	02/09/2024	02/16/2024	-10	User1	Resched/Can -- New Rcd View Rcd
---	PDREP	0021 1039	KCR-NASA-0001 - Packaging, handling, and transportation	Cushioning Thickness	--	SPE	1	1	02/09/2024	02/12/2024	-6	User1	Resched/Can -- New Rcd View Rcd

After unchecking the mass-cancel checkbox

Figure 6.23

6.6.5 Inactive KCRs

If any KCR values for KCR # & Description, Event, Activity or Sub-Activity have been identified as Inactive, the scheduler will display the Surveillance Record/Actions column in RED with an Edit KCR button as seen in **Figure 6.24**.

If a Record has already been created, the View Rcd button will display as well to allow the user to view the record information. The KCR must be updated to an active KCR values before the Record may be edited.

Status	CAGE	KCR UID	KCR	Event	Activity	Sur. Category	Risk Rating-Base	Risk Rating-Curr	Planned Start Date	Due Date	Days Over Due	UserID Assigned	Surveillance Record/ Actions
Draft OVERDUE	0D0D0	0019 2396	KCR-QA-0012 - National Aerospace and Defense Contractors Accreditation Program	--	--	DPE	1	1	09/06/2023	09/13/2023	583	USER	Edit KCR 0D0D0-0923-0001 View Rcd
--- OVERDUE	0D0D0	0019 2396	KCR-QA-0012 - National Aerospace and Defense Contractors Accreditation Program	--	--	DPE	1	1	02/13/2024	02/20/2024	423	USER	Edit KCR
Draft OVERDUE	0D0D0	0019 2396	KCR-QA-0012 - National Aerospace and Defense Contractors Accreditation Program	--	--	DPE	1	1	02/13/2024	02/20/2024	423	USER 2	Edit KCR 0D0D0-0224-0004 View Rcd
--- OVERDUE	0D0D0	0019 2396	KCR-QA-0012 - National Aerospace and Defense Contractors Accreditation Program	--	--	DPE	1	1	02/20/2024	02/27/2024	416	USER	Edit KCR

Figure 6.24

Clicking the Edit KCR button will open the KCR page and allow the user to update the Inactive KCR values (KCR # & Description, Event, Activity or Sub-Activity), which will be highlighted in Red with a dropdown available below to select an Active KCR value (**Figure 6.25**). Users must have the same DoDAAC as an Assigned FS to edit these fields.

KCR UID: 0019 2396

(M) Assigned Functional Area: Quality Assurance

(M) KCR# & Description: KCR-QA-0012 - National Aerospace and Defense Contractors Accreditation Program

Please select a new KCR# & Description from the list below.

<SELECT>

Surveillance Event: N/A

Surveillance Execution Info:

Figure 6.25

If a sub-activity is inactive and it cannot be replaced with an active option, see your chain of command for further guidance as this was a request of DCMA HQ.

7 SUMMARY

This concludes the DCMA Surveillance Plan (SP) KTR Details user guide.

Content provided within this document is maintained by the Product Data Reporting and Evaluation Program under the guidance of Naval Sea Logistics Center Portsmouth's Deputy Functional Manager and the Automated Information System Manager.

The DCMA Surveillance Plan (SP) KTR Details user guide is intended to be used as a technical reference document to assist users with system navigation and basic operational functionality within PDREP-AIS. Questions, comments or concerns regarding the SP module or this guide should be directed to the PDREP Customer Support Desk.

Contact information for the support desk is provided below.

E-Mail: 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.

Appendix 1 – Record Control Number (RCN)

Every Surveillance Plan has a Record Control Number (RCN) that is made up of a CAGE, the year the Plan was initiated, and currently a two-digit revision serial sequence code. The current state of SP does not increment this serial number when a record is archived or reopened. The serial number for new SPs originating in May 2021 or later will always be 01. Older SPs from the previous use of SP by NSEO *may* have a different serial number.

This number is invisible to the user everywhere but the attachments page (which requires this sequence code to properly attach to the Plan) and within the Ad Hoc. See **Figure A1.1** for an example from the attachments page, and **Figure A 1.2** for an example from within the Ad Hoc.

