



**DCMA**  
**Quality Assurance Letter of Instruction**  
**/ Letter of Delegation (QALI / LOD)**

**Delegator and Delegatee**

User Guide  
29 January 2024

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*Click link to navigate to a specific section of the guide.*

## FOREWARD

This user guide provides information about the Product Data Reporting and Evaluation Program - Automated Information System (PDREP-AIS). It is intended to assist users with the QALI/LOD module functionality and usage. This user guide does not cover specific policy or procedures, and it is designed to work in compliance with relevant processes and procedures. 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

- SECNAV INSTRUCTION 4855.3D  
Product Data Reporting and Evaluation Program
- NAVSO P-3683C  
Navy Standard Operating Procedure 3683C
- DCMA Manual 2101-04  
Delegate Surveillance
- DCMA Manual 2301-05  
Navy Special Emphasis Program
- DCMA Manual 2303-01  
Surveillance
- DCMA Manual 3101-03  
National Aeronautics and Space Administration (NASA) Support
- DCMA Manual 2501-11  
International Requests for Contract Administration Services

## INTRODUCTION

This document is intended to guide DCMA personnel in the use of the Product Data Reporting and Evaluation Program – Automated Information System (PDREP-AIS) and in the process of entering DCMA Letters of Delegation (LOD).

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

An upgrade to Standard LOD is being accomplished in a phased cycle. This user guide will incorporate the changes made to create DCMA LOD. As a reminder, many of the web pages are shared by QALI and LOD.

### 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 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.

Additional contact information is below if you do not have an active PDREP-AIS account:

## **NSLC Portsmouth Help Desk**

Commercial Phone: 207.438.1690 / DSN 684.1690

FAX: 207.438.6535 / DSN 684.6535

### **Mailing Address**

Naval Sea Logistics Center Portsmouth

Bldg. 153, 2nd Floor

Portsmouth Naval Shipyard

Portsmouth, NH 03804-5000

### **Additional Resources available on the NSLC Portsmouth Homepage**

To aid 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 USER ACCESS

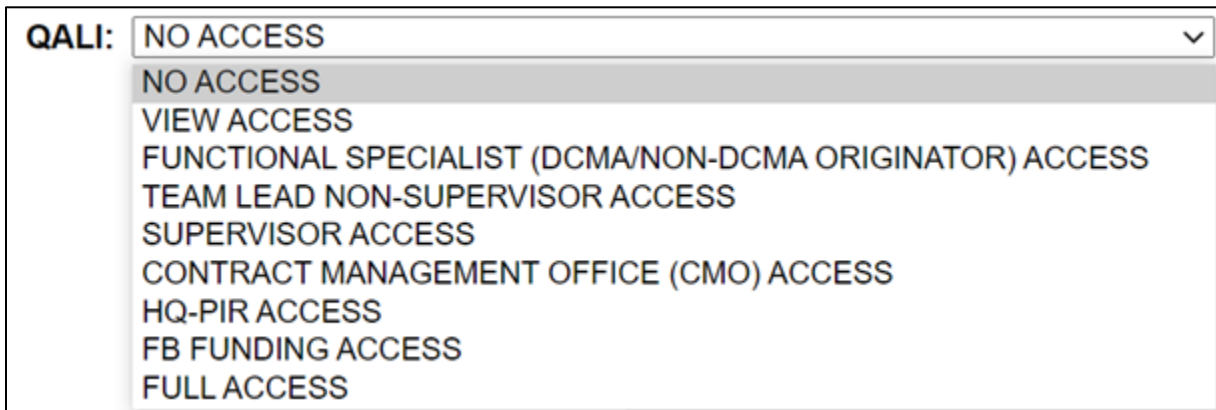
## 1.1 LOD / QALI User Roles

**NOTE:** Users should reference the User Access Request user guide for detailed instructions on how to complete the SAAR-P. The User Access Request and Login Procedures User Guide is located on the PDREP Website under 'References'.

If a user does not have access to the PDREP-QALI/LOD application, the program link will not appear on the user's PDREP Main Menu.

### A. LOD / QALI Access Levels

There are eight possible LOD / QALI access levels a user may select from (see **Figure 1.1**).



**Figure 1.1**

LOD / QALI module access is based on a user's requested role as well as the functional capabilities listed in **Table 1.1**. Each SAAR-P is submitted to the user's supervisor for verification of module access and User Role prior to PDREP providing access.

### B. Access Level Functions

**Table 1.1**

| <b>Role</b>  | <b>Function</b>   |
|--|---|
| No Access  | Access to this module is prevented  |
| View Only Access (All USG with GOV CAC and PDREP Account)                                  | Ability to search and view records.<br>Ad hoc reports<br>No ability to create, edit or delete records exists.   |
| View Only Access DCMA User   | Ability to search and view QALI/LOD records.<br>Ad hoc reports<br>No ability to create, edit or delete records exists   |
| External (Non-DCMA) Users – US Gov’t CAC holders and PDREP Access (Originators/Submitters) | Ability to create QALIs<br>Review, edit and submit their QALIs<br>Delete capabilities<br>Withdraw capabilities<br>Ad hoc reports  |
| Functional Specialist  | Ability to create, review, edit, sub-delegate, acknowledge, accept, complete, and close records within their teams. Ad hoc Reports<br>Delete capabilities if record is in draft status. |
| Team Lead (Non-Supervisor)   | Functional Specialist capabilities, plus Acceptance with Limitations<br>Ad hoc reports  |
| Supervisors  | All Team Lead capabilities plus: approves Tech Lead access, withdraw a record and transfer records from team to team and region to region, rejection of a delegation. Ad hoc Reports    |
| Contract Management Office (CMO)   | Group/Functional Directors, Commanders/Deputy<br>All Supervisor capabilities plus approves supervisor access and can reject a delegation, Ad hoc Reports                                |
| HQ-PIR   | Supervisor capabilities, Ad hoc reports, change labor rates and financial data  |
| FB Funding   | Ability to create, view, edit, submit, and delete funding documents   |
| Full Access  | PDREP Administrators only   |

## 2 NAVIGATING TO QALI / LOD

Once the user has logged in, the PDREP Home page will display as shown in **Figure 2.1**. Depending on the user's access level not all options may be listed.

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

Welcome, USER (ALPHA) GUIDE Last Logon: NOV 04, 2020 09:43 AM  
[Home](#) • [Help](#) [User Profile](#) • [Logout](#)

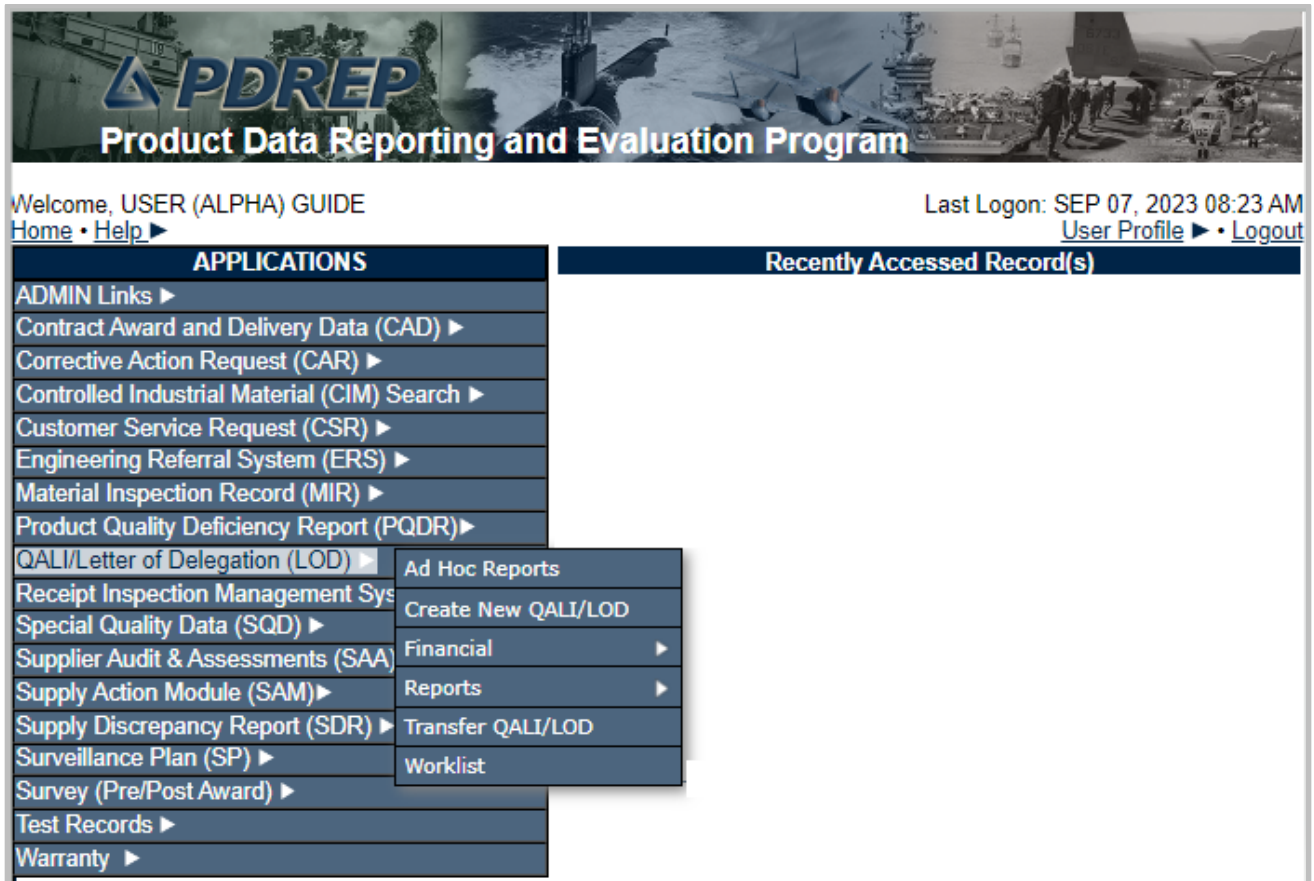
| APPLICATIONS                                  | Recently Accessed Record(s) |
|---|-----------------------------|
| ADMIN Links ▶                                 |                             |
| Contract Award and Delivery Data (CAD) ▶      |                             |
| Corrective Action Request (CAR) ▶             |                             |
| Controlled Industrial Material (CIM) Search ▶ |                             |
| Customer Service Request (CSR) ▶              |                             |
| Engineering Referral System (ERS) ▶           |                             |
| Material Inspection Record (MIR) ▶            |                             |
| Product Quality Deficiency Report (PQDR) ▶    |                             |
| QALI/Letter of Delegation (LOD) ▶             |                             |
| Special Quality Data (SQD) ▶                  |                             |
| Supplier Audit Program (SAP) ▶                |                             |
| Supply Action Module (SAM) ▶                  |                             |
| Supply Discrepancy Report (SDR) ▶             |                             |
| Surveillance Plan (SP) ▶                      |                             |
| Survey (Pre/Post Award) ▶                     |                             |
| Test Records ▶                                |                             |
| Virtual Shelf (VSF)                           |                             |
| Warranty ▶                                    |                             |

**Figure 2.1**

**NOTE:** After the May 2018 PDREP update, a list of recently accessed records will appear on the right-hand side of the PDREP main menu.

## 2.1 Finding the Fly Outs

Hover your mouse pointer over any PDREP Application (also referred to as 'Modules') located on the upper left portion of the screen and a list of fly out hyperlinks for that application will appear (see **Figure 2.2**).

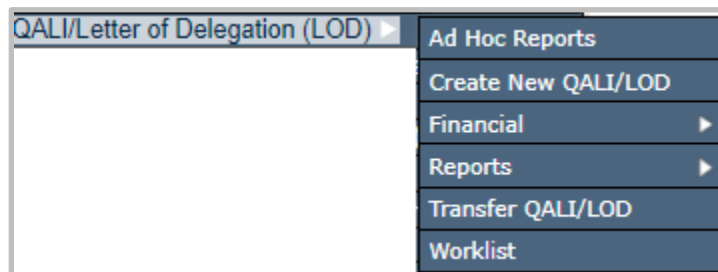


**Figure 2.2**

*Note: The fly outs that displayed are based on the user role of the user.*

## 2.2 Selecting the Fly Out

Selecting any of the fly out hyperlinks will allow the user to go directly to that page within the application.



**Figure 2.3**

### 3 AD HOC REPORTS

#### 3.0 Ad Hoc Tool

To access the QALI/LOD Ad hoc report, click the QALI/LOD 'Ad Hoc Reports' fly out on the PDREP Main menu or click the QALI/LOD 'Ad hoc' tab in the QALI/LOD module as shown in Figures 3.1 and Figure 3.2.

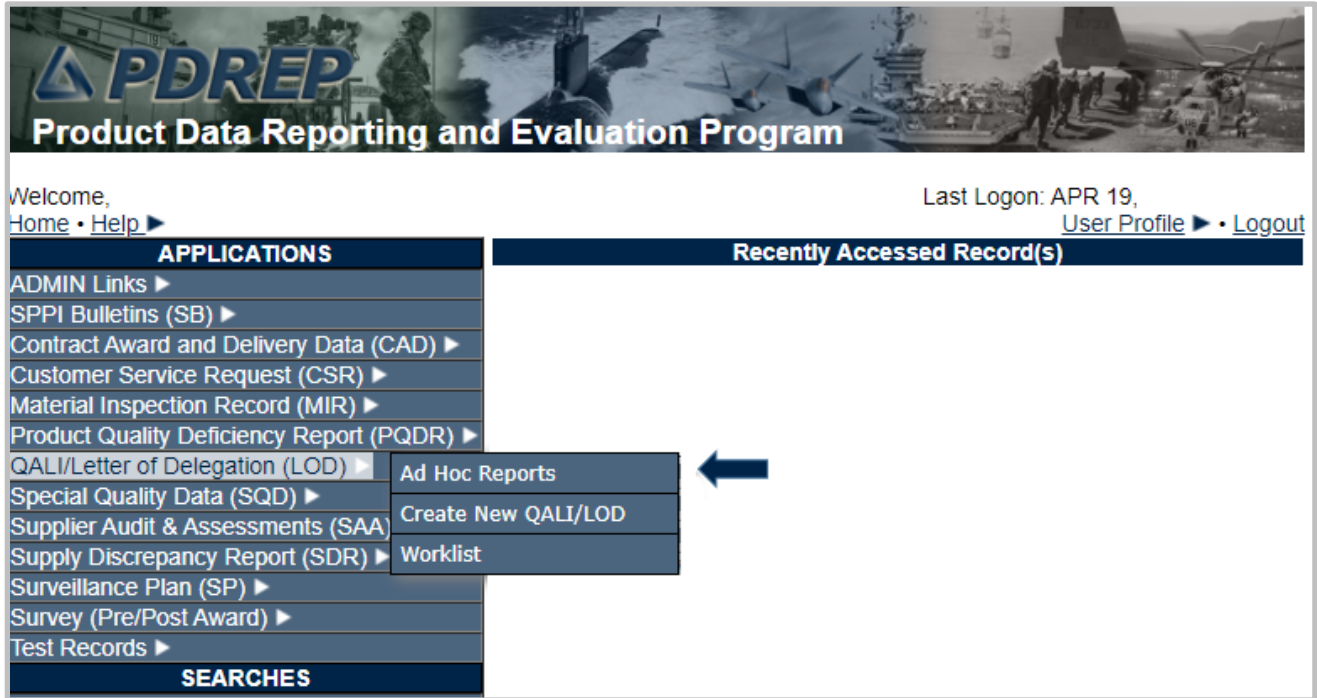


Figure 3.1



Figure 3.2

Figure 3.3 illustrates the default display of the QALI/LOD Ad Hoc Report interface. Instructions on the screen provide additional direction for using the interface for query development.

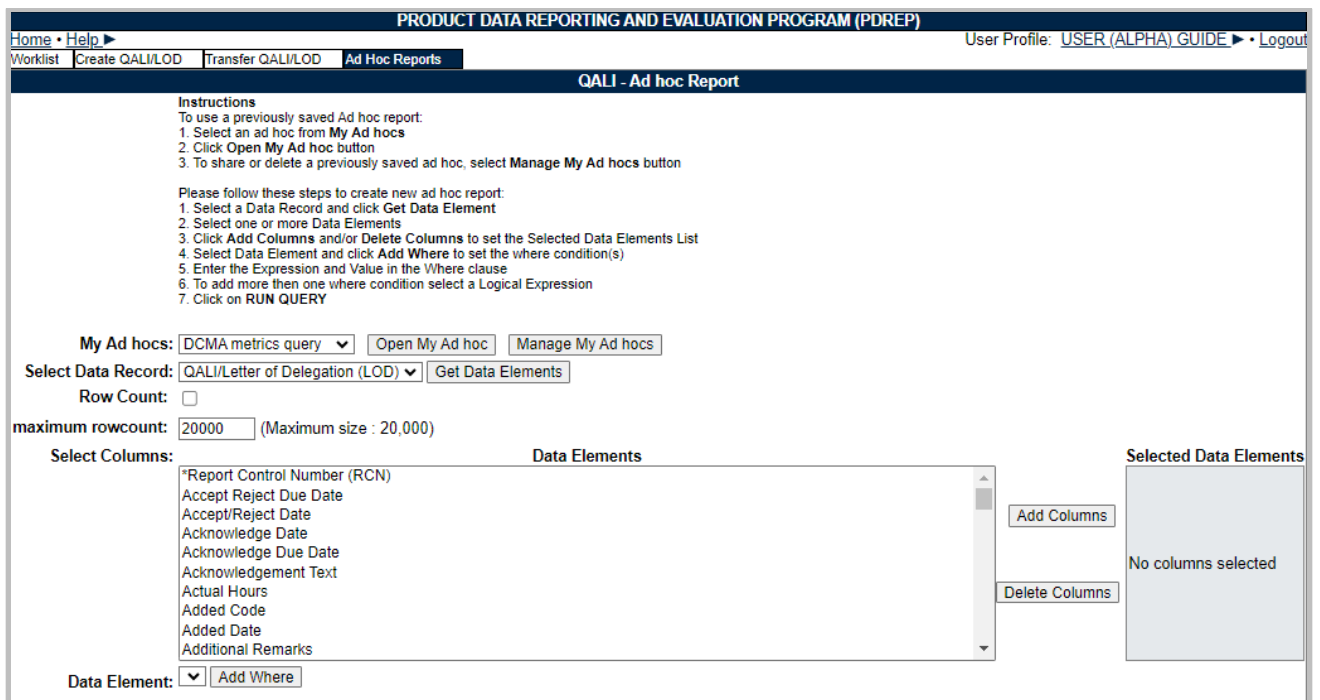


Figure 3.3

### 3.1 Using Ad Hoc Queries

- Please refer to the Product Data Reporting and Evaluation Program (PDREP) Ad Hoc Search tool user guide for assistance using the Ad Hoc Tool.
- The Ad Hoc query generator can be used to generate a variety of reports; all results are downloadable to a spreadsheet. On-screen instructions are available as a reminder on how to create the ADHOC query. The web page provides a method for users to choose a record type to query. Users may select specific data elements from the record such as date range or code, to generate query results.
- Users can make adjustments to queries by returning to the Ad hoc Report page. Results can be downloaded into a spreadsheet when complete.
- The Product Data Reporting and Evaluation Program (PDREP) Ad hoc Search Tool User Guide can be located at:  
[https://www.pdrep.csd.disa.mil/pdrep\\_files/reference/guides\\_manuals/pdf/ADHOC.pdf](https://www.pdrep.csd.disa.mil/pdrep_files/reference/guides_manuals/pdf/ADHOC.pdf)

The hyperlink will display the PDREP Guides and Manuals screen (See **Figure 3.4**) or may be found by clicking the User Guides selection under the Help menu on the top of any PDREP window (See **Figure 3.5**).

# Guides and Manuals

## PDREP Guides and Manuals

### General

- [Attaching a file in PDREP](#)
- [Customer Service Request \(CSR\)](#)
- [Search Tools](#)
- [User Access Request](#)

### PDREP Tools

- **ADHOC Search**
- [Contract Award & Delivery \(CAD\) Data Application](#)
- [Contractor Profile](#)
- [Engineering Referral System \(ERS\)](#)
- [Material Inspection Records \(MIR\)](#)
- [Quality Assurance Letter of Instruction \(QALI\)](#)
- [Receipt Inspection Management System \(RIMS\)](#)
- [SPPI Bulletin \(SB\)](#)
- [Supply Action Module \(SAM\)](#)
- [Supplier Audit and Assessment \(SAA\)](#)
- [Supply Discrepancy Report \(SDR\)](#)
- [Survey, Special Quality, & Test Records Applications](#)
- [Virtual Shelf \(VS\)](#)

### Product Quality Deficiency Reports (PQDR)

- [Originator Documents](#)
  - [Originator Instructions](#)
  - [Local Purchase Instructions](#)
- [Screening Point Documents](#)
  - [Screening Point Instruction](#)
  - [Army Master Screener Instruction](#)
- [Action Point Documents](#)
  - [Action Point Instructions](#)
  - [Army Action Officer Instruction](#)
- [Support Point Documents](#)
  - [1227 Instructions](#)
  - [QAR Investigation](#)
  - [DRPM Investigation](#)

### Other Programs

- [Exhibit & Shipment Tracking](#)
- [PDREP Prime Contractor](#)
- [Warranty & Source of Repair Tracking](#)

### DCMA Tools

- [DCMA Corrective Action Request \(CAR\)](#)
- [DCMA Letter of Delegation \(LOD\)](#)
- [DCMA Supplier Risk System \(SRS\)](#)
- [DCMA Surveillance Plan \(SP\)](#)

Figure 3.4

**PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)**

Home • [Help](#) ▶ User Profile: [ALPHA \(ALPHA\) USER](#) ▶ • [Logout](#)

[Worklist](#) [Create Q](#) [Ad Hoc Reports](#)

**QALI - Ad hoc Report**

aved Ad hoc report:  
om **My Ad hocs**  
**Ad hoc** button  
a previously saved ad hoc, select **Manage My Ad hocs** button

Steps to create new ad hoc report:  
ard and click **Get Data Element**  
Data Elements  
s and/or **Delete Columns** to set the Selected Data Elements List  
nt and click **Add Where** to set the where condition(s)  
on and Value in the Where clause  
ne where condition select a Logical Expression

7. Click on **RUN QUERY**

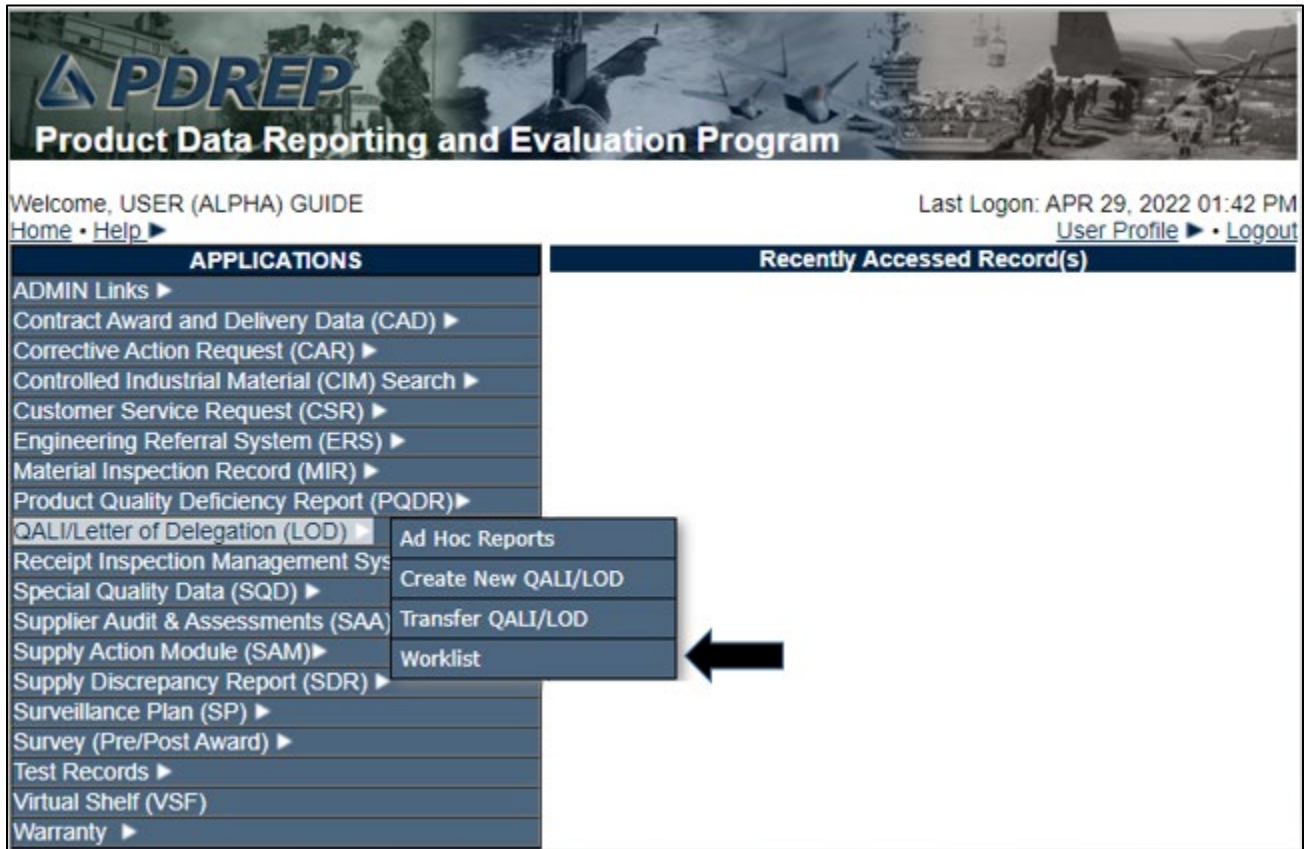
Figure 3.5

## 4 QALI/LOD WORKLIST

The QALI/LOD Worklist page is used to filter the list of QALI/LODs based on User and the User's Team Code.

### 4.1 Accessing the Worklist

To access QALI / LOD Worklist select the *Worklist* hyperlink from the QALI/Letter of Delegation (LOD) fly out options (see **Figure 4.1**).



**Figure 4.1**

- A. If already working in the LOD module the user may access the QALI/LOD Worklist screen by selecting the *Worklist* tab (see **Figure 4.2**).



**Figure 4.2**

- B. Whether which option is used, the QALI / LOD Worklist page will display (see **Figure 4.3**).



**PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)**

Home • Help ► User Profile: USER (ALPHA) GUIDE ► • Logout

Worklist Create QALI/LOD Transfer QALI/LOD Ad Hoc Reports

**QALI / LOD - New Worklist**

**Instructions**  
 1. Enter search criteria  
 2. Click Search  
 3. To add a new QALI/LOD click on the "Create QALI/LOD" tab.

(M) Start Date: 09/07/2022 (M) End Date: 09/07/2023

User ID:  Operational Unit (Region): PH - HEADQUARTERS  
 Org/Team Code: PH - TDM

User Role: -SELECT-  
 RCN#:  DCN#:

Contract Number:  CAGE Code:

Status: -SELECT- Record Type: -SELECT-

or select from your personalized Worklists below

**Instructions**  
 To use previously saved Worklists:  
 1. Select the worklist from my Worklists  
 2. Click Open my Worklist  
 3. To create a new worklist select Create New Worklist  
 4. To delete previously saved worklist select Manage my Worklists

my Worklists DCMA metrics query

**Figure 4.3**

- **(M) Start/End Date:** The time frame in which to search. These fields default to a range of one year from the current date and are mandatory fields. If you would like to change the dates in either field, you may enter it using the required MM/DD/YYYY format or by using the calendar buttons to select the date.
- **User ID:** The User ID defaults to the person that logged in, this may be changed to any User who has QALI/LOD access.
- **Operational Unit (Region):** Defaults to the logged in User's Region this may be changed to any Region. The Region selected will populate a list of Team codes for that Region in the Org/Team Code drop down
- **Org/Team Code:** Defaults to the logged in User's Team Code, this may be changed to any Team Code in the list that was generated based on the selection of Region filter.
- **RCN#:** A Record Control Number (RCN) is a unique tracking number associated with each QALI/LOD consisting of DODAAC, four-digit year and serial number.
- **DCN#:** A Document Control Number (DCN) is a unique tracking number used associated with each QALI/LOD consisting of the DODAAC, two-digit year, month, and serial number.

- **Contract Number:** The contract number identified on the QALI/LOD.
- **CAGE Code:** Contractor and Government Entity (CAGE) Code identified on the QALI/LOD.
- **Status:** Dropdown option to select the current record status.
- **Record Type:** Drop down with the list of records that may be selected, if a record type is selected than only those record will be displayed in the return.
  - a. Delegation = will return a worklist delegations created by DCMA
  - b. QALI = QALIs will return a worklist of QALIs created by other agencies and those entered by DCMA on behalf of another agency.
  - c. DLA = will return a worklist of QALIs submitted by the DLA BOT
  - d. RLOD = will return a worklist or Reimbursable delegations
  - e. RGQA = will return a worklist of Host Nation Delegation when Host Nation delegation functionality is available

## 4.2 Searching the DCMA LOD Worklist

To search for an existing LOD record, enter search criteria and click the Display Standard Worklist button. The results of the search will be displayed in the (see **Figure 4.4**).

**PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)**

Home • Help ▶
User Profile: [LOD \(BETA\) USER GUIDE](#) ▶ • [Logout](#)

**Worklist** | [Create QALI/LOD](#) | [Transfer QALI/LOD](#) | [Ad Hoc Reports](#)

**QALI / LOD - Worklist**

**Instructions**

1. Enter search criteria
2. Click **Search**
3. To add a new QALI/LOD click on the "Create QALI/LOD" tab.

(M) Start Date:

User ID:

User Role:

RCN#:

Contract Number:

Status:

(M) End Date:

Operational Unit (Region):

Org/Team Code:

DCN#:

CAGE Code:

Record Type:

or select from your personalized Worklists below

**Instructions**

1. To use previously saved Worklists:
2. Select the worklist from **my Worklists**
3. Click **Open my Worklist**
4. To create a new worklist select **Create New Worklist**
5. To delete previously saved worklist select **Manage my Worklists**

my Worklists

Worklist download: [Click here](#) to download data in spreadsheet

| Type       | RCN                                    | Delegator Name          | DCN                     | Delegatee Name           | KTR CAGE | Contract Number(s) | Status | Issue Date | Action Required In ▲ |
|------------|--|-------------------------|-------------------------|--------------------------|----------|--------------------|--------|------------|----------------------|
| Delegation | <a href="#">S5102A-2023-50041</a>      | GREGORY (BETA) LEDUC    | S5102A-23-09-50041      | ANGIE (BETA) BECKSTEAD   | 1SCJ7    | 1234               | ISSUED | 09/19/2023 | 7 Day(s)             |
| Delegation | <a href="#">S0101A-2023-50046</a>      | BETA (BETA) USER        | S5102A-23-09-50046      | LOD (BETA) USER GUIDE    |          | INTERNAL           | ISSUED | 09/19/2023 | 7 Day(s)             |
| QALI       | <a href="#">SC0400-2023-50009-Q</a>    | CHRISTOP (BETA) ADKINS  | S0107A-23-09-50009      | GARY D (BETA) FLOOR      | 78HR2    | SPRPA123P0893      | ISSUED | 09/07/2023 | 2 Day(s) Late        |
| RLOD       | <a href="#">S5102A-2023-50027-0001</a> | BETA (BETA) USER        | S5102A-23-09-50027-0001 | MICHELA (BETA) UR        |          | BETASUBTIER        | ISSUED | 09/14/2023 | 2 Day(s)             |
| RLOD       | <a href="#">S5102A-2023-50027</a>      | LOD (BETA) USER GUIDE   | S0101A-23-09-50027      | USER, BETA (BETA)        | 35351    | 1234567            | ISSUED | 09/14/2023 | 2 Day(s)             |
| QALI       | <a href="#">SC0700-2023-50024-Q</a>    | MEGHAN E (BETA) ROLL    | S2401A-23-09-50024      | DANIEL (BETA) GARMAN     | 8Z281    | SPE7M123P4307      | ISSUED | 09/13/2023 | 1 Day(s)             |
| QALI       | <a href="#">SC0400-2023-50019-Q</a>    | MEIA T (BETA) BARNES    | S0701A-23-09-50019      | RUSSELL (BETA) SHERMAN   | 66841    | SPE4A723PF491      | ISSUED | 09/13/2023 | 1 Day(s)             |
| QALI       | <a href="#">SC0400-2023-50017-Q</a>    | MEIA T (BETA) BARNES    | S2206A-23-09-50017      | BRENDA (BETA) GERVAIS    | 6PVX3    | SPE4A723F078Q      | ISSUED | 09/13/2023 | 1 Day(s)             |
| RLOD       | <a href="#">S4818A-2023-50018</a>      | VICENTE (BETA) AGUINAGA | S4818A-23-09-50018      | PEGGY S (BETA) BURCHARDT | 7EBK3    | DFGDFHDR           | ISSUED | 09/13/2023 | 1 Day(s)             |

**Figure 4.4**

A. **Figure 4.4** contains the worklist. Some records have links that permit further action, and all have sortable columns.

- **Type:** Indicates what record type the delegation is, Record types include Delegation, Reimbursable (RLOD), Host Nation (RGQA) and QALI.
- **RCN:** Displays the Report Control Number. The suffix that is given to the RCN is determined in the manner it was created.
  - a. No suffix
    - i. Delegation,
    - ii. Reimbursable,
    - iii. Host Nation, or
    - iv. QALI created by DCMA but not for a Customer.
  - b. "D" suffix
    - i. QALI created by DCMA for a Customer.
  - c. "Q" suffix
    - i. QALI created by a non-DCMA user.

**NOTE:** *If the link for a RCN is clicked, it provides a view of the QALI/LOD data as well as access to any attachments. In the event that the record is one created by yourself, you will be able to edit the data within, so long as the QALI/LOD has not already been completed.*

- **Delegator Name:** The name of the user who issued the record.
- **DCN:** Displays the Document Control Number.
- **Delegatee Name:** The name of the user responsible for completing the LOD.
- **KTR CAGE:** The CAGE Code of the contractor referenced in the LOD.
- **Contract Number(s):** The Contract Number(s) referenced in the LOD.
- **Status:** The status of the record. Statuses are:
  - a. Acknowledged
  - b. Accepted
  - c. HN Accepted
  - d. Closed
  - e. HN Closed
  - f. Completed
  - g. Drafted
  - h. CMO Draft
  - i. HN Draft
  - j. Issued
  - k. Rejected

I. Withdrawn

- **Issue Date:** The date that the QALI/LOD was issued to the Delegatee.
- **Action Required In:** Displayed when the status is Issued or Acknowledged, Days in red indicate the numbers days late from completing the acknowledgement or accept/reject processes.
- **Click Here:** The Click here link to download the Worklist data into a spreadsheet.

### 4.3 Personalized QALI/LOD Worklist

Worklists may be created and saved based on specific data elements that return specialized worklist reports.

The screenshot shows the 'QALI / LOD - New Worklist' interface. At the top, there is a navigation bar with 'Home', 'Help', and 'User Profile: USER (ALPHA) GUIDE'. Below this is a menu with 'Worklist', 'New Worklist', 'Create QALI/LOD', 'Transfer QALI/LOD', and 'Ad Hoc Reports'. The main content area has a title 'QALI / LOD - New Worklist' and instructions: '1. Enter search criteria', '2. Click Search', '3. To add a new QALI/LOD click on the "Create QALI/LOD" tab.' The form contains several input fields: '(M)Start Date' (08/16/2022), '(M)End Date' (08/16/2023), 'User ID', 'Operational Unit (Region)' (PD - PDREP-AIS PM), 'User Role' (-SELECT-), 'RCN#', 'DCN#', 'Contract Number', 'CAGE Code', 'Status' (-SELECT-), and 'Record Type' (-SELECT-). A 'Display Standard Worklist' button is present. Below this, there is a section for personalized worklists with instructions: '1. Select the worklist from my Worklists', '2. Click Open my Worklist', '3. To create a new worklist select Create New Worklist', '4. To delete previously saved worklist select Manage my Worklists'. At the bottom, there is a 'my Worklists' dropdown menu (DCMA metrics query) and buttons for 'Open my Worklist', 'Create New Worklist', and 'Manage my Worklists'.

Figure 4.5

- To create a personalized QALI/LOD Worklist, click Create New Worklist (see **Figure 4.5**).
- If it is advisable to know the number of rows before running the query for the first time, check the 'Get Row Count' check box. The initial query will return only the number of rows returned for the specified parameters. This is especially handy to

check if there are more than 20,000 records that match your query. Remember to uncheck the 'Get Row Count' box when you're ready to retrieve the actual data set.

- C. After selecting Create New Worklist select the desired Data Elements for the Worklist (See **Figure 4.6**).

PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)

Home • Help ► User Profile: USER (ALPHA) GUIDE ► • Logout

Worklist Create QALI/LOD Transfer QALI/LOD Ad Hoc Reports

**QALI / LOD Worklist**

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

Report Title:  
Data Record: QALI/LOD  
My Worklists: DCMA metrics query ▼ Open My Worklist Manage My Worklists  
Row Count:   
maximum rowcount: 20000 (Maximum size : 20,000)

Select Columns: Data Elements Selected Data Elements

"Report Control Number (RCN)  
Accept Reject Due Date  
Accept/Reject Date  
Acknowledge Date  
Acknowledge Due Date  
Acknowledgement Text  
Actual Hours  
Added Code  
Added Date  
Additional Remarks

Add Columns  
Delete Columns

No columns selected

Data Element: ▼ Add Where Back

**Figure 4.6**

**D. Selecting of Data Elements:**

1. Selecting one Data Element will give you only the results on that individual element.
2. Multiple Data Elements may be selected in the column together by using the CTRL or Shift key.
3. Once Data Elements have been selected, click Add Columns to move them to the Selected Data Elements box. Data Elements can be removed from the Selected Data Elements box by selecting them and clicking Delete Columns (See **Figure 4.6**).
4. Data Elements can be prioritized in the Selected Data Elements box by selecting data element and using the Up and Down arrows to the right of the box.
5. Data Elements can be prioritized in the drop down next to the 'Add Where' Button.
6. After Data Elements have been selected click Add Where to go to the Worklist report query screen where values and expressions can be placed to retrieve desired report results (See **Figure 4.7 and 4.8**).

**PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)**

Home • Help ► User Profile: [USER \(ALPHA\) GUIDE](#) ► Logout

Worklist Create QALI/LOD Transfer QALI/LOD Ad Hoc Reports

### QALI / LOD Worklist

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

Report Title:  
 Data Record: QALI/LOD  
 My Worklists: [DCMA metrics query](#) [Open My Worklist](#) [Manage My Worklists](#)  
 Row Count:   
 maximum rowcount:  (Maximum size : 20,000)

Select Columns: Data Elements

Accept Reject Due Date  
 Accept/Reject Date  
 Acknowledge Date  
 Acknowledge Due Date  
 Acknowledgement Text  
 Actual Hours  
 Added Code  
 Additional Remarks  
 Allocated Hours  
 Annual Review Confirmation

Add Columns  
 Delete Columns

**Selected Data Elements**  
 \*Report Control Number (RCN)  
 Added Date  
 Contract Number  
 DCN  
 Delegatee DoDAAC  
 Delegator DoDAAC  
 Status

Data Element:  [Add Where](#)

| Data Element | Data Type | Expression | (M) Value               | Logical Expression | Delete                   | ▲                                | ▼                                |
|--------------|-----------|------------|-------------------------|--------------------|--------------------------|----------------------------------|----------------------------------|
| Added Date   | DD-MMM-YY | BETWEEN    | 21-AUG-23 AND 31-AUG-23 | - Select -         | <input type="checkbox"/> | <input type="button" value="▲"/> | <input type="button" value="▼"/> |

[Run Query](#) [Reset](#) [Back](#)

Examples of where condition for different expressions  
 1. CURRENT\_DATE works on DD-MMM-YY Data Types and Expressions = <>, <, <=, >, >= Value should be CURRENT\_DATE (today's date), or CURRENT\_DATE - a number: CURRENT\_DATE - 7, for example is today's date - 7 days  
 2. For Date Expressions with BETWEEN operator Expression should be: DD-MMM-YY AND DD-MMM-YY where DD = day (01,02...), MMM = Month (JAN,FEB...) and YY = year (00,01,02...)  
 3. For IN and NOT IN Operator, Expression should be: XXXXX, XXXXX where XXXXX is any number or character  
 4. For LIKE and NOT LIKE Operator, Expression should be: %XXXXX% or XXXXX% where XXXXX is any number or character and the % is used as a wildcard

**Figure 4.7**

**PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)**

Home • Help ► User Profile: [USER \(ALPHA\) GUIDE](#) ► Logout

Worklist Create QALI/LOD Transfer QALI/LOD Ad Hoc Reports

### Ad hoc Query Result

[Print](#) [Back](#)

[Save Worklist to Profile](#)

Row Count: 20

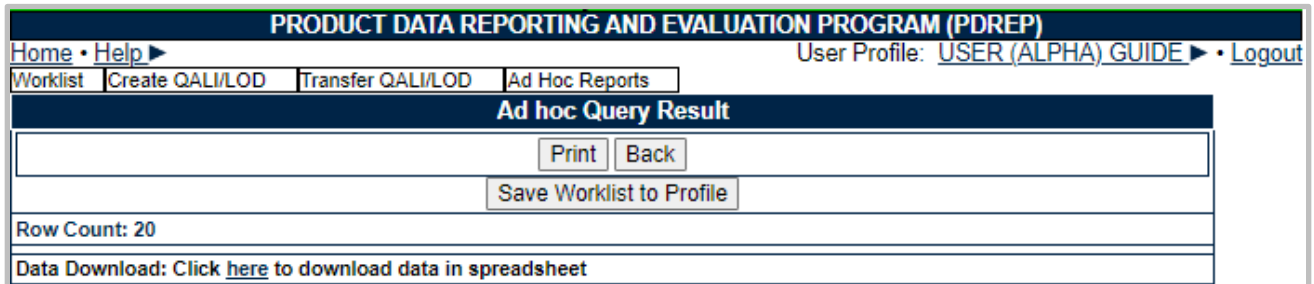
Data Download: [Click here](#) to download data in spreadsheet

### QALI/Letter of Delegation (LOD) - Record

| RCN                            | *Report Control Number (RCN) | Added Date | Contract Number | DCN               | Delegatee DoDAAC | Delegator DoDAAC | Status |
|--------------------------------|------------------------------|------------|-----------------|-------------------|------------------|------------------|--------|
| <a href="#">S5102A20231318</a> | S5102A20231318               | 08/28/2023 |                 | -23-08-1318       |                  | S5102A           | DRAFT  |
| <a href="#">S0101A20231320</a> | S0101A20231320               | 08/29/2023 | ORIGINATOR      | S4306A-23-08-1320 | S4306A           | S0101A           | ISSUED |
| <a href="#">S0101A20231331</a> | S0101A20231331               | 08/30/2023 | DODAACTEST      | S4306A-23-08-1331 | S4306A           | S0101A           | DRAFT  |
| <a href="#">S5102A20231317</a> | S5102A20231317               | 08/21/2023 |                 | -23-08-1317       |                  | S5102A           | DRAFT  |

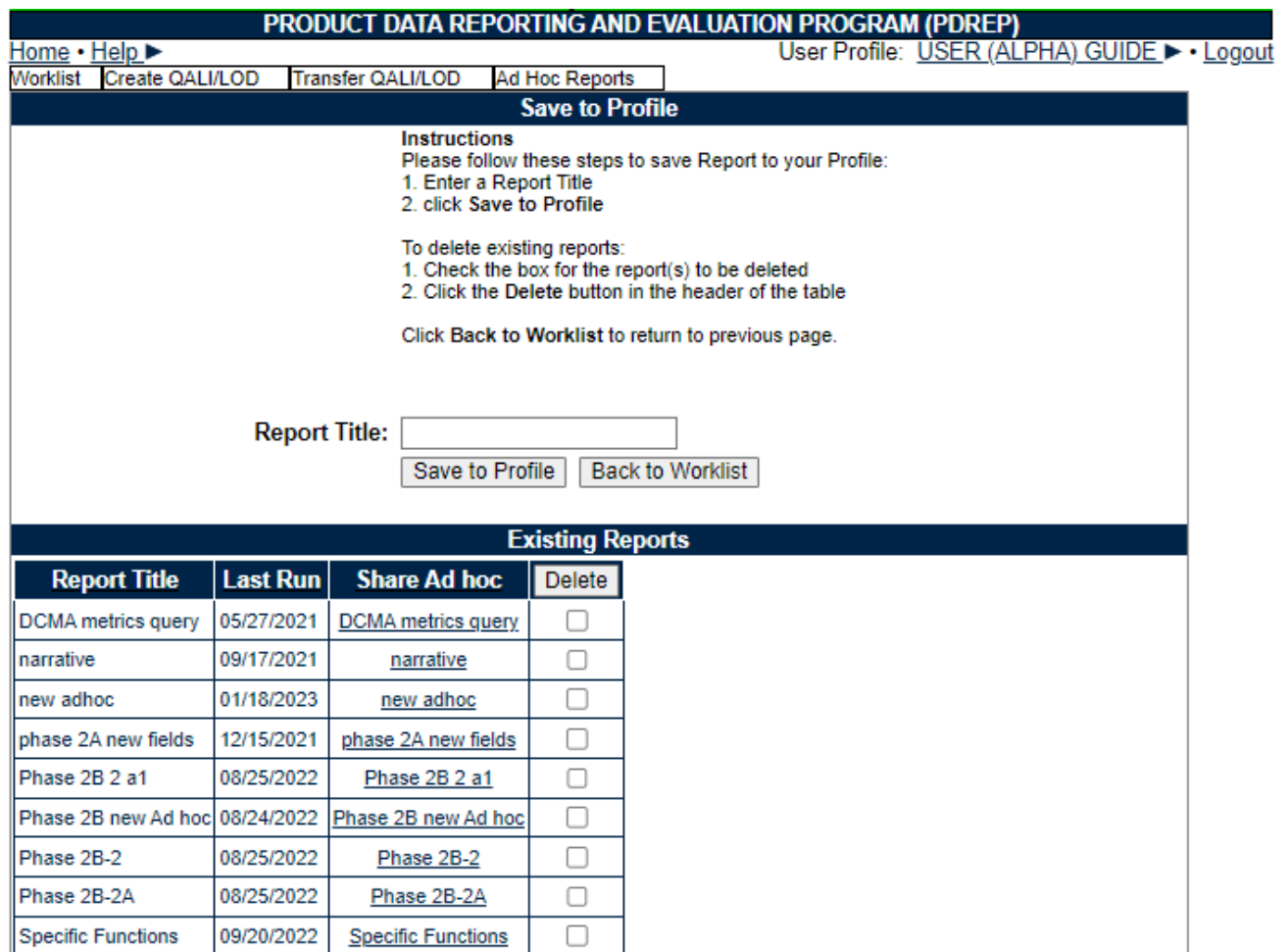
**Figure 4.8**

7. At Worklist report screen, values must be placed in to run query. Once query has been run, it can be saved to your profile as a personalized Worklist (See **Figure 4.9**).



**Figure 4.9**

8. Clicking the Save Worklist to Profile button will bring the user to the Save to Profile page where the user will give the worklist a unique Report Title and save it to their profile.



**Figure 4.10**



## E. Buttons on the Worklist

- a. **Display Standard Worklist:** Will return a worklist based on the standard filter selections
- b. **Open my Worklist:** Opens the selected saved worklist
- c. **Create New Worklist:** Opens the QALI / LOD worklist page shown in **Figure 4.6**.
- d. **Manage my Worklist:** Opens the Save to Profile/Existing Reports page shown in **Figure 4.10**
- e. **Add Columns:** Adds selected data elements to the return
- f. **Delete Columns:** Deletes selected data elements from the return
- g. **Print:** Prints the worklist
- h. **Back:** Returns user to QALI / Worklist page
- i. **Save Worklist to Profile:** Opens the Save to Profile/Existing Reports page shown in **Figure 4.10**
- j. **Save to Profile:** Will save the worklist to the user's profile
- k. **Back to Worklist:** Returns user to QALI / Worklist page

## 4.4 QALI/LOD Main Page

When entering an existing record from the worklist, the first screen encountered is the main page (see **Figure 4.11**). This page contains a basic summary of the status of the record, along with links to editing the record, the history page, and the attachments page.

| PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP) |   |                                   |                                |
|---|---|-----------------------------------|--------------------------------|
| <a href="#">Home</a> • <a href="#">Help</a>           | User Profile: <a href="#">USER (ALPHA) GUIDE</a> • <a href="#">Logout</a> |                                   |                                |
| <a href="#">Worklist</a>                              | <a href="#">Create QALI/LOD</a>   | <a href="#">Transfer QALI/LOD</a> | <a href="#">Ad Hoc Reports</a> |
| <b>QUICK VIEWS</b>                                    | <b>QALI / LOD - Main</b>  |                                   |                                |
| <a href="#">History Record</a>                        | RCN#: S0101A-2023-1306    DCN#: S5102A-23-08-1306    Created Year: 2023   |                                   |                                |
| <b>ATTACHMENTS (1)</b>                                | Acknowledge Due Date: <b>08/23/2023 - OVERDUE</b> Status: ISSUED          |                                   |                                |
| <a href="#">View/Upload Files</a>                     | Send Message  |                                   |                                |
|   | <a href="#">Message to Supervisor</a>   <a href="#">General Message</a>   |                                   |                                |

**Figure 4.11**

## Main Page Data Fields


- **Quick Views**
  - History: see **Section 24**
  - Record: View Only page of the record – see **Section 25**.
- **Attachments**
  - View/upload attachments (see **Section 26**).
  - Control numbers: RCN, DCN and Created Year.
- **Acknowledge Due Date:** Only visible when record is in ISSUED status. Delegatee has 7 calendar days to acknowledge the record. Date in red indicates the action is overdue.
- **Acceptance Required in:** Only visible when record is in ACKNOWLEDGED status. Delegatee has 30 calendar days to Accept/Reject the record. Date in red indicates the action is overdue.
- **Status:** Displays the status of the record.
- **Action:** Contains hyperlinks that open correspondence pages that allow the user to send messages, the link will contain the record type each link will have the option of Delegation, Customer and Host nation. The list of links is:
  - i. *Acknowledge (insert record type)* appears in the Action column on the Worklist. The link allows the Delegatee to acknowledge receiving the LOD.
  - ii. *Accepted/Reject (insert record type)* appears in the Action column on the Worklist. The link allows the Delegatee to Accept, Partial Accept or Reject the LOD.
  - iii. *Complete (insert record type)* appears on the Worklist and allows the Delegatee to complete the LOD.

**NOTE:** *If a hyperlink is not displayed then the user currently does not have an action on that QALI or delegation.*

- **View:** The View link provides a View only copy of the LOD.
- **History:** Opens the Correspondence History webpage see **Section 19** for details of History webpage.
- **Editable and Viewable Pages:**
  - View/Edit LOD Base Page: takes user to the LOD Base Page.
  - Add/View Requirements Page: takes user to Add/View Requirements Page.
  - Additional Information
- **Send Message:**
  - Message to Supervisor.

- Populates a DCMA Correspondence page pre-addressed to the user's team Supervisor and RCN information for the record (see **Figure 4.12**).
- Attachments already uploaded to the record can be included.
  - Check the box for "Send Attachments" then follow instructions on page to selecting all or single attachments to include with the correspondence.

**NOTE:** The "To:" field cannot be edited. The Supervisor email is pulled from the user's profile.

| DCMA Correspondence  |  |
|--|--|
| <b>Instructions</b><br>1. Enter/Modify the content if required<br>2. Click <b>Send</b> to send the QALI/LOD Letter   |  |
| Correspondence   |  |
| To: k  | @navy.mil  |
| Content  |  |
|   | <div style="border: 1px solid #ccc; margin-bottom: 2px; height: 15px;"></div> <div style="border: 1px solid #ccc; margin-bottom: 2px; padding: 2px;">DEFENSE CONTRACT MANAGEMENT AGENCY</div> <div style="border: 1px solid #ccc; margin-bottom: 2px; padding: 2px;">1910 THIRD AVE N</div> <div style="border: 1px solid #ccc; margin-bottom: 2px; padding: 2px;">BIRMINGHAM, AL 35203-3514 US</div> <div style="border: 1px solid #ccc; margin-bottom: 2px; height: 15px;"></div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;">           FROM: ALPHA (ALPHA) USER<br/>           207-438-6491<br/>           1910 THIRD AVE N<br/>           BIRMINGHAM, AL 35203-3514<br/><br/>           TO: KE (TEST) R<br/><br/>           SUBJECT: Regarding RCN: S0101A-2021-5592<br/><br/>           &lt;Add content here&gt;         </div> |
| <b>List of attachments:</b> 2 attachment(s) associated with this QALI.recordType.  |  |
| <div style="border: 1px solid #ccc; padding: 2px;">           All Attachments<br/>           S0101A-2021-5592_INITIAL_LETTER.pdf : QALI/LOD<br/>           S0101A-2021-5592_INITIAL_LETTER.pdf : QALI/LOD         </div> | <input type="checkbox"/> Send Attachments  |
| To send all attachments select the first options 'All Attachments'.<br>To select multiple attachments, press and hold CTRL key and click on attachment name.   |  |
| <input type="button" value="Send"/> <input type="button" value="Back"/>  |  |

**Figure 4.12**

- General Message (see **Figure 4.13**).
  - Creates DCMA Correspondence populated with RCN information.
  - Enter recipient email address in the “To:” field.
  - Attachments already uploaded to the record can be included.
    - Check the box for “Send Attachments” then follow instructions on page to selecting all or single attachments to include with the correspondence.

**DCMA Correspondence**


**Instructions**

1. Enter/Modify the content if required
2. Click **Send** to send the QALI/LOD Letter

**Correspondence**

**To:**

**Content**



DEFENSE CONTRACT MANAGEMENT AGENCY

1910 THIRD AVE N

BIRMINGHAM, AL 35203-3514 US

FROM: ALPHA (ALPHA) USER  
 207-438-6491  
 1910 THIRD AVE N  
 BIRMINGHAM, AL 35203-3514

TO: <Add name here>

SUBJECT: Regarding RCN: S0101A-2021-5592

<Add content here>

**List of attachments:** 2 attachment(s) associated with this QALI.recordType.

All Attachments

S0101A-2021-5592\_INITIAL\_LETTER.pdf : QALI/LOD

S0101A-2021-5592\_INITIAL\_LETTER.pdf : QALI/LOD

Send Attachments

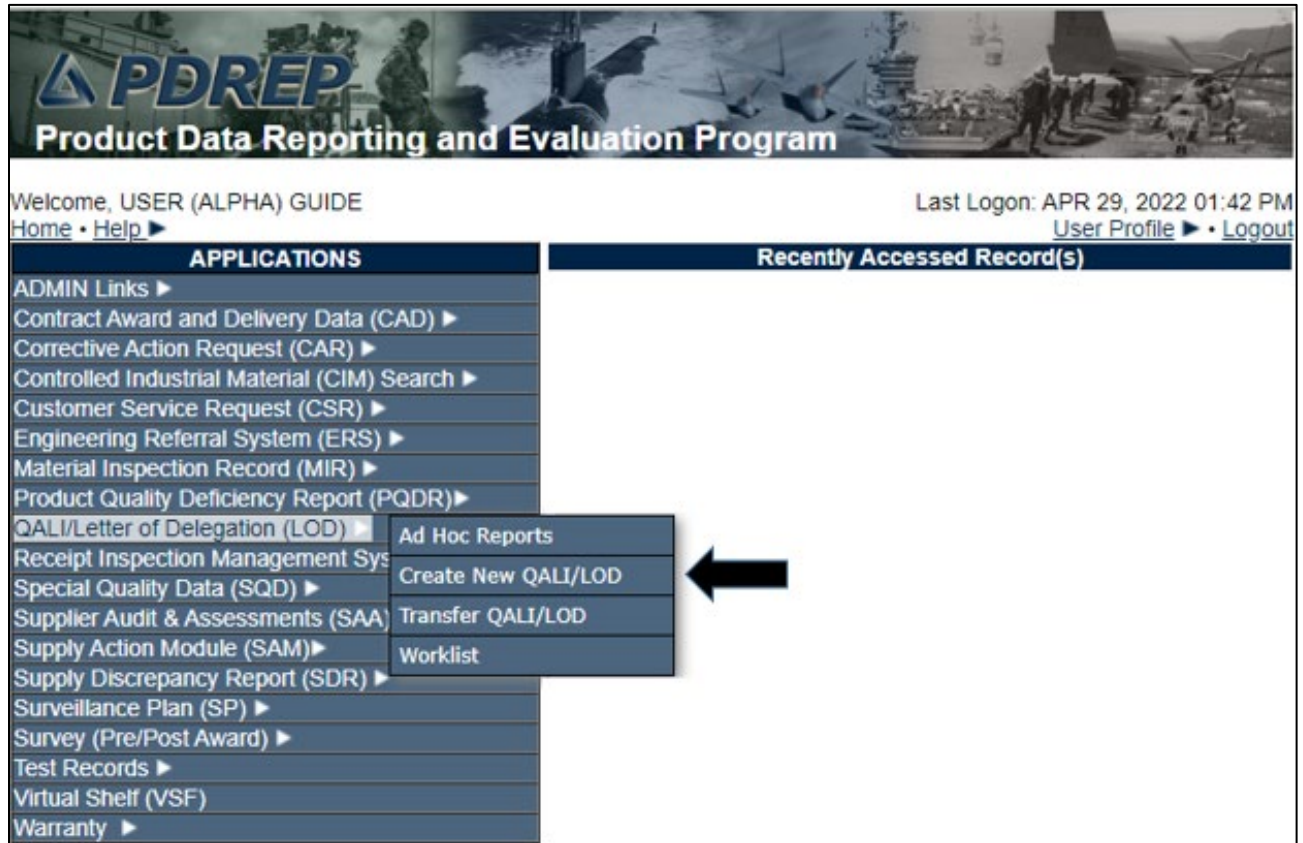
To send all attachments select the first options 'All Attachments'.  
 To select multiple attachments, press and hold CTRL key and click on attachment name.

**Figure 4.13**

## 5 DELEGATOR - CREATE NEW LOD

### 5.1 Creating DCMA LOD

- A. From the PDREP – QALI / LOD Main Menu page, click the Create QALI/LOD fly out (see **Figure 5.1**).



**Figure 5.1**

- B. If already working in the QALI / LOD module the user may access the QALI / LOD Create New QALI /LOD screen by selecting the *Create QALI/LOD* tab as shown in **Figure 5.2**.



**Figure 5.2**

- C. Whether which option is used, the QALI /LOD -New page will display (see **Figure 5.3**).

**Figure 5.3**

- D. QALI / LOD – New screen allows the user to select QALI or LOD. LOD is the default selection.

**Figure 5.4**

- E. Steps to create a LOD (see **Figure 5.4**).
1. Click LOD radial button.
  2. Enter DODAAC.
  3. Select Delegation Type as shown in **Figure 5.5**.

**QALI / LOD - New**

Instructions  
(M) denotes a mandatory field  
1. Answer Question  
2. Enter Dodaac

(M) Type:  QALI  LOD

(M) DoDAAC:

(M) Delegation Type:

- SELECT-
- SELECT-
- Delegation
- Host Nation
- Reimbursable

**Figure 5.5**

4. Click the Create QALI/ LOD button.

## 5.2 Delegation New/Edit Page

After clicking the 'Create QALI/LOD' button, the LOD New/Edit page will be displayed as shown in **Figure 5.6**.

Note instructions are listed at the top of the page.

**Delegation - New/Edit**

**Instructions**  
 (M) denotes a mandatory field  
 1. Select Delegator Name from Drop Down  
 2. Enter Delegation DoDAAC  
 3. Select Delegate Name from Drop Down  
 4. Enter LOD information  
 5. Click Save Draft to save LOD and remain on current page  
 6. Click Save and Add Requirements to save LOD and display Requirements page

---

**Control Numbers**

RCNR: S5102A-2023-1496  
 Created Year: 2023

---

**Status**

(M) Status: DRAFT  
 Issue Date: \_\_\_\_\_  
 Acknowledge Due Date:    
 Acknowledge Date: \_\_\_\_\_  
 Accept / Reject Due Date:    
 Accept / Reject Date: \_\_\_\_\_  
 Update LOD: \_\_\_\_\_  
 Annual Review Confirmation:

---

**Originator**

Originator DoDAAC: S5102A  
 DoDAAC Name: DEFENSE CONTRACT MANAGEMENT AGENCY  
 Address: 3901 A AVE  
 City: FORT LEE  
 State/Zip: VA - 23001-1009  
 Originator Name: USER (ALPHA) GUIDE

---

**FROM: Delegator**

DoDAAC Name: DEFENSE CONTRACT MANAGEMENT AGENCY  
 Address: 3901 A AVE  
 City: FORT LEE  
 State/Zip: VA - 23001-1009  
 (M) Delegator Name:    
 Current Delegator User ID: RWORM1  
 Current Delegator DoDAAC: S5102A  
 Commercial Phone:   
 Email Address:   
 Team Code:   
 Region:

---

**TO: Delegatee**

(M) Delegatee DoDAAC:

---

**Supplier Information**

Prime Contractor  Sub Contractor

Supplier CAGE:   
 Supplier Name:   
 Address:   
 City/State/Zip:  -   
 Country:   
 Supplier POC:   
 Supplier POC Commercial Phone:   
 Supplier CMO DoDAAC:   
 Supplier DCMA CMO / Center Name:

---

**Add Contract Information**

---

**NSN Information**

| COG                                    | FSC                                  | NIN                                  | SMC                                  |
|--|--------------------------------------|--------------------------------------|--------------------------------------|
| <input type="text" value="2 Chars"/>   | <input type="text" value="4 Chars"/> | <input type="text" value="9 Chars"/> | <input type="text" value="2 Chars"/> |
| <input type="button" value="Add NSN"/> |                                      |                                      |                                      |

---

**Part Number Information**

| Part Number                                    |
|--|
| <input type="text" value="32 Characters Max"/> |
| <input type="button" value="Add Part Number"/> |

(M) Delegator Comments/Special Instructions:

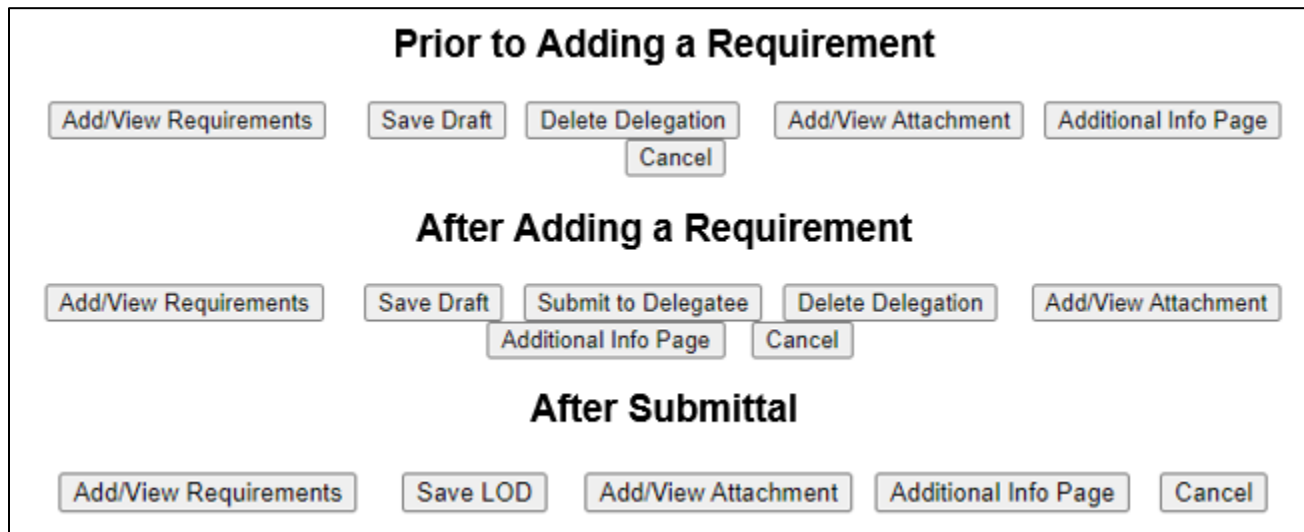
(M) Estimated Hours:

**Figure 5.6**



Enter the information as requested on the LOD – New/Edit page. **Figure 5.7** through **Figure 5.34** provide LOD data field description. (M) Denotes a mandatory field.

- A. **Figure 5.7** displays the Delegation – New/Edit page buttons seen at the top and bottom of the page.



**Figure 5.7**

- **Add/View Requirements:** Opens the Requirements web page.
- **Save Draft:** Saves the LOD as a draft.
- **Delete Delegation:** Delete Delegation button is displayed after the Delegation has been saved and is available while the LOD is in draft status. Once the delegation has been issued, the button is unavailable.
- **Add/View Attachments:** The Add/View Attachment button allows uploading, viewing, and deleting of attachments. For further instructions, please see the user guide to Attaching a File in PDREP, found [here](#).
- **Additional Info Page:** Opens the Additional Information web page.
- **Cancel:** The Cancel button returns you to the previous screen. If data was not saved using the Save button, any data typed on the page is NOT saved. If the Save button had been clicked at any time, then any data entered before the Save will have been retained.
- **Submit to Delegatee:** This button will only appear after requirements have been entered and saved. This may only be done once the mandatory fields are entered correctly and the requirement page has been completed. **Figure 5.8** shows a list of error messages that may be seen if a mandatory data field is missing information.

- DoD Service/Customer is a mandatory field
- Estimated LOD Completion Date is a mandatory field
- Pre-LOD Communication Date is a mandatory field
- Applicable FAR References is a mandatory field
- Contract Number is a mandatory field.
- Enter a valid Final Delivery Date for the Contract
- Face Value of Prime Contract is require
- Contract End Item or Service Desc is require
- Estimated hours have to be numeric only

**Figure 5.8**

- **Save LOD:** Only visible to the Delegator after Submittal. Allows the delegator to save changes to the delegation. It also reverts the status to Issued and updates the records history.
- **Withdraw Delegation:** Only visible to users with Supervisor access role. Allows the supervisor to withdraw the delegation after it has been issued and before it is accepted.

B. **Figure 5.9** displays the Control Numbers section.

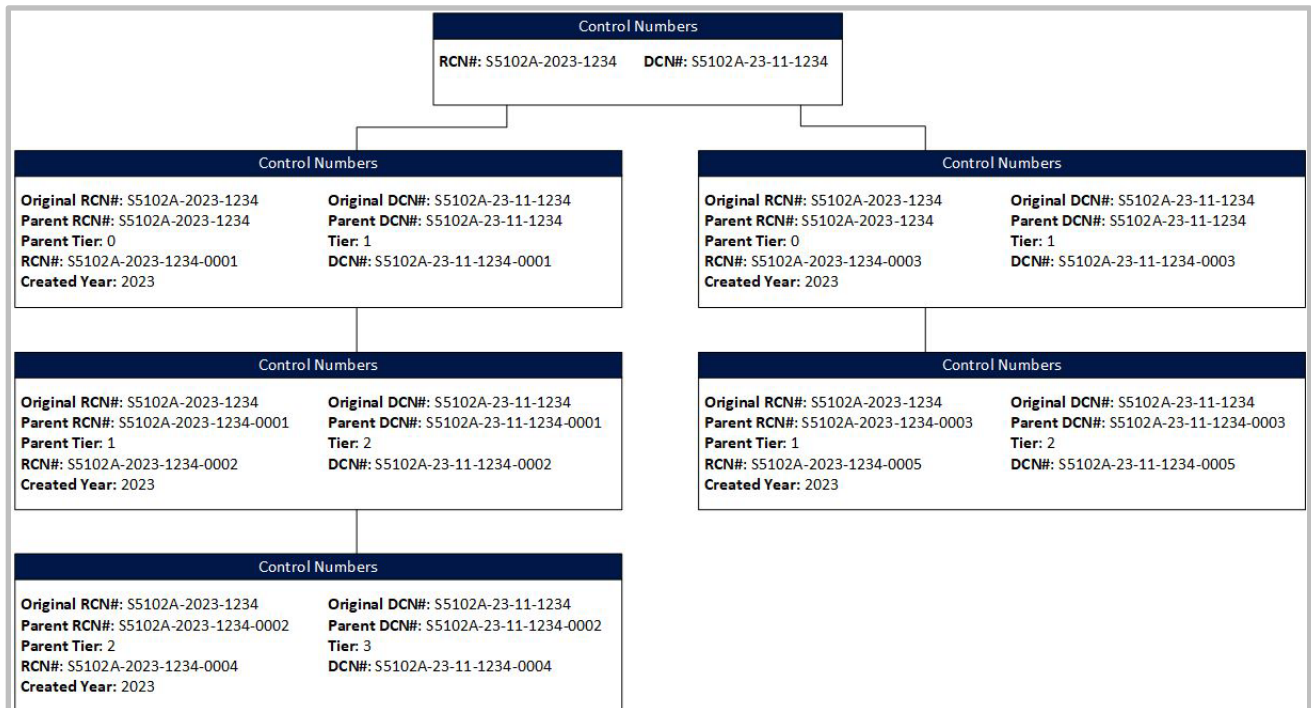
| Control Numbers                        |   |
|--|---|
| <b>Original RCN#:</b> S0101A-2023-1521 | <b>Original DCN#:</b> S5102A-23-12-1521 |
| <b>Parent RCN#:</b> S0101A-2023-1521   | <b>Parent DCN#:</b> S5102A-23-12-1521   |
| <b>Parent Tier Level:</b> 0            | <b>Sub-tier Level:</b> 1                |
| <b>RCN#:</b> S0101A-2023-1521-0001     | <b>DCN#:</b> S5102A-23-12-1521-0001     |
| <b>Created Year:</b> 2023              |   |

**Figure 5.9**

**NOTE:** *Original RCN, Original DCN, Parent RCN, Parent DCN, Parent Tier Level and Sub-tier Level are only displayed if the delegation is a sub-tiered delegation. ECAR RID and ECAR DCN are only displayed if the delegation was migrated from ECARS.*

- **RCN:** Report Control Number, identification number unique to each QALI / LOD.
- **DCN:** Document Control Number, identification number Unique to each QALI or LOD, will display after a Delegation has been entered on the record.
- **Created Year:** Year the record was created- this will be the Original created year for sub-tiered delegations.
- **Original RCN:** The original RCN (first QALI/LOD) will be displayed as the Original Parent RCN for all sub-tier delegations created from the original delegation.
- **Original DCN:** The original DCN will be displayed as the Original Parent DCN for all sub-tier delegations created from the original delegation.

- **Parent RCN:** The parent RCN is the RCN from the delegation that the current delegation was sub-tiered from.
- **Parent DCN:** The parent DCN is the DCN from the delegation that the current delegation was sub-tiered from.
- **Parent Tier Level:** The Parent Tier level is displayed if a sub-tier has occurred and is the level on the record that the current record was created from. **Figure 5.10** shows a possible scenario Parent Tier and sub tiers.
- **Sub-Tier Level:** The Sub-Tier level is displayed if a sub-tier has occurred and is the next higher level of the record that the current record was created from. **Figure 5.10** shows a possible scenario Parent Tier and sub tiers.



**Figure 5.10**

- **RCN:** Report Control Number, identification number unique to each LOD.
- **DCN:** Document Control Number, identification number Unique to each LOD, will display after the Save Draft or Add/View Requirements buttons have been clicked.
- **Created Year:** Year the record was created- helps to identify when a sub-tier is created in a different year than the parent because the RCN will be 2021 vs 2022.
- **ECAR RID:** Will be displayed if the LOD migrated from ECARS which identifies the ECARS Request Identification number.
- **ECAR DCN:** Will be displayed if the LOD migrated from ECARS which identifies the ECARS Document Control Number.

C. **Figure 5.11** displays the STATUS

The screenshot shows a form titled "Status" with a dark blue header. The form contains the following fields and values:

- (M) Status: DRAFT
- Issue Date: (empty)
- Acknowledge Due Date: 09/25/2023
- Acknowledge Date: (empty)
- Accept / Reject Due Date: MM/DD/YYYY
- Accept / Reject Date: (empty)
- Update LOD: (empty)
- Annual Review Confirmation:

**Figure 5.11**

- **(M) Status:** Status of the record.
- **Issue Date:** Date the record was submitted.
- **Acknowledgement Due Date:** Date that the Delegatee is expected to respond by. Defaults to 10 calendar days from the current date.
- **Acknowledge Date:** Date the record was acknowledged.
- **Accept/Reject Date:** Date the record was accepted/rejected.
- **Update LOD Date:** Date the record was updated.
- **Annual Review Confirmation:** Delegator only when checked, a date will appear to save when the annual review was completed, seen in **Figure 5.12**.
  - Click Date Save to save the date to the record. A new line will populate showing the annual review confirmation date(s). Multiple dates may be added (**Figure 5.12**).

The screenshot shows the same "Status" form as Figure 5.11, but with the "Annual Review Confirmation" checkbox checked. A new field has appeared at the bottom right:

- Annual Review Confirmation:  09/18/2023

**Figure 5.12**

| Status                        |                          |
|-------------------------------|--------------------------|
| (M) Status:                   | DRAFT                    |
| Issue Date:                   |                          |
| Acknowledge Due Date:         | 09/25/2023               |
| Acknowledge Date:             |                          |
| Accept / Reject Due Date:     | MM/DD/YYYY               |
| Accept / Reject Date:         |                          |
| Update LOD:                   |                          |
| Annual Review Confirmation:   | <input type="checkbox"/> |
| Annual Review Confirmation 1: | 09/18/2023               |

**Figure 5.13**

D. **Figure 5.14** displays the Originator section.

| Originator         |                                    |
|--------------------|------------------------------------|
| Originator DoDAAC: | S5102A                             |
| DoDAAC Name:       | DEFENSE CONTRACT MANAGEMENT AGENCY |
| Address:           | 3901 A AVE                         |
| City:              | FORT LEE                           |
| State/Zip:         | VA - 23801-1809                    |
| Originator Name:   | USER (ALPHA) GUIDE                 |

**Figure 5.14**

The originator section maintains the user who created the record. If a record is transferred the originator of the record will be saved in this section. The current delegator will be maintained in the From: Delegator section.

E. **Figure 5.15** displays the FROM: Delegator section.

| FROM: Delegator            |                                    |
|----------------------------|------------------------------------|
| DoDAAC Name:               | DEFENSE CONTRACT MANAGEMENT AGENCY |
| Address:                   | 3901 A AVE                         |
| City:                      | FORT LEE                           |
| State/Zip:                 | VA - 23801-1809                    |
| (M) Delegator Name:        | USER (ALPHA) GUIDE                 |
| Current Delegator User ID: | RM1                                |
| Current Delegator DoDAAC:  | S5102A                             |
| Commercial Phone:          | 207-400-1234                       |
| Email Address:             | @navy.mil                          |
| Team Code:                 | TDM                                |
| Region:                    | PH - HEADQUARTERS                  |

**Figure 5.15**

The DoDAAC Name and other DoDAAC information is auto-populated based on the DoDAAC entered in the Create New QALI/LOD web page.

- **(M) Delegator Name:** The Delegator Name will be auto-populated with the

logged on user's information. When saved the user's information will be used to populate all delegator fields in any correspondence. If any Delegator information is incorrect, users must resubmit an Access Change Request with all updated information.

- F. To change the delegator, make a selection from the drop down list the Delegator's information will auto-populate as shown in **Figure 5.16**.

**FROM: Delegator**

**DoDAAC Name:** DEFENSE CONTRACT MANAGEMENT AGENCY

**Address:** 3901 A AVE

**City:** FORT LEE

**State/Zip:** VA - 23801-1809

**(M) Delegator Name:** USER (ALPHA) GUIDE

**Current Delegator User ID:** RM1

**Current Delegator DoDAAC:** S5102A

**Commercial Phone:** 207-400-1234

**Email Address:** @navy.mil

**Team Code:** TDM

**Region:** PH - HEADQUARTERS

**Figure 5.16**

- G. **Figure 5.17** displays the TO: Delegatee section.

**TO: Delegatee**

**(M) Delegatee DoDAAC:**

**Figure 5.17**

- H. Enter Delegatee's DoDAAC and tab out and the To Delegatee will be displayed with the DoDAAC information auto-populated as shown in **Figure 5.18**.

**TO: Delegatee**

**(M) Delegatee DoDAAC:** S0101A

**Name:** DEFENSE CONTRACT MANAGEMENT AGENCY

**Address:** REFADO 1910 THIRD AVE N

**City:** BIRMINGHAM

**State/Zip:** AL - 352032376

**(M) Delegatee Name:** -SELECT-

**Figure 5.18**

- **(M) Delegatee Name:** Select a Name from the drop down list, which contains all Users from the DoDAAC, entered.
- I. After making a selection from the drop down list the Delegatee's information will auto-populate as shown in **Figure 5.19**.

| TO: Delegatee         |   |
|-----------------------|---|
| (M) Delegatee DoDAAC: | <input type="text" value="S0101A"/>                                   |
| DoDAAC Name:          | DEFENSE CONTRACT MANAGEMENT AGENCY                                    |
| Address:              | 1910 THIRD AVE N  |
| City:                 | BIRMINGHAM  |
| State/Zip:            | AL - 35203-3514   |
| (M) Delegatee Name:   | <input type="text" value="(ALPHA)"/> <input type="button" value="v"/> |
| Delegatee User ID:    | R   |
| Commercial Phone:     | <input type="text" value="207-438-6435"/>                             |
| (M) Email Address:    | <input type="text" value="civ@us.navy.mil"/>                          |
| Team Code:            | <input type="text" value="REP"/>                                      |
| Region:               | <input type="text" value="PD - PDREP-AIS PM"/>                        |

**Figure 5.19**

- Error message displayed if a Delegatee is not selected when saving the delegation (see **Figure 5.20**).

• Select a Delegatee Name and click Auto-fill button

**Figure 5.20**

J. **Figure 5.21** displays the Supplier Information section

| Supplier Information  |   |
|---|---|
| <input type="radio"/> Prime Contractor <input type="radio"/> Sub Contractor |   |
| Supplier CAGE:  | <input type="text" value="5 Chars"/>  |
| Supplier Name:  | <input type="text" value="50 Characters Max"/>  |
| Address:  | <input type="text" value="50 Characters Max"/>  |
| City/State/Zip:   | <input type="text" value="30 Chars Max"/> - <input type="text" value="12 Chars Max"/> |
| Country:  | <input type="text" value="2 Chars"/>  |
| Supplier POC:   | <input type="text" value="50 Characters Max"/>  |
| Supplier POC Commercial Phone:  | <input type="text" value="20 Characters Max"/>  |
| Supplier CMO DoDAAC:  | <input type="text" value="30 Characters Max"/>  |
| Supplier DCMA CMO / Center Name:  | <input type="text" value="50 Characters Max"/>  |

**Figure 5.21**

**Figure 5.21** Data Fields

- **Prime Contract/Sub Contractor:** Radial buttons to indicate if the supplier is the Prime Contractor or Sub Contractor.

- **Supplier CAGE:** A unique identifier code for the supplier responsible for the work on the contract. Entering a CAGE Code will auto-populate the supplier information, Supplier CMO DoDAAC and Supplier DCMA CMO / Center name after tabbing out of the textbox as shown in **Figure 5.22**.
- **Supplier Name:** Auto-filled based on CAGE code.
- **Address:** Auto-filled based on CAGE code.
- **City/State/Zip:** Auto-filled based on CAGE code.
- **Country:** Auto-filled based on CAGE code.
- **Supplier POC:** Enter Supplier Point of Contract name.
- **Supplier POC Commercial Phone:** Enter Supplier Point of Contract phone.
- **Supplier CMO DoDAAC:** Auto-filled based on CAGE code.
- **Supplier DCMA CMO/Center Name:** Auto-filled based on CAGE code.

|                                  |   |
|----------------------------------|---|
| Supplier CAGE:                   | <input type="text" value="CPARS"/>  |
| Supplier Name:                   | <input type="text" value="CONTRACTOR PERFORMANCE ASSESSMENT"/>                    |
| Address:                         | <input type="text" value="PORTSMOUTH NAVAL SHIPYARD"/>                            |
| City/State/Zip:                  | <input type="text" value="PORTSMOUTH"/> - <input type="text" value="03804-5000"/> |
| Country:                         | <input type="text" value="US"/>   |
| Supplier POC:                    | <input type="text"/>  |
| Supplier POC Phone:              | <input type="text"/>  |
| Supplier CMO DoDAAC:             | <input type="text" value="S3915A"/>   |
| Supplier DCMA CMO / Center Name: | <input type="text" value="DCMA PHILADELPHIA PA"/>                                 |

**Figure 5.22**

K. If the supplier does not have a CAGE Code, the supplier information may be entered manually as shown in **Figure 5.23**. The Subcontract CMO DoDAAC and Subcontractor DCMA CMO / Center Name will also need to be enter manually.

|                                  |  |
|----------------------------------|--|
| Supplier CAGE:                   | <input type="text"/>   |
| Supplier Name:                   | <input type="text" value="NEW FACILITY"/>  |
| Address:                         | <input type="text" value="1 PDREP WAY"/>   |
| City/State/Zip:                  | <input type="text" value="FANTASY ISLAND"/> - <input type="text" value="12345"/> |
| Country:                         | <input type="text" value="US"/>  |
| Supplier POC:                    | <input type="text"/>   |
| Supplier POC Commercial Phone:   | <input type="text"/>   |
| Supplier CMO DoDAAC:             | <input type="text"/>   |
| Supplier DCMA CMO / Center Name: | <input type="text"/>   |

**Figure 5.23**



**Figure 5.23** Data Fields

- **Supplier CAGE:** Enter the Supplier CAGE code.
- **Supplier Name:** Auto-populated if CAGE code is entered, otherwise manually enter the Subcontractor or facility name.
- **Address:** Auto-populated if CAGE code is entered, otherwise manually enter the street address of the facility.
- **City/State/Zip:** Auto-populated if CAGE code is entered, otherwise manually enter the City State and Zip code of the subcontractor.
- **Country:** Auto-populated if CAGE code is entered, otherwise manually enter the Country of the subcontractor.
- **Supplier POC:** Manually enter the name of the Subcontractor POC.
- **Supplier POC Commercial Phone:** Manually enter the phone number of the Subcontractor POC.
- **Supplier CMO DoDAAC:** Auto-populated if CAGE code is entered, otherwise manually enter the CMO DoDAAC.
- **Supplier DCMA CMO /Center Name:** Auto-populated if CAGE code is entered, otherwise manually enter the DCMA CMO / Center Name.

K. **Figure 5.24** displays Add Contract button to open the Add Contract Information page seen in **Figure 5.25**. The data fields in this section are related to a specific contract. The user will have the capability to enter more than one contract and related data fields as shown in **Figure 5.29**.



**Figure 5.24**

- Click Add Contract to open the Add Contract Information page (see **Figure 5.25**).

| Add Contract Information   |   |
|--|---|
| Contract Number Type: <input checked="" type="radio"/> DoD <input type="radio"/> Federal <input type="radio"/> International |   |
| (M) Contract Number  | 13 Characters Max   |
| Order Number   | 50 Characters Max   |
| Line Item #  | 6 Characters Max  |
| (M) Final Delivery Date  | MM/DD/YYYY  |
| Proposal Number  | 50 Characters Max   |
| Contract Start Date  | MM/DD/YYYY  |
| SubContractor/ Purchase Order Number   | 100 Characters Max  |
| P.O. Delivery Date   | MM/DD/YYYY  |
| (M) Type of Contract:  | -SELECT-  |
| (M) Face Value of Prime Contract:  | \$ <input type="text"/>   |
| Contracting Officer First & Last Name:   | <input type="text"/>  |
| (M) Contract End Item or Service Desc:   | Write End item or service description here. The narrative will expand the page as required based on the number of characters written. |
| <input type="button" value="Add Contract Information"/> <input type="button" value="Cancel Contract Information Add"/>       |   |

Figure 5.25

- **Contract Number Type-** Select applicable contract type.
  - **DoD:** Department of Defense contract number (13 character max).
  - **Federal:** Federal contract number (17 character max).
  - **International:** International contract number (50 character max).
- **(M) Contract Number:** The contract number associated with the QALI / LOD. If the Add Item button is clicked before entering a contract number, the error message shown in **Figure 5.26** will be displayed.

• **Contract Number is a mandatory field.**

Figure 5.26

- **Order Number:** The order number associated with the QALI / LOD.
- **Line Item Number:** The number assigned to the subject item within the contract.
- **(M) Final Delivery Date:** Date field representing Final Delivery Date of each Contract. If the Add Item button is clicked before entering a final delivery date, the error message shown in **Figure 5.27** will be displayed.

• Invalid Final Delivery Date (required format: MM/DD/YYYY)

Figure 5.27

- **Proposal Number:** Proposal number.
- **Contract Start Date:** Contract start date.
- **Subcontractor / Purchase Order Number:** Subcontract/Purchase order number issued to subcontractor.
- **P.O. (Purchase Order) Delivery Date:** The date that the PO will be delivered.
- **(M) Type of Contract:** Select the type of contract from the dropdown menu.
- **Contracting Officer First & Last Name:** If available, enter the contract officer first and last name.
- **(M) Contract End Item or Service Desc:** Enter the contract end item or service description.

Buttons available:

- **Add Contract Information:** Once all of the mandatory fields are entered, this button will add the contract information to the QALI / LOD and return the user to the QALI- New/Edit page. The added contract will display as seen in **Figure 5.28**.
- **Cancel Contract Information Add:** This button will remove the information added to the Add Contract Information fields and returns to the user to the QALI- New/Edit page.

| Add Contract Information  |                              |                                       |                                   |
|---|------------------------------|---------------------------------------|-----------------------------------|
| <input type="button" value="Add Contract"/>                               |                              |                                       |                                   |
| LOD Contract Line Items   |                              |                                       |                                   |
| Contract Number   | Order Number                 | Line Item Number                      | Final Delivery Date               |
| PLACEHOLDER12   | 123                          | 123                                   | 12/31/2021                        |
| Proposal Number   | Contract Start Date          | Sub Contractor/ Purchase Order Number | P.O. Delivery Date                |
| 123456  | 12/31/2021                   | 123456789                             | 12/31/2021                        |
| Type Of Contract  | Face Value of Prime Contract | Contracting Officer First & Last Name | Contract End Item or Service Desc |
| G - Basic ordering agreements.  | 10000                        | CONTRACTING OFFICER                   | END ITEM DESCRIPTION              |
| Action  |                              |                                       |                                   |
| <input type="button" value="Edit"/> <input type="button" value="Delete"/> |                              |                                       |                                   |

Figure 5.28

- **Edit:** Allows the user to edit the data fields for the contract in the line of the clicked button. This will return to the Edit Contract Line Item page.
- **Delete:** Allows the user to delete the data entered for the contract in the line of the clicked button.

L. **Figure 5.29** displays the NSN information section.

| NSN Information      |                      |                      |                      |
|----------------------|----------------------|----------------------|----------------------|
| COG                  | FSC                  | NIIN                 | SMIC                 |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Add NSN              |                      |                      |                      |

**Figure 5.29**

- **NSN:** The National Stock Number of the item the LOD is being written for.
  - COG:** Cognizance Code.
  - FSC:** Federal Supply Code.
  - NIIN:** National Item Identification Number.
  - SMIC:** Special Material Identifier Code.
- **Add NSN:** Once the NSN data fields have been entered this button will add the NSN information to the LOD. Multiple NSNs may be added to the LOD as shown in **Figure 5.30**.

| NSN Information   |                      |                      |                      |
|---|----------------------|----------------------|----------------------|
| COG   | FSC                  | NIIN                 | SMIC                 |
| <input type="text"/>  | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Add NSN   |                      |                      |                      |
| <input type="text" value="-9999-123456789-"/> <input type="text" value="1H-4820-123456789-"/> |                      |                      |                      |
| Remove NSN  |                      |                      |                      |

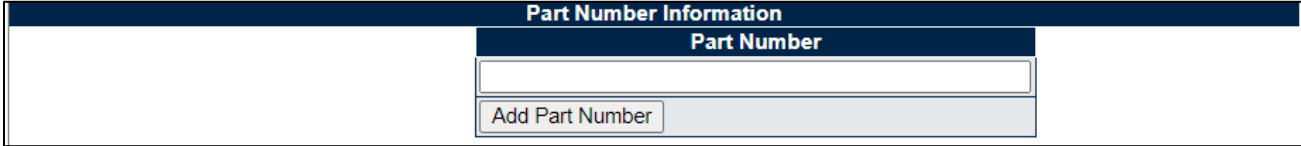
**Figure 5.30**

- **Remove NSN:** This button will remove the selected NSN (See **Figure 5.31**).

| COG   | FSC                  | NIIN                 | SMIC                 |
|---|----------------------|----------------------|----------------------|
| <input type="text"/>  | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Add NSN   |                      |                      |                      |
| <input type="text" value="-9999-123456789-"/> <input type="text" value="1H-4820-123456789-"/> |                      |                      |                      |
| Remove NSN  |                      |                      |                      |

**Figure 5.31**

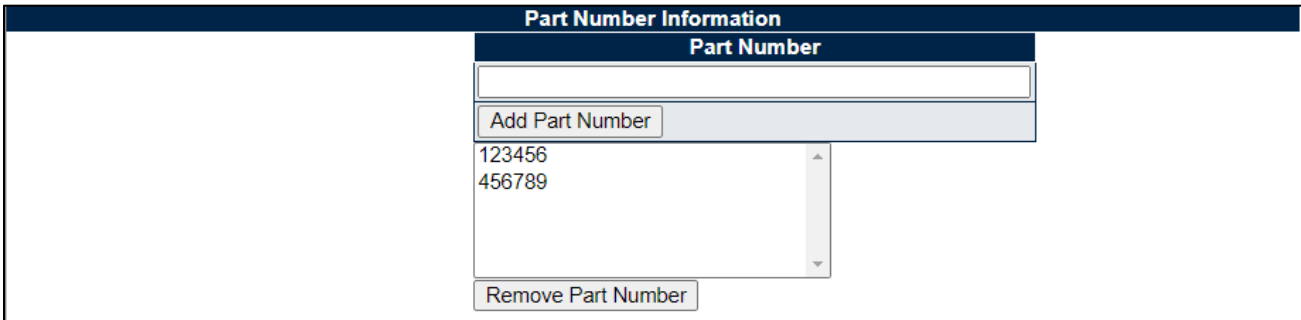
M. **Figure 5.32** displays the Part Number section.



The screenshot shows a dark blue header bar with the text "Part Number Information". Below this is a white box with a dark blue header "Part Number". Inside this box is a white input field and a grey button labeled "Add Part Number".

**Figure 5.32**

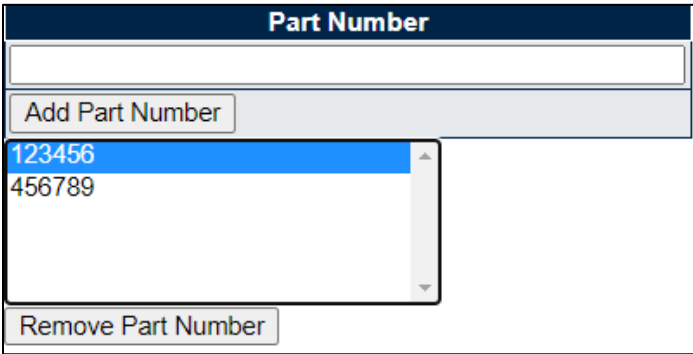
- **Part Number:** Enter the part number(s) of the material associated with the LOD. Multiple part numbers may be added to the LOD as shown in **Figure 5.33**.



The screenshot shows the same interface as Figure 5.32, but with a list box containing two entries: "123456" and "456789". A grey button labeled "Remove Part Number" is now visible below the list box.

**Figure 5.33**

- **Remove Part Number:** This button will remove the selected Part Number. (See **Figure 5.34**).



This is a close-up of the list box from Figure 5.33. The entry "123456" is highlighted in blue, indicating it is selected. The "Remove Part Number" button is visible below the list box.

**Figure 5.34**

N. **Figure 5.35** displays the Notes Estimated Hours section.

The screenshot shows a form with two main sections. The top section is labeled '(M) Delegator Comments/Special Instructions:' and contains a large text input area with a '4000 Characters Max' limit. The bottom section is labeled '(M) Estimated Hours:' and contains a smaller input field.

**Figure 5.35**

- **(M) Delegator Instructions/Notes:** The Delegator Instructions/Notes section provides a space where the Delegator can enter relevant information for the LOD. This space allows up to 4,000 characters to be entered.
- **(M) Estimated Hours:** The Delegator enters the estimated number of hours to accomplish the requested work.

### 5.3 LOD Requirements Page

Accessing the Add/Edit/View LOD Requirements page.

- A. After entering the LOD data on the base page, click the Add/View Requirements button, located at the top and bottom of the web page as shown in **Figure 5.36** or through the Requirement Page hyperlink on the QALI / LOD – Main as shown in **Figure 5.37**, to access the Requirements pages.

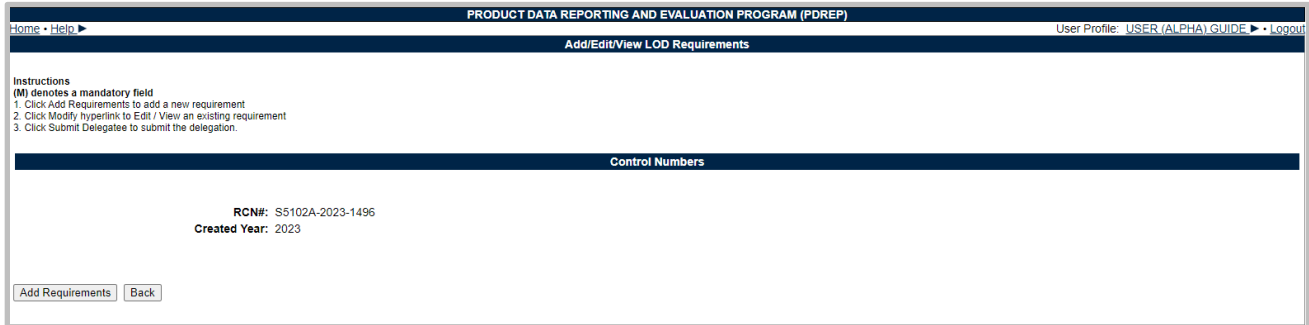
The screenshot shows a horizontal row of six buttons: 'Save Draft', 'Add/View Requirements', 'Withdraw Delegation', 'Delete Delegation', 'Add/View Attachment', and 'Cancel'.

**Figure 5.36**



**Figure 5.37**

B. The LOD Requirements Worklist page without requirements added to the LOD is shown in **Figure 5.37**.



**Figure 5.37**

C. To add a requirement, Click the Add Requirements button shown in **Figure 5.37**, which will display the Add/Edit/View LOD Requirements page as shown in **Figure 5.38**.

Add/Edit/View LOD Requirements

**Instructions**  
 (M) denotes a mandatory field  
 1. Enter Requirement information  
 2. Click Save Requirements to save the requirement

---

Control Numbers

RCN#: 55102A-2024-23  
 Created Year: 2024

DCN#: 53620A-24-01-23

---

Requirement Information

(M) Assigned Functional Area:

(M) KCRN & Description:

Surveillance Event:

Surveillance Category:

Frequency of Surveillance:

Surveillance Techniques:

Intensity of Surveillance:

(M) Risk Consequence (provide at least one)

|   |  |
|---|--|
| Risk Consequence - Cost: <input type="text" value="&lt;SELECT&gt;"/>        | (Auto) Risk Consequence: <input type="text" value="pending"/>    |
| Risk Consequence - Schedule: <input type="text" value="&lt;SELECT&gt;"/>    | (M) Risk Likelihood: <input type="text" value="&lt;SELECT&gt;"/> |
| Risk Consequence - Performance: <input type="text" value="&lt;SELECT&gt;"/> | (Auto) Risk Rating: <input type="text" value="pending"/>         |

(CM) Rationale for Risk Consequence - Cost:  
6000 Characters Max

(CM) Rationale for Risk Consequence - Schedule:  
6000 Characters Max

(CM) Rationale for Risk Consequence - Performance:  
6000 Characters Max

(M) Rationale for Risk Likelihood:  
6000 Characters Max

(M) Priority:

(M) Prime / Subcontract Standards:  
1500 character limit.

(M) Product Service Description:  
1500 character limit.

Reporting Requirements:

6000 character limit.

(CM) Special Reporting Requirements  
Additional Instructions:  
6000 character limit.

Customer Requirements, Instructions or Outcomes:  
6000 character limit.

Surveillance Strategy Plan:  
6000 character limit.

Request for Variance:  
 RFV1 - All RFV authority is withheld.  
 RFV2 - Delegatee is authorized to accept or reject the subcontractors' classification or disposition of minor Requests for Variance (RFVs).  
 RFV3 - Delegatee is not authorized to accept or reject the subcontractors' classification or disposition of minor aviation/ship CSI RFVs.  
 RFV4 - Delegatee is requested to provide comments and/or recommendations for major, critical, or aviation/ship CSI RFVs submitted by the prime contractor and government customer.  
 RFV5 - Delegatee is authorized to accept or reject the subcontractors' classification or disposition of minor aviation or ship CSI RFVs.  
 1000 character limit.

Request for Variance Remarks:  
6000 character limit.

Additional Remarks:  
6000 character limit.

**Figure 5.38**



D. Enter the information as requested on the Add/Edit/View LOD Requirements – page. **Figures 5.39** through **5.89** provide Requirements data field description. **(M)** Denotes a mandatory field.

**Control Numbers**

RCN#: S5102A-2023-1496      DCN#: S0101A-23-11-1496  
 Created Year: 2023

**Figure 5.39**

**Figure 5.39** Displays the Control Number section for explanation of this section see **Section 5.2B**.

**Figure 5.40** Displays the KCR and Surveillance section. **Figure 5.41** through **Figure 5.45** describes these fields.

**Requirement Information**

(M) Assigned Functional Area: <SELECT> ▼  
 (M) KCR# & Description: <SELECT> ▼  
 Surveillance Event: <SELECT> ▼  
 Surveillance Category: <SELECT> ▼  
 Frequency of Surveillance: <SELECT> ▼  
 Surveillance Techniques: <SELECT> ▼  
 Intensity of Surveillance: <SELECT> ▼

**Figure 5.40**

**Figure 5.41** through **Figure 5.45** display the Functional Area related cascading data fields. At a minimum the user should make selections in each of the mandatory data fields, the remaining fields are optional but the user should continue making selections until a data field does not contain a drop down list.

- **(M) Assigned Functional Area:** The drop down provides a list of Functional areas, this is the first of the cascading drop down selections, a selection is mandatory on all delegations.

(M) Assigned Functional Area: <SELECT> ▼

- <SELECT>
- Aircraft Operations
- Contracts
- Engineering
- Earned Value
- Manufacturing
- Property Administration
- Quality Assurance
- Small Business
- Software Acquisition Management
- Contract Safety
- NASA Quality Assurance
- Earned Value Analysis
- NSEO Quality Assurance
- Transportation
- Packaging
- Plant Clearance
- Cost & Pricing

**Figure 5.41**

- **(M) KCR # & Description:** The drop down consists of a combination of Key Contract Requirement number and its description based on the Functional Area selected, a selection is mandatory on all delegations.

|                               |  |   |
|-------------------------------|--|---|
| (M) Assigned Functional Area: | Aircraft Operations  | ▼ |
| (M) KCR# & Description:       | <SELECT>   | ▼ |
|                               | <SELECT><br>KCR-AO-0001 - Ground and Flight Risk<br>KCR-AO-0002 - Mishap Reporting and Investigation I<br>KCR-AO-0005 - Contractor's Flight and Ground Opera<br>KCR-AO-A001 - ECAR Service Set<br>KCR-AO-A002 - Other Agency Accepted work requireme |   |

**Figure 5.42**

- **Surveillance Event:** The drop down list consists of groups of surveillance activities, tasks, or mandatory functions that are required to complete a scheduled activity based on the KCR selected.

|                               |   |   |
|-------------------------------|---|---|
| (M) Assigned Functional Area: | Aircraft Operations   | ▼ |
| (M) KCR# & Description:       | KCR-AO-0001 - Ground an...  | ▼ |
| Surveillance Event:           | <SELECT>  | ▼ |
|                               | <SELECT><br>F - Flight Procedures<br>F - Flight Crew Information File (FCIF) Program<br>F - Crew/Non-Crew Flight Records<br>F - Flight Plans and Approval<br>F - Flight by Supervisory Personnel<br>G - Ground Procedures<br>G - Tool Control<br>G - Foreign Object Damage/Debris (FOD)<br>G - Aircraft Ground Handling<br>G - Aircraft Servicing<br>G - Training and Certification<br>G - Ground Support Equipment<br>G - Engines/APU<br>G - Site Specific Hazardous Operations<br>G - Support Shops<br>G - Hydraulic Fluid Contamination<br>G - Weight and Balance<br>G- Calibration<br>G - Aircraft Security |   |

**Figure 5.43**

- **Surveillance Activity:** The drop down list consists specific surveillance technique to complete a task or tasks on the surveillance schedule based on the Surveillance Event selected.

|                               |                            |   |
|-------------------------------|----------------------------|---|
| (M) Assigned Functional Area: | Aircraft Operations        | ▼ |
| (M) KCR# & Description:       | KCR-AO-0001 - Ground an... | ▼ |
| Surveillance Event:           | G - Ground Procedures      | ▼ |
| Surveillance Activity:        | <SELECT>                   | ▼ |
|                               | <SELECT>                   |   |
|                               | Procedures Audit           |   |
|                               | Approve GOP                |   |

Figure 5.44

- **Surveillance Sub-Activity:** The drop down list consists of sub activities of the surveillance activity selected.

|                               |                            |   |
|-------------------------------|----------------------------|---|
| (M) Assigned Functional Area: | Aircraft Operations        | ▼ |
| (M) KCR# & Description:       | KCR-AO-0001 - Ground an... | ▼ |
| Surveillance Event:           | G - Ground Procedures      | ▼ |
| Surveillance Activity:        | Procedures Audit           | ▼ |
| Surveillance Sub-Activity:    | <SELECT>                   | ▼ |
|                               | <SELECT>                   |   |

Figure 5.45

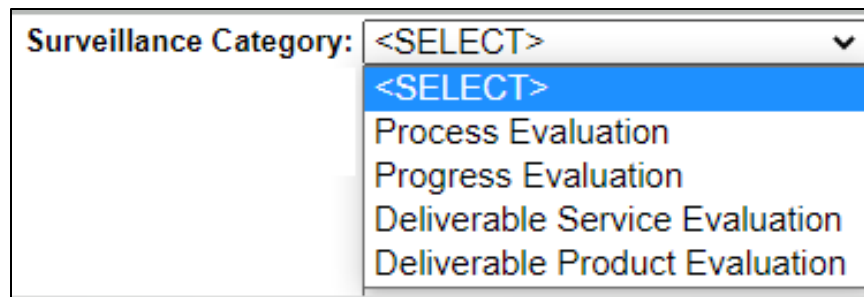
Figures 5.47 through 5.52 describe the data fields that are displayed in Figure 5.46.

|                            |          |   |
|----------------------------|----------|---|
| Surveillance Category:     | <SELECT> | ▼ |
| Frequency of Surveillance: | <SELECT> | ▼ |
| Surveillance Techniques:   | <SELECT> | ▼ |
| Intensity of Surveillance: | <SELECT> | ▼ |

Figure 5.46

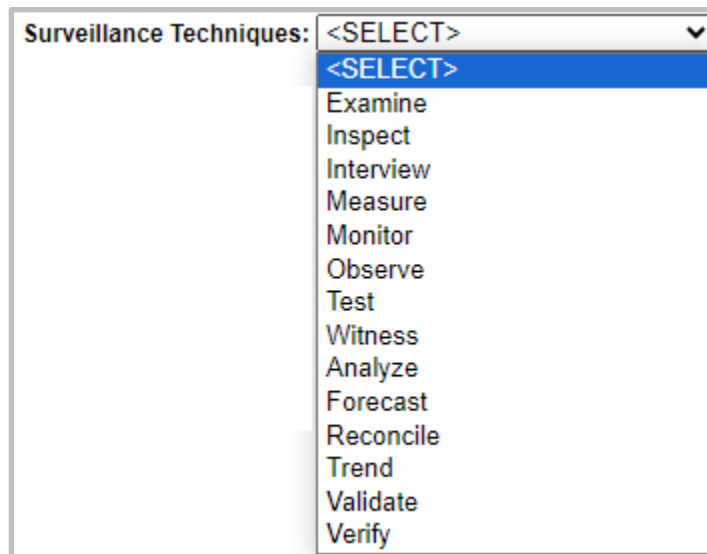
Figure 5.46 Data Fields

- **Surveillance Category:** The drop down list contains the overarching grouping of surveillance evaluations with similar objectives as shown in Figure 5.47.



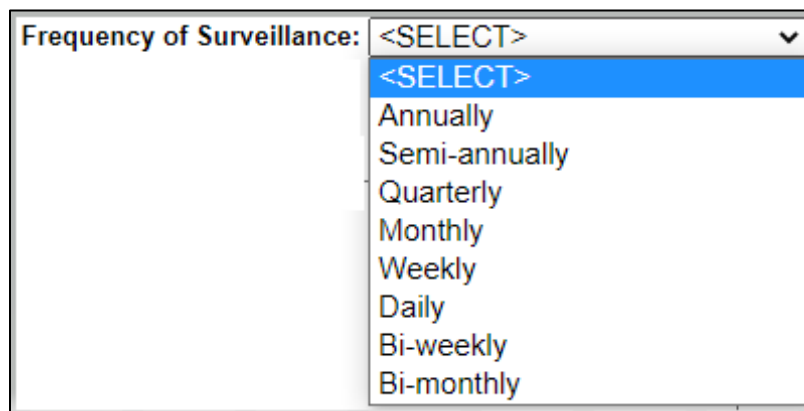
**Figure 5.47**

- **Surveillance Technique:** The drop down list consists of the descriptions of the actions used in collecting and/or assessing data as shown in **Figure 5.48**.



**Figure 5.48**

- **Frequency of Surveillance:** The drop down list contains the list of frequencies that determine the appropriate level of oversight of a contractor to meet contractual requirements as shown in **Figure 5.49**.



**Figure 5.49**

- **Intensity of Surveillance:** The drop down list contains the list of intensities that determine the appropriate level of oversight of a contractor to meet contractual requirements as shown in **Figure 5.50**.

The screenshot shows a dropdown menu for 'Intensity of Surveillance'. The menu is open, displaying the following options: <SELECT>, Full, Partial, Incremental, 0.25% AQL (Critical) Tighten, 0.4% AQL (Critical), 0.65% AQL (Complex/Critical) Tighten, 1.0% AQL (Complex Critical), 1.5% AQL (Complex/Critical) Reduced, 2.5% AQL (Non-complex/non-critical) Tighten, 4.0% AQL (Non-complex/non-critical), 6.5% AQL ((Non-complex/non-critical) Reduced, and 100% Mandatory.

**Figure 5.50**

- **(M) Risk Consequence:** Data fields that allow the user to determine the level of risk for the surveillance event (see **Figure 5.51**).

The screenshot shows a form titled '(M) Risk Consequence (provide at least one)'. It contains the following fields:
 

- Risk Consequence – Cost: <SELECT>
- Risk Consequence – Schedule: <SELECT>
- Risk Consequence – Performance: <SELECT>
- (Auto) Risk Consequence: (pending)
- (M) Risk Likelihood: <SELECT>
- (Auto) Risk Rating: (pending)
- (CM) Rationale for Risk Consequence – Cost: 4000 Characters Max
- (CM) Rationale for Risk Consequence – Schedule: 4000 Characters Max
- (CM) Rationale for Risk Consequence – Performance: 4000 Characters Max
- (M) Rationale for Risk Likelihood: 4000 Characters Max

**Figure 5.51**

**Figure 5.51** Data fields:

- **(M) Risk Consequence (select at least one):**
  - **Risk Consequence – Cost:** Numeric 1-5 Selection for Lowest to Highest Risk.
  - **Risk Consequence – Schedule:** Numeric 1-5 Selection for Lowest to Highest Risk.
  - **Risk Consequence – Performance:** Numeric 1-5 Selection for Lowest to Highest Risk.
- **(Auto) Risk Consequence:** Takes the highest value from the Cost/Schedule/Performance Risk values to assign an overall Risk Consequence.
- **(M) Risk Likelihood:** Numeric 1-5 Selection for Lowest to Highest Risk.

- **(CM) Rationale for Risk Consequence – Cost:** Required when a numeric value is added to the Risk Consequence requiring a narrative in the text field to discuss reasons for selecting a particular option for Cost Risk.
- **(CM) Rationale for Risk Consequence – Schedule:** Required when a numeric value is added to the Risk Consequence requiring a narrative in the text field to discuss reasons for selecting a particular option for Schedule Risk.
- **(CM) Rationale for Risk Consequence – Performance:** Required when a numeric value is added to the Risk Consequence requiring a narrative in the text field to discuss reasons for selecting a particular option for Performance Risk.
- **(M) Rationale for Risk Likelihood:** Narrative text field to discuss reasons for selecting a particular option for Risk Likelihood.

Figures 5.53 through 5.55 describe the data fields that are displayed in Figure 5.52.