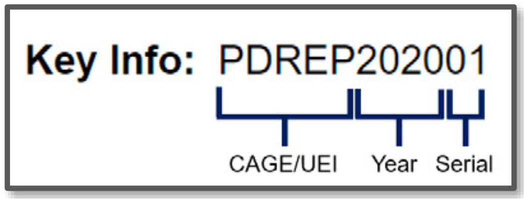


Figure A1.1

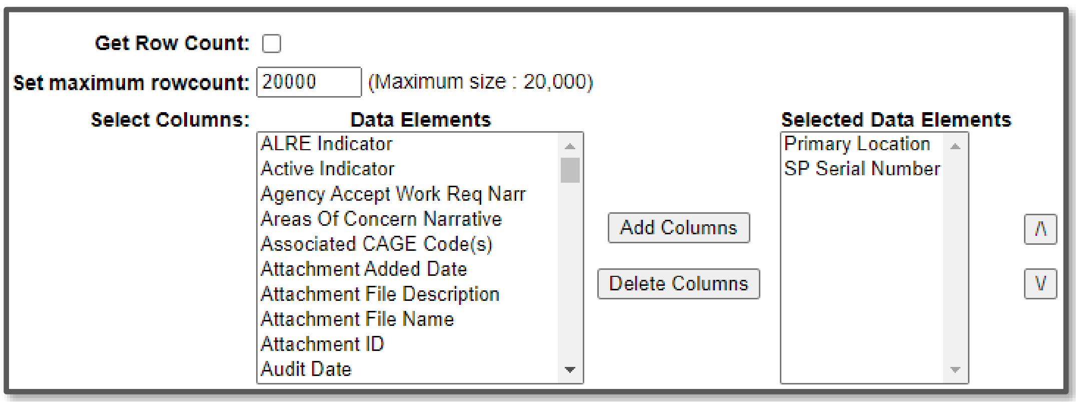


Figure A1.2

The data field called "SP Serial Number" in the ad hoc is the two-digit serial number as shown above. When pulling an ad hoc, it is suggested the Primary Location (CAGE) and SP Serial Number fields be chosen first, as they are what makes a Plan unique and will aid in analyzing the ad hoc output. If a Plan has multiple serial numbers (as in, it has been revised multiple times), a pivot table in Excel is an easy way to separate this data. There is a user guide specifically for the ad hoc reporting tool and it can be found on the PDREP website here: https://www.pdrep.csd.disa.mil/pdrep_files/reference/guides_manuals/guides_manuals.htm

Appendix 2 – Risk Rating Table

The KCR Risk Consequence and Risk Likelihood calculation for Risk Rating uses the following table for assignment of a Risk Rating based on the highest Risk Consequence factor combined with the Risk Likelihood factor.

Table A2.1

Risk Matrix		Consequence				
		1	**2**	**3**	**4**	**5**
Likelihood	**5**	11	16	20	23	25
	4	7	12	17	21	24
	3	4	8	13	18	22
	2	2	5	9	14	19
	1	1	3	6	10	15

Risk is determined using the following procedure:

- **Perform Risk Assessment:** Assess each surveillance event/activity identified for risk. The highest risk area (Cost, Schedule, or Technical Performance) determined for each event/activity Planned for surveillance will be utilized to select the appropriate level of "Likelihood of Noncompliance" and "Consequence of Noncompliance".
- **Likelihood of Noncompliance:** Determine the "Likelihood" (probability) the event/activity will find a noncompliance affecting cost, schedule, or technical performance. Using the information in below, identify the numerical "level" for Likelihood based on sound judgment.

Table A2.2

Likelihood	Probability of Occurrence	Level
Near Certainty	~90%	**5**
Highly Likely	~70%	**4**
Likely	~50%	**3**
Low Likelihood	~30%	**2**
Not Likely	~10%	**1**

- **Consequence of Noncompliance.** DCMA Functional Areas provide the tables for their areas.