The screenshot shows a form with three data fields. The first field is labeled "(M) Priority:" and is a small rectangular input box. The second field is labeled "(M) Prime / Subcontract Standards:" and is a larger text area with a "1500 character limit." label at the top. The third field is labeled "(M) Product Service Description:" and is also a larger text area with a "1500 character limit." label at the top.

Figure 5.52

- **Priority:** The order of precedence for the requirement, enter a number 1, 2, 3...etc. A number may have multiple entries. Shown in Figure 5.53.

The screenshot shows a single data field labeled "(M) Priority:" followed by a rectangular input box.

Figure 5.53

- **(M) Prime / Subcontract Standards:** A text box where the user may enter contract standards. Characters limited to 1500.

The screenshot shows a single data field labeled "(M) Prime / Subcontract Standards:" followed by a large text area with a "1500 character limit." label at the top.

Figure 5.54

- **(M) Product Service Description:** A text box where the user describes the product or service for which the surveillance has been requested. Characters limited to 1500.

(M) Product Service Description: 1500 character limit.

**Figure 5.55**

Figures 5.57 through 5.60 describe the data fields that are displayed in Figure 5.56.

Reporting Requirements: <SELECT> 4000 character limit.

(CM) Special Reporting Requirements Additional Instructions: 4000 character limit.

Customer Requirements, Instructions or Outcomes: 4000 character limit.

Surveillance Strategy Plan: 4000 character limit.

**Figure 5.56**

- **(M) Reporting Requirements:** Drop down that allows the user to select reporting requirements for the surveillance.

Reporting Requirements: <SELECT>

- <SELECT>
- Report issue status on an on-going basis for long-term/higher risk delegations
- Report issue status at the completion of delegation
- Special reporting required as indicated below

**Figure 5.57**

- **(CM) Special Reporting Requirements Additional Instructions:** A text box (See **Figure 5.58**) where the user may add additional reporting requirements or instructions. Characters limited to 4000. This is a mandatory field when the Reporting Requirements radio button “Special reporting required as indicated below” is selected. The error message shown in **Figure 5.59** will be displayed if the field is not filled in.

|   |                       |
|---|-----------------------|
| (CM) Special Reporting Requirements<br>Additional Instructions: | 4000 character limit. |
|---|-----------------------|

**Figure 5.58**

|  |
|--|
| <ul style="list-style-type: none"> <li>• Reporting Requirements Additional Information required for Special Reporting Required selection.</li> </ul> |
|--|

**Figure 5.59**

- **Customer Requirements, Instructions or Outcomes:** A text box where the user may enter customer requirements, instructions or expected outcomes. Characters limited to 4000.

|   |                       |
|---|-----------------------|
| Customer Requirements, Instructions or<br>Outcomes: | 4000 character limit. |
|---|-----------------------|

**Figure 5.60**

- **Surveillance Strategy Plan:** A text box where user may describe the product or service surveillance requested. Characters limited to 4000.

|                             |                       |
|-----------------------------|-----------------------|
| Surveillance Strategy Plan: | 4000 character limit. |
|-----------------------------|-----------------------|

**Figure 5.61**

**Figures 5.63 through 5.65** describe the data fields that are displayed in **Figure 5.62**.



|                                     |  |    |
|-------------------------------------|--|----|
| <b>Request for Variance:</b>        |  |    |
|                                     | RFV1 - All RFV authority is withheld.  | No |
|                                     | RFV2 - Delegatee is authorized to accept or reject the subcontractors' classification or disposition of minor Requests for Variance (RFVs).  | No |
|                                     | RFV3 - Delegatee is not authorized to accept or reject the subcontractors' classification or disposition of minor aviation/ship CSI RFV's.   | No |
|                                     | RFV4 - Delegatee is requested to provide comments and/or recommendations for major, critical, or aviation/ship CSI RFVs submitted by the subcontractor for approval by the prime contractor and government customer. | No |
|                                     | RFV5 - Delegatee is authorized to accept or reject the subcontractors' classification or disposition of minor aviation or ship CSI RFVs:   | No |
| <b>Request for Variance Remarks</b> | 1000 character limit.  |    |
| <b>Additional Remarks:</b>          | 4000 character limit.  |    |

**Figure 5.62**

- **Request for Variance:** Drop down with Yes or No selections that describe what the receiver may be allowed to accept for variances.

|                              |  |    |
|------------------------------|--|----|
| <b>Request for Variance:</b> |  |    |
|                              | RFV1 - All RFV authority is withheld.  | No |
|                              | RFV2 - Delegatee is authorized to accept or reject the subcontractors' classification or disposition of minor Requests for Variance (RFVs).  | No |
|                              | RFV3 - Delegatee is not authorized to accept or reject the subcontractors' classification or disposition of minor aviation/ship CSI RFV's.   | No |
|                              | RFV4 - Delegatee is requested to provide comments and/or recommendations for major, critical, or aviation/ship CSI RFVs submitted by the subcontractor for approval by the prime contractor and government customer. | No |
|                              | RFV5 - Delegatee is authorized to accept or reject the subcontractors' classification or disposition of minor aviation or ship CSI RFVs:   | No |

**Figure 5.63**

- **Request for Variance Remarks:** A text box where user may enter any additional variance requirements. Characters limited to 1000.

|                                     |                       |
|-------------------------------------|-----------------------|
| <b>Request for Variance Remarks</b> | 1000 character limit. |
|-------------------------------------|-----------------------|

**Figure 5.64**

- **Additional Remarks:** A text box where user may enter any additional information that has not covered in other data fields. Characters limited to 4000.

|                            |                       |
|----------------------------|-----------------------|
| <b>Additional Remarks:</b> | 4000 character limit. |
|----------------------------|-----------------------|

**Figure 5.65**

**Figure 5.66** displays the buttons available before saving a requirement. **Figure 5.67** shows additional button after saving the requirement.

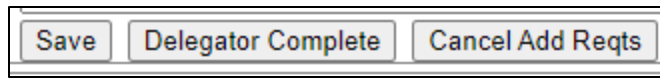


Figure 5.66



Figure 5.67

1. **Save:** Saves the requirement and adds the requirement to Requirement work list page as shown in **Figure 5.69**. Allows the user to leave the page without completing all mandatory data fields.
2. **Delegator Complete:** Saves the requirement and adds the requirement to Requirement work list page as shown in **Figure 5.69**. Requires the user to complete all mandatory data fields. **Figure 5.68** shows a list of possible errors if the Delegator Complete is clicked and a mandatory data field is missing information.

- KCR# & Description is a mandatory field.
- Risk Rating is a mandatory field.
- Priority is a mandatory field.
- Rationale of Risk Likelihood is a mandatory field.
- Prime/Subcontract Standards is a mandatory field.
- Product Service Description is a mandatory field.

Figure 5.68

3. **Cancel Add Reqts:** Returns the user to the Requirements Worklist screen. If data was not saved using the Save or Delegator Complete buttons, any data entered on the page is NOT saved.
4. **Delete:** Delete button is displayed after the Requirement has been saved and is available while the LOD is in draft status. Once the delegation has been issued, the button is unavailable.

Figure 5.69 displays the requirements worklist webpage after requirements have been saved.

| Add/Edit/View LOD Requirements   |                                      |                       |                           |                       |          |           |                                 |
|--|--------------------------------------|-----------------------|---------------------------|-----------------------|----------|-----------|---------------------------------|
| Instructions<br>(M) denotes a mandatory field<br>1. Click Add Requirements to add a new requirement<br>2. Click Modify hyperlink to Edit / View an existing requirement<br>3. Click Submit Delegatee to submit the delegation. |                                      |                       |                           |                       |          |           |                                 |
| Control Numbers  |                                      |                       |                           |                       |          |           |                                 |
| RCN#: S5102A-2024-23<br>Created Year: 2024   |                                      |                       |                           | DCN#: S3620A-24-01-23 |          |           |                                 |
| KCR# & Description   | Surveillance Event                   | Surveillance Activity | Surveillance Sub-Activity | Surveillance Category | Priority | Sat/UnSat | Action                          |
| KCR-QA-0001<br>CRITICAL ITEM   | Critical Manufacturing Process (CMP) | Assembly              | Tooling                   | Process Evaluation    | 1        |           | <a href="#">Modify/Complete</a> |
| <input type="button" value="Add Requirements"/> <input type="button" value="Back"/> <input type="button" value="Submit to Delegatee"/>   |                                      |                       |                           |                       |          |           |                                 |

Figure 5.69

**Figure 5.69** Buttons and hyperlinks

- a. **Add Requirements:** Opens the ADD/Edit/View LOD requirements webpage.
- b. **Back:** Returns user to the LOD – New/Edit webpage.
- c. **Submit Delegatee:** This button will only appear after a requirement has been entered and saved.
- d. **Modify/Complete:** A hyperlink that when clicked will display the specific requirement as shown in **Figures 5.70 and 5.71.**

The screenshot displays the 'Add/Edit/View LOD Requirements' interface. At the top, there are instructions: '(M) denotes a mandatory field' and a two-step process: '1. Enter Requirement information' and '2. Click Save Requirements to save the requirement'. Below this is a 'Control Numbers' section with 'RCN#: S5102A-2024-23', 'Created Year: 2024', and 'DCN#: S3620A-24-01-23'. The main section is 'Requirement Information', which includes several dropdown menus for 'Assigned Functional Area', 'KCR# & Description', 'Surveillance Event', 'Surveillance Activity', 'Surveillance Sub-Activity', 'Surveillance Category', 'Frequency of Surveillance', 'Surveillance Techniques', and 'Intensity of Surveillance'. Below these are fields for 'Risk Consequence' (Cost, Schedule, Performance) and 'Risk Likelihood', each with a dropdown menu and an '(Auto)' value. At the bottom, there are four text boxes for providing rationale: '(CM) Rationale for Risk Consequence – Cost', '(CM) Rationale for Risk Consequence – Schedule', '(CM) Rationale for Risk Consequence – Performance', and '(M) Rationale for Risk Likelihood'.

**Figure 5.70**

(M) Priority:

(M) Prime / Subcontract Standards:

(M) Product Service Description:

Reporting Requirements:

(CM) Special Reporting Requirements  
 Additional Instructions:

Customer Requirements, Instructions or  
 Outcomes:

Surveillance Strategy Plan:

Request for Variance:  
 RFV1 - All RFV authority is withheld.  
 RFV2 - Delegatee is authorized to accept or reject the subcontractors' classification or disposition of minor Requests for Variance (RFVs).  
 RFV3 - Delegatee is not authorized to accept or reject the subcontractors' classification or disposition of minor aviation/ship CSI RFVs.  
 RFV4 - Delegatee is requested to provide comments and/or recommendations for major, critical, or aviation/ship CSI RFVs submitted by the prime contractor and government customer.  
 RFV5 - Delegatee is authorized to accept or reject the subcontractors' classification or disposition of minor aviation or ship CSI RFVs:

Request for Variance Remarks

Additional Remarks:

Yes   
 No   
 No   
 No   
 No

Figure 5.71

### 5.3.1 LOD Special Functional Requirements Section

Enter the information as requested on the Add/Edit/View LOD Requirements page - Specific Functional Requirements Section.

**NOTE:** Not all Functional Areas have Specific Functional Requirements

1. Engineering Functional Area Requirements - **Figures 5.73** through **5.76** provide Specific Functional Requirements data field description shown in **Figure 5.72**.

**Engineering Functional Area Requirements**

Engineering Requirements:   
 Engineering Requested:   
 Engineering Change Proposal:

ECP1 - Receiver is authorized to concur/nonconcur with subcontractor's classification/disposition of minor ECPs.  
 ECP2 - Receiver is requested to provide comments and/or recommendations for major ECPs submitted by the subcontractor for approval by the prime contractor and government customer.  
 ECP3 - Provide contractual reference and/or instructions as necessary:

Additional Information:

No   
 No   
 No

Figure 5.72

- **Engineering Requirements:** A drop down containing a list of Engineering Requirements that the user may select.

Engineering Requirements: <SELECT>

- <SELECT>
- FAR 42.302(a)(31)
- FAR 42.302(a)(38)
- FAR 42.302(a)(39)
- FAR 42.302(a)(40)
- FAR 42.302(a)(41)
- FAR 42.302(a)(42)
- FAR 42.302(a)(43)
- FAR 42.302(a)(45)
- FAR 42.302(a)(46)
- FAR 42.302(a)(47)
- FAR 42.302(a)(48)
- FAR 42.302(a)(58)
- FAR 42.302(a)(67)
- DFARS 242.302(a)(S-71)
- DFARS 242.302(a)(S-76)

**Figure 5.73**

- **Engineering Requested:** A drop down containing a list of Engineering Requests that the user may select.

Engineering Requested: <SELECT>

- <SELECT>
- Configuration Management
- Data Management
- Environment, Safety, and Occupational Health Management
- Human Engineering Management
- Logistics Management
- Parts Management
- Program Management
- Quality Management
- Reliability & Maintainability Management
- Requirements Management
- Risk Management
- Systems Engineering Management
- Test & Evaluation Management
- Value Engineering Management

**Figure 5.74**

- **Engineering Change Proposal:** A group of drop downs with Yes or No selections that authorizes what type engineering changes the receiver is allowed to accept.

Engineering Change Proposal:

ECP1 - Receiver is authorized to concur/nonconcur with subcontractor's classification/disposition of minor ECPs. No

ECP2 - Receiver is requested to provide comments and/or recommendations for major ECPs submitted by the subcontractor for approval by the prime contractor and government customer. No

ECP3 - Provide contractual reference and/or instructions as necessary: No

**Figure 5.75**

- **Additional Information:** A text box that the user may add additional information regarding any Engineering Specific Functional requirements.

|                                |                       |
|--------------------------------|-----------------------|
| <b>Additional Information:</b> | 4000 character limit. |
|--------------------------------|-----------------------|

**Figure 5.76**

3. Earned Value and Earned Value Analysis Functional Area Requirements - **Figures 5.78** and **5.79** provide Specific Functional Requirements data field description shown in **Figures 5.77**.

| Earned Value Functional Area Requirements |            |
|---|------------|
| EVMS DFARS References:                    | <SELECT> ▼ |
| EVMS Requirement:                         | <SELECT> ▼ |

**Figure 5.77**

- **EVMS DFAR Reference:** A drop down containing a list of EVMS DFAR References that the user may select.

|                        |  |
|------------------------|--|
| EVMS DFARS References: | <SELECT> ▼   |
|                        | <SELECT><br>DFARS 252.234-7001<br>DFARS 252.234-7002<br>DFARS 252.242-7005 |

**Figure 5.78**

- **EVMS Requirement:** A drop down containing a list of EVMS Requirements that the user may select.

|                   |   |
|-------------------|---|
|                   | <SELECT><br>Review the EVMS plans<br>Verify initial and continuing contractor compliance<br>Provide an IEAC<br>Monthly summary of analysis<br>Approve the contractors proposed system changes<br>Advise the contractor of the acceptability of changes<br>Be provided access to all pertinent EVMS records and data<br>Review any substantive changes to the procedures and their impact<br>Establish a Program Focal Point |
| EVMS Requirement: | <SELECT> ▼  |

**Figure 5.79**

4. Manufacturing Production Functional Area Requirements - **Figures 5.81** through **5.85** provide Specific Functional Requirements data field description shown in **Figure 5.80**.

| Internal Manufacturing Production Functional Area Requirements |   |
|--|---|
| Critical Designator:   | <SELECT> <input type="text" value="50 character limit."/> |
| DPAS Rating:   | <SELECT> <input type="text" value="50 character limit."/> |
| Request Type:  | <SELECT>  |

**Figure 5.80**

|                      |   |
|----------------------|---|
| Critical Designator: | <input type="text" value="50 character limit."/><br><SELECT> <ul style="list-style-type: none"> <li>&lt;SELECT&gt;</li> <li>A</li> <li>B</li> <li>C</li> <li>Other</li> </ul> |
|----------------------|---|

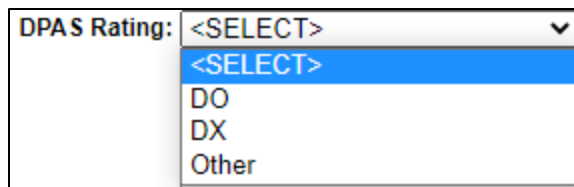
**Figure 5.81**

- **Critical Designator:** A drop down containing a list of critical designators that the user may select. A text box where the user may add additional information is available below the dropdown.

|                      |  |
|----------------------|--|
| Critical Designator: | <input type="text" value="50 character limit."/><br><SELECT> |
|----------------------|--|

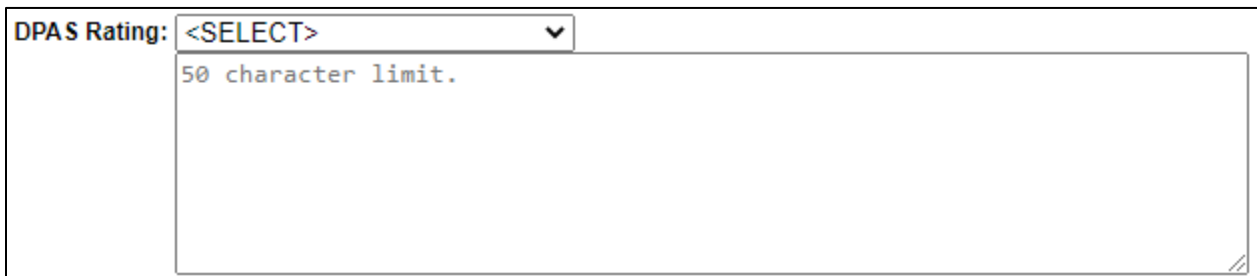
**Figure 5.82**

- A text box where the user may add additional information regarding the Critical Designator. A text box where the user may add additional information is available below the dropdown.

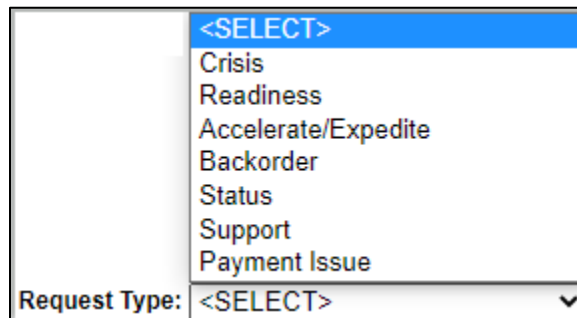


**Figure 5.83**

- **DPAS Rating:** A drop down containing a list of DPAS ratings that the user may select. A text box where the user may add additional information is available below the dropdown.



**Figure 5.84**



**Figure 5.85**

- **Request Type:** A drop down containing a list of request types that the user may select.
5. Quality Assurance/NASA Quality Assurance Functional Area Requirements - **Figures 5.87 through 5.90** provide Specific Functional Requirements data field description shown in **Figure 5.86**.



**Quality Assurance Functional Area Requirements**

Contractual Inspection Requirements: <SELECT> [v]  
 1500 character limit.

Product Release: Request the receiver be involved in releasing the product from the contractor/subcontractors facility.

Product Release Instructions: 1000 character limit.

QA Request: <SELECT> [v]  
 500 character limit.

**Figure 5.86**

- **Contractual Inspection Requirements:** A drop down with a list to identify contractual inspection requirements. A text box where the user may add additional information is available below the dropdown (see **Figure 5.87**).

Contractual Inspection Requirements: <SELECT> [v]  
 <SELECT>  
 Commercial  
 Standard  
 Higher Level

**Figure 5.87**

- **Figure 5.88** shows a drop down with a yes or No selection to request the receiver be involved in releasing the product from the contractor/subcontractors facility.

Product Release: Request the receiver be involved in releasing the product from the contractor/subcontractors facility. [No] [v]

**Figure 5.88**

- **Product Release Instructions:** Text box to enter instructions for product release.

Product Release Instructions: 1000 character limit.

**Figure 5.89**

- **QA Request:** A drop down containing a list of QA requests. A text box where the user may add additional information is available below the dropdown (see **Figure 5.90**).

**Figure 5.90**

- **QA Request:** A drop down containing a list of NASA QA requests. A text box where the user may add additional information is available below the dropdown (see **Figure 5.90a**).

**Figure 5.90a**

6. Plant Clearance Functional Area Requirements - **Figures 5.92** and **5.93** provide Specific Functional Requirements data field description shown in **Figure 5.91**.

**Figure 5.91**

- **Plant Clearance:** A drop down containing a list of plant clearance surveillances that the user may select.

**Figure 5.92**

- A text box where the user may add additional information regarding the Plant Clearance is available below the dropdown.

**Figure 5.93**

7. Software Functional Area Requirements - **Figures 5.95** provides Specific Functional Requirements data field description shown in **Figure 5.94**.

**Figure 5.94**

- **Software Requirements:** A drop down containing a list of software surveillances that the user may select. A text box where the user may add additional information is available below the dropdown (see **Figure 5.94**).

Software Requirements: <SELECT>

- <SELECT>
- Software Quality Assurance
- Requirements Management
- Design
- Development
- Testing
- Sustainment
- Acceptance
- Other

Figure 5.95

8. Property Administration Functional Area Requirements - **Figures 5.97** through **5.100** provide Specific Functional Requirements data field description shown in **Figure 5.96**.

**Property Administration Functional Area Requirements**

Types of Property: <SELECT>

Not Required  
 Double Sampling Plan (90% confidence of rejecting lots having 10% or more defects)  
 Double Sampling Plan (97% confidence of rejecting lots having 10% or more defects)

One Time Assist: <SELECT>

LOD Estimated Completion Date Update: MM/DD/YYYY

FDD Expiration Narrative: 1500 character limit.

Figure 5.96

- **Types of Property:** A drop down containing a list of property administration surveillances that the user may select.

Types of Property: <SELECT>

- <SELECT>
- Special Tooling
- Special Test Equipment
- Equipment
- Materials
- Other

Figure 5.97

- Radio buttons are available to indicate a double sampling plan choice (see **Figure 5.98**).

Not Required  
 Double Sampling Plan (90% confidence of rejecting lots having 10% or more defects)  
 Double Sampling Plan (97% confidence of rejecting lots having 10% or more defects)

**Figure 5.98**

- **One Time Assist:** Yes/No dropdown to indicate is surveillance is a one-time assist.

One Time Assist: <SELECT> [v]  
 <SELECT>  
 Yes  
 No

**Figure 5.99**

- **LOD Estimated Completion Date:** Calendar field to indicate property administrator estimated completion date (see **Figure 5.100**).
- **FDD Expiration Narrative:** Text field to narrate why LOD remains open beyond the Final Delivery Date (see **Figure 5.100**).

LOD Estimated Completion Date Update: MM/DD/YYYY [calendar icon]  
 1500 character limit.

FDD Expiration Narrative:

**Figure 5.100**

9. Quality Assurance Functional Area Requirements - **Figures 5.102 through 5.105** provide Specific Functional Requirements data field description shown in **Figure 5.101**.

**Quality Assurance Functional Area Requirements**

Contractual Inspection Requirements: <SELECT> [v]  
 1500 character limit.

Product Release: Request the receiver be involved in releasing the product from the contractor/subcontractors facility.

Product Release Instructions: 1000 character limit.

QA Request: <SELECT> [v]  
 500 character limit.

**Figure 5.101**

- **Contractual Inspection Requirements:** A drop down with a list to identify contractual inspection requirements. A text box where the user may add additional information is available below the dropdown (See **Figure 5.101**).

Contractual Inspection Requirements: <SELECT> ▼

- <SELECT>
- Commercial
- Standard
- Higher Level

**Figure 5.102**

- **Figure 5.103** shows a drop down with a yes or No selection to request the receiver be involved in releasing the product from the contractor/subcontractors facility..

Product Release: Request the receiver be involved in releasing the product from the contractor/subcontractors facility. No ▼

**Figure 5.103**

- **Product Release Instructions:** Text box to enter instructions for product release.

Product Release Instructions: 1000 character limit.

**Figure 5.104**

- **QA Request:** A drop down containing a list of QA requests. A text box where the user may add additional information is available below the dropdown (see **Figure 5.105**).

QA Request: <SELECT> ▼

- <SELECT>
- QAE
- ACSI
- MCI
- CSI
- NSEP
- GMIP
- Other

**Figure 5.105**

10. Manufacturing Functional Area Requirements - **Figures 5.107** through **5.109** provide Specific Functional Requirements data field description shown in **Figure 5.106**.

**Internal Manufacturing Production Functional Area Requirements**

Critical Designator: <SELECT> [v]  
50 character limit.

DPAS Rating: <SELECT> [v]  
50 character limit.

Request Type: <SELECT> [v]

Save    Delegator Complete    Cancel Add Reqts

**Figure 5.106**

- **Critical Designator:** A drop down containing a list of critical designators. A text box is available to be filled in when 'Other' is selected (see **Figure 5.107**).

Critical Designator: <SELECT> [v]  
<SELECT>  
A  
B  
C  
Other

**Figure 5.107**

- **DPAS Rating:** A drop down containing a list of DPAS ratings. A text box where the user may add additional information is available below the dropdown (see **Figure 5.108**).

DPAS Rating: <SELECT> [v]  
<SELECT>  
DO  
DX  
Other

**Figure 5.108**

- **Request Type:** A drop down containing a list of request types.

The image shows a dropdown menu for 'Request Type'. The menu is open, displaying a list of options: <SELECT>, Crisis, Readiness, Accelerate/Expedite, Backorder, Status, Support, and Payment Issue. The dropdown is positioned over a form field labeled 'Request Type: <SELECT>'.

**Figure 5.109**

### 5.3.2 Delegatee Requirements Section

Delegatee Add/Edit/View data fields to be completed when the Delegatee is completing the surveillance are shown in **Figure 5.110**; see [Section 15](#) for details on completing these data fields.

The image shows a form titled 'Delegatee Requirements'. It contains the following fields and controls:
 

- (M) Delegatee Allocated Hours: A text input field.
- Delegatee Remarks: A large text area with a '4000 Characters Max' limit.
- (CM) Actual Hours: A text input field.
- Sat/Un Sat: A dropdown menu currently showing '-SELECT-'.
- Date Required Actions Complete: A date input field in MM/DD/YYYY format with a calendar icon.
- Buttons: Save, Complete Requirement, and Cancel.

**Figure 5.110**

## 5.4 Additional Information Page

From the QALI/LOD-Main, click the Additional Information hyperlink- **Figure 5.111** or click the button on the New /Edit Base Page hyperlink then the Additional Info Page button (**Figure 5.112**) to open the Additional Information Page (**Figure 5.113**).



|                        |   |                   |                                |
|------------------------|---|-------------------|--------------------------------|
| Worklist               | Create QALI/LOD   | Transfer QALI/LOD | Ad Hoc Reports                 |
| <b>QUICK VIEWS</b>     | <b>QALI / LOD - Main</b>  |                   |                                |
| History Record         |   |                   |                                |
| <b>ATTACHMENTS (0)</b> |   |                   |                                |
| View/Upload Files      |   |                   |                                |
|                        | <b>RCN#:</b> S5102A-2023-1496<br><b>Created Year:</b> 2023  |                   | <b>DCN#:</b> S0101A-23-11-1496 |
|                        | <b>Status:</b> DRAFT  |                   |                                |
|                        | <b>Editable and Viewable Pages</b><br><a href="#">New/Edit Base Page</a><br><a href="#">Requirements Page</a><br><a href="#">Additional Information</a> |                   |                                |
|                        | <b>Send Message</b><br><a href="#">Message to Supervisor</a>   <a href="#">General Message</a>  |                   |                                |

Figure 5.111

|                       |                      |                     |                   |
|-----------------------|----------------------|---------------------|-------------------|
| Add/View Requirements | Save Draft           | Submit to Delegatee | Delete Delegation |
| Add/View Attachment   | Additional Info Page | Cancel              |                   |

Figure 5.112

| Add / Edit LOD Additional Information  |   |
|--|---|
| Instructions<br>(M) denotes a mandatory field  |   |
| Control Numbers  |   |
| <b>RCN#:</b> S5102A-2023-1496<br><b>Created Year:</b> 2023   |   |
| <input type="button" value="Save"/> <input type="button" value="Add/View Attachment"/> <input type="button" value="Cancel"/> |   |
| Internal Delegation Additional Data Fields   |   |
| (M) DoD Service/Customer:  | <input type="text" value="200 Characters Max"/>               |
| Buying Activity:   | <input type="text" value="200 Characters Max"/>               |
| (M) Estimated LOD Completion Date:   | <input type="text"/>  |
| Selective Evaluation Delegation:   | <input type="radio"/> Yes <input checked="" type="radio"/> No |
| (M) FMS Designator:  | <input type="radio"/> Yes <input checked="" type="radio"/> No |
| Fiscal Year:   | <input type="text" value="2024"/>                             |
| (M) Applicable Program List:   | <input type="text" value="-SELECT-"/>                         |
| (M) Pre-LOD Communication Date:  | <input type="text"/>  |
| Total Allocated Hours:   | 0.0   |
| Total Actual Hours:  | 0.0   |
| (M) Applicable FAR References:   | <input type="text" value="1400 Characters Max"/>              |

**Figure 5.113**

The Control Numbers section lists the record identification numbers at the top of the page. The buttons available at the top of the Additional Information Page (seen in **Figure 5.113**) include:

- **Save:** Saves the data entered on the page.
- **Add/View Attachment:** Takes user to the attachment page.
- **Cancel:** Return to record Main page without saving entries/changes.

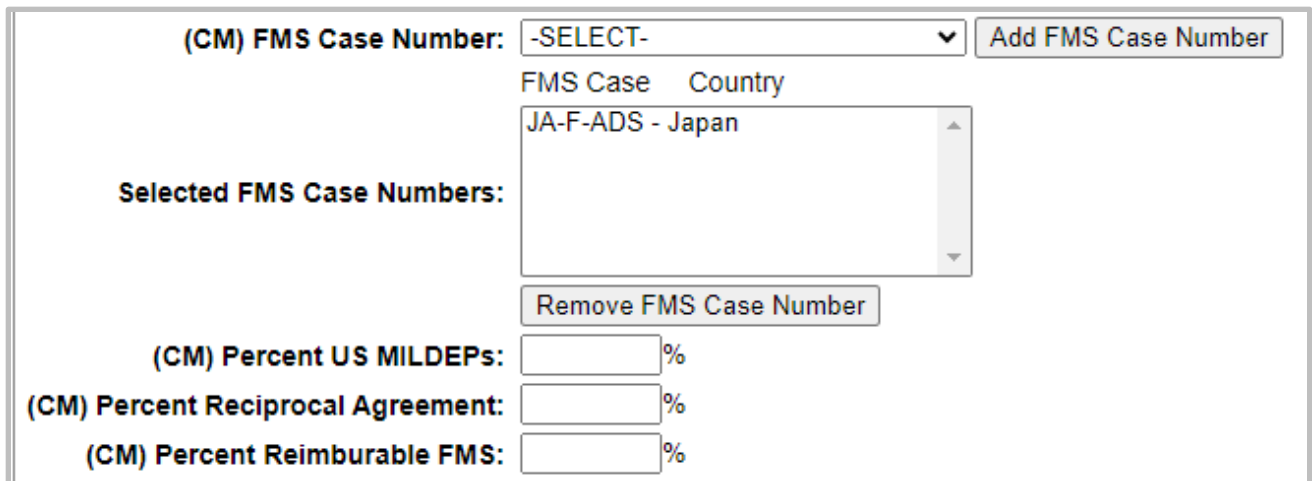
**Figure 5.113** data fields

- **(M) DoD Service/Customer:** Military Service or Customer
- **Buying Activity:** Contracting Office requesting support
- **(M) Estimated LOD Completion Date:** Date the LOD support is projected to be completed
- **Selective Evaluation Delegation?:** A radio button with a choice of Yes or No, select the choice which is relevant to the delegation.
- **(M) FMS Designator:** Indicates if the delegation is a Foreign Military Service delegation. The indicator defaults to No as shown in **Figure 5.114**, if yes is selected the screen will display as shown in **Figure 5.115**.



FMS Indicator:  Yes  No

**Figure 5.114**



(CM) FMS Case Number: -SELECT- Add FMS Case Number

| FMS Case | Country |
|----------|---------|
| JA-F-ADS | Japan   |

Selected FMS Case Numbers:

Remove FMS Case Number

(CM) Percent US MILDEPs:  %

(CM) Percent Reciprocal Agreement:  %

(CM) Percent Reimbursable FMS:  %

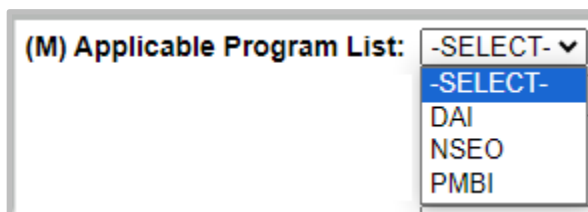
**Figure 5.115**

**Figure 5.115** data fields

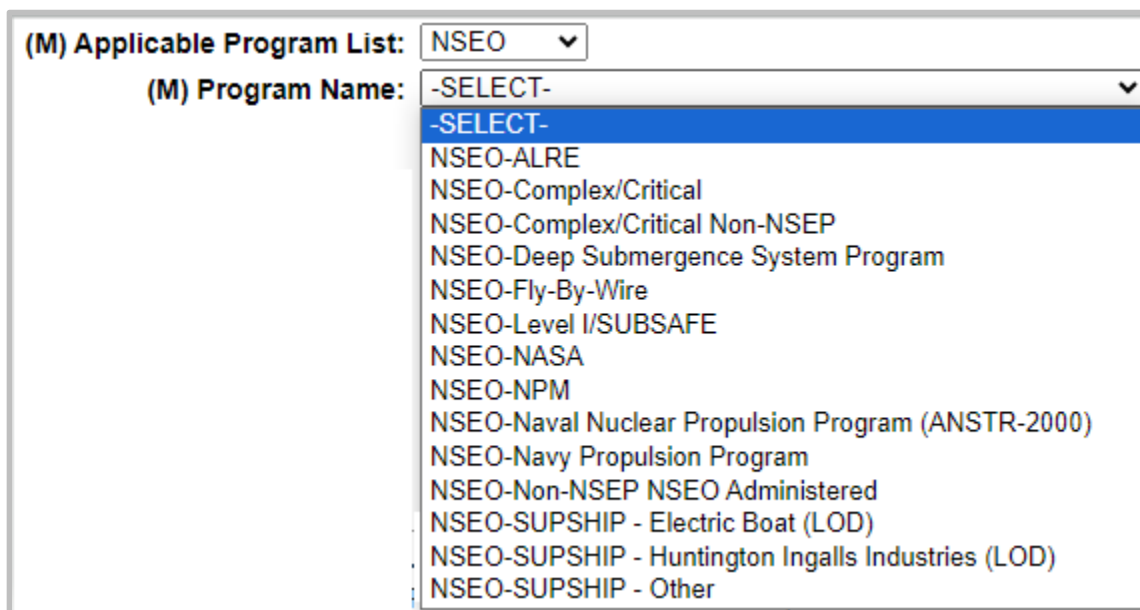
- **(CM) FMS Case Number:** FMS Case number drop down which is

identified in the contract. Click the Add FMS Case number button to add an FMS Case number or Click Remove FMS Case Number to remove the selected item.

- **(CM) Percent US MILDEPs:** Percentage of contract that is for US MILDEPs.
- **(CM) Percent Reciprocal Agreement:** Percentage of contract for a country with a reciprocal no charge agreement.
- **(CM) Percent Reimbursable FMS:** Percentage of contract that is reimbursable FMS.
- **Fiscal Year:** Fiscal year the record was created.
- **(M) LOD Sent Date:** Date the LOD was sent to the Delegatee, the date is auto-populated.
- **(M) Applicable Program List:** Dropdown menu to select applicable program list. Select applicable program from the dropdown (see **Figure 5.116**), then select the appropriate **(M) Program Name** from the drop down (see **Figure 5.117**) then click Add Program to populate a table with applied program (see **Figure 5.118**). Multiple programs can be added to the delegation.



**Figure 5.116**



**Figure 5.117**

**Figure 5.118**

- To remove a program, select the program to be removed and click Remove Program (**Figure 5.118**). The page will refresh and the selected program will be removed from the list (**Figure 5.119**).

**Figure 5.119**

- **(M) Pre-LOD Communication Date:** Date communication was established between the Delegator and Delegatee
- **Allocated Hours:** Delegator’s estimate of hours to complete the delegated work. Auto-filled from the total of all allocated hours from all requirements.
- **Estimated Hours:** Delegatee’s estimated hours to execute the delegated work must be entered. Estimated hours will be included in the acceptance, reject, and negotiate notification letter. Auto-filled from the total of all estimated hours from all requirements.
- **Actual Hours:** When completing the delegation, the Actual total hours executed are entered on each requirement. Auto-filled from the total of all actual hours from all requirements.
- **(M) Applicable FAR References:** Contractual FAR/DFARS Clauses that are applicable to the Delegated support.

## 5.5 Deleting a Delegation

A Delegation may be deleted only while the delegation is in DRAFT, WITHDRAWN, or REJECTED status. Once the LOD or QALI has been issued this option is no longer allowed.

- Locate LOD on the Worklist (see **Figure 5.120**).

**PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)**

Home • [Help](#) User Profile: [USER \(ALPHA\) GUIDE](#) • [Logout](#)

[Worklist](#) | [Create QALI/LOD](#) | [Transfer QALI/LOD](#) | [Ad Hoc Reports](#)

### QALI / LOD - New Worklist

**Instructions**  
 1. Enter search criteria  
 2. Click **Search**  
 3. To add a new QALI/LOD click on the "Create QALI/LOD" tab.

(M)Start Date:   (M)End Date:

User ID:  Operational Unit (Region):    
 Org/Team Code:

User Role:

RCN#:  DCN#:

Contract Number:  CAGE Code:

Status:   Record Type:

or select from your personalized Worklists below

**Instructions**  
 To use previously saved Worklists:  
 1. Select the worklist from **my Worklists**  
 2. Click **Open my Worklist**  
 3. To create a new worklist select **Create New Worklist**  
 4. To delete previously saved worklist select **Manage my Worklists**

**my Worklists**

Worklist download: Click [here](#) to download data in spreadsheet

| Type       | RCN                              | Delegator Name     | DCN | Delegatee Name | KTR CAGE | Contract Number(s) | Status | Issue Date | Action Required In |
|------------|----------------------------------|--------------------|-----|----------------|----------|--------------------|--------|------------|--------------------|
| RLOD       | <a href="#">S5102A-2023-31</a>   | USER (ALPHA) GUIDE |     |                |          |                    | DRAFT  |            |                    |
| Delegation | <a href="#">S5102A-2023-1336</a> | USER (ALPHA) GUIDE |     |                |          |                    | DRAFT  |            |                    |

**Figure 5.120**

- Click on the RCN hyperlink for the LOD that will be deleted. The LOD Main Page will be displayed (**Figure 5.121**).

|                        |   |                   |                                |
|------------------------|---|-------------------|--------------------------------|
| Worklist               | Create QALI/LOD   | Transfer QALI/LOD | Ad Hoc Reports                 |
| <b>QUICK VIEWS</b>     | <b>QALI / LOD - Main</b>  |                   |                                |
| History Record         |   |                   |                                |
| <b>ATTACHMENTS (0)</b> |   |                   |                                |
| View/Upload Files      |   |                   |                                |
|                        | <b>RCN#:</b> S5102A-2023-1496<br><b>Created Year:</b> 2023  |                   | <b>DCN#:</b> S0101A-23-11-1496 |
|                        | <b>Status:</b> DRAFT  |                   |                                |
|                        | <b>Editable and Viewable Pages</b><br><a href="#">New/Edit Base Page</a><br><a href="#">Requirements Page</a><br><a href="#">Additional Information</a> |                   |                                |
|                        | <b>Send Message</b><br><a href="#">Message to Supervisor</a>   <a href="#">General Message</a>  |                   |                                |

**Figure 5.121**

- Click “New/Edit Base Page” to enter the record.
- Click the Delete Delegation button (see **Figure 5.122**).
- A confirmation box will be displayed (see **Figure 5.123**).

|                       |                      |                     |                   |
|-----------------------|----------------------|---------------------|-------------------|
| Add/View Requirements | Save Draft           | Submit to Delegatee | Delete Delegation |
| Add/View Attachment   | Additional Info Page | Cancel              |                   |

**Figure 5.122**

alpha.pdrep.csd.disa.mil says

Are you sure you want to delete this Delegation from the database?

**Figure 5.123**

- **Cancel:** Clicking Cancel in the confirmation box will stop the deletion process.
- **OK:** Clicking OK will complete the deletion process and a PDREP message will be displayed as shown in **Figure 5.124**.

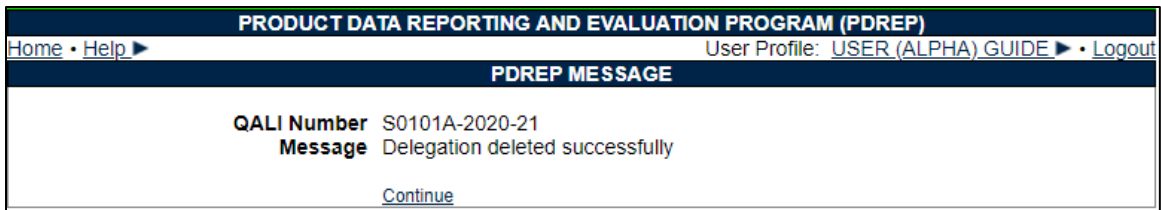


Figure 5.124

- **Continue:** The Continue hyperlink will return the user to the Worklist page.

## 6 DELEGATOR – ISSUE DELEGATION

### 6.1 Accessing the Correspondence Page

When ready to submit the LOD, there are two places where the delegator can submit the delegation to the Delegatee. By clicking the Submit to Delegatee button located on the LOD Requirements Worklist webpage (see **Figure 6.1**) and on the LOD New/Edit page (see **Figure 6.2**) and the Correspondence page will open (see **Figure 6.3**).

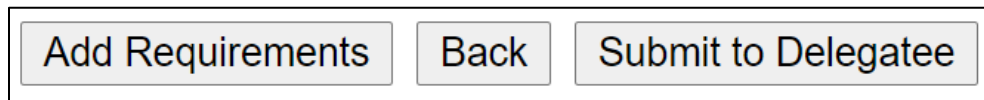


Figure 6.1

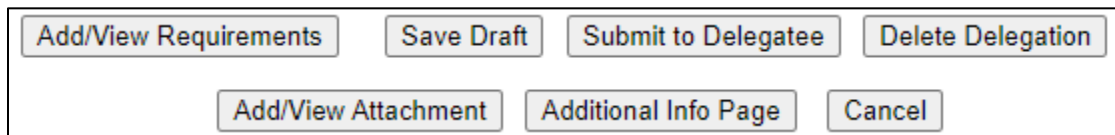


Figure 6.2

**PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)**

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**DCMA Correspondence**

**Instructions**


1. Enter **To Email Address** and click **Add To Email List**
2. Enter **CC Email Address** and click **Add CC Email List** if required
3. Enter/Modify the content if required
4. Click **Send** to send the QALI/LOD Letter

**Correspondence**

**To:**

**CC:**

**Content**



You have received a delegation for the following area(s):  
Quality Assurance

Delegator: USER (ALPHA) GUIDE  
Phone: 207-400-1234  
Delegator Comments: instructions

Contract #: CORRESPOND

Customer Name: DoD

RCN #: S5102A-2024-23  
DCN #: S3620A-24-01-23

Supplier/Facility:

,

Please log in to PDREP to review and accept/recommend rejection/reassign/request negotiation per the appropriate policy.

**Figure 6.3**

All information on this page has been automatically filled in based on the information entered by the delegator while creating the QALI.

The letter template is editable to allow the user to make necessary changes to the letter. These changes will be saved and will appear on the letter PDF file.

- Email Addresses –
  - **To:** The Delegatee’s email address is auto-populated to be added as a recipient (**Figure 6.4**). The user may enter additional recipients by typing their email address in the To: box and then clicking the ‘Add To Email list’ button.



**NOTE:** Adding additional recipients must be done one address at a time. The user should have the auto-fill functionality disabled in their browser, if it is enabled, they may see multiple emails populate in the template header.

- **CC:** If you wish to add CC addresses enter the email address in the 'CC:' box and click 'Add CC Email List' button. If the transmitter requires a copy of the email, they too will need to add their email address to the CC: line. Additional email address may be added using the 'Add To Email list' and 'Add CC Email list' button (see **Figure 6.4**).

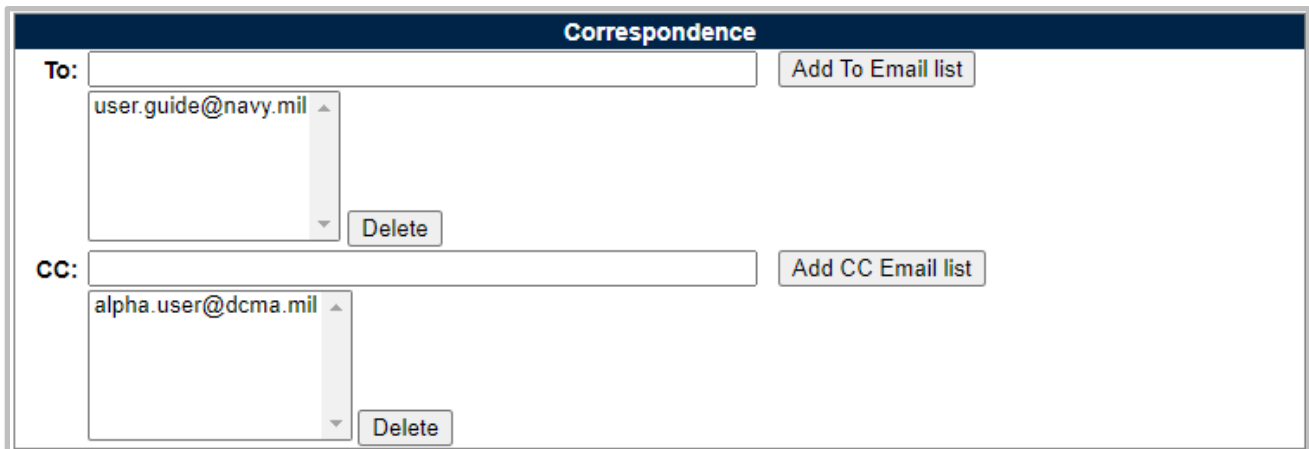
**Figure 6.4** shows the email address section.



The screenshot shows a dark blue header bar with the word "Correspondence" in white. Below the header, there are two input fields. The first is labeled "To:" and is empty. To its right is a button labeled "Add To Email list". The second is labeled "CC:" and is also empty. To its right is a button labeled "Add CC Email list".

**Figure 6.4**

**Figure 6.5** shows the email address section with email addresses added to the To: and CC: lines multiple email address may be entered in each line.



The screenshot shows the same "Correspondence" header. The "To:" input field now contains the email address "user.guide@navy.mil". Below the input field is a dropdown menu with the same address and a "Delete" button to its right. The "CC:" input field contains the email address "alpha.user@dcma.mil". Below it is a dropdown menu with the same address and a "Delete" button to its right. The "Add To Email list" and "Add CC Email list" buttons are still present.

**Figure 6.5**

To remove an email address, highlight the address to be removed and click the 'Delete' button (see **Figure 6.6**).



The screenshot shows a close-up of the "CC:" input field. The dropdown menu is open, showing the email address "guide.user@navy.mil" highlighted in blue. A "Delete" button is visible to the right of the dropdown menu. The "Add CC Email list" button is also visible to the right of the input field.

**Figure 6.6**

The page has two editable sections:

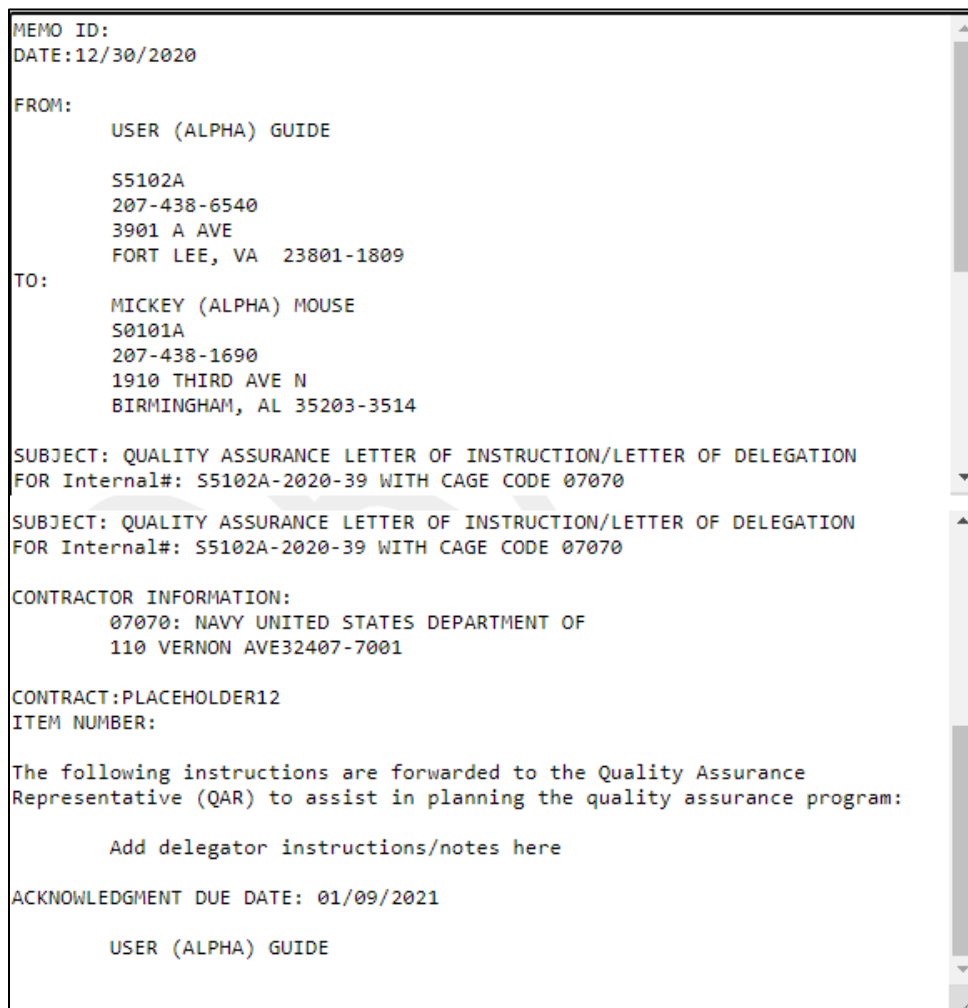
- Letter Head – Contains the DCMA logo and the DCMA DODAAC address and one block that may have text added to it (see **Figure 6.7**). The address may be edited.



The screenshot shows the DCMA Letter Head form. On the left is the DCMA logo, which features an eagle with wings spread, holding an olive branch and arrows, with a shield on its chest. The logo is surrounded by the text "DEFENSE CONTRACT MANAGEMENT AGENCY" and "DEPARTMENT OF DEFENSE". To the right of the logo are five text input fields. The first field contains the placeholder text "Text may be entered here". The second field contains "DEFENSE CONTRACT MANAGEMENT AGENCY". The third field contains "3901 A AVE". The fourth field contains "FORT LEE, VA 23801-1809 US". The fifth field contains "01/07/2021".

**Figure 6.7**

- Letter Section – Contains the Delegator and Delegatee's address information, the subject of the letter, contractor and contract information and the Acknowledgement Date (see **Figure 6.8**).



The screenshot shows the DCMA Letter Section form. The form is a text-based interface with a scroll bar on the right. The text is as follows:

MEMO ID:  
DATE:12/30/2020

FROM:  
USER (ALPHA) GUIDE  
S5102A  
207-438-6540  
3901 A AVE  
FORT LEE, VA 23801-1809

TO:  
MICKEY (ALPHA) MOUSE  
S0101A  
207-438-1690  
1910 THIRD AVE N  
BIRMINGHAM, AL 35203-3514

SUBJECT: QUALITY ASSURANCE LETTER OF INSTRUCTION/LETTER OF DELEGATION  
FOR Internal#: S5102A-2020-39 WITH CAGE CODE 07070

SUBJECT: QUALITY ASSURANCE LETTER OF INSTRUCTION/LETTER OF DELEGATION  
FOR Internal#: S5102A-2020-39 WITH CAGE CODE 07070

CONTRACTOR INFORMATION:  
07070: NAVY UNITED STATES DEPARTMENT OF  
110 VERNON AVE32407-7001

CONTRACT:PLACEHOLDER12  
ITEM NUMBER:

The following instructions are forwarded to the Quality Assurance  
Representative (QAR) to assist in planning the quality assurance program:

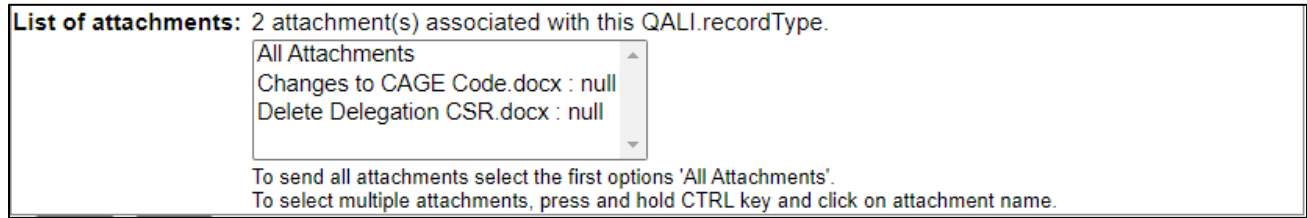
Add delegator instructions/notes here

ACKNOWLEDGMENT DUE DATE: 01/09/2021

USER (ALPHA) GUIDE

**Figure 6.8**

Attachment Section – this section displays if attachments exist on the delegation.

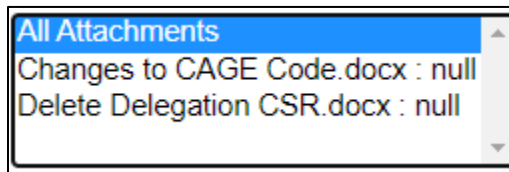


**Figure 6.9**

- **List of Attachments:** Any file that has been uploaded to this LOD will be listed in this section.

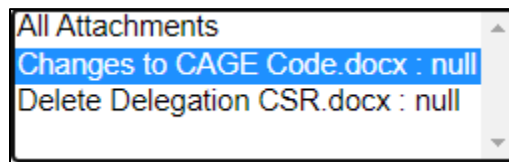
For detailed instructions on attachments, see Section 26.

Select 'All Attachments' to send every file listed in this box to the Delegatee.

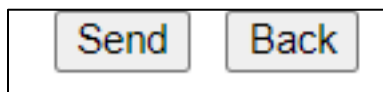


**Figure 6.10**

To only send specific files listed, hold the CTRL key and click on the individual attachments desired.



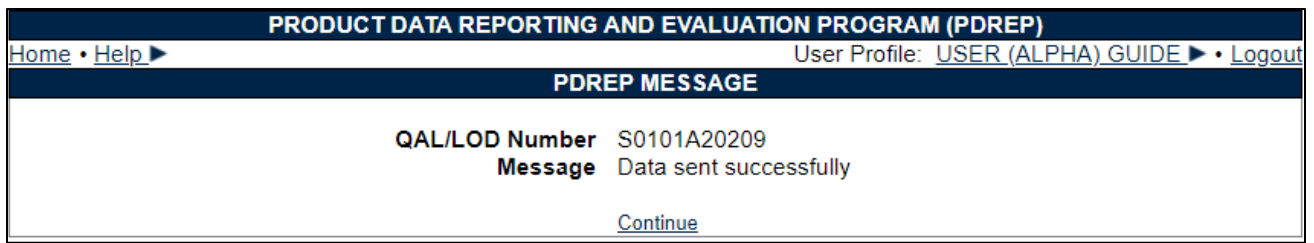
**Figure 6.11**



**Figure 6.12**

Buttons on the Correspondence page

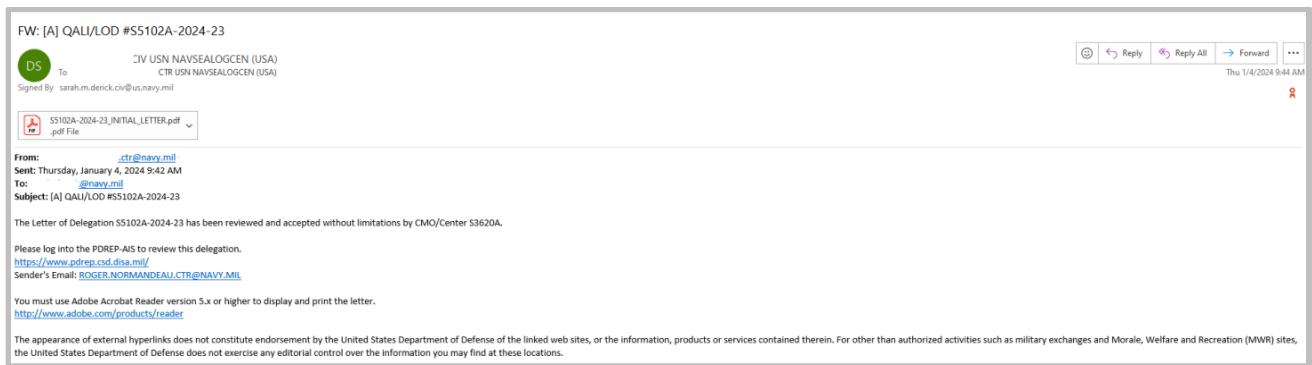
- **Send:** Send the LOD to the Delegatee. After clicking the Send Button, the webpage in **Figure 6.13** will be displayed. Clicking the Continue hyperlink will return the Delegator to the Worklist search webpage.
- **Back:** Return the Delegator to the New/Edit screen.



**Figure 6.13**

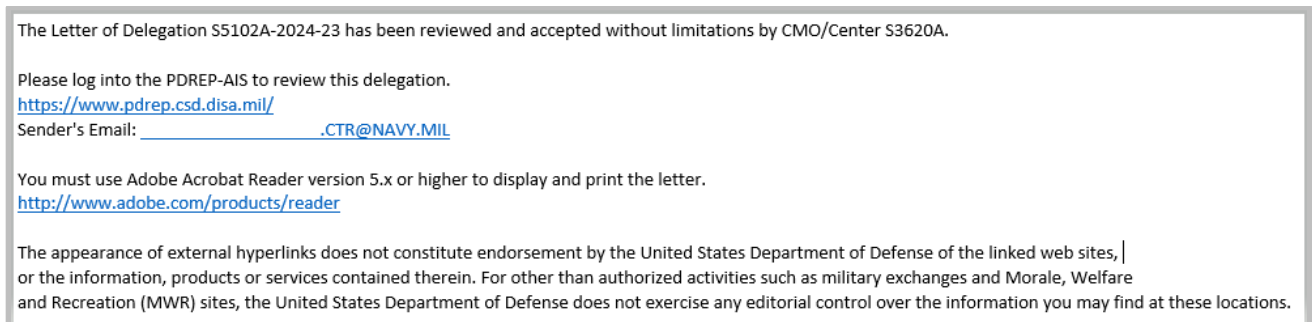
## 6.2 PDREP Generated Email to the Delegatee

The email generated by PDREP will be similar to the one shown in **Figure 6.14**. The email contains the official Delegation Letter, and the attachments the Delegator added to the email.



**Figure 6.14**

A. The text included in the body of the email will be similar to **Figure 6.15**.



**Figure 6.15**

B. **Figure 6.16** is a representation of the official Delegation Letter sent to the Delegatee. The files are sent to the Delegatee in a PDF format.

C. The attachments that are included in the email will be attached in the same format that they were uploaded to PDREP in.



DEFENSE CONTRACT MANAGEMENT AGENCY  
 3901 A AVE  
 FORT LEE, VA 23801-1809 US

You have received a delegation for the following area(s) :  
 Quality Assurance

Delegator: USER (ALPHA) GUIDE  
 Phone: 207-400-1234  
 Delegator Comments: instructions

Contract #: CORRESPOND

Customer Name: DoD

RCN #: S5102A-2024-23  
 DCN #: S3620A-24-01-23

Supplier/Facility:

Please log in to PDREP to review and accept/recommend  
 rejection/reassign/request negotiation per the appropriate policy.

**Figure 6.16**

## 7 DELEGATEE ACKNOWLEDGING AN LOD

- A. Locate the QALI/LOD on the Worklist.

Worklist download: Click [here](#) to download data in spreadsheet

| Type       | RCN                              | Delegator Name    | DCN               | Delegatee Name           | KTR CAGE | Contract Number(s) | Status | Issue Date | Action Required In |
|------------|----------------------------------|-------------------|-------------------|--------------------------|----------|--------------------|--------|------------|--------------------|
| Delegation | <a href="#">S0101A-2023-1413</a> | S<br>(ALPHA)<br>K | S5102A-23-11-1413 | USER<br>(ALPHA)<br>GUIDE |          | NEWSUBTIER         | ISSUED | 11/21/2023 | 1 Day(s)           |


**Figure 7.1**

- B. Click the RCN hyperlink to reach the LOD Main Page (see **Figure 7.2**).

|                        |  |                   |                                |
|------------------------|--|-------------------|--------------------------------|
| Worklist               | Create QALI/LOD  | Transfer QALI/LOD | Ad Hoc Reports                 |
| <b>QUICK VIEWS</b>     | <b>QALI / LOD - Main</b>   |                   |                                |
| History Record         |  |                   |                                |
| <b>ATTACHMENTS (2)</b> |  |                   |                                |
| View/Upload Files      |  |                   |                                |
|                        | <b>RCN#:</b> S0101A-2023-1413<br><b>Created Year:</b> 2023                                     |                   | <b>DCN#:</b> S5102A-23-11-1413 |
|                        | <b>Acknowledge Due Date:</b> 11/28/2023  |                   | <b>Status:</b> ISSUED          |
|                        | <a href="#">Acknowledge Delegation</a>   |                   |                                |
|                        | <b>Send Message</b><br><a href="#">Message to Supervisor</a>   <a href="#">General Message</a> |                   |                                |

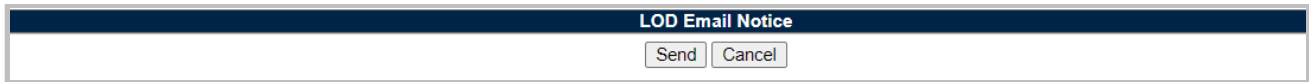
**Figure 7.2**

- C. Click the Acknowledge Delegation hyperlink. LOD Email Notice web page will load With LOD – Acknowledge screen (see **Figure 7.3**).

|   |  |
|---|--|
| <b>LOD Email Notice</b>   |  |
| <input type="button" value="Send"/> <input type="button" value="Cancel"/>   |  |
| <b>Control Numbers</b>  |  |
| <b>RCN#:</b> S0101A-2023-1413<br><b>Created Year:</b> 2023  |  |
| <b>DCN#:</b> S5102A-23-11-1413  |  |
| <b>Email Message</b>  |  |
| To:   | :@NAVY.MIL   |
| From:   | .CTR@NAVY.MIL  |
| <b>LOD - Acknowledge</b>  |  |
| You are being notified that USER (ALPHA) GUIDE from S5102A has acknowledged receipt of LOD S0101A20231413 on 11/27/2023 |  |
| Additional text may be added by the user:   |  |
| Text:   | <div style="border: 1px solid gray; height: 80px;"></div>  |
| (M) Acknowledge Date:   | <input type="text"/>  |

**Figure 7.3**

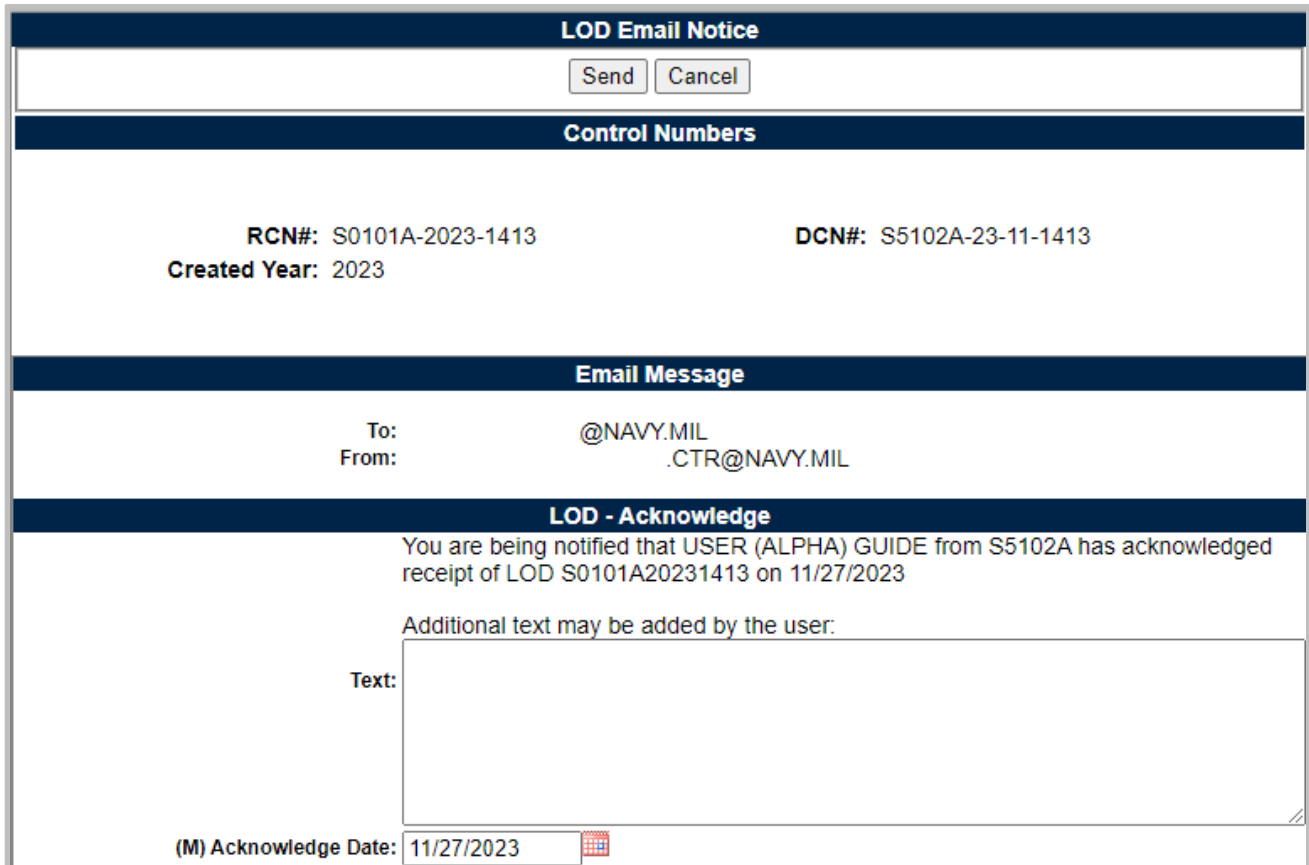
- D. Buttons on the LOD Email Notice web page.



**Figure 7.4**

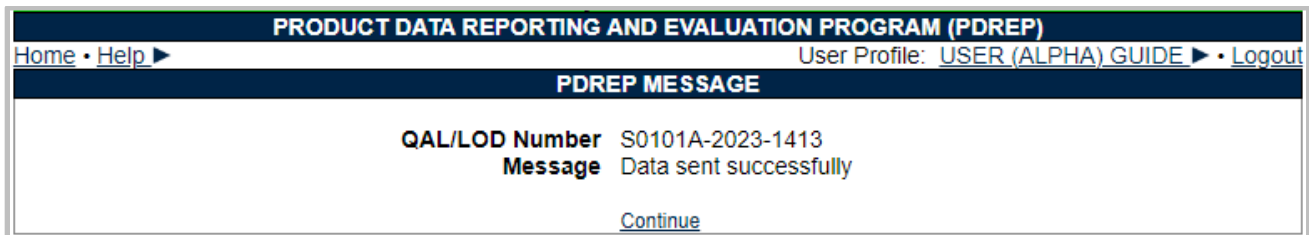
- **Send:** Clicking the Send button will send the email notification to the Delegator. Clicking the Send button will finalize the Acknowledgement process.
- **Cancel:** Go back to the Worklist without saving or sending.

E. Enter Acknowledgement Date.



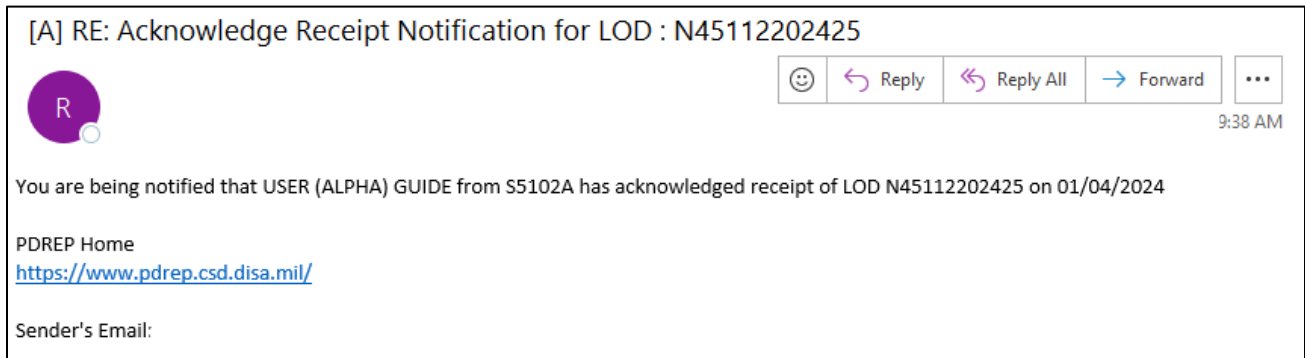
**Figure 7.5**

F. Click Send button and **Figure 7.6** will be displayed.



**Figure 7.6**

- G. When the record is acknowledged by the Delegatee, the email sent by PDREP will be like the one shown in **Figure 7.7**.



**Figure 7.7**

## 8 DELEGATEE - ACCEPT, PARTIAL ACCEPT & REJECT DELEGATIONS

### 8.1 Letter of Delegation Delegatee Review

Users can review the KCR/Requirements page prior to accepting.

- A. Locate LOD on the Worklist.

Worklist download: Click [here](#) to download data in spreadsheet

| Type       | RCN                              | Delegator Name | DCN               | Delegatee Name     | KTR CAGE | Contract Number(s) | Status | Issue Date | Action Required In |
|------------|----------------------------------|----------------|-------------------|--------------------|----------|--------------------|--------|------------|--------------------|
| Delegation | <a href="#">S0101A-2023-1501</a> | (ALPHA)        | S5102A-23-11-1501 | USER (ALPHA) GUIDE |          | TEST               | ISSUED | 11/28/2023 | 6 Day(s)           |

**Figure 8.1**

- B. Click the RCN hyperlink to enter the Main Page (see **Figure 8.2**).



|                        |                 |                |   |  |
|------------------------|-----------------|----------------|---|--|
| Worklist               | Create QALI/LOD | Ad Hoc Reports |   |  |
| <b>QUICK VIEWS</b>     |                 |                | <b>QALI / LOD - Main</b>  |  |
| History Record         |                 |                |   |  |
| <b>ATTACHMENTS (2)</b> |                 |                |   |  |
| View/Upload Files      |                 |                |   |  |
|                        |                 |                | <p><b>RCN#:</b> S0101A-2023-1501                      <b>DCN#:</b> S5102A-23-11-1501</p> <p><b>Created Year:</b> 2023</p><br><p><b>Acknowledge Due Date:</b> 12/05/2023                      <b>Status:</b> ISSUED</p> <p style="text-align: center;"><a href="#">Acknowledge Delegation</a></p><br><p style="text-align: center;"><b>Send Message</b></p> <p style="text-align: center;"><a href="#">Message to Supervisor</a>   <a href="#">General Message</a></p> |  |

**Figure 8.2**

- H. Click the “Record” link under Quick Links to display the View LOD page (see **Figure 8.3**).

PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)

Print | Back

QUAL / LOD View

Control Numbers

RCMR: 50101A-2023-1501      DCNR: 55102A-23-11-1501  
Created Year: 2023

Status: ISSUED

Annual Review Confirmation Status

Type: Delegation  
Issue Date: 11/09/2023  
Acknowledge Due Date: 12/05/2023  
Acknowledge Date:  
Accept / Reject Due Date:  
Accept / Reject Date:  
Completion Date:  
Closed Date:

Originator Information

DUOAC: 50101A  
User Code: NEI 1  
Name: (ALPHA)  
Commercial Phone: 2074305491  
Email: @NAVYML  
Team Code: TEST  
Region: PD - POREP-AUS PM

Delegator Information

DUOAC: 50101A  
User Code: 1  
Delegator Name: 1 (ALPHA)  
Commercial Phone: 2074305491  
Email Address: @NAVYML  
Team Code: 1 (1)  
Region: PD - POREP-AUS PM

DuOCCP / MRO Delegator Information

DUOAC:  
DuOAC Name:  
Address:  
City:  
State/Zip:

Customer Information

Delegation Received Date:  
Delegation Acknowledged Date:  
Customer Source Code:  
Customer Code - Name:  
Customer Type:  
Reimbursable Determination:

Delegatee Information

DUOAC: 55102A  
User Code: 1 (M)  
Name: USER (ALPHA) GUIDE  
Commercial Phone: 207-400-1234  
Email: @NAVYML  
Team Code: 1 (M)  
Region: PD - HEADQUARTERS

Supplier Information

Supplier Type:  
Supplier CAGE:  
Subcontractor POC:  
Supplier Name:  
Address:  
State/Zip:  
Supplier POC Commercial Phone:  
Supplier CMO DuOAC:  
Supplier DCMA CMO / Center Name:

Contract Line Items

| Contract Number | Order Number | Line Item Number | Sub-Contractor Purchase Order Number | P.O. Delivery Date | Final Delivery Date | Proposal Number | Contract Start Date | Type Of Contract  | Face Value of Prime Contract | Contracting Officer First & Last Name | Contract End Date or Service Date |
|-----------------|--------------|------------------|--------------------------------------|--------------------|---------------------|-----------------|---------------------|---|------------------------------|---------------------------------------|-----------------------------------|
| TEST            |              |                  |                                      |                    | 11/09/2023          |                 |                     | 3 - CONTRACTS OF ALL TYPES EXCEPT DELIVERY CONTRACTS (SEE SUBPART 16.5) | 3                            |                                       | 3                                 |

LOD Additional Information

DDI Service/Location: 1501  
Bidding Activity:  
Estimated LOD Completion Date: 11/30/2023  
Authorized Redelegations:  
Input RGQA Number:  
Date RGQA Received:  
Input RBAC Number:  
Request Received Date:  
Date LOD Signed By Contracting Officer:  
Customer Control Number:  
Selective Evaluation Delegation: N  
Selective Evaluation Delegation: N  
FMS Indicator: N  
Fiscal Year: 2024  
Program Name:  
Pre-LOD Communication Date: 11/01/2023  
Total Allocated Hours: 0 0  
Total Actual Hours: 0 0  
Applicable FAR References: 13  
Instructions/Notes: 1501  
Estimated Hours: 5 00

Requirements

| KCR# & Description   | Surveillance Event | Surveillance Activity | Surveillance Sub-Activity | Surveillance Category | Suff/In/Sat |
|--|--------------------|-----------------------|---------------------------|-----------------------|-------------|
| 102113-2023-1501 INITIAL LETTER OF INTENT CONTRACTOR BUSINESS BY |                    |                       |                           | Process Evaluation    |             |

Attachments

| File Name  | File Description | Comments |
|--|------------------|----------|
| 102113-2023-1501 INITIAL LETTER OF INTENT CONTRACTOR BUSINESS BY |                  | QUAL/LOD |
| 102113-2023-1501 INITIAL LETTER OF INTENT CONTRACTOR BUSINESS BY |                  | QUAL/LOD |

Figure 8.3

C. Click the KCR hyperlink under the Requirements section (see Figure 8.3) to view PDF of requirement information (see Figure 8.4).

| LOD Requirement Detail Report   |                             |
|---|-----------------------------|
| LOD Number : S0101A -2023 -1501   |                             |
| Assigned Functional Area : Earned Value   |                             |
| KCR# & Description : KCR-AQ-0018 -7005: CONTRACTOR BUSINESS SY  |                             |
| Surveillance Event :  |                             |
| Surveillance Activity :   |                             |
| Surveillance Sub-Activity :   |                             |
| Surveillance Category : Process Evaluation  | Frequency of Surveillance : |
| Surveillance Techniques :   | Intensity of Surveillance : |
| Risk Likelihood Rating : High   | Priority : 1                |
| Rationale of Risk Likelihood : 1  |                             |
| Prime / Subcontract Standards : 1   |                             |
| Product Service Description : 1   |                             |
| Reporting Requirements : -1   |                             |
| Special Reporting Requirements Additional Instructions :  |                             |
| Customer Requirements, Instructions or Outcomes :   |                             |
| Surveillance Strategy Plan :  |                             |
| RFV1 - All RFV authority is withheld : N  |                             |
| RFV2 - Delegatee is authorized to accept or reject the subcontractors' classification or disposition of minor Requests for Variance (RFVs). : N   |                             |
| RFV3 - Delegatee is not authorized to accept or reject the subcontractors' classification or disposition of minor aviation/ship CSI RFV's :   |                             |
| RFV4 - Delegatee is requested to provide comments and/or recommendations for major, critical, or aviation/ship CSI RFVs submitted by the subcontractor for approval by the prime contractor and government customer : N |                             |
| RFV5 - Delegatee is authorized to accept or reject the subcontractors' classification or disposition of minor aviation or ship CSI RFVs : N   |                             |
| Request for Variance Remarks : 1  |                             |
| Additional Remarks remarks : 1  |                             |
| References :  |                             |
| Delegatee Allocated Hours :   | Actual Hours :              |
| Delegatee Remarks :   |                             |
| Sat/UnSat :   |                             |
| Date Required Actions Complete :  |                             |

**Figure 8.4**

- D. Close the PDF window to return to the LOD. Click the 'Back' button (see **Figure 8.3**) to return to your worklist to Acknowledge or Accept/Reject the LOD.

## 8.2 Letter of Delegation Accepted As Written

Users with access roles of Functional Specialist, Functional Lead, Supervisor, Contract Management Office (CMO) and HQ-PIR will have the ability to accept delegations as written.

A. Locate LOD on the Worklist.

| Worklist download: Click <a href="#">here</a> to download data in spreadsheet |                                  |                   |                    |                    |          |                    |              |            |
|---|----------------------------------|-------------------|--------------------|--------------------|----------|--------------------|--------------|------------|
| QALI/LOD  | RCN                              | DCN               | Delegator Activity | Delegated Activity | Ctr CAGE | Contract Number(s) | Status       | Issue Date |
| Delegation  | <a href="#">S4306A-2021-5633</a> | S4306A-21-10-5633 | S4306A             | S4306A             |          | DODAACTESTING      | ACKNOWLEDGED | 10/21/2021 |

Figure 8.5

B. Click the RCN to reach the Main Page.

|                        |  |                   |                                 |                 |
|------------------------|--|-------------------|---------------------------------|-----------------|
| Worklist               | Create QALI/LOD                          | Transfer QALI/LOD | Ad Hoc Reports                  | View / Edit GQA |
| <b>QUICK VIEWS</b>     | <b>QALI / LOD - Main</b>                 |                   |                                 |                 |
| History Record         |  |                   |                                 |                 |
| <b>ATTACHMENTS (1)</b> |  |                   |                                 |                 |
| View/Upload Files      |  |                   |                                 |                 |
|                        | <b>RCN#:</b> S3620A-2024-9               |                   | <b>DCN#:</b> S5102A-24-01-9     |                 |
|                        | <b>Created Year:</b> 2024                |                   |                                 |                 |
|                        | <b>Acceptance Due Date:</b> 02/02/2024   |                   | <b>Status:</b> ACKNOWLEDGED     |                 |
|                        | <a href="#">Accept/Reject Delegation</a> |                   |                                 |                 |
|                        | <b>Send Message</b>                      |                   |                                 |                 |
|                        | <a href="#">Message to Supervisor</a>    |                   | <a href="#">General Message</a> |                 |

Figure 8.6

C. Click the Accept/Reject Delegation hyperlink in Figure 8.6. The LOD Email Notice page will be displayed (see **Figure 8.7**).

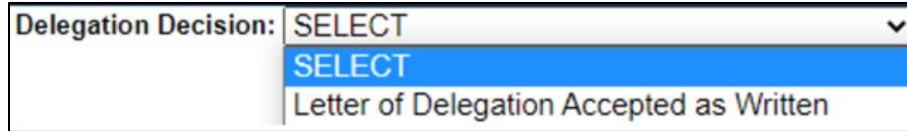
|   |   |
|---|---|
| <b>LOD Email Notice</b>   |   |
| <input type="button" value="Send"/> <input type="button" value="Cancel"/>                                     |   |
| <b>Control Numbers</b>  |   |
| <b>RCN#:</b> S3620A-2024-9  |   |
| <b>DCN#:</b> S5102A-24-01-9   |   |
| <b>Created Year:</b> 2024   |   |
| <b>LOD - Accept/Reject</b>  |   |
| (M) Delegation Decision:  | -SELECT- <input type="button" value="v"/> |
| <b>Add Delegatee</b><br><b>Allocated Hours as a minimum and include an explanation in the Reason text box</b> | <b>Reason:</b> <input type="text"/>       |
| (M) LOD Acceptance/Rejection Date:  | <input type="text"/>                      |

Figure 8.7

D. LOD Email Notice Webpage.

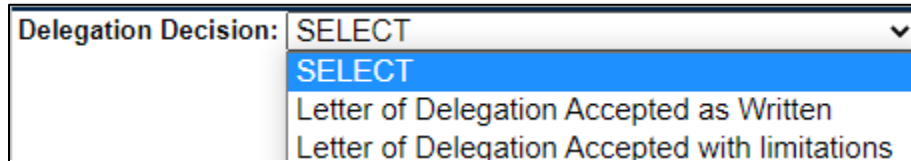
1. Select the Delegation Decision.

- i. A Functional Specialist user will have the Select the Delegation Decision drop down displayed as **Figure 8.8**. As a Functional Specialist this is the only option allowed by the user role.



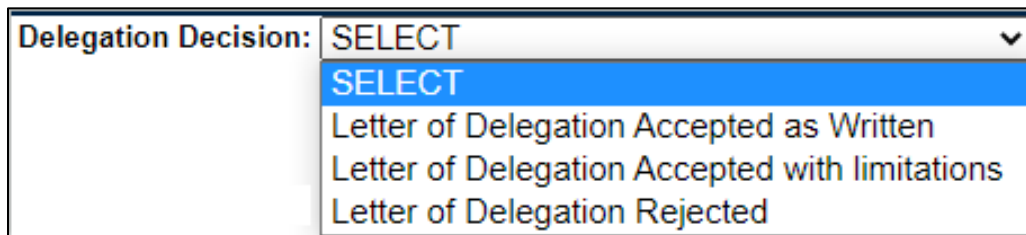
**Figure 8.8**

- ii. Functional Lead and Supervisor users will have the Select the Delegation Decision drop down displayed as **Figure 8.9**. Functional Lead and Supervisors have the ability to Accept as Written and Accept with Limitations.



**Figure 8.9**

- iii. A Supervisor will have the Select the Delegation Decision drop down displayed as in **Figure 8.10**. The Supervisor access role has the ability of a Functional Specialist and Functional Lead with the addition option of rejecting the Delegation. Rejection must be accompanied by an attached rejection authorization letter from CMO commander.



**Figure 8.10**

2. Highlight the 'Letter of Delegation Accepted as Written' option (see **Figure 8.11**) and the selection will be entered in the data field (see **Figure 8.12**).

|                      |  |   |
|----------------------|--|---|
| Delegation Decision: | -SELECT-                                 | ▼ |
|                      | -SELECT-                                 |   |
|                      | Letter of Delegation Accepted as Written |   |

Figure 8.11

|                      |  |   |
|----------------------|--|---|
| Delegation Decision: | Letter of Delegation Accepted as Written | ▼ |
|----------------------|--|---|

Figure 8.12

3. Enter LOD Acceptance Date (see **Figure 8.13**).


| LOD Email Notice  |  |
|---|--|
| <input type="button" value="Send"/> <input type="button" value="Cancel"/>   |  |
| Control Numbers   |  |
| <b>RCN#:</b> S3620A-2024-9<br><b>Created Year:</b> 2024   | <b>DCN#:</b> S5102A-24-01-9  |
| LOD - Accept/Reject   |  |
| (M) Delegation Decision:  | Letter of Delegation Accepted as Written ▼   |
| <b>Add Delegatee<br/>           Allocated Hours as a<br/>           minimum and include<br/>           an explanation in the<br/>           Reason text box</b> | Reason: allocated hours is 15  |
|   | <input type="text" value=""/>  |
| (M) LOD Acceptance/Rejection Date:  | 01/03/2024  |

Figure 8.13

4. Click Send button and the DCMA correspondence page (see **Figure 8.14**) will be displayed. DCMA Correspondence page instructions are in **Section 9**.

**PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)**

Home • Help ► User Profile: [USER \(ALPHA\) GUIDE](#) ► • [Logout](#)

**DCMA Correspondence**

**Instructions**


1. Enter **To Email Address** and click **Add To Email List**
2. Enter **CC Email Address** and click **Add CC Email List** if required
3. Enter/Modify the content if required
4. Click **Send** to send the QALI/LOD Letter

**Correspondence**

**To:**

**CC:**

**Content**



You have received a delegation for the following area(s):  
Quality Assurance

Delegator: USER (ALPHA) GUIDE  
Phone: 207-400-1234  
Delegator Comments: instructions

Contract #: CORRESPOND

Customer Name: DoD

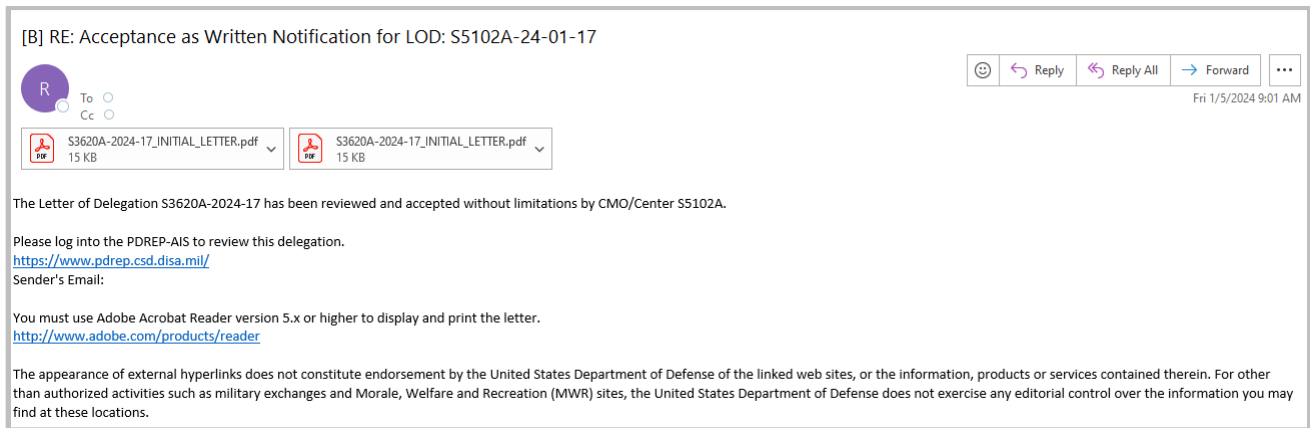
RCN #: S5102A-2024-23  
DCN #: S3620A-24-01-23

Supplier/Facility:  
,

Please log in to PDREP to review and accept/recommend rejection/reassign/request negotiation per the appropriate policy.

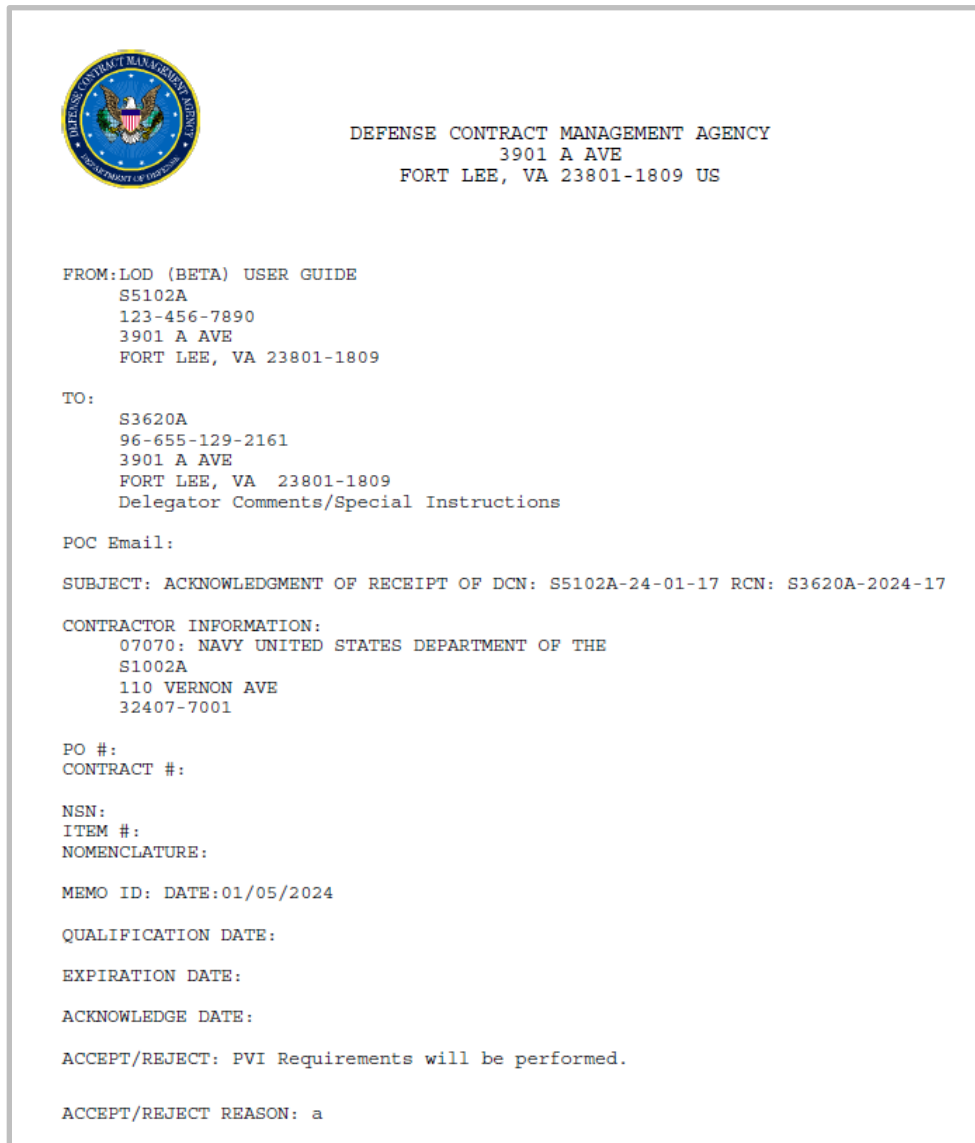
**Figure 8.14**

- E. When the record Accepted as Written by the Delegatee, the email sent by PDREP will be like the one shown in **Figure 8.15**.



**Figure 8.15**

**Figure 8.16** is a representation of the official Letter of Acceptance sent to the Delegator in PDF format.



**Figure 8.16**



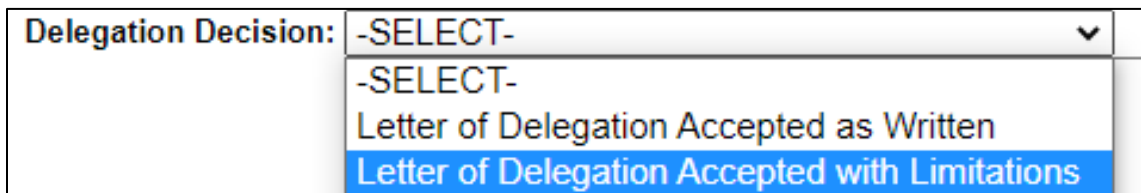
The attachments that are included in the email will be attached in the same format that they were uploaded to PDREP in.

### 8.3 Letter of Delegation Accepted With Limitations

Users with access roles of Team Lead Non-Supervisor, Supervisor, Contract Management Office (CMO) and HQ-PIR will have the ability to accept delegations with limitations. Follow the steps described in **Sections 8.2A & Section 8.2B** to arrive at the LOD Email Notice Web page.

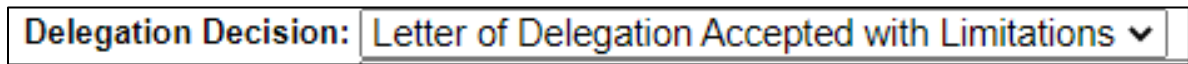
LOD Email Notice Webpage.

- A. Highlight the Letter of Delegation Accepted with Limitations option (see **Figure 8.17**) and the selection will be entered in the data field (see **Figure 8.18**).



|                             |  |
|-----------------------------|--|
| <b>Delegation Decision:</b> | -SELECT-                                       |
|                             | -SELECT-                                       |
|                             | Letter of Delegation Accepted as Written       |
|                             | Letter of Delegation Accepted with Limitations |

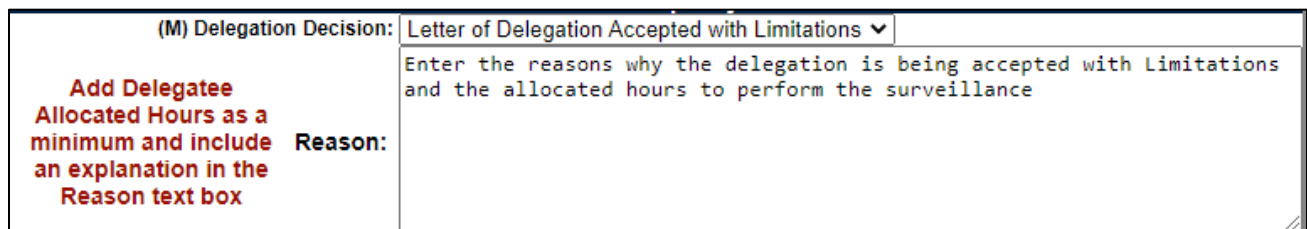
**Figure 8.17**



|                             |  |
|-----------------------------|--|
| <b>Delegation Decision:</b> | Letter of Delegation Accepted with Limitations |
|-----------------------------|--|

**Figure 8.18**

- B. Enter the reason why the delegation is being accepted with limitations as shown in **Figure 8.19**.



|   |   |
|---|---|
| (M) <b>Delegation Decision:</b>   | Letter of Delegation Accepted with Limitations  |
| <b>Add Delegatee Allocated Hours as a minimum and include an explanation in the Reason text box</b> | <b>Reason:</b><br>Enter the reasons why the delegation is being accepted with Limitations and the allocated hours to perform the surveillance |

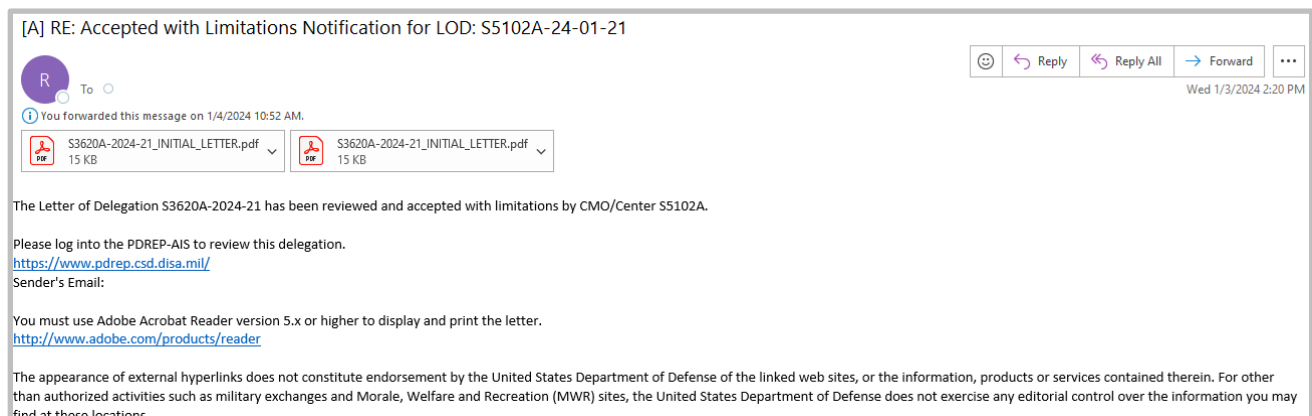
**Figure 8.19**

- C. Enter LOD Acceptance Date (see **Figure 8.20**).

| PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)  |   |   |
|--|---|---|
| Home • Help ▶  | User Profile: USER (ALPHA) GUIDE ▶ • Logout             |   |
| LOD Email Notice   |   |   |
| <input type="button" value="Send"/> <input type="button" value="Cancel"/>  |   |   |
| Control Numbers  |   |   |
| RCN#: S0101A-2022-5793   | DCN#: S5102A-22-05-5793                                 | Created Year: 2022  |
| LOD - Accept/Reject  |   |   |
| (M) Delegation Decision:   | Letter of Delegation Accepted with Limitations ▼        |   |
| <p style="color: red; font-weight: bold;">Add Delegatee<br/>Allocated Hours as a<br/>minimum and include<br/>an explanation in the<br/>Reason text box</p> | Reason:   | Enter the reasons why the delegation is being accepted with Limitations and the allocated hours to perform the surveillance |
|  | <input style="width: 100%; height: 80px;" type="text"/> |   |
| (M) LOD Acceptance/Rejection Date:   | 05/10/2022  |   |

**Figure 8.20**

- D. Click the ‘Send’ button and the DCMA correspondence page will be displayed. DCMA Correspondence page instructions are in **Section 9**.
- E. When the record Accepted with Limitations by the Delegatee, the email sent by PDREP will be like the one shown in **Figure 8.21**.



**Figure 8.21**

**Figure 8.22** is a representation of the official Letter of Acceptance sent to the Delegator in PDF format.



DEFENSE CONTRACT MANAGEMENT AGENCY  
3901 A AVE  
FORT LEE, VA 23801-1809 US

FROM:USER (ALPHA) GUIDE  
S5102A  
207-400-1234  
3901 A AVE  
FORT LEE, VA 23801-1809

TO:  
S3620A  
2074386491  
3901 A AVE  
FORT LEE, VA 23801-1809  
gasfg

POC Email:

SUBJECT: ACKNOWLEDGMENT OF RECEIPT OF DCN: S5102A-24-01-21 RCN: S3620A-2024-21

CONTRACTOR INFORMATION:  
:

PO #:  
CONTRACT #:

NSN:  
ITEM #:  
NOMENCLATURE:

MEMO ID: DATE:01/03/2024

QUALIFICATION DATE:

EXPIRATION DATE:

ACKNOWLEDGE DATE:

ACCEPT/REJECT: PVI Requirements will be performed with exceptions

ACCEPT/REJECT REASON: 1

**Figure 8.22**

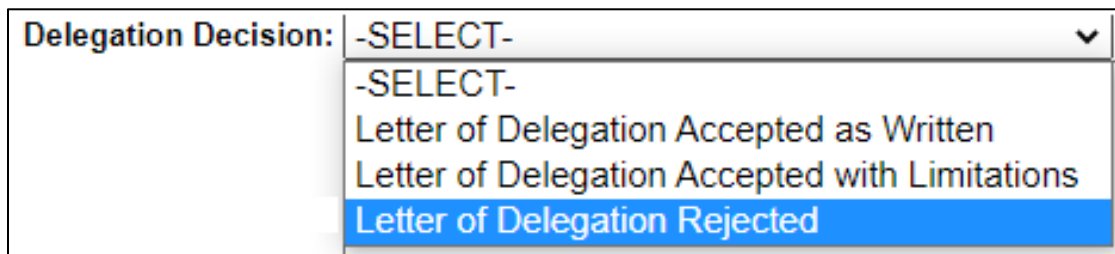
## 8.4 Letter of Delegation Rejected

**NOTE:** Ensure Rejection Letter has been uploaded as an attachment.

Users with access roles of Supervisor, Contract Management Office (CMO) and HQ-PIR will have the ability to reject delegations. Follow the steps described in **Sections 8.2A & Section 8.2B** to arrive at the LOD Email Notice Web page.

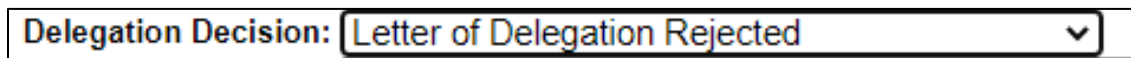
LOD Email Notice Webpage.

- A. Highlight the Letter of Delegation Rejected option (see **Figure 8.23**) and the selection will be entered in the data field (see **Figure 8.24**).



The screenshot shows a dropdown menu for the field 'Delegation Decision'. The menu is open, displaying four options: '-SELECT-', '-SELECT-', 'Letter of Delegation Accepted as Written', and 'Letter of Delegation Accepted with Limitations'. The option 'Letter of Delegation Rejected' is highlighted in blue.

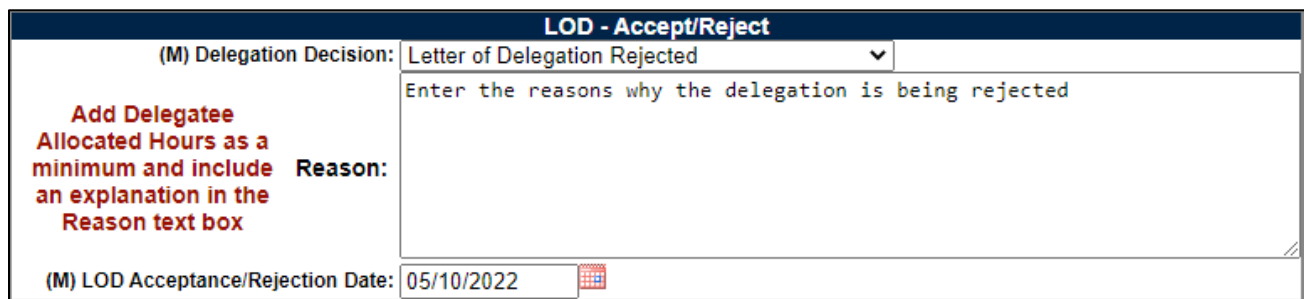
**Figure 8.23**



The screenshot shows the 'Delegation Decision' field with the value 'Letter of Delegation Rejected' selected and displayed in the input box.

**Figure 8.24**

- B. Enter the reason why the delegation is being rejected as shown in **Figure 8.25**.



The screenshot shows the 'LOD - Accept/Reject' form. The '(M) Delegation Decision' dropdown is set to 'Letter of Delegation Rejected'. Below it is a text box labeled 'Reason:' with the placeholder text 'Enter the reasons why the delegation is being rejected'. To the left of the text box, there is a red instruction: 'Add Delegatee Allocated Hours as a minimum and include an explanation in the Reason text box'. At the bottom, the '(M) LOD Acceptance/Rejection Date' is set to '05/10/2022' with a calendar icon.

**Figure 8.25**

- C. Enter LOD Rejection Date (see **Figure 8.26**).

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**LOD Email Notice**

Send Cancel

**Control Numbers**

RCN#: S0101A-2022-5793      DCN#: S5102A-22-05-5793      Created Year: 2022

**LOD - Accept/Reject**

(M) Delegation Decision: Letter of Delegation Rejected ▼

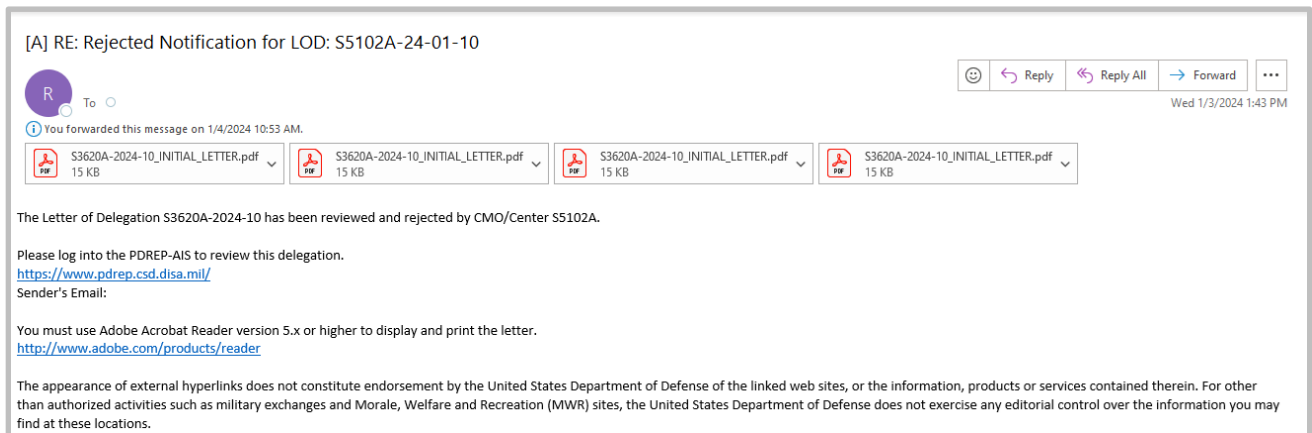
Add Delegatee Allocated Hours as a minimum and include an explanation in the Reason text box

Reason: Enter the reasons why the delegation is being rejected

(M) LOD Acceptance/Rejection Date: 05/10/2022

**Figure 8.26**

- D. Click Send button and the DCMA correspondence page will be displayed. DCMA Correspondence page instructions are in **Section 9**.
- E. When the record Reject by a supervisor, the email sent by PDREP will be like the one shown in **Figure 8.27**.



**Figure 8.27**

**Figure 8.28** is a representation of the official Letter of Rejection sent to the Delegator in PDF format.



DEFENSE CONTRACT MANAGEMENT AGENCY  
3901 A AVE  
FORT LEE, VA 23801-1809 US

FROM: LOD (BETA) USER GUIDE  
S5102A  
123-456-7890  
3901 A AVE  
FORT LEE, VA 23801-1809

TO:  
S3620A  
96-655-129-2161  
3901 A AVE  
FORT LEE, VA 23801-1809  
Delegator Comments/Special Instructions

POC Email:

SUBJECT: ACKNOWLEDGMENT OF RECEIPT OF DCN: S5102A-24-01-17 RCN: S3620A-2024-17

CONTRACTOR INFORMATION:  
07070: NAVY UNITED STATES DEPARTMENT OF THE  
S1002A  
110 VERNON AVE  
32407-7001

PO #:  
CONTRACT #:

NSN:  
ITEM #:  
NOMENCLATURE:

MEMO ID: DATE: 01/05/2024

QUALIFICATION DATE:

EXPIRATION DATE:

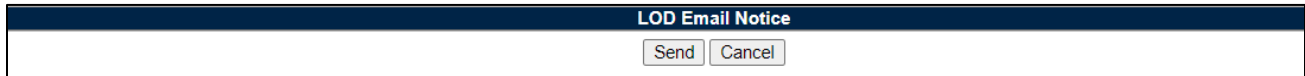
ACKNOWLEDGE DATE:

ACCEPT/REJECT: PVI Requirements will be performed.

ACCEPT/REJECT REASON: a

**Figure 8.28**

## 8.5 Buttons on the LOD Email Notice Webpage



**Figure 8.29**

- **Send:** Clicking the Send button will send the email notification to the Delegator. Clicking the Send button will finalize the Acknowledgement process.
- **Cancel:** Go back to the Worklist without saving or sending.

## 9 DCMA CORRESPONDENCE WEBPAGE

The Correspondence Webpage is used to send official letters to the Delegatee. Each letter has a template that will auto populate with designated information for the letter being sent. The Acceptance Notification letter is used to demonstrate the correspondence page functionality.

The letter template is editable to allow the user to make the necessary changes to the letter. These changes will be saved and will appear on the letter PDF file.

### 9.1 Acceptance Notification Letter Template

Information on this page has been auto-populated based on the information entered by the Delegator while creating the LOD and the delegation decision selected (see **Figure 9.1**).

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**DCMA Correspondence**

**Instructions**


1. Enter **To Email Address** and click **Add To Email List**
2. Enter **CC Email Address** and click **Add CC Email List** if required
3. Enter/Modify the content if required
4. Click **Send** to send the QALI/LOD Letter

**Correspondence**

**To:**

**CC:**

**Content**



FROM: USER (ALPHA) GUIDE  
S5102A  
207-400-1234  
3901 A AVE  
FORT LEE, VA 23801-1809

TO:  
S0101A  
207-438-6435  
1910 THIRD AVE N  
BIRMINGHAM, AL 35203-3514  
test

POC Email:

SUBJECT: ACKNOWLEDGMENT OF RECEIPT OF DCN: S5102A-23-12-1673 RCN: S3620A-2023-1673

CONTRACTOR INFORMATION:  
:

**Figure 9.1**

The page has three sections.

A. Email Addresses –

- **To:** The Delegatee’s email address is auto-populated to be added as a recipient (**Figure 9.2**). The user may enter additional recipients by typing their email address in the To: box and then clicking the ‘Add To Email list’ button.

**NOTE:** Adding additional recipients must be done one address at a time. The user should have the auto-fill functionality disabled in their browser, if it is enabled, they may see multiple emails populate in the template header.



- **CC:** If you wish to add CC addresses enter the email address in the 'CC:' box and click 'Add CC Email List' button. If the transmitter requires a copy of the email, they too will need to add their email address to the CC: line. Additional email address may be added using the 'Add To Email list' and 'Add CC Email list' button (see **Figure 9.2**).
- Add CC Email list button (see **Figure 9.2**).

The image shows a form titled "Correspondence". It has two main sections: "To:" and "CC:". The "To:" section contains a text input field with the value "user.guide@navy.mil" and a button labeled "Add To Email list". The "CC:" section contains an empty text input field and a button labeled "Add CC Email list".

**Figure 9.2**

The image shows the "Correspondence" form after several actions. The "To:" field now contains a dropdown menu with "user.guide@navy.mil" selected. To the right of the dropdown is a "Delete" button. The "CC:" field also contains a dropdown menu with "user.guide2@mail.mil" selected, with its own "Delete" button. The "Add To Email list" and "Add CC Email list" buttons are still present.


**Figure 9.3**

To remove an email address, highlight the address to be removed and click the 'Delete' button (see **Figure 9.3**).

This is a close-up of the "CC:" dropdown menu from Figure 9.3. The email address "guide.user@navy.mil" is highlighted in blue. A "Delete" button is located to the right of the dropdown menu. The "Add CC Email list" button is visible in the background above the dropdown.

**Figure 9.4**

- Letter Head – Contains the DoDAAC address of the Delegator and one block that may have text added to it (see **Figure 9.5**). The address may be edited.



|                                    |
|------------------------------------|
| Text may be entered here           |
| DEFENSE CONTRACT MANAGEMENT AGENCY |
| 3901 A AVE                         |
| FORT LEE, VA 23801-1809 US         |
| 01/07/2021                         |

**Figure 9.5**

- Letter Section – Contains the Delegator and Delegatee’s address information, the subject of the letter, contractor, contract information, if added, the request instructions and the Acknowledgement Date (see **Figure 9.6**).

You have received a delegation for the following area(s):  
Quality Assurance

Delegator: ALPHA (ALPHA) USER  
Phone: 2074386491  
Delegator Comments: test notes

Contract #: PLACEHOLDER12  
Subcontract #: 668522554

Customer Name:

RCN #: N45112-2024-25-Q  
DCN #: 55102A-24-01-25

Supplier/Facility: PDREP CO PDREP  
NSLC PORTSMOUTH  
PORTSMOUTH. 03804

Please log in to PDREP to review and accept/recommend rejection/reassign/request negotiation per the appropriate policy.

**Figure 9.6**

Attachment Section – this section only displays if attachments have been added to the LOD.

**List of attachments:** 1 attachment(s) associated with this QALI.recordType.

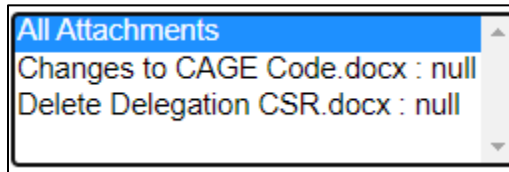
|   |  |
|---|--|
| <ul style="list-style-type: none"> <li>All Attachments</li> <li>N45112-2022-6369-Q_INITIAL_LETTER.pdf : QALI/LOD</li> </ul> | <input checked="" type="checkbox"/> Send Attachments |
|---|--|

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

**Figure 9.7**

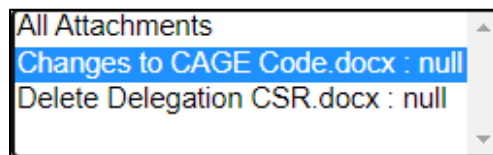
- **List of Attachments:** Any file that has been uploaded to the QALI will be listed in this section.

For detailed instructions on attachments, see **Section 26** of this user guide. Select 'All Attachments' to send every file listed in this box to the Delegatee.



**Figure 9.8**

To only send specific files listed, hold the CTRL key and click on the individual attachments desired.



**Figure 9.9**

## 9.2 Buttons on the Correspondence Webpage



**Figure 9.10**

- **Send:** Clicking the Send button opens the Correspondence page.
- **Back:** Exit the page without saving.

## 9.3 PDREP-Generated Email to the Delegator

The email generated by PDREP will be similar to the one shown in **Figure 9.11**. The email contains the official Letter of Delegation accepted as Written Letter and the attachments that were included.



**Figure 9.11**

A. The text included in the body of the email will be similar to **Figure 9.12**.

Please refer to the attachment(s) for your letter.

You must use Adobe Acrobat Reader version 5.x or higher to display and print the letter.  
<https://no-click.mil/?http://www.adobe.com/products/reader>

The appearance of external hyperlinks does not constitute endorsement by the United States Department of Defense of the linked web sites, or the information, products or services contained therein. For other than authorized activities such as military exchanges and Morale, Welfare and Recreation (MWR) sites, the United States Department of Defense does not exercise any editorial control over the information you may find at these locations.

**Figure 9.12**

B. **Figure 9.13** is a representation of the official Letter of Delegation Accepted as Written Letter sent to the Delegatee in PDF format.

```
FROM:USER (ALPHA) GUIDE
      S0101A
      207-438-
      REFADO 1910 THIRD AVE N
      BIRMINGHAM, AL 352032376

TO:DCMA (ALPHA) TEST USER

      S0101A
      207-438-

      PORTSMOUTH, NH 03804-5000

SUBJECT: Letter of Delegation Accepted as Written #: S0101A-2020-14

The letter of delegation has been reviewed and accepted without limitations by
the [Insert Office Symbol] team.

Contact information is provided below:

      Primary functional specialist(s): (phone number and email address)
      Alternate functional specialist(s): (phone number and email address)
      Supervisor(s): (phone number and email address)

Please contact the undersigned at 000-000-000 or Email
name.x.name.civ@mail.mil if any assistance is required.
```

**Figure 9.13**

C. The attachments that are included in the email will be attached in the same format that they were uploaded to PDREP in.

## 10 DELEGATEE - SUB-TIER DELEGATION

Delegatee's will have the ability to create a sub-tier delegation which will be tied to the delegation it was created from, the Parent RCN will be displayed on the child delegation. All child delegations must be closed before the parent delegation may be closed.

### 10.1 Accessing the LOD Sub-Tier Webpage

- A. Locate LOD on the Worklist – Status of Accepted
- B. Click on the RCN hyperlink (see **Figure 10.1**).

Worklist download: [Click here to download data in spreadsheet](#)

| Type       | RCN                              | Delegator Name    | DCN               | Delegatee Name           | KTR CAGE | Contract Number(s) | Status | Issue Date | Action Required In |
|------------|----------------------------------|-------------------|-------------------|--------------------------|----------|--------------------|--------|------------|--------------------|
| Delegation | <a href="#">S0101A-2023-1413</a> | S<br>(ALPHA)<br>K | S5102A-23-11-1413 | USER<br>(ALPHA)<br>GUIDE |          | NEWSUBTIER         | ISSUED | 11/21/2023 | 1 Day(s)           |

**Figure 10.1**

- C. The QALI/LOD Main page will display (see **Figure 10.2**). Click the New/Edit Base Page hyperlink to open the LOD-New/Edit page (see **Figure 10.3**).

| Worklist  | Create QALI/LOD | Transfer QALI/LOD       | Ad Hoc Reports |
|---|-----------------|-------------------------|----------------|
| <b>QUICK VIEWS</b>  |                 |                         |                |
| History Record  |                 |                         |                |
| <b>ATTACHMENTS (3)</b>  |                 |                         |                |
| View/Upload Files   |                 |                         |                |
| <b>QALI / LOD - Main</b>  |                 |                         |                |
| RCN#: S0101A-2023-1413  |                 | DCN#: S5102A-23-11-1413 |                |
| Created Year: 2023  |                 |                         |                |
| <b>Status: ACCEPTED</b>   |                 |                         |                |
| <b>Action</b>   |                 |                         |                |
| <a href="#">Complete Delegation</a>                                     |                 |                         |                |
| <b>Editable and Viewable Pages</b>                                      |                 |                         |                |
| <a href="#">New/Edit Base Page</a>                                      |                 |                         |                |
| <a href="#">Requirements Page</a>                                       |                 |                         |                |
| <a href="#">Additional Information</a>                                  |                 |                         |                |
| <b>Send Message</b>   |                 |                         |                |
| <a href="#">Message to Supervisor</a>   <a href="#">General Message</a> |                 |                         |                |

**Figure 10.2**

---

**Control Numbers**

**RCN#:** S0101A-2023-1413                      **DCN#:** S5102A-23-11-1413  
**Created Year:** 2023

**Figure 10.3**

D. Click the Sub-Tier Delegation button shown in **Figure 10.3** and the LOD sub-Tier Delegation webpage will be displayed (see **Figure 10.4**).

**Sub-Tier**

---

**Control Numbers**

**Parent RCN:** S0101A-2023-1521  
**Parent DCN:** S5102A-23-12-1521  
**Parent Tier Level:** 0  
**Sub-tier Level:** 1

---

**FROM: Delegator**

**DoDAAC Name:** DEFENSE CONTRACT MANAGEMENT AGENCY  
**Address:** 3901 AAVE  
**City:** FORT LEE  
**State/Zip:** VA - 23801-1809  
**Delegator Name:** USER (ALPHA) GUIDE  
**Commercial Phone:** 207-400-1234  
**(M) Email Address:** .CTR@NAVY.MIL  
**Team Code:** TDM

---

**TO: Delegatee**

**(M) Delegatee DoDAAC:**

---

**Delegation Type**

**(M) Delegation Type:** Reimbursable ▾

---

**Select Delegation Requirements**

|                          | KCR# & Description                    | Surveillance Event | Surveillance Activity | Surveillance Sub-Activity | Surveillance Category | Sat/UnSat |
|--------------------------|---------------------------------------|--------------------|-----------------------|---------------------------|-----------------------|-----------|
| <input type="checkbox"/> | KCR-AO-0001<br>GROUND AND FLIGHT RISK |                    |                       |                           |                       |           |

**Figure 10.4**

## 10.2 Sub-Tier Delegation Webpage

The Sub-Tier Delegation webpage is larger than other webpages, screenshots of this page will be of the sections being described.

| Control Numbers               |
|-------------------------------|
| Parent RCN: S0101A-2023-1521  |
| Parent DCN: S5102A-23-12-1521 |
| Parent Tier Level: 0          |
| Sub-tier Level: 1             |

Figure 10.5

A. Figure 10.5 displays the control number section.

- **Parent RCN/DCN:** Auto-populates and are displayed at the top of the webpage (see **Figure 10.5**). This is the delegation the sub-tier is being created from.
- **Parent Tier Level:** The Parent Tier level is displayed and is the level on the record that the current delegation was created from.
- **Sub-Tier Level:** The Sub-Tier level is displayed and is the next higher level of the record that the current delegation was created from.

B. FROM Delegator section is auto-populate with the original delegation's information. This information is non-editable (see **Figure 10.6**).

| FROM: Delegator                                 |
|---|
| DoDAAC Name: DEFENSE CONTRACT MANAGEMENT AGENCY |
| Address: 3901 A AVE                             |
| City: FORT LEE                                  |
| State/Zip: VA - 23801-1809                      |
| Delegator Name: USER (ALPHA) GUIDE              |
| Title:  |
| Phone: 207-438-                                 |
| (M) Email Address: .CTR@NAVY.MIL                |
| Team Code: REP                                  |

Figure 10.6

C. TO: Delegatee section

- **(M) Delegatee DODAAC:** Enter the sub-tier Delegatee's DODAAC.

| TO: Delegatee                              |
|--|
| (M) Delegatee DoDAAC: <input type="text"/> |

Figure 10.7

After entering the DODAAC the webpage will display the sub-tier Delegatee's DODAAC information as shown in **Figure 10.8**.

| TO: Delegatee         |                                    |
|-----------------------|------------------------------------|
| (M) Delegatee DoDAAC: | S4306A                             |
| Name:                 | DEFENSE CONTRACT MANAGEMENT AGENCY |
| Address:              | 700 ROBBINS AVE                    |
| City:                 | PHILADELPHIA                       |
| State/Zip:            | PA - 19111                         |
| (M) Delegatee Name:   | -SELECT-                           |

**Figure 10.8**

- **(M) Delegatee Name:** Select a Name from the drop down which will list all the DCMA users from the DODAAC entered in the Delegatee DODAAC field. Once selected the Delegatee information will auto-populate (see **Figure 10.9**).

| TO: Delegatee         |                                    |
|-----------------------|------------------------------------|
| (M) Delegatee DoDAAC: | S4306A                             |
| Name:                 | DEFENSE CONTRACT MANAGEMENT AGENCY |
| Address:              | 700 ROBBINS AVE                    |
| City:                 | PHILADELPHIA                       |
| State/Zip:            | PA - 19111                         |
| (M) Delegatee Name:   | (ALPHA)                            |
| Delegatee Name:       | (ALPHA)                            |
| Commercial Phone:     | 207-                               |
| (M) Email Address:    | @navy.mil                          |
| Team Code:            | REP                                |

**Figure 10.9**

- **(M) Delegation Type:** This field will be set the match the parent record to ensure consistent record types throughout the chain.

D. Select Delegation Requirements section.

- All of the requirements from the delegation being sub-tiered will be displayed in this section as shown in **Figure 10.11**.

| Select Delegation Requirements |   |                                   |                                 |                           |                       |           |
|--------------------------------|---|-----------------------------------|---------------------------------|---------------------------|-----------------------|-----------|
|                                | KCR# & Description                            | Surveillance Event                | Surveillance Activity           | Surveillance Sub-Activity | Surveillance Category | Sat/UnSat |
| <input type="checkbox"/>       | KCR-AQ-0009<br>FIXED PRICE<br>REDETERMINATION |                                   |                                 |                           |                       | 0         |
| <input type="checkbox"/>       | KCR-EV-0007<br>C: WBS FOR DEFENSE<br>MATER    | Earned Value<br>Management System | GL8 (2.2c) Establish<br>the PMB |                           |                       | 0         |

**Figure 10.11**

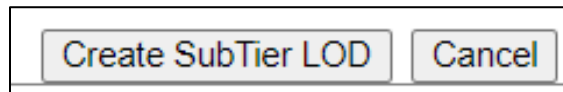


- Each requirement will be displayed with the requirements KCR# & Description, Surveillance Event, Surveillance Activity, Surveillance Sub-Activity, Surveillance Category, and the SAT/Unsat data fields.
- Check the box(es) of the requirements being sub-tiered are to the left of the KCR# & Description (see **Figure 10.12**).

| Select Delegation Requirements      |   |                                   |                                 |                           |                       |           |
|-------------------------------------|---|-----------------------------------|---------------------------------|---------------------------|-----------------------|-----------|
|                                     | KCR# & Description                            | Surveillance Event                | Surveillance Activity           | Surveillance Sub-Activity | Surveillance Category | Sat/UnSat |
| <input type="checkbox"/>            | KCR-AQ-0009<br>FIXED PRICE<br>REDETERMINATION |                                   |                                 |                           |                       | 0         |
| <input checked="" type="checkbox"/> | KCR-EV-0007<br>C: WBS FOR DEFENSE<br>MATER    | Earned Value<br>Management System | GL8 (2.2c) Establish<br>the PMB |                           |                       | 0         |

**Figure 10.12**

- Click the Create Sub Tier LOD Button shown in **Figure 10.13** and the new delegation will be displayed (see **Figure 10.14**).



**Figure 10.13**

E. Buttons on the LOD Sub-Tier Delegation webpage

- **Create Sub Tier LOD:** Clicking the button opens the new delegation.
- **Cancel:** Exit the page without saving.

### 10.3 Sub-Tiered Delegation

The sub-tiered delegation is displayed with Original RCN, Original DCN, Parent RCN and Parent DCN, the sub-tier delegation's RCN and DCN. The Delegator's information is also displayed as shown in **Figure 10.13**. All other data field are editable and follow the same process/steps as detailed in **Section 5**, **Section 6**, **Section 7** and **Section 8**, or **Section 19.5** for Reimbursable delegations.

**Reimbursable - New/Edit**

**Instructions**  
**(M)** denotes a mandatory field  
1. Select Delegator Name from Drop Down  
2. Enter Delegatee DoDAAC  
3. Select Delegatee Name from Drop Down  
4. Enter LOD information  
5. Click Save Draft to save LOD and remain on current page  
6. Click Save and Add Requirements to save LOD and display Requirements page

**Control Numbers**

|  |   |
|--|---|
| <b>Original RCN#:</b> S0101A-2023-1521 | <b>Original DCN#:</b> S5102A-23-12-1521 |
| <b>Parent RCN#:</b> S0101A-2023-1521   | <b>Parent DCN#:</b> S5102A-23-12-1521   |
| <b>Parent Tier Level:</b> 0            | <b>Sub-tier Level:</b> 1                |
| <b>RCN#:</b> S0101A-2023-1521-0001     | <b>DCN#:</b> S5102A-23-12-1521-0001     |
| <b>Created Year:</b> 2023              |   |

**Status**

**(M) Status:** DRAFT

**Issue Date:**

**Acknowledge Due Date:**

**Acknowledge Date:**

**Accept / Reject Due Date:**

**Accept / Reject Date:**

**Update LOD:** 12/01/2023

**Annual Review Confirmation:**

**Figure 10.14**

The sub-tiered delegation is displayed in the worklist as shown in **Figure 10.15**.

Worklist Create QALI/LOD Transfer QALI/LOD Ad Hoc Reports

**QALI / LOD - Worklist**

**Instructions**  
 1. Enter search criteria  
 2. Click **Search**  
 3. To add a new QALI/LOD click on the "Create QALI/LOD" tab.

(M)Start Date: 12/12/2022 (M)End Date: 12/12/2023

User ID:  Operational Unit (Region): -SELECT-  
 Org/Team Code:

User Role: -SELECT-  
 RCN#: S0101A20231521 DCN#:

Contract Number:  CAGE Code:

Status: -SELECT- Record Type: -SELECT-

or select from your personalized Worklists below

**Instructions**  
 To use previously saved Worklists:  
 1. Select the worklist from **my Worklists**  
 2. Click **Open my Worklist**  
 3. To create a new worklist select **Create New Worklist**  
 4. To delete previously saved worklist select **Manage my Worklists**

**my Worklists** DCMA metrics query

Worklist download: Click [here](#) to download data in spreadsheet

| Type | RCN                                   | Delegator Name     | DCN                    | Delegatee Name     | KTR CAGE | Contract Number(s) | Status   | Issue Date | Action Required In |
|------|---------------------------------------|--------------------|------------------------|--------------------|----------|--------------------|----------|------------|--------------------|
| RLOD | <a href="#">S0101A-2023-1521</a>      | (ALPHA)            | S5102A-23-12-1521      | USER (ALPHA) GUIDE | 99999    | CUSTOMER           | ACCEPTED | 12/01/2023 |                    |
| RLOD | <a href="#">S0101A-2023-1521-0001</a> | USER (ALPHA) GUIDE | S5102A-23-12-1521-0001 | (ALPHA)            |          | REIMBSUBTEST       | DRAFT    |            |                    |
| RLOD | <a href="#">S0101A-2023-1521-0002</a> | USER (ALPHA) GUIDE | S5102A-23-12-1521-0002 | (ALPHA)            |          | SUBTIERTEST        | DRAFT    |            |                    |

Figure 10.15

## 11 DELEGATEE UPDATING A LOD REQUIREMENT

The Delegatee is required to complete the Delegatee data fields located on the Add/Edit View LOD Requirements webpage when completing surveillance.

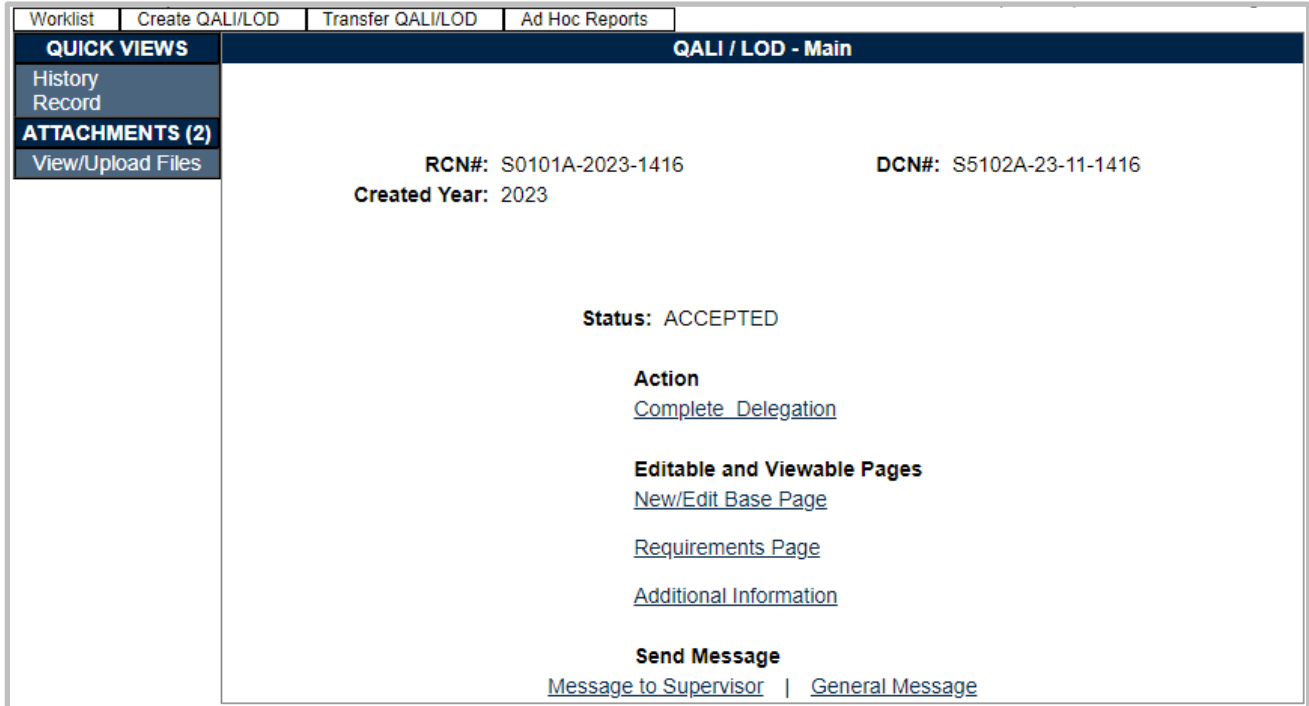
- A. Locate LOD on the Worklist with ACCEPTED status (see **Figure 11.1**).

Worklist download: Click [here](#) to download data in spreadsheet

| Type       | RCN                              | Delegator Name     | DCN               | Delegatee Name     | KTR CAGE | Contract Number(s) | Status   | Issue Date | Action Required In |
|------------|----------------------------------|--------------------|-------------------|--------------------|----------|--------------------|----------|------------|--------------------|
| Delegation | <a href="#">S0101A-2023-1416</a> | ALPHA (ALPHA) USER | S5102A-23-11-1416 | USER (ALPHA) GUIDE |          | SUBTIERINTERN      | ACCEPTED | 11/06/2023 |                    |

Figure 11.1

B. Click the RCN hyperlink to open the record Main page (see **Figure 11.2**).



Worklist | Create QALI/LOD | Transfer QALI/LOD | Ad Hoc Reports

**QUICK VIEWS**

History Record

**ATTACHMENTS (2)**

View/Upload Files

**QALI / LOD - Main**

**RCN#:** S0101A-2023-1416      **DCN#:** S5102A-23-11-1416

**Created Year:** 2023

**Status:** ACCEPTED

**Action**

[Complete Delegation](#)

**Editable and Viewable Pages**

[New/Edit Base Page](#)

[Requirements Page](#)


[Additional Information](#)

**Send Message**

[Message to Supervisor](#) | [General Message](#)

**Figure 11.2**

C. Click the Requirements Page hyperlink to enter the requirements page. Or click Base Page hyperlink to enter the delegation then click on the View Requirements button (see **Figure 11.3**).

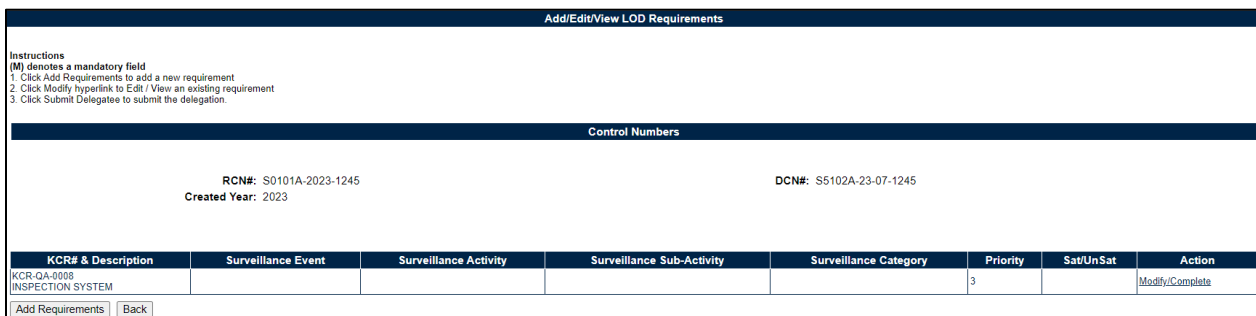


Add/View Requirements   Save Draft   Submit to Delegatee   Delete Delegation

Add/View Attachment   Additional Info Page   Cancel

**Figure 11.3**

D. Clicking the Modify/Complete hyperlink shown in **Figure 11.4** will display the Add/Edit/View LOD requirements webpage (Delegatee section shown in **Figure 11.5**).



**Add/Edit/View LOD Requirements**

**Instructions**  
(M) denotes a mandatory field  
1. Click Add Requirements to add a new requirement  
2. Click Modify hyperlink to Edit / View an existing requirement  
3. Click Submit Delegatee to submit the delegation.

**Control Numbers**

**RCN#:** S0101A-2023-1245      **DCN#:** S5102A-23-07-1245

**Created Year:** 2023

| KCR# & Description               | Surveillance Event | Surveillance Activity | Surveillance Sub-Activity | Surveillance Category | Priority | Sat/UnSat | Action                          |
|----------------------------------|--------------------|-----------------------|---------------------------|-----------------------|----------|-----------|---------------------------------|
| KCR-QA-0008<br>INSPECTION SYSTEM |                    |                       |                           |                       | 3        |           | <a href="#">Modify/Complete</a> |

[Add Requirements](#)   [Back](#)

**Figure 11.4**

- E. Delegatee Add/Edit/View data fields to be completed when the Delegatee is completing the surveillance as shown in **Figure 11.5**. This section is at the bottom of the requirements page, below the Delegator entered information.

**Figure 11.5**

- **M) Allocated Hours:** Delegatee’s estimate of hours to complete the delegated surveillance requirement.

**Figure 11.6**

- **Delegatee Remarks:** The Delegatee remarks text box provides a space where the Delegatee can enter relevant information that needs to be conveyed to the Delegator. This space allows for up to 4,000 characters to be entered.

**Figure 11.7**

- **(CM) Actual Hours:** Delegatee’s actual number of hours to complete the delegated work.

**Figure 11.8**

- **Sat/UnSat:** Delegatee’s determination of the surveillance requirement as defined by the Delegator. Sat/Unsat is displayed for each requirement on the LOD Requirements worklist page as shown in **Figure 11.9**. Make a selection in the Sat/UnSat drop down indicating the results of the surveillance.

Sat/UnSat: -SELECT-  
 -SELECT-  
 SAT  
 UnSat

**Figure 11.9**

- **Date Required Actions Complete:** Delegatee will enter the date the surveillance actions requested have been completed.

Date Required Actions Complete: MM/DD/YYYY

**Figure 11.10**

F. Buttons in the Delegatee requirement section (**Figure 11.11**):

- **Save:** Saves the changes but allows the user to leave the page without completing all Mandatory data fields
- **Complete Requirement:** Saves the changes and requires the user to complete all mandatory data fields.
- **Cancel:** Exit the page without saving.

Save Complete Requirement Cancel

**Figure 11.11**

G. Complete steps D and F for all requirements listed. After all requirements have completed the page will be as shown in **Figure 11.12**.

PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)  
 Home • Help User Profile: USER (ALPHA) GUIDE • Logout  
 Add/Edit/View LOD Requirements

Instructions  
 (M) denotes a mandatory field  
 1. Click Add Requirements to add a new requirement  
 2. Click Modify hyperlink to Edit / View an existing requirement  
 3. Click Submit Delegatee to submit the delegation.

Control Numbers  
 RCN#: S0101A-2022-5793 DCN#: S5102A-22-05-5793 Created Year: 2022

| KCR# & Description                           | Surveillance Event            | Surveillance Activity | Surveillance Sub-Activity | Surveillance Category          | Priority | Sat/UnSat | Action          |
|--|-------------------------------|-----------------------|---------------------------|--------------------------------|----------|-----------|-----------------|
| KCR-AQ-0007<br>7. TIME AND MATERIALS/LABOR H | Time and Materials/Labor Hour | Voucher Review        |                           | Deliverable Service Evaluation | 3        | S         | Modify/Complete |

Add Requirements Back Completed All Required Actions:

**Figure 11.12**

H. Click Back to return to the Main page of the record once all requirements have been completed.

## 12 DELEGATOR AFTER ISSUING OF A DELEGATION

A delegator may modify a delegation by changing any data field within the delegation, add a new requirement to the delegation or reissue a delegation after rejection. If the delegation is changed in any manner, the delegation will be returned to ISSUED status.

### 12.1 Delegator Modifying/Adding a Delegation

The Delegator may modify the delegation information after submittal until the Delegatee completes the delegation.

- A. Locate delegation in the Worklist (see **Figure 12.1**).

Worklist download: [Click here to download data in spreadsheet](#)

| Type       | RCN                             | Delegator Name     | DCN              | Delegatee Name     | KTR CAGE | Contract Number(s) | Status   | Issue Date | Action Required In |
|------------|---------------------------------|--------------------|------------------|--------------------|----------|--------------------|----------|------------|--------------------|
| Delegation | <a href="#">S0101A-2023-946</a> | ALPHA (ALPHA) USER | S5102A-23-05-946 | USER (ALPHA) GUIDE |          | TEST               | ACCEPTED | 05/03/2023 |                    |
| Delegation | <a href="#">S0101A-2023-947</a> | ALPHA (ALPHA) USER | S5102A-23-05-947 | USER (ALPHA) GUIDE |          | INTERNAL           | ACCEPTED | 05/03/2023 |                    |

**Figure 12.1**

- B. Click the RCN hyperlink to view the record Main page. Click the Base Page hyperlink to enter the delegation. For the purpose of the user guide will demonstrate adding a contract and adding Delegator notes.

| Worklist               | Create QALI/LOD   | Transfer QALI/LOD | Ad Hoc Reports                |
|------------------------|---|-------------------|-------------------------------|
| <b>QUICK VIEWS</b>     | <b>QALI / LOD - Main</b>  |                   |                               |
| History Record         |   |                   |                               |
| <b>ATTACHMENTS (2)</b> |   |                   |                               |
| View/Upload Files      |   |                   |                               |
|                        | <b>RCN#:</b> S0101A-2023-946<br><b>Created Year:</b> 2023   |                   | <b>DCN#:</b> S5102A-23-05-946 |
|                        | <b>Status:</b> ACCEPTED   |                   |                               |
|                        | <b>Action</b><br><a href="#">Complete Delegation</a>  |                   |                               |
|                        | <b>Editable and Viewable Pages</b><br><a href="#">New/Edit Base Page</a><br><a href="#">Requirements Page</a><br><a href="#">Additional Information</a> |                   |                               |
|                        | <b>Send Message</b><br><a href="#">Message to Supervisor</a>   <a href="#">General Message</a>  |                   |                               |

**Figure 12.2**

C. The delegator will have access to all of the editable data fields. Make the changes to the record then click 'Save LOD'.

The screenshot shows a form titled "Part Number Information". At the top, there is a dark blue header with the text "Part Number Information" in white. Below the header, there is a section for "Part Number" with a dark blue background and white text. This section contains a text input field with the placeholder "32 Characters Max" and a button labeled "Add Part Number". Below this section is a larger text area labeled "(M) Delegator Comments/Special Instructions:" on the left and "DELEGATOR COMMENTS/SPECIAL INSTRUCTIONS" at the top. The text area is currently empty.

Figure 12.3

This screenshot is identical to Figure 12.3, but the text area for "(M) Delegator Comments/Special Instructions:" now contains the text "DELEGATOR COMMENTS/SPECIAL INSTRUCTIONS" followed by "ADDING ADDITIONAL COMMENTS FOR THE DELEGATEE." on the next line.

Figure 12.4

D. After clicking 'SAVE', the Delegator will be directed to the LOD- Send Message to Delegator/Delegatee page. This allows users to notify the Delegatee or Delegator of changes made to the record (see **Figure 12.5**).

E. Enter a message and click Send message to transmit or click 'Cancel'.



| LOD - Send Message to Delegator/Delegatee   |   |
|---|---|
| Control Numbers   |   |
| <b>RCN#:</b> S0101A-2023-946  | <b>DCN#:</b> S5102A-23-05-946   |
| <b>Created Year:</b> 2023   |   |
| <b>Delegator (Code/Name):</b> S   | - ALPHA (ALPHA) USER  |
| <b>Delegator (Email):</b>   | :@navy.mil  |
| <b>Delegatee (Code/Name):</b> R   | - USER (ALPHA) GUIDE  |
| <b>Delegatee (Email):</b>   | .CTR@NAVY.MIL   |
| <b>(M) Message:</b>   | <div style="border: 1px solid black; padding: 5px;">           Added Note to delegation.         </div> |
| <input type="button" value="Send Message"/> <input type="button" value="Cancel"/> |   |

**Figure 12.5**

F. After modifying, the delegation status will change to ISSUED as seen on the QALI/LOD- Main page (see **Figure 12.6**).

| Worklist  | Create QALI/LOD | Transfer QALI/LOD             | Ad Hoc Reports |
|---|-----------------|-------------------------------|----------------|
| <b>QUICK VIEWS</b>  |                 |                               |                |
| History Record  |                 |                               |                |
| <b>ATTACHMENTS (2)</b>  |                 |                               |                |
| View/Upload Files   |                 |                               |                |
| <b>QALI / LOD - Main</b>  |                 |                               |                |
| <b>RCN#:</b> S0101A-2023-946  |                 | <b>DCN#:</b> S5102A-23-01-946 |                |
| <b>Created Year:</b> 2023   |                 |                               |                |
| <b>Acknowledge Due Date:</b> 01/17/2024                                 |                 | <b>Status:</b> ISSUED         |                |
| <a href="#">Acknowledge Delegation</a>                                  |                 |                               |                |
| <b>Send Message</b>   |                 |                               |                |
| <a href="#">Message to Supervisor</a>   <a href="#">General Message</a> |                 |                               |                |

**Figure 12.6**

## 12.2 Delegator Modifying/Adding a Requirement

The Delegator may modify a delegation requirement or add additional requirements after submittal until the Delegatee completes the delegation.

A. Locate delegation in the Worklist (see **Figure 12.7**).

Worklist download: Click [here](#) to download data in spreadsheet

| Type       | RCN                             | Delegator Name     | DCN              | Delegatee Name     | KTR CAGE | Contract Number(s) | Status   | Issue Date | Action Required In |
|------------|---------------------------------|--------------------|------------------|--------------------|----------|--------------------|----------|------------|--------------------|
| Delegation | <a href="#">S0101A-2023-946</a> | ALPHA (ALPHA) USER | S5102A-23-05-946 | USER (ALPHA) GUIDE |          | TEST               | ACCEPTED | 05/03/2023 |                    |
| Delegation | <a href="#">S0101A-2023-947</a> | ALPHA (ALPHA) USER | S5102A-23-05-947 | USER (ALPHA) GUIDE |          | INTERNAL           | ACCEPTED | 05/03/2023 |                    |

**Figure 12.7**

B. Click the RCN hyperlink to view the record’s main page. Click the Requirements Page hyperlink to enter the requirements page. The Requirements page is also accessible via the Base Page hyperlink to enter the delegation, then clicking on ‘Add/View Requirements’ button.

|                        |   |                   |                               |
|------------------------|---|-------------------|-------------------------------|
| Worklist               | Create QALI/LOD   | Transfer QALI/LOD | Ad Hoc Reports                |
| <b>QUICK VIEWS</b>     | <b>QALI / LOD - Main</b>  |                   |                               |
| History Record         |   |                   |                               |
| <b>ATTACHMENTS (2)</b> |   |                   |                               |
| View/Upload Files      |   |                   |                               |
|                        | <b>RCN#:</b> S0101A-2023-946<br><b>Created Year:</b> 2023   |                   | <b>DCN#:</b> S5102A-23-05-946 |
|                        | <b>Status:</b> ACCEPTED   |                   |                               |
|                        | <b>Action</b><br><a href="#">Complete Delegation</a>  |                   |                               |
|                        | <b>Editable and Viewable Pages</b><br><a href="#">New/Edit Base Page</a><br><a href="#">Requirements Page</a><br><a href="#">Additional Information</a> |                   |                               |
|                        | <b>Send Message</b><br><a href="#">Message to Supervisor</a>   <a href="#">General Message</a>  |                   |                               |

**Figure 12.8**

C. Click the Modify hyperlink shown in **Figure 12.9** and the Add/ Edit/View LOD Requirements will be displayed as in **Figure 12.10**.

| Add/Edit/View LOD Requirements   |                    |                       |                           |                         |          |           |                 |
|--|--------------------|-----------------------|---------------------------|-------------------------|----------|-----------|-----------------|
| Instructions<br>(M) denotes a mandatory field<br>1. Click Add Requirements to add a new requirement<br>2. Click Modify hyperlink to Edit / View an existing requirement<br>3. Click Submit Delegate to submit the delegation |                    |                       |                           |                         |          |           |                 |
| Control Numbers  |                    |                       |                           |                         |          |           |                 |
| RCN#: S0101A-2023-1245<br>Created Year: 2023   |                    |                       |                           | DCN#: S5102A-23-07-1245 |          |           |                 |
| KCR# & Description   | Surveillance Event | Surveillance Activity | Surveillance Sub-Activity | Surveillance Category   | Priority | Sat/UnSat | Action          |
| KCR-QA-0008<br>INSPECTION SYSTEM   |                    |                       |                           |                         | 3        |           | Modify/Complete |
| <input type="button" value="Add Requirements"/> <input type="button" value="Back"/>  |                    |                       |                           |                         |          |           |                 |

Figure 12.9

| Requirement Information                            |   |
|--|---|
| (M) Assigned Functional Area:                      | Quality Assurance                               |
| (M) KCR# & Description:                            | KCR-QA-0008 - Inspection ...                    |
| Surveillance Event:                                | Heat Treatment and Surfac...                    |
| Surveillance Activity:                             | Preheat Treat Coating                           |
| Surveillance Sub-Activity:                         | <SELECT>  |
| Surveillance Category:                             | <SELECT>  |
| Frequency of Surveillance:                         | <SELECT>  |
| Surveillance Techniques:                           | <SELECT>  |
| Intensity of Surveillance:                         | <SELECT>  |
| (M) Risk Consequence (provide at least one)        |   |
| Risk Consequence - Cost:                           | 3 (Auto) Risk Consequence: 3                    |
| Risk Consequence - Schedule:                       | <SELECT> (M) Risk Likelihood: 3                 |
| Risk Consequence - Performance:                    | <SELECT> (Auto) Risk Rating: 13                 |
| (CM) Rationale for Risk Consequence - Cost:        | (CM) Rationale for Risk Consequence - Schedule: |
| Cost   | 4000 Characters Max                             |
| (CM) Rationale for Risk Consequence - Performance: | (M) Rationale for Risk Likelihood:              |
| 4000 Characters Max                                | Risk rationale                                  |
| (M) Priority:                                      | 3   |

Figure 12.10

D. Make the modification and click the Save Requirements button.

1. This example changed the Surveillance Category and added information to the Rationale for Risk Consequence – Cost as shown in **Figure 12.11**.

**Requirement Information**

(M) Assigned Functional Area:

(M) KCR# & Description:

Surveillance Event:

Surveillance Activity:

Surveillance Sub-Activity:

Surveillance Category:

Frequency of Surveillance:

Surveillance Techniques:

Intensity of Surveillance:

(M) Risk Consequence *(provide at least one)*

Risk Consequence – Cost:  (Auto) Risk Consequence:

Risk Consequence – Schedule:  (M) Risk Likelihood:

Risk Consequence – Performance:  (Auto) Risk Rating:

(CM) Rationale for Risk Consequence – Cost:

(CM) Rationale for Risk Consequence – Schedule:

(CM) Rationale for Risk Consequence – Performance:

(M) Rationale for Risk Likelihood:

(M) Priority:

**Figure 12.11**

- E. After modifying a requirement and saving, click 'Back' to return to the LOD- New/Edit page. Click 'Save LOD' to save changes.
- F. The Delegator will be directed to the LOD- Send Message to Delegator/Delegatee page. This allows users to notify the Delegatee or Delegator of changes made to the record (see **Figure 12.12**).
- G. Enter a message and click 'Send Message' to transmit or click 'Cancel'.

**LOD - Send Message to Delegator/Delegatee**

---

**Control Numbers**

RCN#: S0101A-2023-946                      DCN#: S5102A-23-05-946  
Created Year: 2023

Delegator (Code/Name): S                      - ALPHA (ALPHA) USER  
Delegator (Email):                                      :@navy.mil  
Delegatee (Code/Name): R                      - USER (ALPHA) GUIDE  
Delegatee (Email):                                      .CTR@NAVY.MIL

(M) Message:

**Figure 12.12**

H. After modifying, the delegation status will change to ISSUED as seen on the QALI/LOD- Main page (see **Figure 12.13**).

|                        |  |                   |                               |
|------------------------|--|-------------------|-------------------------------|
| Worklist               | Create QALI/LOD  | Transfer QALI/LOD | Ad Hoc Reports                |
| <b>QUICK VIEWS</b>     | <b>QALI / LOD - Main</b>   |                   |                               |
| History Record         |  |                   |                               |
| <b>ATTACHMENTS (2)</b> |  |                   |                               |
| View/Upload Files      |  |                   |                               |
|                        | <b>RCN#: S0101A-2023-946</b><br><b>Created Year: 2023</b>                                      |                   | <b>DCN#: S5102A-23-01-946</b> |
|                        | <b>Acknowledge Due Date: 01/17/2024</b>  |                   | <b>Status: ISSUED</b>         |
|                        | <a href="#">Acknowledge Delegation</a>   |                   |                               |
|                        | <b>Send Message</b><br><a href="#">Message to Supervisor</a>   <a href="#">General Message</a> |                   |                               |

**Figure 12.13**

To add a new requirement, the delegator will click the Add Requirements button shown in **Figure 12.14** and Add/Edit/View LOD Requirements webpage will display (see **Figure 12.15**).

|   |                           |                              |                                  |                                |                 |                  |                                 |
|---|---------------------------|------------------------------|----------------------------------|--------------------------------|-----------------|------------------|---------------------------------|
| <b>Add/Edit/View LOD Requirements</b>   |                           |                              |                                  |                                |                 |                  |                                 |
| <small>Instructions<br/>                 (M) denotes a mandatory field<br/>                 1. Click Add Requirements to add a new requirement<br/>                 2. Click Modify hyperlink to Edit / View an existing requirement<br/>                 3. Click Submit Delegatee to submit the delegation.</small> |                           |                              |                                  |                                |                 |                  |                                 |
| <b>Control Numbers</b>  |                           |                              |                                  |                                |                 |                  |                                 |
| <b>RCN#: S0101A-2023-1245</b><br><b>Created Year: 2023</b>  |                           |                              |                                  | <b>DCN#: S5102A-23-07-1245</b> |                 |                  |                                 |
| <b>KCR# &amp; Description</b>   | <b>Surveillance Event</b> | <b>Surveillance Activity</b> | <b>Surveillance Sub-Activity</b> | <b>Surveillance Category</b>   | <b>Priority</b> | <b>Sat/UnSat</b> | <b>Action</b>                   |
| KCR-QA-0009<br>INSPECTION SYSTEM  |                           |                              |                                  |                                | 3               |                  | <a href="#">Modify/Complete</a> |
| <input type="button" value="Add Requirements"/> <input type="button" value="Back"/>   |                           |                              |                                  |                                |                 |                  |                                 |

**Figure 12.14**

**Requirement Information**

(M) Assigned Functional Area: <SELECT>

Surveillance Category: <SELECT>

Frequency of Surveillance: <SELECT>

Surveillance Technique: <SELECT>

Intensity of Surveillance: <SELECT>

(M) Risk Consequence (Provide at least one)

Risk Consequence - Cost: <SELECT> (Auto) Risk Consequence: (pending)

Risk Consequence - Schedule: <SELECT> (M) Risk Likelihood: <SELECT>

Risk Consequence - Performance: <SELECT> (Auto) Risk Rating: (pending)

(CM) Rationale for Risk Consequence - Cost: 4000 Characters Max

(CM) Rationale for Risk Consequence - Schedule: 4000 Characters Max

(CM) Rationale for Risk Consequence - Performance: 4000 Characters Max

(M) Rationale for Risk Likelihood: 4000 Characters Max

(M) Priority: <SELECT>

(M) Prime / Subcontract Standards: 1500 character limit.

(M) Product Service Description: 1500 character limit.

Reporting Requirements: <SELECT> 4000 character limit.

(CM) Special Reporting Requirements Additional Instructions: 4000 character limit.

Customer Requirements, Instructions or Outcomes: 4000 character limit.

Surveillance Strategy Plan: 4000 character limit.

Request for Variance

RPV1 - All RPV authority is withheld. No

RPV2 - Delegatee is authorized to accept or reject the subcontractors' classification or disposition of minor Requests for Variance (RPVs). No

RPV3 - Delegatee is not authorized to accept or reject the subcontractors' classification or disposition of minor aviation/ship CSI RPVs. No

RPV4 - Delegatee is requested to provide comments and/or recommendations for major, critical, or aviation/ship CSI RPVs submitted by the subcontractor for approval by the prime contractor and government customer. No

RPV5 - Delegatee is authorized to accept or reject the subcontractors' classification or disposition of minor aviation or ship CSI RPVs. No

Request for Variance Remarks: 1000 character limit.

Additional Remarks: 4000 character limit.

Save | Delegatee Complete | Cancel/Add Reads

**Figure 12.15**

- I. Follow the steps of **Section 5.3** to add a LOD requirement.
- J. The additional requirement is listed in the Add/Edit/View LOD Requirements (see **Figure 12.16**).

**Add/Edit/View LOD Requirements**

**Instructions**  
(M) denotes a mandatory field  
1. Click Add Requirements to add a new requirement  
2. Click Modify hyperlink to Edit / View an existing requirement  
3. Click Submit Delegatee to submit the delegation.

---

**Control Numbers**

RCN#: S0101A-2023-1245      DCN#: S5102A-23-07-1245  
Created Year: 2023

| KCR# & Description                           | Surveillance Event                               | Surveillance Activity | Surveillance Sub-Activity | Surveillance Category          | Priority | Sat/UnSat | Action          |
|--|--|-----------------------|---------------------------|--------------------------------|----------|-----------|-----------------|
| KCR-QA-0008-09<br>LEVEL CONTRACT QUALITY REQ | Contractor Technical Assessment (QMS, 52.246-11) | Processes             |                           |                                | 3        |           | Modify/Complete |
| KCR-QA-0008<br>INSPECTION SYSTEM             | Heat Treatment and Surface Hardening Processes   | Preheat Treat Coating |                           | Deliverable Service Evaluation | 3        |           | Modify/Complete |

Add Requirements | Back

**Figure 12.16**

- K. After adding a requirement, the delegation status will change to Issued (see **Figure 12.13**).

### 12.3 Delegator Modifying After Rejection & Reissuing Delegation

The Delegator may modify the LOD information and requirements after rejection and reissue the delegation.

- A. Locate LOD in the Worklist (see **Figure 12.17**).

Worklist download: Click [here](#) to download data in spreadsheet

| Type       | RCN                              | Delegator Name     | DCN               | Delegatee Name     | KTR CAGE | Contract Number(s) | Status   | Issue Date | Action Required In |
|------------|----------------------------------|--------------------|-------------------|--------------------|----------|--------------------|----------|------------|--------------------|
| Delegation | <a href="#">S0101A-2023-1135</a> | ALPHA (ALPHA) USER | S5102A-23-07-1135 | USER (ALPHA) GUIDE |          | REJECTME           | REJECTED |            |                    |

**Figure 12.17**

- B. Click the RCN hyperlink to view the record Main page (see **Figure 12.18**). Click the Base Page hyperlink to enter the delegation. For the purpose of the user guide will demonstrate adding a contract and adding Delegator notes.

|                        |   |                   |                         |
|------------------------|---|-------------------|-------------------------|
| Worklist               | Create QALI/LOD   | Transfer QALI/LOD | Ad Hoc Reports          |
| <b>QUICK VIEWS</b>     | <b>QALI / LOD - Main</b>  |                   |                         |
| History Record         |   |                   |                         |
| <b>ATTACHMENTS (7)</b> |   |                   |                         |
| View/Upload Files      |   |                   |                         |
|                        | RCN#: S0101A-2023-1663  |                   | DCN#: S5102A-23-12-1663 |
|                        | Created Year: 2023  |                   |                         |
|                        | Status: REJECTED  |                   |                         |
|                        | <b>Action</b><br><a href="#">Close Delegation</a>   |                   |                         |
|                        | <b>Editable and Viewable Pages</b><br><a href="#">New/Edit Base Page</a><br><a href="#">Requirements Page</a><br><a href="#">Additional Information</a> |                   |                         |
|                        | <b>Send Message</b><br><a href="#">Message to Supervisor</a>   <a href="#">General Message</a>  |                   |                         |

**Figure 12.18**

- C. The delegator will have access to all of the editable data field. **Figure 12.19** shows the Add LOD information and **Figure 12.20** shows, for the purpose of the user guide, modifying the contract information and adding Delegator Instructions/ Notes.

| NSN Information                              |         |         |         |  |
|--|---------|---------|---------|--|
| COG  | FSC     | NIIN    | SMIC    |  |
| 2 Chars                                      | 4 Chars | 9 Chars | 2 Chars |  |
| Add NSN                                      |         |         |         |  |
| Part Number Information                      |         |         |         |  |
| Part Number                                  |         |         |         |  |
| 32 Characters Max                            |         |         |         |  |
| Add Part Number                              |         |         |         |  |
| 4000 Characters Max                          |         |         |         |  |
| (M) Delegator Comments/Special Instructions: |         |         |         |  |

Figure 12.19

| NSN Information                              |         |         |         |  |
|--|---------|---------|---------|--|
| COG  | FSC     | NIIN    | SMIC    |  |
| 2 Chars                                      | 4 Chars | 9 Chars | 2 Chars |  |
| Add NSN                                      |         |         |         |  |
| Part Number Information                      |         |         |         |  |
| Part Number                                  |         |         |         |  |
| 32 Characters Max                            |         |         |         |  |
| Add Part Number                              |         |         |         |  |
| 4000 Characters Max                          |         |         |         |  |
| (M) Delegator Comments/Special Instructions: |         |         |         |  |
| ADDING DELEGATOR NOTES TO RECORD             |         |         |         |  |

Figure 12.20


D. Click the Submit to Delegatee button (see Figure 12.21).

|                       |                      |                     |                     |                   |
|-----------------------|----------------------|---------------------|---------------------|-------------------|
| Add/View Requirements | Save                 | Submit to Delegatee | Withdraw Delegation | Delete Delegation |
| Close Delegation      |                      |                     |                     |                   |
| Add/View Attachment   | Additional Info Page | Cancel              |                     |                   |

Figure 12.21



- E. Submit to Delegatee will bring up the DCMA Correspondence page (details instructions are in **Section 9**). Add any necessary Email addresses and click Send to re-submit the delegation to the Delegatee (**Figure 12.22**).

| DCMA Correspondence   |   |
|---|---|
| <b>Instructions</b><br>1. Enter <b>To Email Address</b> and click <b>Add To Email List</b><br>2. Enter <b>CC Email Address</b> and click <b>Add CC Email List</b> if required<br>3. Enter/Modify the content if required<br>4. Click <b>Send</b> to send the QALI/LOD Letter  |   |
| Correspondence  |   |
| To: <input type="text" value="deleagtee@mail.mil"/>   | <input type="button" value="Add To Email list"/>                |
| CC: <input type="text"/>  | <input type="button" value="Add CC Email list"/>                |
| Content   |   |
|    | <input type="text"/>  |
|   | <input type="text" value="DEFENSE CONTRACT MANAGEMENT AGENCY"/> |
|   | <input type="text" value="1910 THIRD AVE N"/>                   |
|   | <input type="text" value="BIRMINGHAM, AL 35203-3514 US"/>       |
|   | <input type="text" value="01/05/2024"/>                         |
| <p>You have received a delegation for the following area(s):<br/>           Software Acquisition Management</p> <p>Delegator: USER GUIDE<br/>           Phone: 2075551234<br/>           Delegator Comments: Regression Testing<br/>           resubmit for user guide</p> <p>Contract #: K77P3H5Z24</p> <p>Customer Name: PDREP Regression</p> <p>RCN #: S0101A-2023-1663<br/>           DCN #: S5102A-23-12-1663</p> <p>Supplier/Facility: NAVY UNITED STATES DEPARTMENT OF THE 07070<br/>           110 VERNON AVE<br/>           PANAMA CITY BEACH, 32407-7001</p> <p>Please log in to PDREP to review and accept/recommend rejection/reassign/request <input type="checkbox"/></p> |   |
| <input type="button" value="Preview"/> <input type="button" value="Send"/> <input type="button" value="Back"/>  |   |

**Figure 12.22**

### 13 SUPERVISOR – WITHDRAW A DELEGATION

A user with Supervisor, CMO and HQ-PIR access level may only withdrawal a delegation

before the delegation is accepted.

- A. Locate LOD on the Worklist.
- B. Click on the RCN for the LOD that will be withdrawn. The QALI/LOD Main page will display. Click on the New/Edit hyperlink to enter the record.
- C. Click the Withdraw Delegation button located between the Add/View Requirements and Add/View Attachment buttons (see **Figure 13.1**).
- D. The QALI/LOD Recall/Withdraw page will be displayed (see **Figure 13.2**).

**Delegation - New/Edit**

**Instructions**  
**(M) denotes a mandatory field**  
1. Select Delegator Name from Drop Down  
2. Enter Delegatee DoDAAC  
3. Select Delegatee Name from Drop Down  
4. Enter LOD information  
5. Click Save Draft to save LOD and remain on current page  
6. Click Save and Add Requirements to save LOD and display Requirements page

**Figure 13.1**

**LOD Email Notice**

**Control Numbers**

RCN#: S0101A-2023-1629      DCN#: S5102A-23-12-1629  
Created Year: 2023

**QALI/LOD - Withdraw**

To:  
From:

Please enter Remarks. They will be used as the body of the Email:

(M) Remarks:

(M) Withdraw Date: 01/05/2024

**Figure 13.2**

- **To:** Pre-populated field with the Delegatee’s Email address.
- **From:** Pre-populated field with the Sender’s Email address.
- **(M) Withdraw Date:** The Recall/Withdraw date is the Date that the QALI/LOD is being recalled or withdrawn. This field defaults to the current date and is a mandatory field.
- **(M) Remarks:** Notes regarding the recall/withdrawal of the QALI/LOD. This field is mandatory as shown in **Figure 13.3**.

**Figure 13.3**

- **Send:** Click the ‘Send’ button to finalize the Withdrawal process. This will bring you to a confirmation page (**Figure 13.4**).
- **Cancel:** Clicking the ‘Cancel’ button exits the page without saving.

**Figure 13.4**

The withdrawn LOD will now have the status of “WITHDRAWN” as seen in **Figure 13.5**.

Worklist download: Click [here](#) to download data in spreadsheet

| Type       | RCN                              | Delegator Name     | DCN               | Delegatee Name    | KTR CAGE | Contract Number(s) | Status    | Issue Date | Action Required In |
|------------|----------------------------------|--------------------|-------------------|-------------------|----------|--------------------|-----------|------------|--------------------|
| Delegation | <a href="#">S0101A-2023-1629</a> | ALPHA (ALPHA) USER | S5102A-23-12-1629 | TEST (ALPHA) USER |          | TNB7137P4Y         | WITHDRAWN |            |                    |

**Figure 13.5**

## 14 SUPERVISOR - TRANSFER QALI/LOD

ONLY users with Supervisor, Contract Management Office (CMO) and HQ-PIR access will be able to transfer delegations on their associated Team Code/OU. All other user access

levels will not see the menu/tab options outlined in **Figure 14.1** and **Figure 14.2** below.

## 14.1 Accessing Transfer Page

- A. From the PDREP main menu, hover over the QALI/Letter of Delegation (LOD) menu item, select Transfer QALI from the fly out menu as shown in **Figure 14.1** or from the PDREP – QALI / LOD Worklist page, click the Transfer Tab (see **Figure 14.2**).



**Figure 14.1**



**Figure 14.2**

- B. Clicking the Transfer QALI/LOD fly out or the Transfer QALI/LOD Tab will display the Transfer QALI / LOD web page as shown in **Figure 14.3**. ONLY users with the necessary roles to transfer delegations (Supervisor and above) will see the webpage represented in **Figure 14.3**, users without the necessary role to transfer will not have access to the Transfer QALI/LOD fly out menu nor tab. Note the instructions at the top of the page.

|   |                 |                          |                |
|---|-----------------|--------------------------|----------------|
| Worklist  | Create QALI/LOD | <b>Transfer QALI/LOD</b> | Ad Hoc Reports |
| <b>Transfer QALI / LOD</b>  |                 |                          |                |
| <p><b>Instructions</b><br/> <b>(M) denotes a mandatory field</b></p> <p><b>TO SEARCH</b></p> <ol style="list-style-type: none"> <li>1. Select the Record Type to transfer.</li> <li>2. Select the type of Transfer (e.g. from Delegator to another Delegator, or from a Delegatee to another Delegatee)</li> <li>3. DoDAAC field populates names in the Delegatee/Delegator dropdowns. Enter DoDAAC of Records current Delegator or Delegatee</li> <li>4. Select the Delegator or Delegatee whose QALI/LOD you want to transfer, OR enter the RCN to search</li> <li>5. If searching by RCN, do NOT include the suffix (i.e. D, Q, B)</li> <li>6. Click the <b>Search</b> button</li> </ol> <p><b>TO TRANSFER</b></p> <ol style="list-style-type: none"> <li>1. Ensure the TO: DoDAAC matches where the record will be transferred (Note: Field is case sensitive)</li> <li>2. Select the user to whom you would like to transfer the QALI/LOD from the dropdown</li> <li>3. Select the QALI/LODs to transfer using checkbox to select or click on the "Select All" button</li> <li>4. Click the <b>Transfer Selected</b> button</li> </ol> |                 |                          |                |
| <b>SEARCH FOR RECORDS TO TRANSFER:</b>  |                 |                          |                |
| <p>(M) Record Type: <input type="radio"/> QALI <input checked="" type="radio"/> LOD <input type="radio"/> Host Nation <input type="radio"/> Reimbursable</p> <p>(M) Transfer: <input type="radio"/> FROM Delegatee to Delegatee <input type="radio"/> FROM Delegator to Delegator</p> <p>(M) DoDAAC: <input type="text" value="S3620A"/></p> <p>(M) Delegatee: <input type="text" value="-SELECT-"/></p> <p>(M) Delegator: <input type="text" value="-SELECT-"/></p> <p>OR (M) RCN: <input type="text"/></p> <p style="text-align: center;"><input type="button" value="Search"/></p>   |                 |                          |                |

**Figure 14.3**

Figure 14.3 Data Elements:

- **(M) Record Type:** Select the type of record that needs to be transferred.
- **(M) Transfer:** Select the role on the record that needs to be transferred/updated.
- **(M) DoDAAC:** This pre-populates with the DoDAAC of the signed in user but can be changed. Enter the DoDAAC associated with the user's role on the record you are transferring FROM (e.g., the current Delegator/Delegatee's DoDAAC as seen in the RCN or DCN). This field is case sensitive - use capital letters only.
- **(M) Delegatee:** Dropdown that populates a list of Delegatee's associated with records within the DoDAAC entered in the DoDAAC field.
- **(M) Delegator:** Dropdown that populates a list of Delegator's associated with records within the DoDAAC entered in the DoDAAC field.

- **OR (M) RCN:** Optional field to enter the RCN of a specific record that needs to be transferred. NOTE: If transferring a record outside your Primary DoDAAC, remove the DoDAAC from the DoDAAC field before searching. This field is case sensitive - use capital letters only.

## 14.2 Transferring QALI and Internal Delegations

A. Searching for QALI and Internal Delegations follow the same process. The page defaults to LOD as the initial selection.

1. Select the type of record to be transferred, see **Figure 14.4**.

SEARCH FOR RECORDS TO TRANSFER:

(M) Record Type:  QALI  LOD  Host Nation  Reimbursable

(M) Transfer:  FROM Delegatee to Delegatee  FROM Delegator to Delegator

(M) DoDAAC:

(M) Delegatee:

(M) Delegator:

OR (M) RCN:

**Figure 14.4**

2. Select the type of transfer (e.g., from Delegator to another Delegator, or from a Delegatee to another Delegatee) see **Figure 14.5**.

SEARCH FOR RECORDS TO TRANSFER:

(M) Record Type:  QALI  LOD  Host Nation  Reimbursable

(M) Transfer:  FROM Delegatee to Delegatee  FROM Delegator to Delegator

(M) DoDAAC:

(M) Delegatee:

(M) Delegator:

OR (M) RCN:

**Figure 14.5**

3. From appropriate drop-down box, select the individual that is currently

responsible for the record, or input RCN (see **Figure 14.6**). The Delegatee and Delegator drop downs will contain a list of users from user's DODAAC as shown in **Figure 14.7**.

**SEARCH FOR RECORDS TO TRANSFER:**

(M) Record Type:  QALI  LOD  Host Nation  Reimbursable

(M) Transfer:  FROM Delegatee to Delegatee  FROM Delegator to Delegator

(M) DoDAAC:

(M) Delegatee:

(M) Delegator:

OR (M) RCN:

**Figure 14.6**

(M) Delegatee:

- SELECT-
- (ALPHA)
- GUIDE, USER (ALPHA)
- (ALPHA)

**Figure 14.7**

4. Click the Search button and the web page will display as shown in **Figure 14.8**.

**SEARCH FOR RECORDS TO TRANSFER:**

(M) Record Type:  QALI  LOD  Host Nation  Reimbursable  
(M) Transfer:  FROM Delegatee to Delegatee  FROM Delegator to Delegator

(M) DoDAAC:   
(M) Delegatee:   
(M) Delegator:   
OR (M) RCN:

---

**TRANSFER RECORDS**

DoDAAC:   
FROM Delegatee:   
TO (M) Delegatee:

TOTAL Result count: 25  
SEARCH RESULTS

| Type | RCN                                  | DCN                   | Cage Code | Delegator Activity | Delegator Name         | Delegated Activity | Delegatee Name   | Issue Date | Status    | Select ALL               |
|------|--------------------------------------|-----------------------|-----------|--------------------|------------------------|--------------------|------------------|------------|-----------|--------------------------|
| LOD  | <a href="#">S0101A-2023-331-0001</a> | S0101A-23-05-331-0001 |           | S0101A             | LOD (BETA) USER GUIDE  | S0101A             | BETA (BETA) USER |            | DRAFT     | <input type="checkbox"/> |
| RLOD | <a href="#">S0101A-2023-332-0001</a> | S0101A-23-05-332-0001 |           | S0101A             | LOD (BETA) USER GUIDE  | S0101A             | BETA (BETA) USER | 05/08/2023 | ACCEPTED  | <input type="checkbox"/> |
| RLOD | <a href="#">S0101A-2023-339-0001</a> | S0101A-23-05-339-0001 |           | S0101A             | LOD (BETA) USER GUIDE  | S0101A             | BETA (BETA) USER |            | DRAFT     | <input type="checkbox"/> |
| LOD  | <a href="#">S2305A-2022-148</a>      | S0101A-22-03-148      | PDREP     | S2305A             | PDREP (BETA) TEST USER | S0101A             | BETA (BETA) USER | 03/15/2022 | ISSUED    | <input type="checkbox"/> |
| LOD  | <a href="#">S4306A-2021-6405</a>     | S0101A-21-09-6405     |           | S4306A             | LOD (BETA) USER GUIDE  | S0101A             | BETA (BETA) USER | 09/23/2021 | ACCEPTED  | <input type="checkbox"/> |
| LOD  | <a href="#">S4306A-2021-6410</a>     | S0101A-21-09-6410     |           | S4306A             | LOD (BETA) USER GUIDE  | S0101A             | BETA (BETA) USER | 09/24/2021 | COMPLETED | <input type="checkbox"/> |

**Figure 14.8**

5. If an RCN is entered the record return will be that single record as Shown in Figure 14.9.

**Note: Do not enter dashes or a suffix when using RCN search. If searching for a sub-tiered delegation the format is as follows: S0101A2023339.0001.**

**SEARCH FOR RECORDS TO TRANSFER:**

(M) Record Type:  QALI  LOD  Host Nation  Reimbursable  
(M) Transfer:  FROM Delegatee to Delegatee  FROM Delegator to Delegator

(M) DoDAAC:   
(M) Delegatee:   
(M) Delegator:   
OR (M) RCN:

---

**TRANSFER RECORDS**

DoDAAC:   
FROM Delegatee:   
TO (M) Delegatee:

TOTAL Result count: 1  
SEARCH RESULTS

| Type | RCN                             | DCN              | Cage Code | Delegator Activity | Delegator Name   | Delegated Activity | Delegatee Name        | Issue Date | Status   | Select ALL               |
|------|---------------------------------|------------------|-----------|--------------------|------------------|--------------------|-----------------------|------------|----------|--------------------------|
| RLOD | <a href="#">S0101A-2023-339</a> | S5102A-23-05-339 |           | S0101A             | BETA (BETA) USER | S5102A             | LOD (BETA) USER GUIDE | 05/09/2023 | ACCEPTED | <input type="checkbox"/> |



**Figure 14.9**

B. Transfer Selected Delegations

**NOTE:** Ensure the letters in the DoDAAC are capitalized otherwise the TO list will not populate.

1. Enter DODAAC to which the delegations are being transferred to (see **Figure 14.10**). Select the Delegator or Delegatee who the delegation(s) are being transferred to from the TO drop down (see **Figure 14.11**).

**Figure 14.10**

**Figure 14.11**

2. Select the delegations to be transferred by clicking the box of the individual delegation (see **Figure 14.12**) or click the Select ALL button (see **Figure 14.13**).

| Type | RCN                                     | DCN                    | Cage Code | Delegator Activity | Delegator Name      | Delegated Activity | Delegatee Name        | Issue Date | Status       | Select ALL                          |
|------|---|------------------------|-----------|--------------------|---------------------|--------------------|-----------------------|------------|--------------|-------------------------------------|
| LOD  | <a href="#">N45112-2023-1439-0001-D</a> | N45112-23-11-1439-0001 |           | S5102A             | USER (ALPHA) GUIDE  | N45112             | TESTY, TESTER (ALPHA) |            | DRAFT        | <input type="checkbox"/>            |
| LOD  | <a href="#">S0101A-2022-5814</a>        | S5102A-22-06-5814      |           | S0101A             | GUIDE, USER (ALPHA) | S5102A             | (ALPHA) (ALPHA)       | 06/07/2022 | ACCEPTED     | <input checked="" type="checkbox"/> |
| RLOD | <a href="#">S0101A-2022-6149</a>        | S0101A-22-06-6149      | 07070     | S0101A             | ALPHA (ALPHA) USER  | S0101A             | (ALPHA)               | 10/26/2022 | ACKNOWLEDGED | <input checked="" type="checkbox"/> |

**Figure 14.12**

**TRANSFER RECORDS**

DoDAAC:   
 FROM Delegator:   
 TO (M) Delegator:

TOTAL Result count: 322  
SEARCH RESULTS

| Type | RCN                                     | DCN                    | Cage Code | Delegator Activity | Delegator Name      | Delegated Activity | Delegatee Name        | Issue Date | Status       | Select ALL                          |
|------|---|------------------------|-----------|--------------------|---------------------|--------------------|-----------------------|------------|--------------|-------------------------------------|
| LOD  | <a href="#">N45112-2023-1439-0001-D</a> | N45112-23-11-1439-0001 |           | S5102A             | USER (ALPHA) GUIDE  | N45112             | TESTY, TESTER (ALPHA) |            | DRAFT        | <input checked="" type="checkbox"/> |
| LOD  | <a href="#">S0101A-2022-5814</a>        | S5102A-22-06-5814      |           | S0101A             | GUIDE, USER (ALPHA) | S5102A             | (ALPHA) (ALPHA)       | 06/07/2022 | ACCEPTED     | <input checked="" type="checkbox"/> |
| RLOD | <a href="#">S0101A-2022-6149</a>        | S0101A-22-06-6149      | 07070     | S0101A             | ALPHA (ALPHA) USER  | S0101A             | (ALPHA)               | 10/26/2022 | ACKNOWLEDGED | <input checked="" type="checkbox"/> |

**Figure 14.13**

- Click the Transfer Selected button, the delegations will be transferred and the webpage will display a message as shown in **Figure 14.14**.

**SEARCH FOR RECORDS TO TRANSFER:**

- Selected QALI/LOD or QALIs/LODs have been successfully transferred.

(M) Record Type:  QALI  LOD  Host Nation  Reimbursable  
 (M) Transfer:  FROM Delegation to Delegation  FROM Delegator to Delegator

(M) DoDAAC:   
 (M) Delegation:   
 (M) Delegator:   
 OR (M) RCN:

**Figure 14.14**

### 14.3 Transferring Reimbursable Delegations

- To transfer a Reimbursable delegation, select Reimbursable as the Record Type (Figure 14.15).

SEARCH FOR RECORDS TO TRANSFER:

(M) Record Type:    QALI    LOD    Host Nation    Reimbursable

(M) Transfer:    FROM Delegatee    FROM Delegator    FROM DoDCCP/NPO

(M) DoDAAC:  

(M) Delegatee:    ▼

(M) Delegator:    ▼

(M) DoDCCP/NPO:    ▼

OR (M) RCN:

**Figure 14.15**

1. The options for Transfer will update to display the following:
  - a. **FROM Delegatee**: Select this to transfer the record to a new Delegatee.
  - b. **FROM Delegator**: Select this to transfer the record to a new Delegator.
  - c. **FROM DoDCCP/NPO**: Select this to transfer the record to a new DoDCCP/NPO.
  
2. An additional dropdown will populate for **(M) DoDCCP/NPO**, which will populate a list of DoDCCP/NPO users associated with records within the DoDAAC entered in the DoDAAC field. All other fields operate the same as a QALI or Internal Delegation.
  
3. Select the appropriate Record Type and Transfer radio buttons for the desired transfer. Or enter the applicable DoDAAC and select the correct dropdown for the Transfer (or enter an RCN) and click Search.

**SEARCH FOR RECORDS TO TRANSFER:**

(M) Record Type:  QALI  LOD  Host Nation  Reimbursable

(M) Transfer:  FROM Delegatee  FROM Delegator  FROM DoDCCP/NPO

(M) DoDAAC:

(M) Delegatee:

(M) Delegator:

(M) DoDCCP/NPO:

OR (M) RCN:

---

**TRANSFER RECORDS**

DoDAAC:

FROM DoDCCP/NPO Delegator: USER, BETA (BETA)

TO (M) DoDCCP/NPO Delegator:

TOTAL Result count: 28  
SEARCH RESULTS

| Type | RCN                                  | DCN                   | Cage Code | Delegator Activity | Delegator Name        | Delegated Activity | Delegatee Name         | Issue Date | Status   | Select ALL               |
|------|--------------------------------------|-----------------------|-----------|--------------------|-----------------------|--------------------|------------------------|------------|----------|--------------------------|
| RL0D | <a href="#">S0101A-2023-114</a>      | S5102A-23-02-114      |           | S0101A             | BETA (BETA) USER      | S5102A             | PDREP (BETA) TEST USER | 02/09/2023 | ACCEPTED | <input type="checkbox"/> |
| RL0D | <a href="#">S0101A-2023-332</a>      | S5102A-23-05-332      | 98897     | S0101A             | BETA (BETA) USER      | S5102A             | LOD (BETA) USER GUIDE  | 05/08/2023 | ACCEPTED | <input type="checkbox"/> |
| RL0D | <a href="#">S0101A-2023-332-0001</a> | S0101A-23-05-332-0001 |           | S0101A             | LOD (BETA) USER GUIDE | S0101A             | BETA (BETA) USER       | 05/08/2023 | ACCEPTED | <input type="checkbox"/> |

**Figure 14.16**

4. On Reimbursable transfer, the DoDAAC field under the “Transfer Records” section will populate the TO Dropdown below (**Figure 14.16**). The dropdown will contain all users with the entered DoDAAC listed as their Primary or Secondary DoDAAC on their user profile page.
5. As outlined in Section 14.1, select the delegations to be transferred by clicking the box of the individual delegation or click the Select ALL button.
6. Click the Transfer Selected button and the delegations will be transferred and the webpage will display a confirmation message (**Figure 14.17**).

**SEARCH FOR RECORDS TO TRANSFER:**

- Selected QALI/LOD or QALIs/LODs have been successfully transferred.

(M) Record Type:    QALI    LOD    Host Nation    Reimbursable

(M) Transfer:    FROM Delegatee    FROM Delegator    FROM DoDCCP/NPO

(M) DoDAAC:  

(M) Delegatee:    ▼

(M) Delegator:    ▼

(M) DoDCCP/NPO:    ▼

OR (M) RCN:  

**Figure 14.17**

## 14.4 Transferring Host Nation Delegations

- A. When transferring Host Nation delegations, ONLY utilize the FROM Delegator to Delegator option (**Figure 14.18**).

**SEARCH FOR RECORDS TO TRANSFER:**

(M) Record Type:    QALI    LOD    Host Nation    Reimbursable

(M) Transfer:    FROM Delegatee to Delegatee    FROM Delegator to Delegator

(M) DoDAAC:  

(M) Delegatee:    ▼

(M) Delegator:    ▼

OR (M) RCN:  

**Figure 14.18**

- B. Host Nation records do not utilize a Delegatee, so no records will populate to transfer if FROM Delegatee to Delegatee is selected. All other actions follow the Reimbursable transfer process.

## 15 DELEGATEE - COMPLETING A LOD

After updating all the requirements of the QALI/LOD, as detailed in **Section 11**, a QALI/LOD will be able to be completed. If requirements have not all been updated, an error message will appear as seen in **Figure 15.1**. If completing a reimbursable delegation an additional verification is made to ensure at least one GQACR form has been completed as seen in **Figure 15.2**.

**Figure 15.1**

**Figure 15.2**

A. Locate QALI/LOD on the Worklist with ACCEPTED status (see **Figure 15.3**).

Worklist download: [Click here](#) to download data in spreadsheet

| Type | RCN                              | Delegator Name     | DCN             | Delegatee Name     | KTR CAGE | Contract Number(s) | Status   | Issue Date | Action Required In |
|------|----------------------------------|--------------------|-----------------|--------------------|----------|--------------------|----------|------------|--------------------|
| QALI | <a href="#">N45112-2024-40-D</a> | ALPHA (ALPHA) USER | S5102A-24-01-40 | USER (ALPHA) GUIDE | 98897    | TEST               | ACCEPTED | 01/09/2024 |                    |
| RLOD | <a href="#">S3620A-2024-39</a>   | (ALPHA)            | S5102A-24-01-39 | USER (ALPHA) GUIDE |          | NASA               | ACCEPTED | 01/09/2024 |                    |

**Figure 15.3**

B. Click the RCN to open the main page of the record.

C. Click the Complete Delegation hyperlink as shown in **Figure 15.4** and the QALI/LOD Complete page will be displayed as seen in **Figure 15.5**.

|                        |   |                   |                              |                 |
|------------------------|---|-------------------|------------------------------|-----------------|
| Worklist               | Create QALI/LOD   | Transfer QALI/LOD | Ad Hoc Reports               | View / Edit GQA |
| <b>QUICK VIEWS</b>     | <b>QALI / LOD - Main</b>  |                   |                              |                 |
| History Record         |   |                   |                              |                 |
| <b>ATTACHMENTS (2)</b> |   |                   |                              |                 |
| View/Upload Files      |   |                   |                              |                 |
|                        | <b>RCN#:</b> S3620A-2024-39<br><b>Created Year:</b> 2024  |                   | <b>DCN#:</b> S5102A-24-01-39 |                 |
|                        | <b>Status:</b> ACCEPTED   |                   |                              |                 |
|                        | <b>Action</b><br><a href="#">Complete Delegation</a><br><a href="#">GQA Forms</a>   |                   |                              |                 |
|                        | <b>Editable and Viewable Pages</b><br><a href="#">New/Edit Base Page</a><br><a href="#">Requirements Page</a><br><a href="#">Additional Information</a> |                   |                              |                 |
|                        | <b>Send Message</b><br><a href="#">Message to Supervisor</a>   <a href="#">General Message</a>  |                   |                              |                 |

**Figure 15.4**

|   |  |  |                                       |
|---|--|--|---------------------------------------|
| <b>QALI / LOD Complete</b>  |  |  |                                       |
| <input type="button" value="Send"/>   | <input type="button" value="Save and Exit"/> | <input type="button" value="Add/View Attachment"/> | <input type="button" value="Cancel"/> |
| <b>Control Numbers</b>  |  |  |                                       |
| <b>RCN#:</b> S0101A-2023-684-D<br><b>Created Year:</b> 2023   |  | <b>DCN#:</b> S0101A-23-04-684                      |                                       |
| <b>To:</b><br><b>From:</b>  |  |  |                                       |
| <b>Complete</b>   |  |  |                                       |
| You are being notified that ALPHA (ALPHA) USER from S0101A completed S0101A-2023-684 on 01/05/2024. |  |  |                                       |
| <b>Inspection Results:</b>  |  |  |                                       |

**Figure 15.5**

D. The available buttons on the QALI/LOD complete webpage shown in **Figure 15.5** are:

- **Send:** Clicking the Send button opens the Correspondence page. The Delegatee can then verify the information is correct and all applicable attachments are selected on the Correspondence page. Click the Send button to finalize the complete process.
- **Save and Exit:** Saves the record and exits the page.
- **Add/View Attachment:** The Add/View Attachment button allows uploading, viewing, and deleting of attachments. For further instructions, please see the user guide to Attaching a File in PDREP, found [here](#).
- **Cancel:** Exit the page without saving.

E. Enter the surveillance results in the Inspection Results text box (see **Figure 15.6**).

The screenshot shows a web interface for 'QALI / LOD Complete'. At the top, there is a dark blue header with the text 'QALI / LOD Complete' and four buttons: 'Send', 'Save and Exit', 'Add/View Attachment', and 'Cancel'. Below this is a section titled 'Control Numbers' with the following information: 'RCN#: S0101A-2023-684-D', 'DCN#: S0101A-23-04-684', and 'Created Year: 2023'. There are also labels for 'To:' and 'From:'. A section titled 'Complete' contains a notification: 'You are being notified that ALPHA (ALPHA) USER from S0101A completed S0101A-2023-684 on 01/05/2024.' Below this is a text box labeled 'Inspection Results:' containing the text 'Results from inspection.'

**Figure 15.6**

F. Click the 'Send' button shown on **Figure 15.7** and the PDREP message confirmation web page will be displayed (see **Figure 15.8**).

The screenshot shows the top portion of a web page for the 'PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)'. It includes a navigation bar with 'Home' and 'Help' links, and a user profile section showing 'User Profile: USER (ALPHA) GUIDE' and a 'Logout' link. Below this is a dark blue header with the text 'QALI / LOD Complete' and four buttons: 'Send', 'Save and Exit', 'Add/View Attachment', and 'Cancel'.



**Figure 15.7**

| PDREP MESSAGE            |                        |
|--------------------------|------------------------|
| <b>QAL/LOD Number</b>    | S0101A2023684          |
| <b>Message</b>           | Data sent successfully |
| <a href="#">Continue</a> |                        |

**Figure 15.8**

G. The delegation changes to COMPLETED status on the QALI/LOD Main Page and Worklist (see **Figure 15.9**). An email notification will be sent to the Delegator upon completion (**Figure 15.10**).

Worklist download: Click [here](#) to download data in spreadsheet

| Type | RCN                               | Delegator Name     | DCN              | Delegatee Name     | KTR CAGE | Contract Number(s) | Status    | Issue Date | Action Required In |
|------|-----------------------------------|--------------------|------------------|--------------------|----------|--------------------|-----------|------------|--------------------|
| QALI | <a href="#">S0101A-2023-684-D</a> | ALPHA (ALPHA) USER | S0101A-23-04-684 | ALPHA (ALPHA) USER | 19151    | SPE7M222P1611      | COMPLETED | 04/11/2023 |                    |

**Figure 15.9**

Completed - RCN#: N45112-2024-25-Q

To:

N45112-2024-25-Q\_INITIAL\_LETTER.pdf  
15 KB

N45112-2024-25-Q\_INITIAL\_LETTER.pdf  
15 KB

The Delegatee has completed all delegated activities. Request closure of delegation N45112-2024-25-Q.  
Please contact the delegatee at 207-400-1234 or [CTR@NAVY.MIL](mailto:CTR@NAVY.MIL) if any assistance is required.

PDREP HOME: <https://www.pdrep.csd.disa.mil/>  
Inspection Results: completed

You must use Adobe Acrobat Reader version 5.x or higher to display and print the letter.  
<http://www.adobe.com/products/reader>

The appearance of external hyperlinks does not constitute endorsement by the United States Department of Defense of the linked web sites, or the information, products or services contained therein. For other than authorized activities such as military exchanges and Morale, Welfare and Recreation (MWR) sites, the United States Department of Defense does not exercise any editorial control over the information you may find at these locations.

**Figure 15.10**

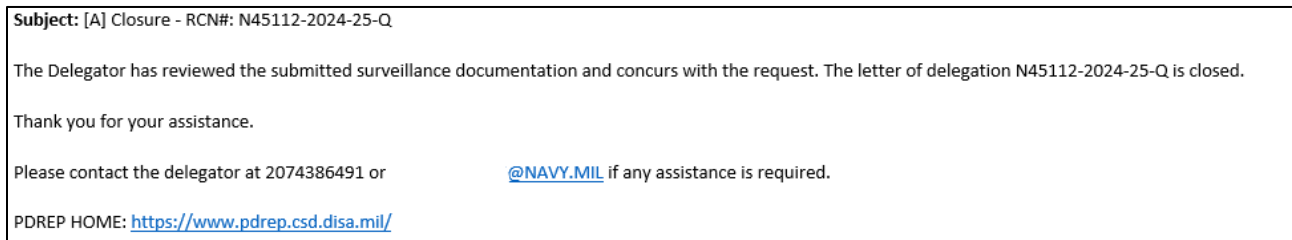
H. The record will no longer display an editable record but displays a view only format of the delegation (see **Figure 15.10**), accessible from the QALI/LOD- Main page- see **Section 18** for View format capabilities and features.

| QALI / LOD View  |                    |                       |                                      |                       |                     |                    |                     |                  |                              |                                       |                                   |
|--|--------------------|-----------------------|--------------------------------------|-----------------------|---------------------|--------------------|---------------------|------------------|------------------------------|---------------------------------------|-----------------------------------|
| Control Numbers  |                    |                       |                                      |                       |                     |                    |                     |                  |                              |                                       |                                   |
| RCN#: S5102A-2021-5423   |                    |                       | DCN#: S0101A-21-08-5423              |                       |                     | Created Year: 2021 |                     |                  |                              |                                       |                                   |
| Status: COMPLETED  |                    |                       |                                      |                       |                     |                    |                     |                  |                              |                                       |                                   |
| Annual Review Confirmation:  |                    |                       |                                      |                       |                     |                    |                     |                  |                              |                                       |                                   |
| Status   |                    |                       |                                      |                       |                     |                    |                     |                  |                              |                                       |                                   |
| Type: Delegation   |                    |                       |                                      |                       |                     |                    |                     |                  |                              |                                       |                                   |
| Issue Date: 08/25/2021   |                    |                       |                                      |                       |                     |                    |                     |                  |                              |                                       |                                   |
| Acknowledge Due Date: 09/04/2021   |                    |                       |                                      |                       |                     |                    |                     |                  |                              |                                       |                                   |
| Acknowledge Date: 08/25/2021   |                    |                       |                                      |                       |                     |                    |                     |                  |                              |                                       |                                   |
| Accept / Reject Date: 08/25/2021   |                    |                       |                                      |                       |                     |                    |                     |                  |                              |                                       |                                   |
| Completion Date: 08/25/2021  |                    |                       |                                      |                       |                     |                    |                     |                  |                              |                                       |                                   |
| Closed Date:   |                    |                       |                                      |                       |                     |                    |                     |                  |                              |                                       |                                   |
| Delegator Information  |                    |                       |                                      |                       |                     |                    |                     |                  |                              |                                       |                                   |
| DoDAAC: S5102A   |                    |                       |                                      |                       |                     |                    |                     |                  |                              |                                       |                                   |
| User Code: RN  |                    |                       |                                      |                       |                     |                    |                     |                  |                              |                                       |                                   |
| Name: US   |                    |                       |                                      |                       |                     |                    |                     |                  |                              |                                       |                                   |
| Commercial Phone: 207-   |                    |                       |                                      |                       |                     |                    |                     |                  |                              |                                       |                                   |
| Email: RO  |                    |                       |                                      |                       |                     |                    |                     |                  |                              |                                       |                                   |
| Team Code: TDM   |                    |                       |                                      |                       |                     |                    |                     |                  |                              |                                       |                                   |
| Deelegatee Information   |                    |                       |                                      |                       |                     |                    |                     |                  |                              |                                       |                                   |
| DoDAAC: S0101A   |                    |                       |                                      |                       |                     |                    |                     |                  |                              |                                       |                                   |
| User Code: SD  |                    |                       |                                      |                       |                     |                    |                     |                  |                              |                                       |                                   |
| Name: AL   |                    |                       |                                      |                       |                     |                    |                     |                  |                              |                                       |                                   |
| Commercial Phone: 207-   |                    |                       |                                      |                       |                     |                    |                     |                  |                              |                                       |                                   |
| Email: S   |                    |                       |                                      |                       |                     |                    |                     |                  |                              |                                       |                                   |
| Team Code: REP   |                    |                       |                                      |                       |                     |                    |                     |                  |                              |                                       |                                   |
| Supplier Information   |                    |                       |                                      |                       |                     |                    |                     |                  |                              |                                       |                                   |
| Supplier Type: S   |                    |                       |                                      |                       |                     |                    |                     |                  |                              |                                       |                                   |
| Supplier CAGE: 07070   |                    |                       |                                      |                       |                     |                    |                     |                  |                              |                                       |                                   |
| Subcontractor POC:   |                    |                       |                                      |                       |                     |                    |                     |                  |                              |                                       |                                   |
| Supplier Name: NAVY UNITED STATES DEPARTMENT OF  |                    |                       |                                      |                       |                     |                    |                     |                  |                              |                                       |                                   |
| Address: 110 VERNON AVE  |                    |                       |                                      |                       |                     |                    |                     |                  |                              |                                       |                                   |
| State/Zip: PANAMA CITY BEACH   |                    |                       |                                      |                       |                     |                    |                     |                  |                              |                                       |                                   |
| Supplier POC Commercial Phone:   |                    |                       |                                      |                       |                     |                    |                     |                  |                              |                                       |                                   |
| Supplier CMO DoDAAC: S1002A  |                    |                       |                                      |                       |                     |                    |                     |                  |                              |                                       |                                   |
| Supplier DCMA CMO / Center Name: DCMA ORLANDO FL   |                    |                       |                                      |                       |                     |                    |                     |                  |                              |                                       |                                   |
| Contract Line Items  |                    |                       |                                      |                       |                     |                    |                     |                  |                              |                                       |                                   |
| Contract Number  | Order Number       | Line Item Number      | Sub Contractor/Purchase Order Number | P.O. Delivery Date    | Final Delivery Date | Proposal Number    | Contract Start Date | Type Of Contract | Face Value of Prime Contract | Contracting Officer First & Last Name | Contract End Item or Service Desc |
| USERGUIDE2345  |                    |                       |                                      |                       | 08/28/2021          |                    |                     |                  |                              |                                       |                                   |
| LOD Additional Information   |                    |                       |                                      |                       |                     |                    |                     |                  |                              |                                       |                                   |
| DoD Service/Customer:  |                    |                       |                                      |                       |                     |                    |                     |                  |                              |                                       |                                   |
| Buying Activity:   |                    |                       |                                      |                       |                     |                    |                     |                  |                              |                                       |                                   |
| Estimated LOD Completion Date:   |                    |                       |                                      |                       |                     |                    |                     |                  |                              |                                       |                                   |
| Selective Evaluation Delegation: N   |                    |                       |                                      |                       |                     |                    |                     |                  |                              |                                       |                                   |
| FMS Indicator: N   |                    |                       |                                      |                       |                     |                    |                     |                  |                              |                                       |                                   |
| Fiscal Year:   |                    |                       |                                      |                       |                     |                    |                     |                  |                              |                                       |                                   |
| Program Name:  |                    |                       |                                      |                       |                     |                    |                     |                  |                              |                                       |                                   |
| Pre-LOD Communication Date:  |                    |                       |                                      |                       |                     |                    |                     |                  |                              |                                       |                                   |
| Total Allocated Hours: 10.0  |                    |                       |                                      |                       |                     |                    |                     |                  |                              |                                       |                                   |
| Total Actual Hours: 2.0  |                    |                       |                                      |                       |                     |                    |                     |                  |                              |                                       |                                   |
| Applicable FAR References:   |                    |                       |                                      |                       |                     |                    |                     |                  |                              |                                       |                                   |
| Instructions/Notes:  |                    |                       |                                      |                       |                     |                    |                     |                  |                              |                                       |                                   |
| Estimated Hours:   |                    |                       |                                      |                       |                     |                    |                     |                  |                              |                                       |                                   |
| Requirements   |                    |                       |                                      |                       |                     |                    |                     |                  |                              |                                       |                                   |
| KCR# & Description   | Surveillance Event | Surveillance Activity | Surveillance Sub-Activity            | Surveillance Category | Sat/Un Sat          |                    |                     |                  |                              |                                       |                                   |
| KCR-QA-0001<br>CRITICAL ITEM   | Test               | Functional            | Environmental                        |                       | SAT                 |                    |                     |                  |                              |                                       |                                   |
| Attachments  |                    |                       |                                      |                       |                     |                    |                     |                  |                              |                                       |                                   |
| File Name  |                    |                       |                                      |                       |                     | File Description   |                     |                  | Comments                     |                                       |                                   |
| S5102A20215423_INITIAL_LETTER.pdf  |                    |                       |                                      |                       |                     | QALI/LOD           |                     |                  | QALI/LOD                     |                                       |                                   |
| S5102A20215423_INITIAL_LETTER.pdf  |                    |                       |                                      |                       |                     | QALI/LOD           |                     |                  | QALI/LOD                     |                                       |                                   |
| S5102A_2021_5423_COMP.pdf  |                    |                       |                                      |                       |                     | QALI/LOD           |                     |                  | QALI/LOD                     |                                       |                                   |
| PDREP-AIS Version : 6.0.24.3038, Build Date : 05/24/2022<br>Phone : (207) 438-1690 Email Technical Support |                    |                       |                                      |                       |                     |                    |                     |                  |                              |                                       |                                   |

Figure 15.11

## 16 DELEGATOR – CLOSING A DELEGATION

When a record is marked Closed from any of the options below, an email notification will be sent to the Delegator(s) on the record. An example email is shown in **Figure 16.0**.



**Figure 16.0**

### 16.1 After a Delegation is Complete

A. Locate the QALI/LOD on the Worklist with COMPLETED status (see **Figure 16.1**).

Worklist download: Click [here](#) to download data in spreadsheet

| Type       | RCN                              | Delegator Name     | DCN               | Delegatee Name     | KTR CAGE | Contract Number(s) | Status    | Issue Date | Action Required In |
|------------|----------------------------------|--------------------|-------------------|--------------------|----------|--------------------|-----------|------------|--------------------|
| Delegation | <a href="#">S5102A-2023-1356</a> | USER (ALPHA) GUIDE | S0101A-23-09-1356 | ALPHA (ALPHA) USER |          | PLACEHOLDER12      | COMPLETED | 09/19/2023 |                    |

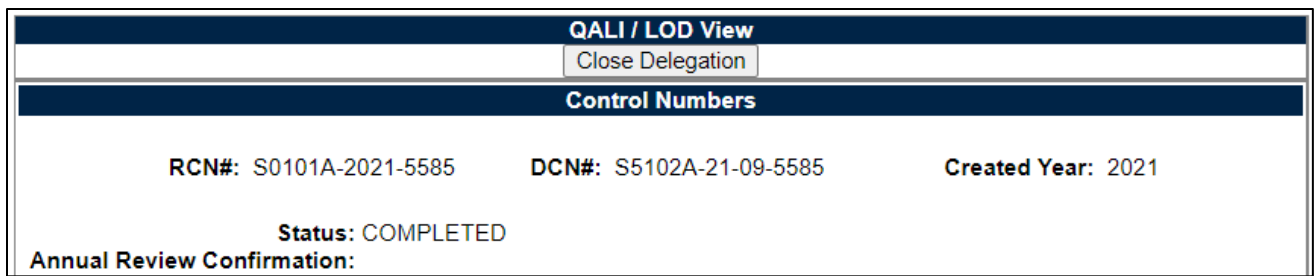
**Figure 16.1**

B. Click the RCN hyperlink to view the record main page (see **Figure 16.2**).

The screenshot shows the record main page for RCN#: S0101A-2021-5606 and DCN#: S5102A-21-09-5606, created in 2021. The status is COMPLETED. The page includes a sidebar with 'Record' and 'Attachments (3)' highlighted. The main content area features an 'Action' section with a 'Close Delegation' button, an 'Editable and Viewable Pages' section with a 'New/Edit Base Page' button, and links for 'Additional Information' and 'Send Message' (Message to Supervisor | General Message).

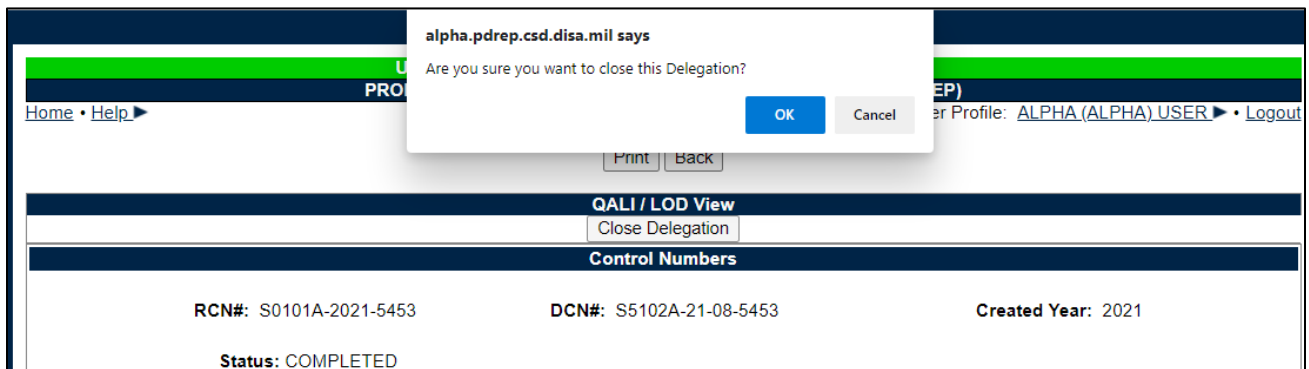
**Figure 16.2**

B. Click the Close Delegation hyperlink, New/Edit Base Page hyperlink or the Record hyperlink seen in **Figure 16.2** to open the view format of the record and the Close Delegation button, seen in **Figure 16.3**.



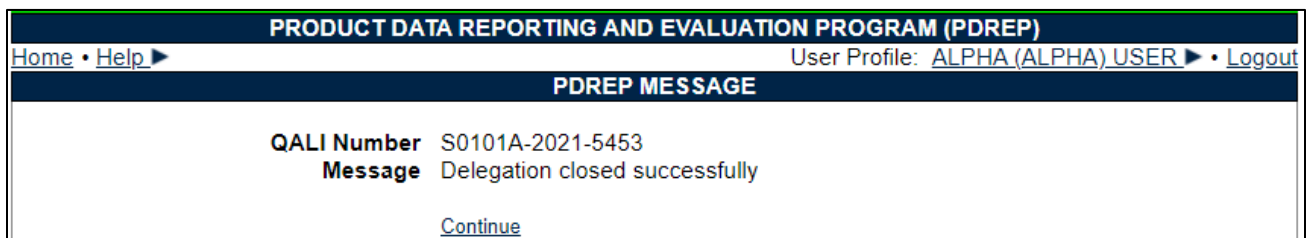
**Figure 16.3**

C. Clicking the Close Delegation button shown in Figure 16.2 will populate a confirmation box seen in **Figure 16.3**.



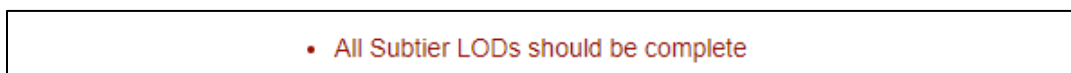
**Figure 16.4**

- **Cancel:** Clicking Cancel in the confirmation box will stop the deletion process.
- **OK:** Clicking OK will complete the deletion process and a PDREP message will be displayed as shown in **Figure 16.5**.



**Figure 16.5**

D. If all Sub-Tier delegations are not complete the error displayed in **Figure 16.6** will notify the Delegator that a sub-tier delegation has not been completed. This also will not allow the Delegator to close the delegation.



**Figure 16.6**

- E. Clicking the RCN will populate the QALI/LOD-Main page. From here, select the Record link under Quick Views, seen in **Figure 16.7**, to display the view format of the delegation with the status being “Closed” (see **Figure 16.8**).

|                        |   |                         |
|------------------------|---|-------------------------|
| Worklist               | Create QALI/LOD   | Ad Hoc Reports          |
| <b>QUICK VIEWS</b>     | <b>QALI / LOD - Main</b>  |                         |
| History Record         |   |                         |
| <b>ATTACHMENTS (3)</b> | RCN#: S0101A-2021-5585  | DCN#: S5102A-21-09-5585 |
| View/Upload Files      | Created Year: 2021  |                         |
|                        | Status: CLOSED  |                         |
|                        | Send Message  |                         |
|                        | <a href="#">Message to Supervisor</a>   <a href="#">General Message</a> |                         |

**Figure 16.7**

| QALI / LOD View                                     |  |                  |                                      |                    |                       |                           |                       |                  |                              |                                       |                                   |
|---|--|------------------|--------------------------------------|--------------------|-----------------------|---------------------------|-----------------------|------------------|------------------------------|---------------------------------------|-----------------------------------|
| Control Numbers                                     |  |                  |                                      |                    |                       |                           |                       |                  |                              |                                       |                                   |
| RCN#: S0101A-2021-5453                              |  |                  | DCN#: S5102A-21-08-5453              |                    |                       | Created Year: 2021        |                       |                  |                              |                                       |                                   |
| Status: CLOSED                                      |  |                  |                                      |                    |                       |                           |                       |                  |                              |                                       |                                   |
| Annual Review Confirmation:                         |  |                  |                                      |                    |                       |                           |                       |                  |                              |                                       |                                   |
| Status  |  |                  |                                      |                    |                       |                           |                       |                  |                              |                                       |                                   |
| Type: Delegation                                    |  |                  |                                      |                    |                       |                           |                       |                  |                              |                                       |                                   |
| Issue Date: 08/26/2021                              |  |                  |                                      |                    |                       |                           |                       |                  |                              |                                       |                                   |
| Acknowledge Due Date: 09/05/2021                    |  |                  |                                      |                    |                       |                           |                       |                  |                              |                                       |                                   |
| Acknowledge Date: 08/26/2021                        |  |                  |                                      |                    |                       |                           |                       |                  |                              |                                       |                                   |
| Accept / Reject Date: 08/26/2021                    |  |                  |                                      |                    |                       |                           |                       |                  |                              |                                       |                                   |
| Completion Date: 08/26/2021                         |  |                  |                                      |                    |                       |                           |                       |                  |                              |                                       |                                   |
| Closed Date: 08/27/2021                             |  |                  |                                      |                    |                       |                           |                       |                  |                              |                                       |                                   |
| Delegator Information                               |  |                  |                                      |                    |                       |                           |                       |                  |                              |                                       |                                   |
| DoDAAC: S0101A                                      |  |                  |                                      |                    |                       |                           |                       |                  |                              |                                       |                                   |
| User Code: SDERI                                    |  |                  |                                      |                    |                       |                           |                       |                  |                              |                                       |                                   |
| Name: ALPHA (ALPHA) USER                            |  |                  |                                      |                    |                       |                           |                       |                  |                              |                                       |                                   |
| Commercial Phone: 207-438-6491                      |  |                  |                                      |                    |                       |                           |                       |                  |                              |                                       |                                   |
| Email: SARAH.DERICK@NAVY.MIL                        |  |                  |                                      |                    |                       |                           |                       |                  |                              |                                       |                                   |
| Team Code: REP                                      |  |                  |                                      |                    |                       |                           |                       |                  |                              |                                       |                                   |
| Delegatee Information                               |  |                  |                                      |                    |                       |                           |                       |                  |                              |                                       |                                   |
| DoDAAC: S5102A                                      |  |                  |                                      |                    |                       |                           |                       |                  |                              |                                       |                                   |
| User Code: RNORM1                                   |  |                  |                                      |                    |                       |                           |                       |                  |                              |                                       |                                   |
| Name: USER (ALPHA) GUIDE                            |  |                  |                                      |                    |                       |                           |                       |                  |                              |                                       |                                   |
| Commercial Phone: 207-438-6540                      |  |                  |                                      |                    |                       |                           |                       |                  |                              |                                       |                                   |
| Email: ROGER.NORMANDEAU.CTR@NAVY.MIL                |  |                  |                                      |                    |                       |                           |                       |                  |                              |                                       |                                   |
| Team Code: TDM                                      |  |                  |                                      |                    |                       |                           |                       |                  |                              |                                       |                                   |
| Supplier Information                                |  |                  |                                      |                    |                       |                           |                       |                  |                              |                                       |                                   |
| Supplier Type:                                      |  |                  |                                      |                    |                       |                           |                       |                  |                              |                                       |                                   |
| Supplier CAGE:                                      |  |                  |                                      |                    |                       |                           |                       |                  |                              |                                       |                                   |
| Subcontractor POC:                                  |  |                  |                                      |                    |                       |                           |                       |                  |                              |                                       |                                   |
| Supplier Name:                                      |  |                  |                                      |                    |                       |                           |                       |                  |                              |                                       |                                   |
| Address:  |  |                  |                                      |                    |                       |                           |                       |                  |                              |                                       |                                   |
| State/Zip:  |  |                  |                                      |                    |                       |                           |                       |                  |                              |                                       |                                   |
| Supplier POC Commercial Phone:                      |  |                  |                                      |                    |                       |                           |                       |                  |                              |                                       |                                   |
| Supplier CMO DoDAAC:                                |  |                  |                                      |                    |                       |                           |                       |                  |                              |                                       |                                   |
| Supplier DCMA CMO / Center Name:                    |  |                  |                                      |                    |                       |                           |                       |                  |                              |                                       |                                   |
| Contract Line Items                                 |  |                  |                                      |                    |                       |                           |                       |                  |                              |                                       |                                   |
| Contract Number                                     | Order Number   | Line Item Number | Sub Contractor/Purchase Order Number | P.O. Delivery Date | Final Delivery Date   | Proposal Number           | Contract Start Date   | Type Of Contract | Face Value of Prime Contract | Contracting Officer First & Last Name | Contract End Item or Service Desc |
| 1   | USERGUIDE  |                  |                                      |                    | 08/31/2021            |                           |                       |                  |                              |                                       |                                   |
| LOD Additional Information                          |  |                  |                                      |                    |                       |                           |                       |                  |                              |                                       |                                   |
| DoD Service/Customer:                               |  |                  |                                      |                    |                       |                           |                       |                  |                              |                                       |                                   |
| Buying Activity:                                    |  |                  |                                      |                    |                       |                           |                       |                  |                              |                                       |                                   |
| Estimated LOD Completion Date:                      |  |                  |                                      |                    |                       |                           |                       |                  |                              |                                       |                                   |
| Selective Evaluation Delegation: N                  |  |                  |                                      |                    |                       |                           |                       |                  |                              |                                       |                                   |
| FMS Indicator: N                                    |  |                  |                                      |                    |                       |                           |                       |                  |                              |                                       |                                   |
| Fiscal Year:  |  |                  |                                      |                    |                       |                           |                       |                  |                              |                                       |                                   |
| Program Name:                                       |  |                  |                                      |                    |                       |                           |                       |                  |                              |                                       |                                   |
| Pre-LOD Communication Date:                         |  |                  |                                      |                    |                       |                           |                       |                  |                              |                                       |                                   |
| Total Allocated Hours: 3.0                          |  |                  |                                      |                    |                       |                           |                       |                  |                              |                                       |                                   |
| Total Actual Hours: 3.0                             |  |                  |                                      |                    |                       |                           |                       |                  |                              |                                       |                                   |
| Applicable FAR References:                          |  |                  |                                      |                    |                       |                           |                       |                  |                              |                                       |                                   |
| Instructions/Notes:                                 |  |                  |                                      |                    |                       |                           |                       |                  |                              |                                       |                                   |
| Estimated Hours:                                    |  |                  |                                      |                    |                       |                           |                       |                  |                              |                                       |                                   |
| Requirements  |  |                  |                                      |                    |                       |                           |                       |                  |                              |                                       |                                   |
| KCR# & Description                                  | Surveillance Event   |                  |                                      |                    | Surveillance Activity | Surveillance Sub-Activity | Surveillance Category | Sat/UnSat        |                              |                                       |                                   |
| KCR-EN-0018<br>ENVIRONMENT, SAFETY AND OCCUPATIONAL | Environment, Safety, and Occupational Health Management System |                  |                                      |                    | Other                 |                           | Progress Evaluation   | SAT              |                              |                                       |                                   |
| Attachments   |  |                  |                                      |                    |                       |                           |                       |                  |                              |                                       |                                   |
| File Name   |  |                  | File Description                     |                    |                       | Comments                  |                       |                  |                              |                                       |                                   |
| S0101A20215453_INITIAL_LETTER.pdf                   |  |                  | QALI/LOD                             |                    |                       | QALI/LOD                  |                       |                  |                              |                                       |                                   |
| S0101A20215453_INITIAL_LETTER.pdf                   |  |                  | QALI/LOD                             |                    |                       | QALI/LOD                  |                       |                  |                              |                                       |                                   |
| S0101A_2021_5453_COMP.pdf                           |  |                  | QALI/LOD                             |                    |                       | QALI/LOD                  |                       |                  |                              |                                       |                                   |

**Figure 16.8**

## 16.2 After a Delegation is Withdrawn

- A. Locate the QALI/LOD on the worklist (see **Figure 16.9**), see [Section 13](#) for Withdraw a Delegation procedures.

Worklist download: Click [here](#) to download data in spreadsheet

| Type       | RCN                              | Delegator Name     | DCN               | Delegatee Name     | KTR CAGE | Contract Number(s) | Status    | Issue Date | Action Required In |
|------------|----------------------------------|--------------------|-------------------|--------------------|----------|--------------------|-----------|------------|--------------------|
| Delegation | <a href="#">S0101A-2023-1375</a> | ALPHA (ALPHA) USER | S5102A-23-09-1375 | USER (ALPHA) GUIDE | 35351    | INTERNAL21         | WITHDRAWN |            |                    |

**Figure 16.9**

- B. Click the RCN hyperlink to view the record Main page (see **Figure 16.10**).

|                        |   |                                |                           |
|------------------------|---|--------------------------------|---------------------------|
| Worklist               | Create QALI/LOD   | Transfer QALI/LOD              | Ad Hoc Reports            |
| <b>QUICK VIEWS</b>     | <b>QALI / LOD - Main</b>  |                                |                           |
| History Record         |   |                                |                           |
| <b>ATTACHMENTS (3)</b> | <b>RCN#:</b> S0101A-2021-2692   | <b>DCN#:</b> S5102A-21-06-2692 | <b>Created Year:</b> 2021 |
| View/Upload Files      |   |                                |                           |
|                        | <b>Status:</b> WITHDRAWN  |                                |                           |
|                        | <b>Action</b>   |                                |                           |
|                        | <a href="#">Close Delegation</a>  |                                |                           |
|                        | <b>Editable and Viewable Pages</b>                                      |                                |                           |
|                        | <a href="#">New/Edit Base Page</a>                                      |                                |                           |
|                        | <a href="#">Requirements Page</a>                                       |                                |                           |
|                        | <a href="#">Additional Information</a>                                  |                                |                           |
|                        | <b>Send Message</b>   |                                |                           |
|                        | <a href="#">Message to Supervisor</a>   <a href="#">General Message</a> |                                |                           |

**Figure 16.10**

- C. Click the Close Delegation hyperlink seen in **Figure 16.10** to open the view format of the record and the Close Delegation button, seen in **Figure 16.11**.
- D. Alternatively, click the New/Edit Base Page hyperlink to enter the delegation. The Close Delegation button is available here as well (see **Figure 16.12**).

|                                    |                                |
|------------------------------------|--------------------------------|
| <a href="#">Print</a>              | <a href="#">Back</a>           |
| <b>QALI / LOD View</b>             |                                |
| <a href="#">Close Delegation</a>   |                                |
| <b>Control Numbers</b>             |                                |
| <b>RCN#:</b> S0101A-2021-2692      | <b>DCN#:</b> S5102A-21-06-2692 |
| <b>Created Year:</b> 2021          |                                |
| <b>Status:</b> WITHDRAWN           |                                |
| <b>Annual Review Confirmation:</b> |                                |

**Figure 16.11**

**Delegation - New/Edit**

**Instructions**  
**(M)** denotes a mandatory field  
1. Select Delegator Name from Drop Down  
2. Enter Delegation DoDAAC  
3. Select Delegation Name from Drop Down  
4. Enter LOD information  
5. Click Save Draft to save LOD and remain on current page  
6. Click Save and Add Requirements to save LOD and display Requirements page

Add/View Requirements
Save Draft
Submit to Delegation
Delete Delegation
Close Delegation

Add/View Attachment
Additional Info Page
Cancel

**Control Numbers**

**RCN#:** S0101A-2021-5620     **DCN#:** S5102A-21-10-5620     **Created Year:** 2021

**Internal LOD Status**

**(M) Status:** WITHDRAWN  
**Issue Date:**  
**Acknowledge Due Date:**

**Acknowledge Date:**  
**Accept / Reject Date:**  
**Update LOD:** 10/06/2021  
**Annual Review Confirmation:**

**Figure 16.12**

C. Clicking the Close Delegation button shown in **Figure 16.11** and **Figure 16.12** will populate a confirmation box seen in **Figure 16.13**.

alpha.pdrep.csd.disa.mil says

Are you sure you want to close this Delegation?

OK
Cancel

**Figure 16.13**

- **Cancel:** Clicking Cancel in the confirmation box will stop the deletion process.
- **OK:** Clicking OK will complete the deletion process and a PDREP message will be displayed as shown in **Figure 16.14**.

**PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)**

Home • Help ▶ User Profile: ALPHA (ALPHA) USER ▶ • Logout

**PDREP MESSAGE**

**QALI Number** S0101A-2021-5453  
**Message** Delegation closed successfully

[Continue](#)

**Figure 16.14**

E. Clicking the RCN or View hyperlinks will display the view format of the delegation with the status being Closed on the Main page and Worklist (see **Figure 16.15**).

Worklist download: Click [here](#) to download data in spreadsheet

| Type       | RCN                              | Delegator Name     | DCN               | Delegatee Name     | KTR CAGE | Contract Number(s) | Status | Issue Date | Action Required In |
|------------|----------------------------------|--------------------|-------------------|--------------------|----------|--------------------|--------|------------|--------------------|
| Delegation | <a href="#">S0101A-2023-1375</a> | ALPHA (ALPHA) USER | S5102A-23-09-1375 | USER (ALPHA) GUIDE | 35351    | INTERNAL21         | CLOSED |            |                    |

**Figure 16.15**

### 16.3 After a Delegation is Rejected

A. Locate the QALI/LOD on the Worklist with REJECTED status.

Worklist download: Click [here](#) to download data in spreadsheet

| Type       | RCN                              | Delegator Name     | DCN               | Delegatee Name     | KTR CAGE | Contract Number(s) | Status   | Issue Date | Action Required In |
|------------|----------------------------------|--------------------|-------------------|--------------------|----------|--------------------|----------|------------|--------------------|
| Delegation | <a href="#">S0101A-2023-1135</a> | ALPHA (ALPHA) USER | S5102A-23-07-1135 | USER (ALPHA) GUIDE |          | REJECTME           | REJECTED |            |                    |

**Figure 16.16**

B. Click the RCN hyperlink to view the record Main page (see **Figure 16.17**).

|                        |                 |                   |                |   |  |                                |  |                           |  |
|------------------------|-----------------|-------------------|----------------|---|--|--------------------------------|--|---------------------------|--|
| Worklist               | Create QALI/LOD | Transfer QALI/LOD | Ad Hoc Reports | <b>QALI / LOD - Main</b>  |  |                                |  |                           |  |
| <b>QUICK VIEWS</b>     |                 |                   |                |   |  |                                |  |                           |  |
| History Record         |                 |                   |                |   |  |                                |  |                           |  |
| <b>ATTACHMENTS (2)</b> |                 |                   |                | <b>RCN#:</b> S0101A-2021-2724   |  | <b>DCN#:</b> S4306A-21-06-2724 |  | <b>Created Year:</b> 2021 |  |
| View/Upload Files      |                 |                   |                |   |  |                                |  |                           |  |
|                        |                 |                   |                | <b>Status:</b> REJECTED   |  |                                |  |                           |  |
|                        |                 |                   |                | <b>Action</b><br><a href="#">Close Delegation</a>   |  |                                |  |                           |  |
|                        |                 |                   |                | <b>Editable and Viewable Pages</b><br><a href="#">New/Edit Base Page</a><br><a href="#">Requirements Page</a> |  |                                |  |                           |  |
|                        |                 |                   |                | <a href="#">Additional Information</a>  |  |                                |  |                           |  |
|                        |                 |                   |                | <b>Send Message</b><br><a href="#">Message to Supervisor</a>   <a href="#">General Message</a>                |  |                                |  |                           |  |

**Figure 16.17**



- C. Click the Close Delegation hyperlink seen in **Figure 16.17** to open the view format of the record and the Close Delegation button, seen in **Figure 16.18**.
- D. Alternatively, click the New/Edit Base Page hyperlink to enter the delegation. The Close Delegation button is available here as well (see **Figure 16.19**).

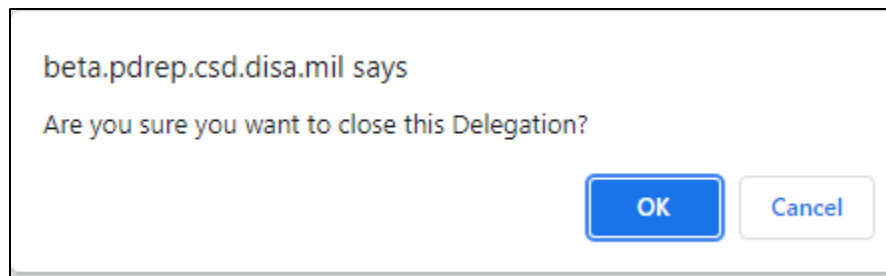
|  |
|--|
| <input type="button" value="Print"/> <input type="button" value="Back"/>               |
| <b>QALI / LOD View</b>   |
| <input type="button" value="Close Delegation"/>  |
| <b>Control Numbers</b>   |
| <b>RCN#:</b> S0101A-2021-2724 <b>DCN#:</b> S4306A-21-06-2724 <b>Created Year:</b> 2021 |
| <b>Status:</b> REJECTED<br><b>Annual Review Confirmation:</b>                          |

**Figure 16.18**

|  |
|--|
| <b>Delegation - New/Edit</b>   |
| <b>Instructions</b><br><b>(M) denotes a mandatory field</b><br>1. Select Delegator Name from Drop Down<br>2. Enter Delegatee DoDAAC<br>3. Select Delegatee Name from Drop Down<br>4. Enter LOD information<br>5. Click Save Draft to save LOD and remain on current page<br>6. Click Save and Add Requirements to save LOD and display Requirements page   |
| <input type="button" value="Add/View Requirements"/> <input type="button" value="Save Draft"/> <input type="button" value="Submit to Delegatee"/> <input type="button" value="Delete Delegation"/> <input type="button" value="Close Delegation"/><br><input type="button" value="Add/View Attachment"/> <input type="button" value="Additional Info Page"/> <input type="button" value="Cancel"/> |
| <b>Control Numbers</b>   |
| <b>RCN#:</b> S0101A-2022-219 <b>DCN#:</b> S5102A-22-05-219 <b>Created Year:</b> 2022   |
| <b>Internal LOD Status</b>   |
| <b>(M) Status:</b> REJECTED<br><b>Issue Date:</b><br><b>Acknowledge Due Date:</b> 06/04/2022 <input type="button" value="Calendar"/><br><b>Acknowledge Date:</b><br><b>Accept / Reject Date:</b> 05/25/2022<br><b>Update LOD:</b> 05/25/2022<br><b>Annual Review Confirmation:</b> <input type="checkbox"/>  |

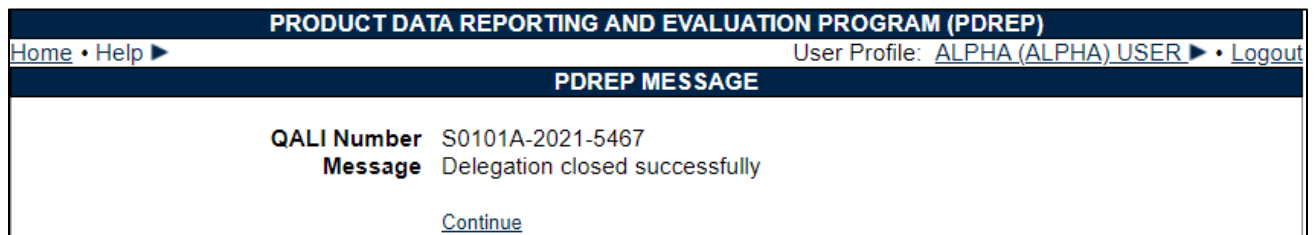
**Figure 16.19**

- E. Clicking the Close Delegation button shown in **Figure 16.18** and **Figure 16.19** will populate a confirmation box seen in **Figure 16.20**.



**Figure 16.20**

- **Cancel:** Clicking Cancel in the confirmation box will stop the deletion process.
- **OK:** Clicking OK will complete the deletion process and a PDREP message will be displayed as shown in **Figure 16.21**.



**Figure 16.21**

F. Clicking the RCN or View hyperlinks will display the view format of the delegation with the status being Closed on the Main page and Worklist (see **Figure 16.22**).

Worklist download: Click [here](#) to download data in spreadsheet

| Type       | RCN                              | Delegator Name     | DCN               | Delegatee Name     | KTR CAGE | Contract Number(s) | Status | Issue Date | Action Required In |
|------------|----------------------------------|--------------------|-------------------|--------------------|----------|--------------------|--------|------------|--------------------|
| Delegation | <a href="#">S0101A-2023-1375</a> | ALPHA (ALPHA) USER | S5102A-23-09-1375 | USER (ALPHA) GUIDE | 35351    | INTERNAL21         | CLOSED |            |                    |

**Figure 16.22**

## 17 CREATING A QALI FOR AN EXTERNAL CUSTOMER

This section describes the process of entering a QALI when a hard copy request is received, or a delegation needs to be entered on behalf of a customer.

- From the PDREP – QALI / LOD Main Menu page, click the Create QALI / LOD fly out (see **Figure 17.1**).

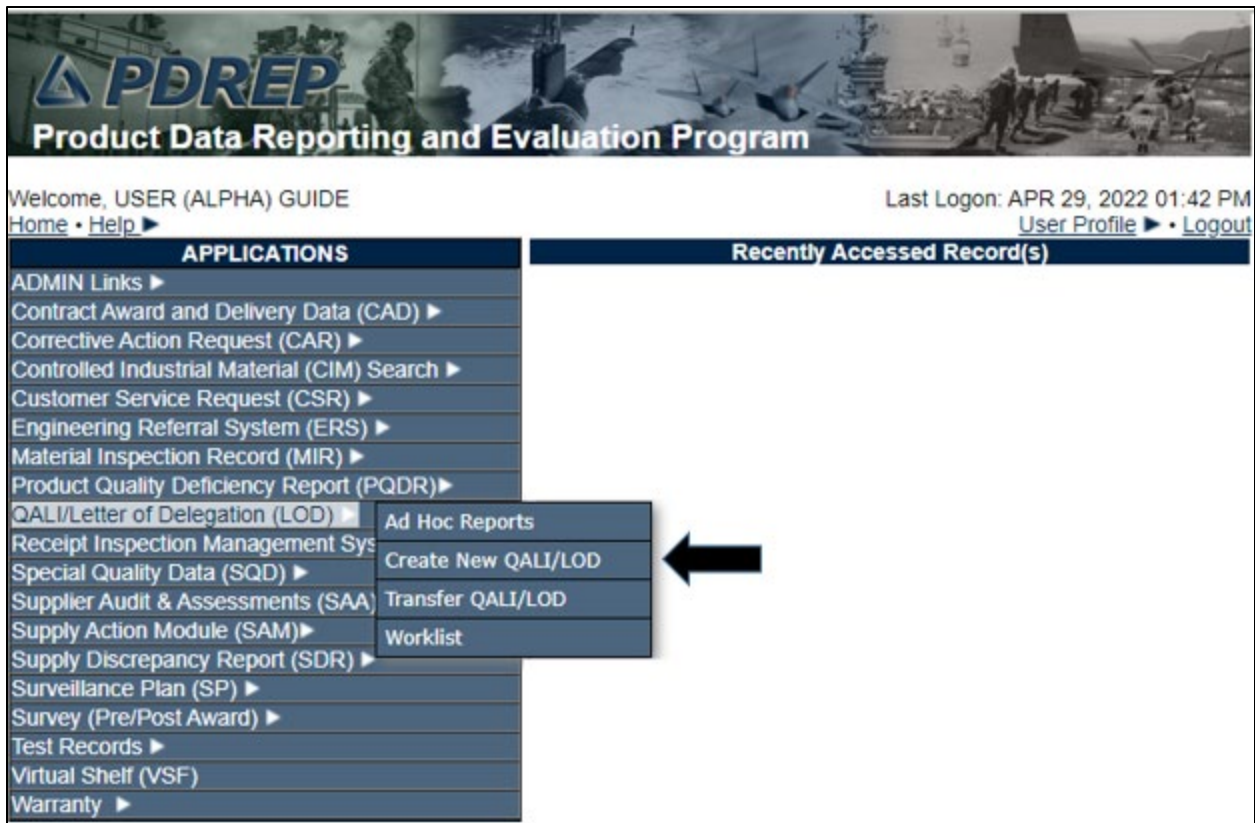


Figure 17.1

- B. If already working in the QALI / LOD module the user may access the QALI / LOD Create New QALI /LOD screen by selecting the *Create QALI / LOD* tab as shown in **Figure 17.2**.



Figure 17.2

- C. Whether which option is used, the QALI /LOD -New page will display (see **Figure 17.3**).

|   |                 |                   |                |
|---|-----------------|-------------------|----------------|
| Worklist  | Create QALI/LOD | Transfer QALI/LOD | Ad Hoc Reports |
| <b>QALI / LOD - New</b>   |                 |                   |                |
| <p><b>Instructions</b><br/> <b>(M)</b> denotes a mandatory field<br/> 1. Answer Question<br/> 2. Enter Dodaac</p> |                 |                   |                |
| <p><b>(M) Type:</b>   <input type="radio"/> QALI   <input checked="" type="radio"/> LOD</p>                       |                 |                   |                |
| <p><b>(M) DoDAAC:</b>   <input type="text"/></p>  |                 |                   |                |
| <p><b>(M) Delegation Type:</b>   <input type="text" value="-SELECT-"/></p>  |                 |                   |                |
| <p><input type="button" value="Create QALI/LOD"/></p>   |                 |                   |                |

**Figure 17.3**

- D. QALI / Data field on the QALI / LOD – New (see **Figure 17.3**).
1. Type: Radial button selection between QALI and LOD.
  2. DoDAAC: Text box for Department of Defense Activity Address Code.
  3. Year: Auto-populates with the four-digit year.
  4. Serial Number: Auto-populated with a sequential serial number.

|  |                 |                   |                |
|--|-----------------|-------------------|----------------|
| Worklist   | Create QALI/LOD | Transfer QALI/LOD | Ad Hoc Reports |
| <b>QALI / LOD - New</b>  |                 |                   |                |
| <p><b>Instructions</b><br/> <b>(M)</b> denotes a mandatory field<br/> 1. Answer Question<br/> 2. Enter Dodaac</p>  |                 |                   |                |
| <p><b>(M) Type:</b>   <input checked="" type="radio"/> QALI   <input type="radio"/> LOD</p>                        |                 |                   |                |
| <p><b>(M) DoDAAC:</b>   <input type="text"/></p>   |                 |                   |                |
| <p><input type="radio"/> Yes   <input checked="" type="radio"/> No   DCMA QALI entered on the Customers behalf</p> |                 |                   |                |
| <p><input type="button" value="Create QALI/LOD"/></p>  |                 |                   |                |

**Figure 17.4**

- E. Steps to create a QALI (see **Figure 17.4**).
1. Click the QALI radio button.
  2. Enter Customer DODAAC.
  3. Click the Yes radial button for DCMA QALI entered on the Customers behalf (see **Figure 17.5**).

4. Click the Create QALI/ LOD button and the QALI / LOD New/Edit page will be displayed.

Worklist | Create QALI/LOD | Transfer QALI/LOD | Ad Hoc Reports

### QALI / LOD - New

Instructions  
(M) denotes a mandatory field  
1. Answer Question  
2. Enter Dodaac

(M) Type:  QALI  LOD

(M) DoDAAC:

Yes  No DCMA QALI entered on the Customers behalf

**Figure 17.5**

After clicking the Create New QALI / LOD the LOD New/Edit page will be displayed. Instructions on how to complete the LOD New/Edit webpage and LOD Requirements page are listed in **Section 5.2** and **Section 5.3** respectively.

Three additional fields populate under the From: Delegator section when creating a DCMA QALI on the customer's behalf (see **Figure 17.6**):

- POC Name – Point of contact name
- POC Organization- Point of contact's organization
- POC Mailing Address- Point of contact mailing address
- POC Email Address - Point of contact email address
- POC Phone - Point of contact phone number
- POC Fax- Point of contact fax number

The Delegator information will auto populate with the submitter's information. **Do NOT select a Customer's name from the drop down.** Leave the dropdown showing your User Name or -SELECT- to ensure the submitter retains access to edit and work the delegation (see **Figure 17.6**).

| FROM: Delegator            |                            |
|----------------------------|----------------------------|
| DoDAAC Name:               | NAVAL SEA LOGISTICS CENTER |
| Address:                   | PORTSMOUTH NAVAL SHIPYARD  |
| City:                      | PORTSMOUTH                 |
| State/Zip:                 | NH - 03804-5000            |
| (M) Delegator Name:        | ALPHA (ALPHA) USER ▼       |
| Current Delegator User ID: | SD                         |
| Current Delegator DoDAAC:  | N45112                     |
| Commercial Phone:          | <input type="text"/>       |
| Email Address:             | <input type="text"/>       |
| Team Code:                 | REP                        |
| Region:                    | PD - PDREP-AIS PM          |
| TO: Delegatee              |                            |
| (M) Delegatee DoDAAC:      | 6 Chars                    |
| Customer POC               |                            |
| POC Name:                  | <input type="text"/>       |
| POC Organization:          | <input type="text"/>       |
| POC Mailing Address:       | <input type="text"/>       |
| POC Phone:                 | <input type="text"/>       |
| POC Email Address:         | <input type="text"/>       |
| POC FAX:                   | <input type="text"/>       |

Figure 17.6

After the creation of a QALI for a customer all programmed functions and work process flows are identical as what is described in Sections 6 through 16.

## 18 DELEGATEE PROCESS FOR NON-DCMA QALI

- A. Acknowledge QALI by following the steps outlined in [Section 7](#).
- B. Accept, Partial Accept or Reject the QALI by following the steps outlined in [Section 8](#).
- C. The DCMA Delegatee must add Delegator Requirements to the QALI by following the steps outlined in **Sections 5.3** and **5.3.1** and for the Delegatee **Section 11**.
  1. This MUST be completed before the record can be marked Complete.
  2. **NOTE:** The only difference will be the whole Requirements page is open to the Delegatee because the Delegatee of a Non-DCMA QALI acts as the Delegator and Delegatee (See **Figure 18.1**) regarding requirements. The data fields should be completed in the normal workflow of a LOD.

**Requirement Information**

(M) Assigned Functional Area: <SELECT>

Surveillance Category: <SELECT>

Frequency of Surveillance: <SELECT>

Surveillance Techniques: <SELECT>

Intensity of Surveillance: <SELECT>

(M) Risk Consequence (Provide at least one)

Risk Consequence - Cost: <SELECT> (Auto) Risk Consequence: (pending)

Risk Consequence - Schedule: <SELECT> (M) Risk Likelihood: <SELECT>

Risk Consequence - Performance: <SELECT> (Auto) Risk Rating: (pending)

(CM) Rationale for Risk Consequence - Cost: 4000 Characters Max

(CM) Rationale for Risk Consequence - Schedule: 4000 Characters Max

(CM) Rationale for Risk Consequence - Performance: 4000 Characters Max

(M) Rationale for Risk Likelihood: 4000 Characters Max

(M) Priority: [ ]

(M) Prime / Subcontract Standards: 1500 character limit.

(M) Product Service Description: 1500 character limit.

Reporting Requirements: <SELECT> 4000 character limit.

(CM) Special Reporting Requirements Additional Instructions: 4000 character limit.

Customer Requirements, Instructions or Outcomes: 4000 character limit.

Surveillance Strategy Plan: 4000 character limit.

Request for Variance:
   
RFV1 - All RFV authority is withheld.
   
RFV2 - Delegatee is authorized to accept or reject the subcontractors' classification or disposition of minor Requests for Variance (RFVs).
   
RFV3 - Delegatee is not authorized to accept or reject the subcontractors' classification or disposition of minor aviation/ship CSI RFVs.
   
RFV4 - Delegatee is requested to provide comments and/or recommendations for major, critical, or aviation/ship CSI RFVs submitted by the subcontractor for approval by the prime contractor and government customer.
   
RFV5 - Delegatee is authorized to accept or reject the subcontractors' classification or disposition of minor aviation or ship CSI RFVs.
   
No [ ]
   
No [ ]
   
No [ ]
   
No [ ]
   
No [ ]

Request for Variance Remarks: 1000 character limit.

Additional Remarks: 4000 character limit.

[ Save | Delegatee Complete | Cancel Add Roots ]

---

**Delegatee Requirements**

(M) Delegatee Allocated Hours: 4000 Characters Max

Delegatee Remarks: [ ]

(CM) Actual Hours: [ ]

Date Required Actions Complete: <SELECT> MM/DD/YYYY [ ]

[ Save | Complete Requirement | Cancel ]

**Figure 18.1**

1. When adding the requirements based on the delegator notes and instructions and any attachments, complete the Requirement Information data fields first as described in **Sections 5.3** and **5.3.1**.
2. When updating the requirements, complete the Delegatee Requirements data fields as described in **Section 11**.

## 19 REIMBURSABLE DELEGATION

### 19.1 Creating a Reimbursable delegation

Creating a Reimbursable delegation is the same process as described in Section 5.1 except selecting Reimbursable under the Delegation Type.

The screenshot shows a web application interface for creating a new QALI/LOD. At the top, there is a navigation bar with four tabs: 'Worklist', 'Create QALI/LOD', 'Transfer QALI/LOD', and 'Ad Hoc Reports'. The 'Create QALI/LOD' tab is active. Below the navigation bar is a dark blue header with the text 'QALI / LOD - New'. The main content area contains the following elements:

- Instructions:** (M) denotes a mandatory field  
1. Answer Question  
2. Enter Dodaac
- (M) Type:** Two radio buttons are present: 'QALI' (unselected) and 'LOD' (selected).
- (M) DoDAAC:** A text input field.
- (M) Delegation Type:** A dropdown menu with 'Reimbursable' selected.
- Create QALI/LOD:** A button at the bottom center.

Figure 19.1

### 19.2 Reimbursable New/Edit Page

After clicking the 'Create QALI/LOD' button, the Reimbursable New/Edit page will be displayed as shown in **Figure 19.2**.

Note instructions are listed at the top of the page.



**PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)**

Home > HRC > User Profile: USER (ALPHA) GUIDE > Logout

---

**Reimbursable - New/Edit**

**Instructions**  
 (M) denotes a mandatory field  
 1. Select Delegator Name from Drop Down  
 2. Enter Delegator DoDAAC  
 3. Select Delegator Name from Drop Down  
 4. Enter LOD information  
 5. Click Save Draft to save LOD and remain on current page  
 6. Click Save and Add Requirements to save LOD and display Requirements page

---

**Control Numbers**

RCN#: S5102A-2023-1357 Created Year: 2023

---

**Status**

(M) Status: DRAFT  
 Issue Date:  
 Acknowledge Due Date: 09/29/2023  
 Acknowledge Date: MM/DD/YYYY  
 Accept / Reject Due Date: MM/DD/YYYY  
 Update LOD:  
 Annual Review Confirmation:

---

**Originator**

Originator DoDAAC: S5102A  
 DoDAAC Name: DEFENSE CONTRACT MANAGEMENT AGENCY  
 Address: 3001 A AVE  
 City: FORT LEE  
 State/Zip: VA - 23801-1809  
 Originator Name: USER (ALPHA) GUIDE

---

**DoDCCP / NPO Delegator Information**

DoDAAC Name:  
 Address: 3001 A AVE  
 City: FORT LEE  
 State/Zip: VA - 23801-1809  
 (M) Delegator Name: USER (ALPHA) GUIDE  
 Delegator Name: USER (ALPHA) GUIDE  
 Commercial Phone: 207-400-1234  
 (M) Email Address: roger.normandeau.dr@navy.mil  
 Team Code: TDM  
 Region: PH - HEADQUARTERS

---

**From: CMO Delegation Manager**

(M) Delegator DoDAAC: 0 Chars

---

**Customer POC**

POC Name: \_\_\_\_\_  
 POC Organization: \_\_\_\_\_  
 POC Mailing Address: \_\_\_\_\_  
 POC Phone: \_\_\_\_\_  
 POC Email Address: \_\_\_\_\_  
 POC FAX: \_\_\_\_\_

---

**(M) Customer Information:**

(M) Delegation Received Date: MM/DD/YYYY  
 (M) Delegation Acknowledged Date: MM/DD/YYYY  
 (M) Customer Source Code: -SELECT-  
 Reimbursable Determination: -SELECT-  
 (M) Service Set Code (DAI Code): -SELECT- Add Service Code

---

**Supplier Information**

Prime Contractor  Sub Contractor

Supplier CAGE: 9 Chars  
 Supplier Name: 120 Characters Max  
 Address: 50 Characters Max  
 City/State/Zip: 30 Chars Max - 12 Chars Max  
 Country: 2 Chars  
 Supplier POC: 50 Characters Max  
 Supplier POC Commercial Phone: 30 Characters Max  
 Supplier CMO DoDAAC: 30 Characters Max  
 Supplier DCMA CMO / Center Name: 50 Characters Max

---

**Add Contract Information**

---

**NSN Information**

| COG                                    | FSC     | NIN     | SMIC    |
|--|---------|---------|---------|
| 2 Chars                                | 4 Chars | 9 Chars | 2 Chars |
| <input type="button" value="Add NSN"/> |         |         |         |

---

**Part Number Information**

**Part Number**

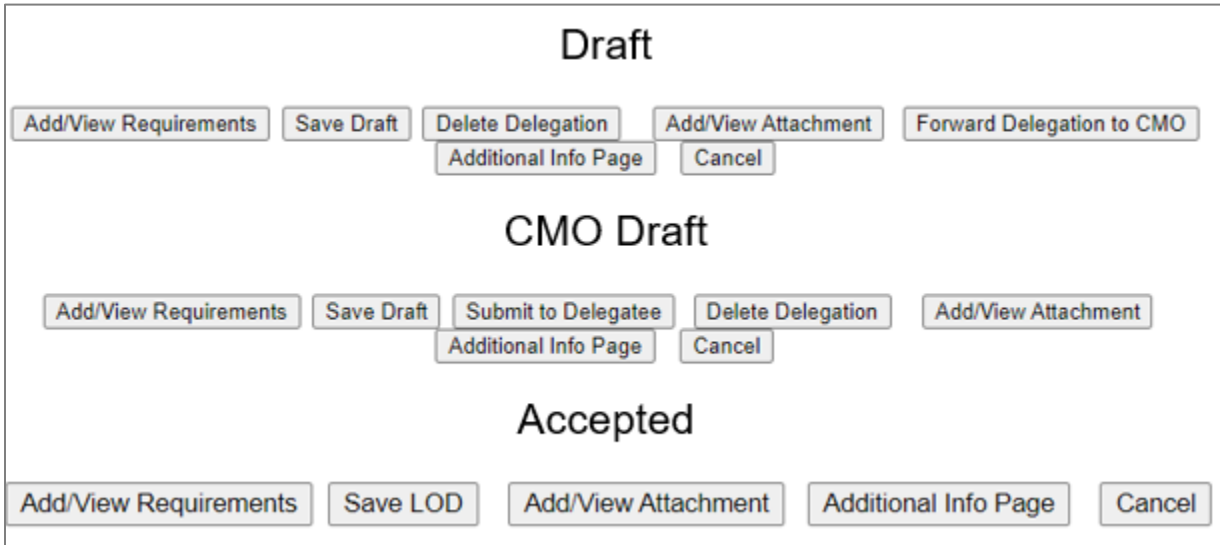
32 Characters Max

(M) Delegator Comments/Special Instructions:   
 4000 Characters Max

(M) Estimated Hours: \_\_\_\_\_

**Figure 19.2**

A. **Figure 19.3** displays the Reimbursable – New/Edit page buttons seen at the top and bottom of the page based on record status.



**Figure 19.3**

- **Add/View Requirements:** Opens the Requirements web page.
- **Save Draft:** Saves the LOD as a draft.
- **Delete Delegation:** Delete Delegation button is displayed after the Delegation has been saved and is available while the LOD is in draft status. Once the delegation has been issued, the button is unavailable.
- **Add/View Attachments:** The Add/View Attachment button allows uploading, viewing, and deleting of attachments. For further instructions, please see the user guide to Attaching a File in PDREP, found [here](#).
- **Forward Delegation to CMO:** This button is used by the DoDCCP or NPO to forward the delegation to the CMO. It will send an email notice to the CMO that a reimbursable delegation has been created. This can only be accomplished after all mandatory fields have been completed.

- DoD Service/Customer must not be empty
- Estimated LOD Completion Date must not be empty
- Pre-LOD Communication Date must not be empty
- Applicable FAR References must not be empty
- CMO Delegator DoDAAC must not be empty
- CMO Delegator name must not be empty
- Delegation Received Date must not be empty
- Delegation Acknowledged Date must not be empty
- Reimbursable Source Code must not be empty
- Reimbursable Code must not be empty
- Contract Number must not be empty.
- Enter a valid Final Delivery Date for the Contract
- Contract Type must not be empty..
- Face Value of Prime Contract is required
- Contract End Item or Service Desc is required

**Figure 19.4**

- **Additional Info Page:** Opens the Additional Information web page.
  - **Cancel:** The Cancel button returns you to the previous screen. If data was not saved using the Save button, any data typed on the page is NOT saved. If the Save button had been clicked at any time, then any data entered before the Save will have been retained.
  - **Submit to Delegatee:** This button will only appear when the reimbursable delegation has been sent to the CMO and is in CMO draft status. This button has no verification except to ensure a Delegatee has been selected.
  - **Save LOD:** Only visible to the Delegator after Submittal. Allows the delegator to save changes to the delegation. It also reverts the status to Issued and updates the records history.
  - **Withdraw Delegation:** Only visible to users with Supervisor access role. Allows the supervisor to withdraw the delegation after it has been issued and before it is accepted.
- Control Number section is described in **Section 5.2.B.**
  - Status section is described in **Section 5.2.C.**
  - Originator section is described in **Section 5.2.D.**

B. **Figure 19.5** displays the DoDCCP / NPO Delegator Information section

| DoDCCP / NPO Delegator Information |                    |
|------------------------------------|--------------------|
| DoDAAC Name:                       | S5102A             |
| Address:                           | 3901 A AVE         |
| City:                              | FORT LEE           |
| State/Zip:                         | VA - 23801-1809    |
| (M) Delegator Name:                | TEST (ALPHA) USER  |
| Delegator Name:                    | TEST (ALPHA) USER  |
| Commercial Phone:                  |                    |
| (M) Email Address:                 | test.user@navy.mil |
| Team Code:                         | REP                |
| UIC:                               | PH                 |

**Figure 19.5**

The DoDAAC Name and other DoDAAC information is auto-populated based on the DoDAAC entered in the Create New QALI/LOD web page.

**(M) Delegator Name:** The Delegator Name will be auto-populated with the logged on user's information. When saved the user's information will be used to populate all delegator fields in any correspondence. If any Delegator information is incorrect, users must resubmit an Access Change Request with all updated information.

C. **Figure 19.6** displays the From: CMO Delegator section

| From: CMO Delegator   |         |
|-----------------------|---------|
| (M) Delegator DoDAAC: | 6 Chars |

**Figure 19.6**

- Enter the CMO Delegator's DoDAAC and tab out and the From: CMO Delegator will be displayed with the DoDAAC information auto-populated as shown in **Figure 19.7**.

| From: CMO Delegator   |                                    |
|-----------------------|------------------------------------|
| (M) Delegator DoDAAC: | S5102A                             |
| DoDAAC Name:          | DEFENSE CONTRACT MANAGEMENT AGENCY |
| Address:              | 3901 A AVE                         |
| City:                 | FORT LEE                           |
| State/Zip:            | VA - 23801-1809                    |
| (M) Delegator Name:   | -SELECT-                           |

**Figure 19.7**

- **(M) Delegator Name:** Select a Name from the drop down list, which contains all Users from the DoDAAC, entered.
- After making a selection from the drop down list the Delegator's information will auto-populate as shown in **Figure 19.8**.

| From: CMO Delegator   |                                    |
|-----------------------|------------------------------------|
| (M) Delegator DoDAAC: | S5102A                             |
| DoDAAC Name:          | DEFENSE CONTRACT MANAGEMENT AGENCY |
| Address:              | 3901 A AVE                         |
| City:                 | FORT LEE                           |
| State/Zip:            | VA - 23801-1809                    |
| (M) Delegator Name:   | TEST (ALPHA) USER                  |
| Delegator Name:       | TEST (ALPHA) USER                  |
| Title:                |                                    |
| Phone:                |                                    |
| (M) Email Address:    | test.user@navy.mil                 |
| UIC:                  | PD - PDREP-AIS PM                  |
| Team Code:            | REP                                |

**Figure 19.8**

D. **Figure 19.9** displays the Customer POC section. This section is used to document who the delegation was received from.



| Customer POC         |                      |
|----------------------|----------------------|
| POC Name:            | <input type="text"/> |
| POC Organization:    | <input type="text"/> |
| POC Mailing Address: | <input type="text"/> |
| POC Phone:           | <input type="text"/> |
| POC Email Address:   | <input type="text"/> |
| POC FAX:             | <input type="text"/> |

**Figure 19.9**

- **POC Name:** Point of contact name
- **POC Organization:** Point of contact's organization
- **POC Mailing Address:** Point of contact mailing address
- **POC Email Address:** Point of contact email address
- **POC Phone:** Point of contact phone number
- **POC Fax:** Point of contact fax number

E. **Figure 19.10 – Figure 19.15** displays the Customer Information section.

- Enter the Delegation Received and Delegation Acknowledged Dates

| (M) Customer Information:         |   |
|-----------------------------------|---|
| (M) Delegation Received Date:     | <input type="text" value="MM/DD/YYYY"/>  |
| (M) Delegation Acknowledged Date: | <input type="text" value="MM/DD/YYYY"/>  |
| (M) Customer Source Code:         | <input type="text" value="-SELECT-"/>   |
| Reimbursable Determination:       | <input type="text" value="-SELECT-"/>   |
| (M) Service Set Code (DAI Code):  | <input type="text" value="-SELECT-"/> <input type="button" value="Add Service Code"/>                                       |

**Figure 19.10**

- Select the Customer Source Code

| (M) Customer Information:         |            |
|-----------------------------------|------------|
| (M) Delegation Received Date:     | MM/DD/YYYY |
| (M) Delegation Acknowledged Date: | MM/DD/YYYY |
| (M) Customer Source Code:         | C812       |
| (M) Customer Code - Name:         | -SELECT-   |
| Reimbursable Determination:       | -SELECT-   |
| (M) Service Set Code (DAI Code):  | -SELECT-   |

**Figure 19.11**

- Select the Customer Code – Name, this list is filtered based on the selection made in the Customer Source Code data field.

| (M) Customer Information:         |                              |
|-----------------------------------|------------------------------|
| (M) Delegation Received Date:     | MM/DD/YYYY                   |
| (M) Delegation Acknowledged Date: | MM/DD/YYYY                   |
| (M) Customer Source Code:         | C812                         |
| (M) Customer Code - Name:         | C812-10-KENNEDY SPACE CENTER |
| Customer Type:                    | NASA                         |
| Reimbursable Determination:       | -SELECT-                     |
| (M) Service Set Code (DAI Code):  | -SELECT-                     |

**Figure 19.12**

- Customer Type auto-populated based on the selections above.
- Select Yes or No for Reimbursable Determination

| (M) Customer Information:         |                              |
|-----------------------------------|------------------------------|
| (M) Delegation Received Date:     | MM/DD/YYYY                   |
| (M) Delegation Acknowledged Date: | MM/DD/YYYY                   |
| (M) Customer Source Code:         | C812                         |
| (M) Customer Code - Name:         | C812-10-KENNEDY SPACE CENTER |
| Customer Type:                    | NASA                         |
| Reimbursable Determination:       | Yes                          |
| (M) Service Set Code (DAI Code):  | -SELECT-                     |

**Figure 19.13**

- Select a Service Set Code (DAI Code), this list is filtered based on the Customer Type.
- Click Add Service Set Code

| (M) Customer Information:         |  |
|-----------------------------------|--|
| (M) Delegation Received Date:     | MM/DD/YYYY   |
| (M) Delegation Acknowledged Date: | MM/DD/YYYY   |
| (M) Customer Source Code:         | C812   |
| (M) Customer Code - Name:         | C812-10-KENNEDY SPACE CENTER   |
| Customer Type:                    | NASA   |
| Reimbursable Determination:       | Yes  |
| (M) Funding Document:             | <input type="text"/>   |
| (M) Service Set Code (DAI Code):  | -SELECT- <span style="float: right;">Add Service Code</span>   |
|                                   | <div style="border: 1px solid gray; padding: 2px;">           NASA - Engineering Support  <br/> </div> |
|                                   | <input type="button" value="Remove Code"/>   |
| (CM) FAR Clause:                  | -SELECT- <span style="float: right;">Add FAR Clause</span>   |

**Figure 19.14**

- After adding a Service Set a Service text box will contain all the service sets add, to remove a service set highlight the service set and click remove Code button.

| (M) Customer Information:         |   |
|-----------------------------------|---|
| (M) Delegation Received Date:     | MM/DD/YYYY  |
| (M) Delegation Acknowledged Date: | MM/DD/YYYY  |
| (M) Customer Source Code:         | C812  |
| (M) Customer Code - Name:         | C812-10-KENNEDY SPACE CENTER  |
| Customer Type:                    | NASA  |
| Reimbursable Determination:       | Yes   |
| (M) Funding Document:             | <input type="text"/>  |
| (M) Service Set Code (DAI Code):  | -SELECT- <span style="float: right;">Add Service Code</span>  |
|                                   | <div style="border: 1px solid gray; padding: 2px;">           NASA - Engineering Support  <br/> </div>  |
|                                   | <input type="button" value="Remove Code"/>  |
| (CM) FAR Clause:                  | -SELECT- <span style="float: right;">Add FAR Clause</span>  |
|                                   | <div style="border: 1px solid gray; padding: 2px;">           Engineering Support - 42.302(a)(40)-Perform engineering surveillance (schedule, cost, performan            <br/> </div> |
|                                   | <input type="button" value="Remove FAR Clause"/>  |

**Figure 19.15**

- If Reimbursable determination is Yes, Funding Document is mandatory.
- If NASA is the Customer Type the Far Clause becomes mandatory

- F. Supplier Information see **Section 5.2.J.**
- G. Add Contract Information see **Section 5.2.K.**
- H. MSN Information see **Section 5.2.L.**
- I. Part Number Information section see **Section 5.2.M.**
- J. Delegator Notes and Estimated Hours see **Section 5.2.N.**

### 19.3 Additional Information Page

Access to the additional Information page is described in **Section 5.4**. After clicking the button or hyperlink the page will be displayed as shown in **Figure 19.16**.

The screenshot shows a web application interface for the 'PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)'. The user profile is 'USER (ALPHA) GUIDE'. The page title is 'Reimbursable Delegation Additional Data Fields'. It includes a 'Control Numbers' section with 'RCN#: S5102A-2023-1378' and 'Created Year: 2023'. Below this are 'Save', 'Add/View Attachment', and 'Cancel' buttons. The main form area contains several data fields: '(M) DoD Service/Customer: 200 Characters Max', 'Buying Activity: 200 Characters Max', '(M) Estimated LOD Completion Date: [calendar icon]', 'Authorized Redelegations: -SELECT- v', 'Input RGQA Number: 100 Characters Max', 'Date RGQA Received: [calendar icon]', 'Input RIAC Number: 100 Characters Max', 'Request Received Date: [calendar icon]', 'Date LOD Signed By Contracting Officer: [calendar icon]', 'Customer Control Number: 100 Characters Max', '(M) FMS Designator: Yes No (No is selected)', 'Fiscal Year: 2023', '(M) Applicable Program List: -SELECT- v', '(M) Pre-LOD Communication Date: [calendar icon]', 'Total Allocated Hours: 0.0', 'Total Actual Hours: 0.0', and '(M) Applicable FAR References: 1400 Characters Max' (with a text area below).

Figure 19.16

The reimbursable version of the Additional Information page is relatively the same as Delegation’s version. Refer to **Section 5.4** for descriptions of the data fields not described in this section. The reimbursable has 6 additional data fields which are shown in **Figures 19.17** and **19.18**.



|                           |                      |
|---------------------------|----------------------|
| Authorized Redelegations: | -SELECT- v           |
| Input RGQA Number:        | 100 Characters Max   |
| Date RGQA Received:       | <input type="text"/> |
| Input RIAC Number:        | 100 Characters Max   |
| Request Received Date:    | <input type="text"/> |

**Figure 19.17**

|                          |                    |
|--------------------------|--------------------|
| Customer Control Number: | 100 Characters Max |
|--------------------------|--------------------|

**Figure 19.18**

**Figures 19.17 and 19.18 Data fields**

- **Authorized Redelegations:** drop down with choices of Yes and No. Selecting Yes authorizes redelegations.
- **Input RGQA Number:** text box to enter the RGQA number
- **Date RGQA Received:** Calendar to enter the date the RGQA was received
- **Input RIAC Number:** text box to enter the RIAC number
- **Request Received Date:** calendar to enter the date the request was received
- **Customer Control Number:** text box to enter the customers control number

### 19.4 Forwarding to CMO Delegator

Once the Base Page and Additional Information page have been entered, the record may be Forwarded to the CMO Delegator for additional processing.

Click the Forward Delegation to CMO button to open the correspondence page.

|                       |            |                      |                     |                           |
|-----------------------|------------|----------------------|---------------------|---------------------------|
| Add/View Requirements | Save Draft | Delete Delegation    | Add/View Attachment | Forward Delegation to CMO |
|                       |            | Additional Info Page | Cancel              |                           |

**Figure 19.19**

The correspondence page will display an optional box to add text for the CMO Delegator.

| Reimbursable Forward To CMO Delegator   |                           |
|---|---------------------------|
| Control Numbers   |                           |
| <b>RCN#:</b> S0101A-2023-926  | <b>Created Year:</b> 2023 |
| Email Message   |                           |
| <b>To:</b> CMO@navy.mil<br><b>From:</b> DoDCCP@navy.mil   |                           |
| Reimbursable - Forward To CMO Delegator   |                           |
| You are being notified that ALPHA (ALPHA) USER from S0101A has forwarded record S0101A-2023-926 on 05/02/2023 |                           |
| Additional text may be added by the user:   |                           |
| Text:   | <input type="text"/>      |
| <input type="button" value="Send"/> <input type="button" value="Cancel"/>                                     |                           |

**Figure 19.20**

Click Send to transmit the notification. A confirmation page will populate when sent successfully (Figure 19.20).

| PDREP MESSAGE            |                        |
|--------------------------|------------------------|
| <b>QAL/LOD Number</b>    | S0101A2023926          |
| <b>Message</b>           | Data sent successfully |
| <a href="#">Continue</a> |                        |

**Figure 19.21**

Click Continue to return to the record's Main Page. The status will have updated to CMO DRAFT.

|                          |   |                   |                           |                 |
|--------------------------|---|-------------------|---------------------------|-----------------|
| Worklist                 | Create QALI/LOD   | Transfer QALI/LOD | Ad Hoc Reports            | View / Edit GQA |
| <b>QUICK VIEWS</b>       |   |                   |                           |                 |
| <b>QALI / LOD - Main</b> |   |                   |                           |                 |
| History Record           |   |                   |                           |                 |
| <b>ATTACHMENTS (0)</b>   | <b>RCN#:</b> S0101A-2023-926  |                   | <b>Created Year:</b> 2023 |                 |
| View/Upload Files        |   |                   |                           |                 |
|                          | <b>Status:</b> CMO DRAFT  |                   |                           |                 |
|                          | <b>Editable and Viewable Pages</b>                                      |                   |                           |                 |
|                          | <a href="#">New/Edit Base Page</a>                                      |                   |                           |                 |
|                          | <a href="#">Additional Information</a>                                  |                   |                           |                 |
|                          | <b>Send Message</b>   |                   |                           |                 |
|                          | <a href="#">Message to Supervisor</a>   <a href="#">General Message</a> |                   |                           |                 |

**Figure 19.22**

## 19.5 CMO Delegator Actions

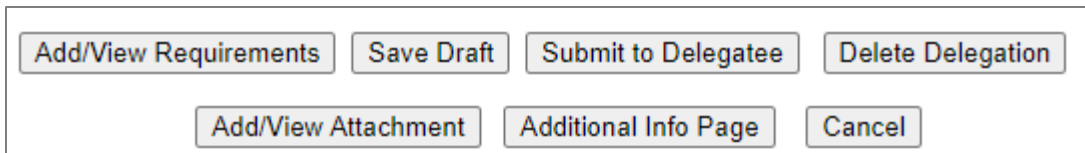
Once forwarded to the CMO Delegator, the TO: Delegatee field becomes available on the record. Follow the steps outline in Section 5.2.F to enter Delegatee information.

| Reimbursable - New/Edit   |                    |
|---|--------------------|
| <p><b>Instructions</b><br/>           (M) denotes a mandatory field<br/>           1. Select Delegator Name from Drop Down<br/>           2. Enter Delegatee DoDAAC<br/>           3. Select Delegatee Name from Drop Down<br/>           4. Enter LOD information<br/>           5. Click Save Draft to save LOD and remain on current page<br/>           6. Click Save and Add Requirements to save LOD and display Requirements page</p>  |                    |
| <p> <input type="button" value="Add/View Requirements"/> <input type="button" value="Save Draft"/> <input type="button" value="Submit to Delegatee"/> <input type="button" value="Delete Delegation"/> </p> <p> <input type="button" value="Add/View Attachment"/> <input type="button" value="Additional Info Page"/> <input type="button" value="Cancel"/> </p>   |                    |
| Control Numbers   |                    |
| RCN#: S5102A-2023-967   | Created Year: 2023 |
| Status  |                    |
| <p>(M) Status: CMO DRAFT<br/>           Issue Date:<br/>           Acknowledge Due Date: 05/14/2023 <input type="text"/><br/>           Acknowledge Date:<br/>           Accept / Reject Date:<br/>           Update LOD: 05/04/2023<br/>           Annual Review Confirmation: <input type="checkbox"/></p>  |                    |
| DoDCCP / NPO Delegator Information  |                    |
| <p>DoDAAC Name: S5102A<br/>           Address: 3901 A AVE<br/>           City: FORT LEE<br/>           State/Zip: VA - 23801-1809<br/>           (M) Delegator Name: USER (ALPHA) GUIDE <input type="text"/><br/>           Delegator Name: USER (ALPHA) GUIDE <input type="text"/><br/>           Commercial Phone: 207- <input type="text"/><br/>           (M) Email Address: ro <input type="text"/><br/>           Team Code: TDM <input type="text"/><br/>           UIC: PH - HEADQUARTERS <input type="text"/></p>  |                    |
| From: CMO Delegator   |                    |
| <p>(M) Delegator DoDAAC: S0101A <input type="text"/><br/>           DoDAAC Name: S0101A<br/>           Address: 1910 THIRD AVE N<br/>           City: BIRMINGHAM<br/>           State/Zip: AL - 35203-3514<br/>           (M) Delegator Name: -SELECT- <input type="text"/><br/>           Delegator Name: ALPHA (ALPHA) USER <input type="text"/><br/>           Title: <input type="text"/><br/>           Phone: 207- <input type="text"/><br/>           (M) Email Address: s <input type="text"/><br/>           UIC: PD <input type="text"/><br/>           Team Code: REP <input type="text"/></p> |                    |
| TO: Delegatee   |                    |
| <p>(M) Delegatee DoDAAC: 6 Chars <input type="text"/></p>   |                    |
| Customer POC  |                    |
| <p>POC Name: NAME <input type="text"/><br/>           POC Organization: ORG <input type="text"/><br/>           POC Mailing Address: ADDRESS <input type="text"/></p>   |                    |

**Figure 19.23**

Once a Delegatee is selected, the CMO may review and edit any information on the delegation. Requirements may be added but are not mandatory to submit to Delegatee.

When ready, click the Submit to Delegatee button (seen in **Figure 19.24**). Follow the steps outlines in Section 6 to issue the delegation to the Delegatee.



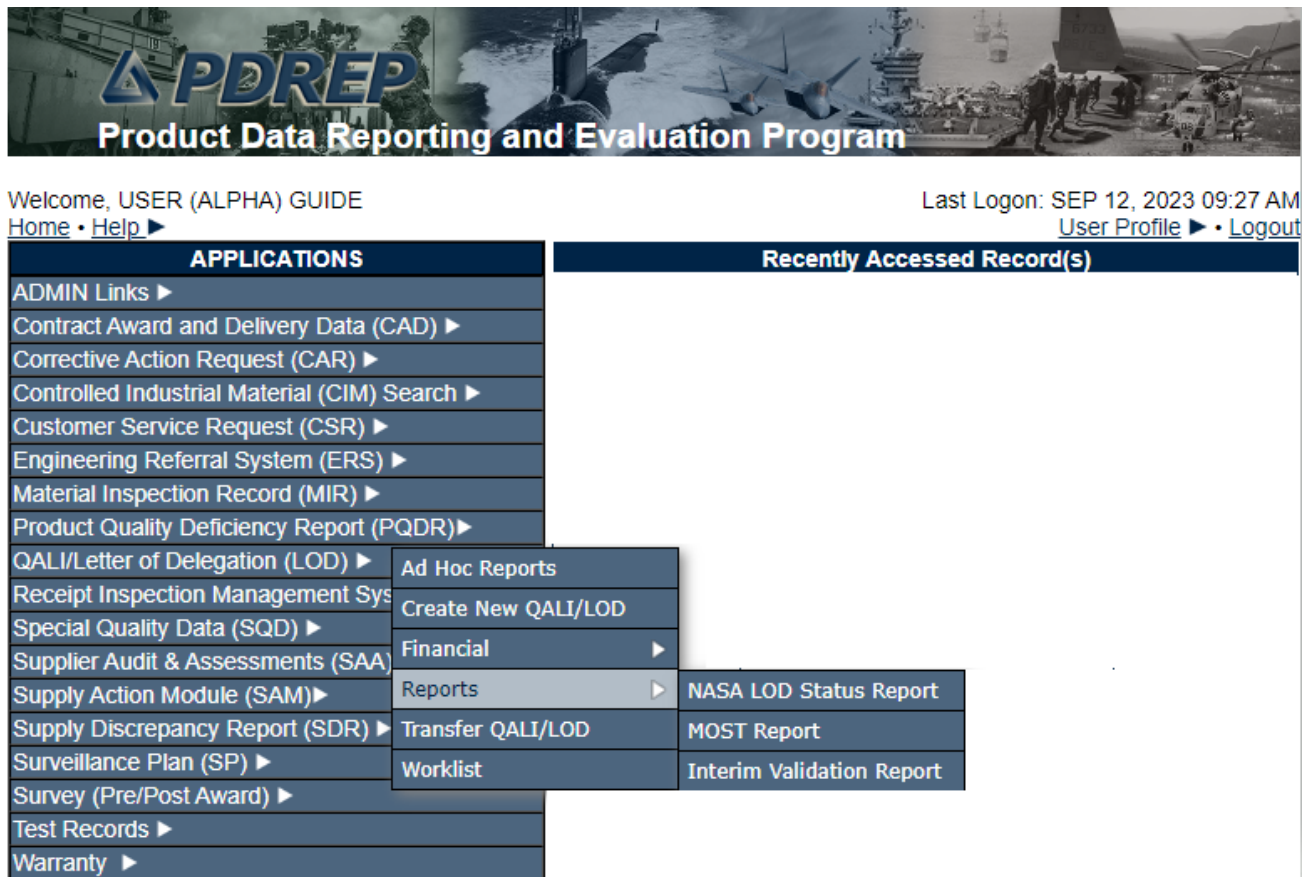
**Figure 19.24**

The Delegatee may follow the steps outlined in Sections 7, 8 and 18 of this guide before Completing the delegation as outline in Section 15.

## 20 REPORTS

### 20.1 Access to Report Pages

Access to the Reports webpages will be by the QALI/LOD fly out menu as shown in **Figure 20.1**. Selecting a specific report from the fly out menu will display that report’s webpage.



**Figure 20.1**

## 20.2 NASA LOD Status Report Page

**PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)**

Home • Help ► User Profile: [USER \(ALPHA\) GUIDE](#) ► • [Logout](#)

[Nasa Status Report](#) | [MOST Report](#) | [Interim Validation Report](#) | [Ad Hoc Reports](#) | [Worklist](#)

### NASA LOD Status Report

**Instructions:**

1. Select a From and To date:
2. Otherwise, the earliest and latest date will be used:

(M) Denotes Mandatory Field:

**From:**

MM/DD/YYYY

**To:**

MM/DD/YYYY

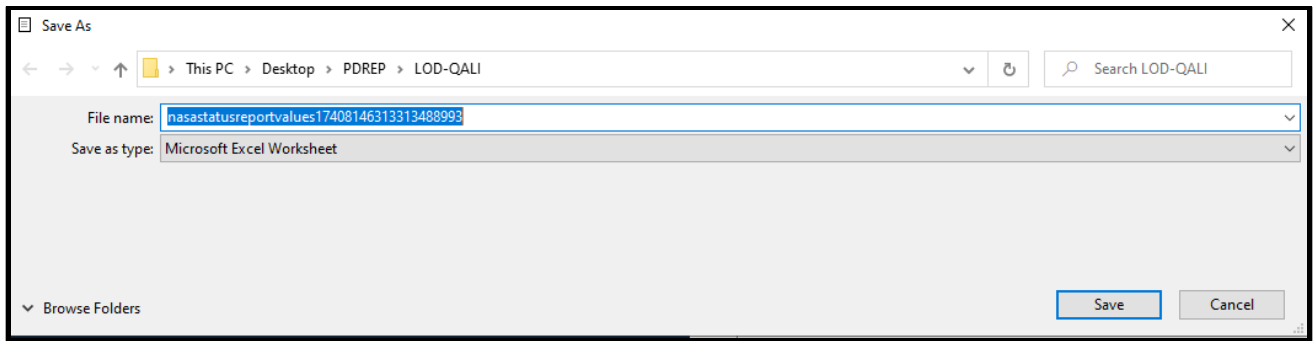
**Figure 20.2**

A date range is required to run the NASA LOD Status Report (see **Figure 20.2**). The web page will default to Earliest Date and Latest Date. The user may edit the default setting. Combinations of settings are listed in **Table 20.1**. The search criteria for this report are all records with Customer Source Code of C812. The records returned will be sorted by Report Control Number.

**Table 20.1**

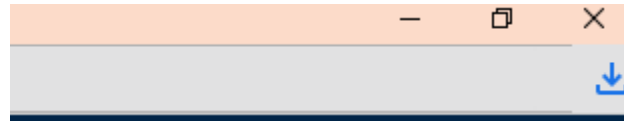
|                                  |                                |
|----------------------------------|--------------------------------|
| Earliest Date                    | Latest Date                    |
| Earliest Date                    | Calendar selection for To Date |
| Calendar selection for From Date | Calendar selection for To Date |
| Calendar selection for From Date | Latest Date                    |

Clicking the Run Report button will create the report that will be displayed in the Save As pop up as shown in Figure 20.3, the file name will nasastatusreportvalues. The file name may be changed by the User. Each time this report is ran the file name will change in the Save As pop up



**Figure 20.3**

Clicking the Save button will create a file which can be access through the download arrow in the right top of the user's monitor.



**Figure 20.4**

## 20.3 MOST Report Page

Selections made in the drop downs may be done using your cursor, the shift and CTRL keys on your keyboard to highlight the selection(s) or the Select All button as shown in **Figure 20.5**. A selection from one report filter is required.

The screenshot shows the 'Most Report' page in the PDREP system. At the top, there is a navigation bar with 'Home' and 'Help' links, and a user profile 'USER (ALPHA) GUIDE' with a 'Logout' link. Below the navigation bar, there are tabs for 'Nasa Status Report', 'MOST Report', 'Interim Validation Report', 'Ad Hoc Reports', and 'Worklist'. The main heading is 'Most Report' with 'Instructions: Select at least one report filter criteria below to run report.' Below this, there are three filter sections: 'Customer Source Code' with options C311, C412, C416, C417, and C511; 'Region' with options NOT REPORTED, IT, INTERNATIONAL CMD, SPECIAL PROGRAMS CMD, and EASTERN REGION CMD; and 'CMO' with options S0011A - DCMA SEA0 TROY AL, S0303A - DCMA PALMDALE CA, S0304A - DCMA BOEING MESA AZ, S1504A - DCMA ROLLS ROYCE INDIANAPOLIS IN, and S1704A - DCMA SOUTH BEND IN. Each filter section has an 'Add' button and 'Select ALL' and 'Deselect ALL' buttons. At the bottom, there is a 'Run Report' button.

**Figure 20.5**

A. Select Customer Source Code

This close-up shows the 'Customer Source Code' dropdown menu. The options are C311, C412, C416, C417, and C511. The items C412, C416, and C417 are highlighted in blue, indicating they are selected. Below the dropdown are 'Select ALL' and 'Deselect ALL' buttons.

**Figure 20.6**



**Note:** A selection may be removed by highlight it and clicking the Remove button.

- B. The selections made in the Customer Source Code will populate the Customer Code list.

The screenshot shows the 'Most Report' interface with the following elements:

- Instructions:** Select at least one report filter criteria below to run report.
- Customer Source Code:** Two lists of codes. The left list contains C311, C412, C416, C417, and C511. The right list contains C412, C416, and C511. Each list has 'Select ALL' and 'Deselect ALL' buttons.
- Buttons:** 'Add' and 'Remove' buttons are positioned between the two Customer Source Code lists.
- Customer Code:** A list containing C412-EN-US ARMY ENGR DISTRICT NEW ORLEANS, C412-ES-US ARMY CORPS OF ENGINEERS - SEATTLE DIST, C412-EW-U.S. ARMY ENGINEER DISTRICT, LOUISVILLE, C416-CJ-AIR FORCE CANADA C-17 PFPM SERVICES, and C416-CJ-AIR FORCE UK C-17 PFPM SERVICES. It has 'Select ALL' and 'Deselect ALL' buttons.
- Buttons:** An 'Add' button is positioned to the right of the Customer Code list.

**Figure 20.7**

- C. Select Customer Code(s)

The screenshot shows the 'Most Report' interface with the following elements:

- Instructions:** Select at least one report filter criteria below to run report.
- Customer Source Code:** Two lists of codes. The left list contains C311, C412, C416, C417, and C511. The right list contains C412, C416, and C511. Each list has 'Select ALL' and 'Deselect ALL' buttons.
- Buttons:** 'Add' and 'Remove' buttons are positioned between the two Customer Source Code lists.
- Customer Code:** Two lists of codes. The left list contains C412-EC-DEPT OF THE ARMY, C412-ED-US ARMY CORPS OF ENGINEERS, C412-ED-US ARMY CORP OF ENGINEERS (CELRL-CT-C), C412-EJ-US ARMY CECOM, LOGISTICS AND READINESS CE, and C412-EN-US ARMY ENGR DISTRICT NEW ORLEANS. The right list contains C412-EC-DEPT OF THE ARMY, C412-ED-US ARMY CORPS OF ENGINEERS, C412-ED-US ARMY CORP OF ENGINEERS (CELRL-CT-C), C412-EJ-US ARMY CECOM, LOGISTICS AND READINESS CE, and C412-EN-US ARMY ENGR DISTRICT NEW ORLEANS. Each list has 'Select ALL' and 'Deselect ALL' buttons.
- Buttons:** 'Add' and 'Remove' buttons are positioned between the two Customer Code lists.

**Figure 20.8**

- D. The selections made in the Customer Code will populate the Region list.

**Most Report**

**Instructions:**  
Select at least one report filter criteria below to run report.

**Customer Source Code:**

Left list: C311, C412, C416, C417, C511  
Right list: C412, C416, C511

**Customer Code:**

Left list: C412-EC-DEPT OF THE ARMY, C412-ED-US ARMY CORPS OF ENGINEERS, C412-ED-US ARMY CORP OF ENGINEERS (CELRL-CT-C), C412-EJ-US ARMY CECOM, LOGISTICS AND READINESS CE, C412-EN-US ARMY ENGR DISTRICT NEW ORLEANS  
Right list: C412-EC-DEPT OF THE ARMY, C412-ED-US ARMY CORPS OF ENGINEERS, C412-ED-US ARMY CORP OF ENGINEERS (CELRL-CT-C), C412-EJ-US ARMY CECOM, LOGISTICS AND READINESS CE, C412-EN-US ARMY ENGR DISTRICT NEW ORLEANS

**Region:**

Left list: NOT REPORTED, IT, INTERNATIONAL CMD, SPECIAL PROGRAMS CMD, EASTERN REGION CMD

Figure 20.9

- E. Select Region(s)

**Most Report**

**Instructions:**  
Select at least one report filter criteria below to run report.

**Customer Source Code:**

Left list: C311, C412, C416, C417, C511  
Right list: C412, C416, C511

**Customer Code:**

Left list: C412-EC-DEPT OF THE ARMY, C412-ED-US ARMY CORPS OF ENGINEERS, C412-ED-US ARMY CORP OF ENGINEERS (CELRL-CT-C), C412-EJ-US ARMY CECOM, LOGISTICS AND READINESS CE, C412-EN-US ARMY ENGR DISTRICT NEW ORLEANS  
Right list: C412-ED-US ARMY CORPS OF ENGINEERS, C412-ED-US ARMY CORP OF ENGINEERS (CELRL-CT-C), C412-EJ-US ARMY CECOM, LOGISTICS AND READINESS CE, C412-EN-US ARMY ENGR DISTRICT NEW ORLEANS, C412-ES-US ARMY CORPS OF ENGINEERS - SEATTLE DIST

**Region:**

Left list: NOT REPORTED, IT, INTERNATIONAL CMD, SPECIAL PROGRAMS CMD, EASTERN REGION CMD  
Right list: EASTERN REGION CMD

Figure 20.10

F. The selections made in the Region will populate the CMO list.

**Most Report**

**Instructions:**

**Select at least one report filter criteria below to run report.**

**Customer Source Code:**

|   |   |   |  |
|---|---|---|--|
| <input type="text" value="C311"/><br><input type="text" value="C412"/><br><input type="text" value="C416"/><br><input type="text" value="C417"/><br><input type="text" value="C511"/> | <input type="button" value="Add"/><br><input type="button" value="Remove"/> | <input type="text" value="C412"/><br><input type="text" value="C416"/><br><input type="text" value="C511"/> | <input type="button" value="Select ALL"/><br><input type="button" value="Deselect ALL"/> |
|---|---|---|--|

**Customer Code:**

|   |   |  |  |
|---|---|--|--|
| <input type="text" value="C412-EC-DEPT OF THE ARMY"/><br><input type="text" value="C412-ED-US ARMY CORPS OF ENGINEERS"/><br><input type="text" value="C412-ED-US ARMY CORP OF ENGINEERS (CELRL-CT-C)"/><br><input type="text" value="C412-EJ-US ARMY CECOM, LOGISTICS AND READINESS CE"/><br><input type="text" value="C412-EN-US ARMY ENGR DISTRICT NEW ORLEANS"/> | <input type="button" value="Add"/><br><input type="button" value="Remove"/> | <input type="text" value="C412-ED-US ARMY CORPS OF ENGINEERS"/><br><input type="text" value="C412-ED-US ARMY CORP OF ENGINEERS (CELRL-CT-C)"/><br><input type="text" value="C412-EJ-US ARMY CECOM, LOGISTICS AND READINESS CE"/><br><input type="text" value="C412-EN-US ARMY ENGR DISTRICT NEW ORLEANS"/><br><input type="text" value="C412-ES-US ARMY CORPS OF ENGINEERS - SEATTLE DIST"/> | <input type="button" value="Select ALL"/><br><input type="button" value="Deselect ALL"/> |
|---|---|--|--|

**Region:**

|  |   |   |  |
|--|---|---|--|
| <input type="text" value="NOT REPORTED"/><br><input type="text" value="IT"/><br><input type="text" value="INTERNATIONAL CMD"/><br><input type="text" value="SPECIAL PROGRAMS CMD"/><br><input type="text" value="EASTERN REGION CMD"/> | <input type="button" value="Add"/><br><input type="button" value="Remove"/> | <input type="text" value="EASTERN REGION CMD"/> | <input type="button" value="Select ALL"/><br><input type="button" value="Deselect ALL"/> |
|--|---|---|--|

**CMO:**

|  |                                    |  |
|--|------------------------------------|--|
| <input type="text" value="S0303A - DCMA PALMDALE CA"/><br><input type="text" value="S0304A - DCMA BOEING MESA AZ"/><br><input type="text" value="S1504A - DCMA ROLLS ROYCE INDIANAPOLIS IN"/><br><input type="text" value="S1704A - DCMA SOUTH BEND IN"/><br><input type="text" value="S2204A - DCMAE BOSTON MA"/> | <input type="button" value="Add"/> | <input type="button" value="Select ALL"/><br><input type="button" value="Deselect ALL"/> |
|--|------------------------------------|--|

**Figure 20.11**

G. Select CMO(s).

**Most Report**

**Instructions:**

Select at least one report filter criteria below to run report.

**Customer Source Code:**

|   |   |   |
|---|---|---|
| <div style="border: 1px solid gray; padding: 2px; min-height: 40px;">C311<br/>C412<br/>C416<br/>C417<br/>C511</div> <div style="text-align: center; margin-top: 5px;"><input type="button" value="Select ALL"/> <input type="button" value="Deselect ALL"/></div> | <input type="button" value="Add"/><br><input type="button" value="Remove"/> | <div style="border: 1px solid gray; padding: 2px; min-height: 40px;">C412<br/>C416<br/>C511</div> <div style="text-align: center; margin-top: 5px;"><input type="button" value="Select ALL"/> <input type="button" value="Deselect ALL"/></div> |
|---|---|---|

**Customer Code:**

|   |   |  |
|---|---|--|
| <div style="border: 1px solid gray; padding: 2px; min-height: 40px;">C412-EC-DEPT OF THE ARMY<br/>C412-ED-US ARMY CORPS OF ENGINEERS<br/>C412-ED-US ARMY CORP OF ENGINEERS (CELRL-CT-C)<br/>C412-EJ-US ARMY CECOM, LOGISTICS AND READINESS CE<br/>C412-EN-US ARMY ENGR DISTRICT NEW ORLEANS</div> <div style="text-align: center; margin-top: 5px;"><input type="button" value="Select ALL"/> <input type="button" value="Deselect ALL"/></div> | <input type="button" value="Add"/><br><input type="button" value="Remove"/> | <div style="border: 1px solid gray; padding: 2px; min-height: 40px;">C412-ED-US ARMY CORPS OF ENGINEERS<br/>C412-ED-US ARMY CORP OF ENGINEERS (CELRL-CT-C)<br/>C412-EJ-US ARMY CECOM, LOGISTICS AND READINESS CE<br/>C412-EN-US ARMY ENGR DISTRICT NEW ORLEANS<br/>C412-ES-US ARMY CORPS OF ENGINEERS - SEATTLE DIST</div> <div style="text-align: center; margin-top: 5px;"><input type="button" value="Select ALL"/> <input type="button" value="Deselect ALL"/></div> |
|---|---|--|

**Region:**

|  |   |   |
|--|---|---|
| <div style="border: 1px solid gray; padding: 2px; min-height: 40px;">NOT REPORTED<br/>IT<br/>INTERNATIONAL CMD<br/>SPECIAL PROGRAMS CMD<br/>EASTERN REGION CMD</div> <div style="text-align: center; margin-top: 5px;"><input type="button" value="Select ALL"/> <input type="button" value="Deselect ALL"/></div> | <input type="button" value="Add"/><br><input type="button" value="Remove"/> | <div style="border: 1px solid gray; padding: 2px; min-height: 40px;">EASTERN REGION CMD</div> <div style="text-align: center; margin-top: 5px;"><input type="button" value="Select ALL"/> <input type="button" value="Deselect ALL"/></div> |
|--|---|---|

**CMO:**

|  |   |   |
|--|---|---|
| <div style="border: 1px solid gray; padding: 2px; min-height: 40px;">S0303A - DCMA PALMDALE CA<br/>S0304A - DCMA BOEING MESA AZ<br/>S1504A - DCMA ROLLS ROYCE INDIANAPOLIS IN<br/>S1704A - DCMA SOUTH BEND IN<br/>S2204A - DCMAE BOSTON MA</div> <div style="text-align: center; margin-top: 5px;"><input type="button" value="Select ALL"/> <input type="button" value="Deselect ALL"/></div> | <input type="button" value="Add"/><br><input type="button" value="Remove"/> | <div style="border: 1px solid gray; padding: 2px; min-height: 40px;">S2204A - DCMAE BOSTON MA</div> <div style="text-align: center; margin-top: 5px;"><input type="button" value="Select ALL"/> <input type="button" value="Deselect ALL"/></div> |
|--|---|---|

**Figure 20.12**

H. Run the Report by Clicking the Run Report button as shown on the bottom of **Figure 20.13**.

**Most Report**

**Instructions:**

Select at least one report filter criteria below to run report.

**Customer Source Code:**

|   |   |
|---|---|
| <div style="border: 1px solid gray; padding: 5px; min-height: 40px;"> C311<br/>C412<br/>C416<br/>C417<br/>C511 </div> <div style="text-align: right; margin-top: 5px;"> <input type="button" value="Add"/> <input type="button" value="Remove"/> </div> <div style="text-align: center; margin-top: 5px;"> <input type="button" value="Select ALL"/> <input type="button" value="Deselect ALL"/> </div> | <div style="border: 1px solid gray; padding: 5px; min-height: 40px;"> C412<br/>C416<br/>C511 </div> <div style="text-align: right; margin-top: 5px;"> <input type="button" value="Add"/> <input type="button" value="Remove"/> </div> <div style="text-align: center; margin-top: 5px;"> <input type="button" value="Select ALL"/> <input type="button" value="Deselect ALL"/> </div> |
|---|---|

**Customer Code:**

|   |  |
|---|--|
| <div style="border: 1px solid gray; padding: 5px; min-height: 40px;"> C412-EC-DEPT OF THE ARMY<br/>C412-ED-US ARMY CORPS OF ENGINEERS<br/>C412-ED-US ARMY CORP OF ENGINEERS (CELRL-CT-C)<br/>C412-EJ-US ARMY CECOM, LOGISTICS AND READINESS CE<br/>C412-EN-US ARMY ENGR DISTRICT NEW ORLEANS </div> <div style="text-align: right; margin-top: 5px;"> <input type="button" value="Add"/> <input type="button" value="Remove"/> </div> <div style="text-align: center; margin-top: 5px;"> <input type="button" value="Select ALL"/> <input type="button" value="Deselect ALL"/> </div> | <div style="border: 1px solid gray; padding: 5px; min-height: 40px;"> C412-ED-US ARMY CORPS OF ENGINEERS<br/>C412-ED-US ARMY CORP OF ENGINEERS (CELRL-CT-C)<br/>C412-EJ-US ARMY CECOM, LOGISTICS AND READINESS CE<br/>C412-EN-US ARMY ENGR DISTRICT NEW ORLEANS<br/>C412-ES-US ARMY CORPS OF ENGINEERS - SEATTLE DIST </div> <div style="text-align: right; margin-top: 5px;"> <input type="button" value="Add"/> <input type="button" value="Remove"/> </div> <div style="text-align: center; margin-top: 5px;"> <input type="button" value="Select ALL"/> <input type="button" value="Deselect ALL"/> </div> |
|---|--|

**Region:**

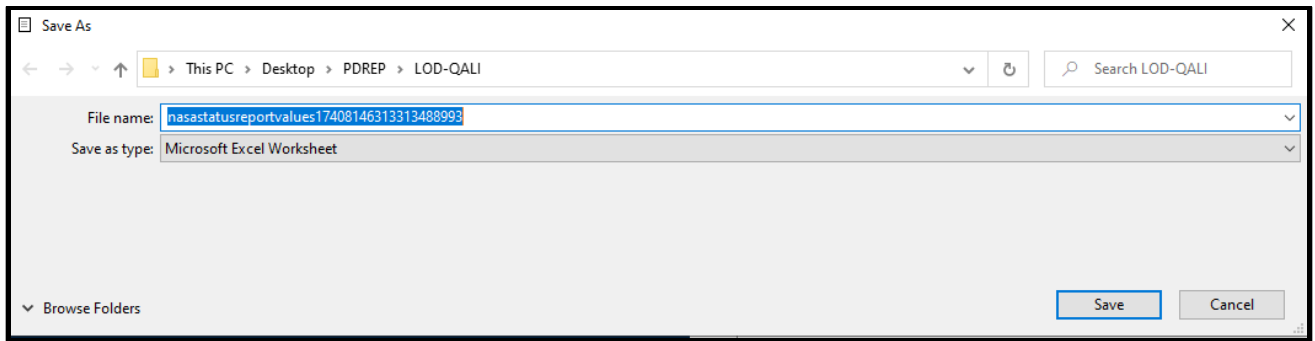
|  |   |
|--|---|
| <div style="border: 1px solid gray; padding: 5px; min-height: 40px;"> NOT REPORTED<br/>IT<br/>INTERNATIONAL CMD<br/>SPECIAL PROGRAMS CMD<br/>EASTERN REGION CMD </div> <div style="text-align: right; margin-top: 5px;"> <input type="button" value="Add"/> <input type="button" value="Remove"/> </div> <div style="text-align: center; margin-top: 5px;"> <input type="button" value="Select ALL"/> <input type="button" value="Deselect ALL"/> </div> | <div style="border: 1px solid gray; padding: 5px; min-height: 40px;"> EASTERN REGION CMD </div> <div style="text-align: right; margin-top: 5px;"> <input type="button" value="Add"/> <input type="button" value="Remove"/> </div> <div style="text-align: center; margin-top: 5px;"> <input type="button" value="Select ALL"/> <input type="button" value="Deselect ALL"/> </div> |
|--|---|

**CMO:**

|  |   |
|--|---|
| <div style="border: 1px solid gray; padding: 5px; min-height: 40px;"> S0303A - DCMA PALMDALE CA<br/>S0304A - DCMA BOEING MESA AZ<br/>S1504A - DCMA ROLLS ROYCE INDIANAPOLIS IN<br/>S1704A - DCMA SOUTH BEND IN<br/>S2204A - DCMAE BOSTON MA </div> <div style="text-align: right; margin-top: 5px;"> <input type="button" value="Add"/> <input type="button" value="Remove"/> </div> <div style="text-align: center; margin-top: 5px;"> <input type="button" value="Select ALL"/> <input type="button" value="Deselect ALL"/> </div> | <div style="border: 1px solid gray; padding: 5px; min-height: 40px;"> S2204A - DCMAE BOSTON MA </div> <div style="text-align: right; margin-top: 5px;"> <input type="button" value="Add"/> <input type="button" value="Remove"/> </div> <div style="text-align: center; margin-top: 5px;"> <input type="button" value="Select ALL"/> <input type="button" value="Deselect ALL"/> </div> |
|--|---|

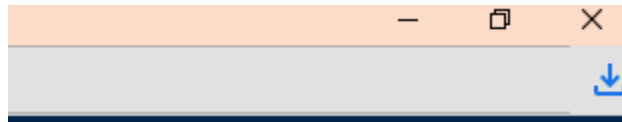
**Figure 20.13**

- I. Clicking the Run Report button will create the report that will be displayed in the Save As pop up as shown in **Figure 20.14**, the file name will nasamostreportvalues. The file name may be changed by the User. Each time this report is ran the file name will change in the Save As pop up



**Figure 20.14**

- J. Clicking the Save button will create a file which can be access through the download arrow in the right top of the user's monitor.



**Figure 20.15**

## 20.4 Interim Validation Report Page

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[Nasa Status Report](#) | [MOST Report](#) | [Interim Validation Report](#) | [Ad Hoc Reports](#) | [Worklist](#)

### Interim Validation Report


**Instructions:**

1. Select a From and To date:
2. Otherwise, the earliest and latest date will be used:

**From:**

MM/DD/YYYY 

**To:**

MM/DD/YYYY 

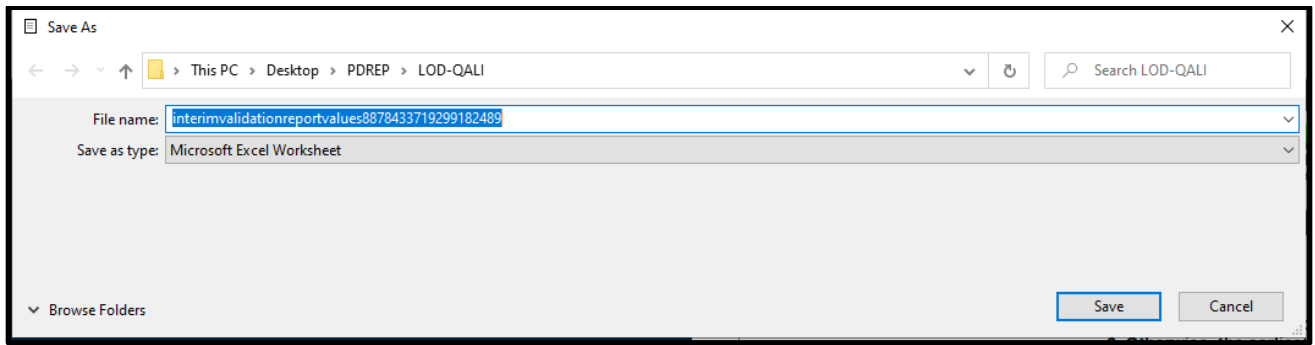
**Figure 20.16**

A date range is required to run the Interim Validation Report (see **Figure 20.16**). The web page will default to Earliest Date and Latest Date. The user may edit the default setting. Combinations of settings are listed in **Table 20.2**. The search criteria for this report are all records with a Reimbursable Determination entry of “yes”. The records returned will be sorted by Report Control Number.

**Table 20.2**

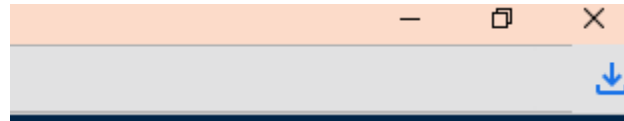
|                                  |                                |
|----------------------------------|--------------------------------|
| Earliest Date                    | Latest Date                    |
| Earliest Date                    | Calendar selection for To Date |
| Calendar selection for From Date | Calendar selection for To Date |
| Calendar selection for From Date | Latest Date                    |

Clicking the Run Report button will create the report that will be displayed in the Save As pop up as shown in **Figure 20.17**, the file name will interimvalidationreportvalues. The file name may be changed by the User. Each time this report is ran the file name will change in the Save As pop up



**Figure 20.17**

Clicking the Save button will create a file which can be access through the download arrow in the right top of the user's monitor.



**Figure 20.18**



## 21 GOVERNMENT QUALITY ASSURANCE FORMS

Access to all Government Quality Assurance forms is through the reimbursable record.

- Find the record via the worklist as shown in **Figure 21.1**.

| QALI / LOD - Worklist   |                                    |                   |   |                    |          |                        |          |            |
|---|------------------------------------|-------------------|---|--------------------|----------|------------------------|----------|------------|
| <p><b>Instructions</b></p> <ol style="list-style-type: none"> <li>1. Enter search criteria</li> <li>2. Click <b>Search</b></li> <li>3. To add a new QALI/LOD click on the "Create QALI/LOD" tab.</li> </ol> |                                    |                   |   |                    |          |                        |          |            |
| RCN#: <input type="text"/>  |                                    |                   | DCN#: <input type="text"/>                    |                    |          |                        |          |            |
| Contract Number: <input type="text"/>   |                                    |                   | CAGE Code: <input type="text"/>               |                    |          |                        |          |            |
| (M) Start Date: <input type="text" value="12/01/2022"/>   |                                    |                   | QAR/SUBMITTER: <input type="text"/>           |                    |          |                        |          |            |
| (M) End Date: <input type="text" value="12/21/2022"/>   |                                    |                   | QAR TEAM CODE: <input type="text"/>           |                    |          |                        |          |            |
| <input type="button" value="Search"/>   |                                    |                   | Status: <input type="text" value="-SELECT-"/> |                    |          |                        |          |            |
| <p>Worklist download: Click <a href="#">here</a> to download data in spreadsheet</p>  |                                    |                   |   |                    |          |                        |          |            |
| QALI/LOD  | RCN                                | DCN               | Delegator Activity                            | Delegated Activity | Ctr CAGE | Contract Number(s)     | Status   | Issue Date |
| QALI  | <a href="#">N39040-2022-6322-D</a> |                   | N39040  |                    |          |                        | DRAFT    |            |
| Delegation  | <a href="#">N39040-2022-6323</a>   |                   | N39040  |                    |          |                        | DRAFT    |            |
| QALI  | <a href="#">N45112-2022-6366-D</a> | S5102A-22-12-6366 | N45112  | S5102A             |          | DLABOT                 | DRAFT    |            |
| Delegation  | <a href="#">S0101A-2022-6233</a>   | S5102A-22-12-6233 | S0101A  | S5102A             |          | CUSTOMER1<br>CUSTOMER2 | ISSUED   | 11/14/2022 |
| Delegation  | <a href="#">S0101A-2022-6277</a>   | S5102A-22-12-6277 | S0101A  | S5102A             |          | OTHER1234              | ACCEPTED | 11/17/2022 |
| Delegation  | <a href="#">S0101A-2022-6353</a>   | S0101A-22-12-6353 | S0101A  | S0101A             |          |                        | DRAFT    |            |
| Delegation  | <a href="#">S0101A-2022-6365</a>   | S5102A-22-12-6365 | S0101A  | S5102A             | 98897    | INTERNAL               | ISSUED   | 12/19/2022 |
| Delegation  | <a href="#">S5102A-2022-6350</a>   | S0101A-22-12-6350 | S5102A  | S0101A             |          | ANNUALTEST             | ACCEPTED | 12/12/2022 |
| Delegation  | <a href="#">S5102A-2022-6374</a>   |                   | S5102A  |                    |          |                        | DRAFT    |            |

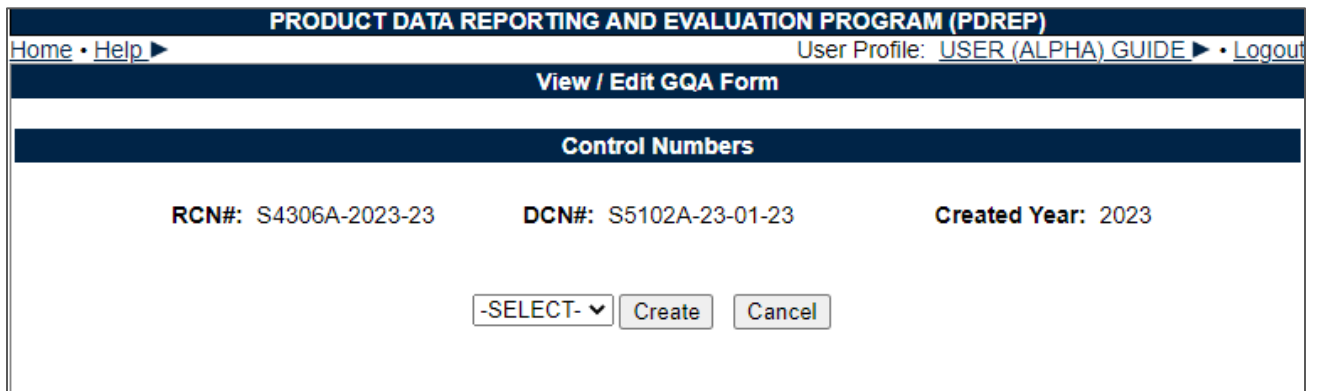
**Figure 21.1**

- Using the record hyperlink access, the desired record. The QALI / LOD –Main page will be displayed will a hyperlink to the GQA page (See **Figure 21.2**).



**Figure 21.2**

- Click the GQA Forms hyperlink in the Action area of the QALI / LOD Main page and the View / Edit GQA Form will be displayed (See **Figure 21.3**).



**Figure 21.3**

- **Figure 21.4** represents the View / Edit GQA worklist

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**View / Edit GQA Form**

---

**Control Numbers**

**RCN#:** S4306A-2023-23     
**DCN#:** S5102A-23-01-23     
**Created Year:** 2023

| File Description   | Revision | Add Date   | Created By         | Last Modified By   | View / Edit Form            |
|--|----------|------------|--------------------|--------------------|-----------------------------|
| Response to Government Quality Assurance Request (RGQAR) | 1        | 01/05/2023 | USER (ALPHA) GUIDE | USER (ALPHA) GUIDE | <a href="#">View / Edit</a> |
| Government Quality Assurance Closure Report (GQACR)      | 0        | 01/05/2023 | USER (ALPHA) GUIDE | USER (ALPHA) GUIDE | <a href="#">View / Edit</a> |

**Figure 21.4**

- **File Description** – the Name of the form
- **Revision** – The revision number of the form
- **Add Date** – The date the form was created
- **Created By** – The User ID of the person who created the form
- **Last Modified By** - The User ID of the person who last modified the form
- **View** – Hyperlink to view the form

### 21.1 Response to Government Quality Assurance Request

- A. Select RGQAR from the drop down (See **Figure 21.5**) and click the Create Button and the RGQAR form page will be displayed as shown in **Figure 21.6**.

**View / Edit GQA Form**

---

**Control Numbers**

**RCN#:** S5102A-2023-448     
**DCN#:** S0101A-23-03-448     
**Created Year:** 2023

-SELECT-

RGQAR

GQACR

RIAC

RGQA

DFB

**Figure 21.5**

- **RCN** – Record Control Number auto-populated from the delegation
- **DCN** – Document Control Number auto-populated from the delegation

- **Created Year** – The year the delegation was created
- **Buttons**
  - **Create** – Opens the webpage for the form selected
  - **Cancel** – Returns the user to the Main page without saving the data entered.

| PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)  |   |                    |
|--|---|--------------------|
| Home • Help ▶  | User Profile: USER (ALPHA) GUIDE ▶ • Logout |                    |
| Response to Government Quality Assurance Request   |   |                    |
| Instructions<br>(M) denotes a mandatory field  |   |                    |
| Control Numbers  |   |                    |
| RCN#: S0101A-2022-6233   | DCN#: S5102A-22-12-6233                     | Created Year: 2022 |
| <input type="button" value="Save"/> <input type="button" value="Add/View Attachment"/> <input type="button" value="Cancel"/> |   |                    |
| <a href="#">Create PDF</a>   |   |                    |
| RGQA Information   |   |                    |
| RGQA for the Referenced Defense Contract is Hereby: <input type="text" value="-SELECT-"/>                                    |   |                    |
| Delegator RGQA No: <input type="text" value="50 Characters Max"/>  |   |                    |
| Revision Number: <input type="text"/>  |   |                    |
| Delegation Feedback is requested on an annual basis or as agreed: <input type="text" value="No"/>                            |   |                    |
| Delegatee Comments (Mandatory if not accepted): <input type="text" value="1500 Characters Max"/>                             |   |                    |
| Facility Wide Approach: <input type="text" value="No"/>  |   |                    |
| To: Delegator  |   |                    |
| Name: <input type="text" value="100 Characters Max"/>  |   |                    |
| Organisation: <input type="text"/>   |   |                    |
| Mailing Address: <input type="text" value="100 Characters Max"/>   |   |                    |
| Telephone: <input type="text"/>  |   |                    |
| Fax: <input type="text"/>  |   |                    |
| E-Mail: <input type="text" value="100 Characters Max"/>  |   |                    |
| From: Delegatee: (Appropriate National Authority or Focal Point Listed in AQAP-4107-SRD.1)                                   |   |                    |
| Name: <input type="text" value="100 Characters Max"/>  |   |                    |
| Organisation: <input type="text"/>   |   |                    |
| Mailing Address: <input type="text" value="100 Characters Max"/>   |   |                    |
| Telephone: <input type="text"/>  |   |                    |
| Fax: <input type="text"/>  |   |                    |
| E-Mail: <input type="text" value="100 Characters Max"/>  |   |                    |
| Acquirer   |   |                    |
| Acquirer Name: <input type="text" value="100 Characters Max"/>   |   |                    |
| Mailing Address: <input type="text" value="100 Characters Max"/>   |   |                    |
| Supplier   |   |                    |
| Supplier Name: <input type="text" value="100 Characters Max"/>   |   |                    |
| Mailing Address: <input type="text" value="100 Characters Max"/>   |   |                    |
| Contract Info  |   |                    |
| Government Contract No: <input type="text" value="250 Characters Max"/>  |   |                    |
| Contract Modification No: <input type="text" value="50 Characters Max"/>   |   |                    |
| Subcontract No: <input type="text" value="250 Characters Max"/>  |   |                    |
| Contract Final Delivery Date: <input type="text" value="MM/DD/YYYY"/>  |   |                    |
| RIAC   |   |                    |
| Delegatee Revised RIAC Form: <input type="text" value="No"/>   |   |                    |
| Delegatee GQAR Details   |   |                    |
| Name: <input type="text" value="100 Characters Max"/>  |   |                    |
| Organisation: <input type="text"/>   |   |                    |
| Mailing Address: <input type="text" value="100 Characters Max"/>   |   |                    |
| Phone No: <input type="text"/>   |   |                    |
| Fax No.: <input type="text"/>  |   |                    |
| Email Address: <input type="text" value="100 Characters Max"/>   |   |                    |
| Delegatee/GQAR Signature (Signature Not required if sent electronically): <input type="text" value="100 Characters Max"/>    |   |                    |
| Date: <input type="text" value="MM/DD/YYYY"/>  |   |                    |

Figure 21.6

B. **Figure 21.7** Shows the Control Number section and buttons

The screenshot shows a form titled "Control Numbers". It contains three fields: "RCN#: S4306A-2023-67", "DCN#: S5102A-23-01-67", and "Created Year: 2023". Below these fields are three buttons: "Save", "Add/View Attachment", and "Cancel". At the bottom center, there is a blue hyperlink labeled "Create PDF".

**Figure 21.7**

- **RCN** – Record Control Number auto-populated from the delegation
- **DCN** – Document Control Number auto-populated from the delegation
- **Created Year** – The year the delegation was created
- **Buttons**
  - **Save** – Saves the form. *NOTE: you must click SAVE before creating a PDF.*
  - **Add/View Attachments** – Will bring the user to the attachment page See **Section 26**.
  - **Cancel** – Returns the user to the Main page without saving the data entered.
  - **Create PDF** – Hyperlink that creates a PDF version of the form. *You must click SAVE before creating a PDF with the entered information.*

C. **Figure 21.8** shows the RGQAR Information section

The screenshot shows a form titled "RGQAR Information". It contains several fields: "RGQA for the Referenced Defense Contract is Hereby:" with a dropdown menu showing "-SELECT-"; "Delegator RGQA No:" with a text box and "50 Characters Max" label; "Revision Number:" with a text box; "Delegation Feedback is requested on an annual basis or as agreed:" with a dropdown menu showing "No"; "Delegatee Comments (Mandatory if not accepted):" with a text box and "1500 Characters Max" label; and "Facility Wide Approach:" with a dropdown menu showing "No".

**Figure 21.8**

- **RGQA for the Referenced Defense Contract is Hereby:** drop down for the decision on the delegation, drop down values are: Accepted, Partially Accepted and Rejected
- **Delegator RGQA Number:** number assigned to the request for government QA
- **Revision Number:** text box for the revision number of RGQA,
- **Delegation Feedback is requested on an annual basis or as agreed:**
  - Select Yes/No to answer the question.
  - Defaults to No
  - Yes, will check the box on the PDF form.

- **Delegation Comments:** a text to enter Delegatee comments ii is a mandatory if the delegation is rejected
- **Facility Wide Approach:**
  - Select Yes/No to answer the question.
  - Defaults to No
  - Yes, will check the box on the PDF form

D. **Figure 21.9** shows the To: Delegator section

| To: Delegator    |   |
|------------------|---|
| Name:            | <input type="text" value="100 Characters Max"/> |
| Organisation:    | <input type="text"/>                            |
| Mailing Address: | <input type="text" value="100 Characters Max"/> |
| Telephone:       | <input type="text"/>                            |
| Fax:             | <input type="text"/>                            |
| E-Mail:          | <input type="text" value="100 Characters Max"/> |

**Figure 21.9**

- **Name:** text box for the Delegator’s name (Foreign Partner)
- **Organisation:** text box for the Delegator’s organization
- **Mailing Address:** text box for the Delegator’s mailing address
- **Telephone:** text box for the Delegator’s telephone number
- **Fax:** text box for the Delegator’s Fax number
- **Email:** text box for the Delegator’s email address

E. **Figure 21.10** shows the From Delegatee

| From: Delegatee: (Appropriate National Authority or Focal Point Listed in AQAP-4107-SRD.1) |   |
|--|---|
| Name:  | <input type="text" value="100 Characters Max"/> |
| Organisation:  | <input type="text"/>                            |
| Mailing Address:   | <input type="text" value="100 Characters Max"/> |
| Telephone:   | <input type="text"/>                            |
| Fax:   | <input type="text"/>                            |
| E-Mail:  | <input type="text" value="100 Characters Max"/> |

**Figure 21.10**

- **Name:** text box for the Delegatee’s name (DoDCCP)
- **Organisation:** text box for the Delegatee’s organization
- **Mailing Address:** text box for the Delegatee’s mailing address
- **Telephone:** text box for the Delegatee’s telephone number
- **Fax:** text box for the Delegatee’s Fax number
- **Email:** text box for the Delegatee’s email address

F. **Figure 21.11** shows the Acquirer section

| Acquirer         |                    |
|------------------|--------------------|
| Acquirer Name:   | 100 Characters Max |
| Mailing Address: | 100 Characters Max |

**Figure 21.11**

- **Acquirer Name:** text box for the Acquirer's name
- **Mailing Address:** text box for the Acquirer's mailing address


G. **Figure 21.12** shows the Supplier section

| Supplier         |                    |
|------------------|--------------------|
| Supplier Name:   | 100 Characters Max |
| Mailing Address: | 100 Characters Max |

**Figure 21.12**

- **Supplier Name:** text box for the Supplier's name
- **Mailing Address:** text box for the Supplier's mailing address

H. **Figure 21.13** shows the Control Info section

| Contract Info                 |  |
|-------------------------------|--|
| Government Contract No.:      | 50 Characters Max  |
| Contract Modification No.:    | 50 Characters Max  |
| Subcontract No.:              | 100 Characters Max   |
| Contract Final Delivery Date: | MM/DD/YYYY  |

**Figure 21.13**

- **Government Contract No.:** text box for the contract number
- **Contract Modification No.:** text box for the contract modification number
- **Subcontract No.:** text box for Subcontract/Purchase order number issued to subcontractor
- **Contract Final Delivery Date:** date field representing final delivery date of the Prime Contract


I. **Figure 21.14** shows the RIAC section

| RIAC                         |  |
|------------------------------|--|
| Delegatee Revised RIAC Form: | No  |

**Figure 21.14**

- **Delegatee Revised RIAC Form:** Check box indicating the RIAC was revised

J. **Figure 21.15** shows the Delegatee: GQAR Details section


| Delegatee GQAR Details  |   |
|---|---|
| Name:   | <input type="text"/> 100 Characters Max   |
| Organisation:   | <input type="text"/>  |
| Mailing Address:  | <input type="text"/> 100 Characters Max   |
| Phone No:   | <input type="text"/>  |
| Fax No.:  | <input type="text"/>  |
| Email Address:  | <input type="text"/> 100 Characters Max   |
| Delegatee/GQAR Signature (Signature Not required if sent electronically): | <input type="text"/> 100 Characters Max   |
| Date:   | <input type="text"/> MM/DD/YYYY  |

**Figure 21.15**

- **Name:** text box for the Delegatee/GQAR name (Functional Specialist)
- **Organisation:** text box for the Delegatee/GQAR organization
- **Mailing Address:** text box for the Delegatee/GQAR mailing address
- **Phone:** text box for the Delegatee/GQAR telephone number
- **Fax:** text box for the Delegatee/GQAR Fax number
- **Email:** text box for the Delegatee/GQAR email address
- **Delegatee/GQAR Signature:** text box the Delegatee/GQAR signature, not required if the form is sent electronically
- **Date:** date field representing the date the form was complete



K. **Figure 21.16** represents the PDF version of the form

|  |                          |   |                          |
|--|--------------------------|---|--------------------------|
|               |                          | <p align="center"><b>NATO Government Quality Assurance</b><br/> <b>Response to Governemnt Quality Assurance Request (RGQAR)</b></p> |                          |
| Request for Governemnt Quality Assurance (RGQA) for the Referenced Defence Contract is Hereby. | Accepted:                | <input type="checkbox"/>  | Delegator RGQA NO:       |
|  | Partially Accepted:      | <input type="checkbox"/>  | Revision Number:         |
|  | Rejected:                | <input type="checkbox"/>  |                          |
| Delegation Feedback is requested on an annual basis or as agreed:                              |                          |   | <input type="checkbox"/> |
| Delegatee Comments (Mandatory, if Not Accepted):   |                          |   |                          |
| Facility Wide Approach:  | <input type="checkbox"/> |   |                          |
| To: Delegator  |                          | From: Delegatee: (Appropriate National Authority or Focal Point Listed in AQAP-4107-SRD.1)  |                          |
| Name:  |                          | Name:   |                          |
| Organisation:  |                          | Organisation:   |                          |
| Mailing Address:   |                          | Mailing Address:  |                          |
| Telephone:   |                          | Telephone:  |                          |
| Fax:   |                          | Fax:  |                          |
| E-mail:  |                          | E-mail:   |                          |
| Acquirer:  |                          | Supplier:   |                          |
| Mailing Address:   |                          | Mailing Address:  |                          |
| Government Contract No:  |                          | Subcontract No:   |                          |
| Contract Modification No:  |                          | Contract Final Delivery Date:   |                          |
| Delegatee revised RIAC Form:   |                          |   | <input type="checkbox"/> |
| Delegatee CQAR Details:  |                          |   |                          |
| Name:  |                          |   |                          |
| Organization:  |                          |   |                          |
| Mailing Address:   |                          |   |                          |
| Phone No:  |                          |   |                          |
| Email Address:   |                          |   |                          |
| Fax No:  |                          |   |                          |
| Delegatee/CQAR Signature (Signature not Required if Sent Electronically):                      |                          |   | Date:                    |

**Figure 21.16**

## 21.2 Government Quality Assurance Closure Report

- A. Select GQACR from the drop down (See **Figure 21.17**) and click the Create Button and the GQACR form page will be displayed as shown in **Figure 21.18**

The screenshot shows a web form titled "View / Edit GQA Form". Below the title is a section labeled "Control Numbers". This section contains three fields: "RCN#: S5102A-2023-448", "DCN#: S0101A-23-03-448", and "Created Year: 2023". Below these fields is a dropdown menu with a blue highlight on the first option, "-SELECT-". The dropdown menu lists the following options: "-SELECT-", "RGQAR", "GQACR", "RIAC", "RGQA", and "DFB". To the right of the dropdown menu are two buttons: "Create" and "Cancel".

**Figure 21.17**

- **RCN** – Record Control Number auto-populated from the delegation
- **DCN** – Document Control Number auto-populated from the delegation
- **Created Year** – The year the delegation was created
- **Buttons**
  - **Create** – Opens the webpage for the form selected
  - **Cancel** – Returns the user to the Main page without saving the data entered.



| PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)                                      |   |                                       |
|--|---|---------------------------------------|
| Home • Help ▶  | User Profile: USER (ALPHA) GUIDE ▶ • Logout   |                                       |
| Government Quality Assurance Closure Report (GQACR)  |   |                                       |
| Instructions<br>(M) denotes a mandatory field  |   |                                       |
| Control Numbers  |   |                                       |
| RCN#: S0101A-2022-6233   | DCN#: S5102A-22-12-6233   | Created Year: 2022                    |
| <input type="button" value="Save"/>  | <input type="button" value="Add/View Attachment"/>  | <input type="button" value="Cancel"/> |
| <a href="#">Create PDF</a>   |   |                                       |
| 2  |   |                                       |
| GQACR Information  |   |                                       |
| Delegator RGQA No:   | <input type="text" value="50 Characters Max"/>  |                                       |
| Revision Number:   | <input type="text"/>  |                                       |
| To: Delegator  |   |                                       |
| Name:  | <input type="text" value="100 Characters Max"/>   |                                       |
| Organisation:  | <input type="text"/>  |                                       |
| Mailing Address:   | <input type="text" value="100 Characters Max"/>   |                                       |
| Telephone:   | <input type="text"/>  |                                       |
| Fax:   | <input type="text"/>  |                                       |
| E-Mail:  | <input type="text" value="100 Characters Max"/>   |                                       |
| From: Delegatee: (Appropriate National Authority or Focal Point Listed in AQAP-4107-SRD.1) |   |                                       |
| Name:  | <input type="text" value="100 Characters Max"/>   |                                       |
| Organisation:  | <input type="text"/>  |                                       |
| Mailing Address:   | <input type="text" value="100 Characters Max"/>   |                                       |
| Telephone:   | <input type="text"/>  |                                       |
| Fax:   | <input type="text"/>  |                                       |
| E-Mail:  | <input type="text" value="100 Characters Max"/>   |                                       |
| Acquirer   |   |                                       |
| Acquirer Name:   | <input type="text" value="100 Characters Max"/>   |                                       |
| Mailing Address:   | <input type="text" value="100 Characters Max"/>   |                                       |
| Supplier   |   |                                       |
| Supplier Name:   | <input type="text" value="100 Characters Max"/>   |                                       |
| Mailing Address:   | <input type="text" value="100 Characters Max"/>   |                                       |
| Contract Info  |   |                                       |
| Government Contract No:  | <input type="text" value="250 Characters Max"/>   |                                       |
| Contract Modification No:  | <input type="text" value="50 Characters Max"/>  |                                       |
| Subcontract No:  | <input type="text" value="250 Characters Max"/>   |                                       |
| Contract Final Delivery Date:  | <input type="text" value="MM/DD/YYYY"/>  |                                       |
| Attachments  |   |                                       |
| Please find the attached RIAC indicating the current risk status and trends:               |   |                                       |
| CoC attached as requested:   | <input type="text" value="No"/> ▼   |                                       |
| Supplementary report attached:   | <input type="text" value="No"/> ▼   |                                       |
| Summary of nonconformities attached:   | <input type="text" value="No"/> ▼   |                                       |
| Delegation Feedback is requested:  | <input type="text" value="No"/> ▼   |                                       |
| Additional Comments:   | <input type="text" value="1000 Characters Max"/>  |                                       |
| Delegatee GQAR Details   |   |                                       |
| Name:  | <input type="text" value="100 Characters Max"/>   |                                       |
| Organization:  | <input type="text"/>  |                                       |
| Phone No.:   | <input type="text"/>  |                                       |
| Fax No.:   | <input type="text"/>  |                                       |
| Email Address:   | <input type="text" value="100 Characters Max"/>   |                                       |
| Delegatee/GQAR Signature (Signature Not required if Sent Electronically):                  | <input type="text" value="100 Characters Max"/>   |                                       |
| Date:  | <input type="text" value="MM/DD/YYYY"/>  |                                       |

Figure 21.18

B. **Figure 21.19** represents the Control Number section and buttons

| Control Numbers                     |  |                                       |
|-------------------------------------|--|---------------------------------------|
| RCN#: S4306A-2023-67                | DCN#: S5102A-23-01-67                              | Created Year: 2023                    |
| <input type="button" value="Save"/> | <input type="button" value="Add/View Attachment"/> | <input type="button" value="Cancel"/> |
| <a href="#">Create PDF</a>          |  |                                       |

**Figure 21.19**

- **RCN** – Record Control Number auto-populated from the delegation
- **DCN** – Document Control Number auto-populated from the delegation
- **Created Year** – The year the delegation was created
- **Buttons**
  - **Save** – Saves the form. *NOTE: you must click SAVE before creating a PDF.*
  - **Add/View Attachments** – Will bring the user to the attachment page See **Section 26**.
  - **Cancel** – Returns the user to the Main page without saving the data entered.
  - **Create PDF** – Hyperlink that creates a PDF version of the form. *You must click SAVE before creating a PDF with the entered information.*

C. **Figure 21.20** shows the GQACR section

| GQACR Information  |  |
|--------------------|--|
| Delegator RGQA No: | <input type="text" value="50 Characters Max"/> |
| Revision Number:   | <input type="text"/>                           |

**Figure 21.20**

- **Delegator RGQA No:** number assigned to the request for government QA
- **Revision Number:** text box for the revision number of GQACR

D. **Figure 21.21** shows the To: Delegator section

| To: Delegator    |   |
|------------------|---|
| Name:            | <input type="text" value="100 Characters Max"/> |
| Organisation:    | <input type="text"/>                            |
| Mailing Address: | <input type="text" value="100 Characters Max"/> |
| Telephone:       | <input type="text"/>                            |
| Fax:             | <input type="text"/>                            |
| E-Mail:          | <input type="text" value="100 Characters Max"/> |

**Figure 21.21**

- **Name:** text box for the Delegator's name (Foreign Partner)
- **Organisation:** text box for the Delegator's organization
- **Mailing Address:** text box for the Delegator's mailing address

- **Telephone:** text box for the Delegator’s telephone number
- **Fax:** text box for the Delegator’s Fax number
- **Email:** text box for the Delegator’s email address

E. **Figure 21.22** shows the From: Delegatee section

| From: Delegatee: (Appropriate National Authority or Focal Point Listed in AQAP-4107-SRD.1) |   |
|--|---|
| <b>Name:</b>   | <input type="text"/> 100 Characters Max |
| <b>Organisation:</b>   | <input type="text"/>                    |
| <b>Mailing Address:</b>  | <input type="text"/> 100 Characters Max |
| <b>Telephone:</b>  | <input type="text"/>                    |
| <b>Fax:</b>  | <input type="text"/>                    |
| <b>E-Mail:</b>   | <input type="text"/> 100 Characters Max |

**Figure 21.22**

- **Name:** text box for the Delegatee’s name (DoDCCP)
- **Organisation:** text box for the Delegatee’s organization
- **Mailing Address:** text box for the Delegatee’s mailing address
- **Telephone:** text box for the Delegatee’s telephone number
- **Fax:** text box for the Delegatee’s Fax number
- **Email:** text box for the Delegatee’s email address

F. **Figure 21.23** shows the Acquirer section

| Acquirer                |   |
|-------------------------|---|
| <b>Acquirer Name:</b>   | <input type="text"/> 100 Characters Max |
| <b>Mailing Address:</b> | <input type="text"/> 100 Characters Max |

**Figure 21.23**

- **Acquirer Name:** text box for the Acquirer’s name
- **Mailing Address:** text box for the Acquirer’s mailing address

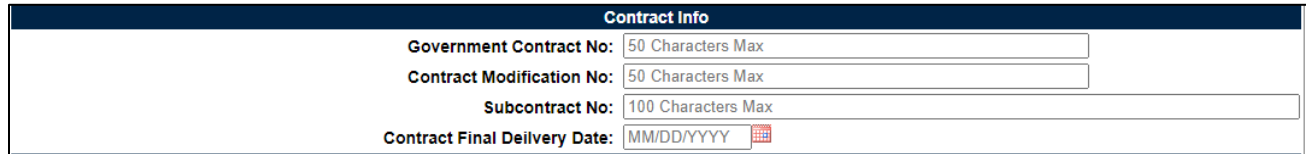
G. **Figure 21.24** shows the Supplier section

| Supplier                |   |
|-------------------------|---|
| <b>Supplier Name:</b>   | <input type="text"/> 100 Characters Max |
| <b>Mailing Address:</b> | <input type="text"/> 100 Characters Max |

**Figure 21.24**

- **Supplier Name:** text box for the Supplier’s name
- **Mailing Address:** text box for the Supplier’s mailing address

H. **Figure 21.25** shows the Contract Info section

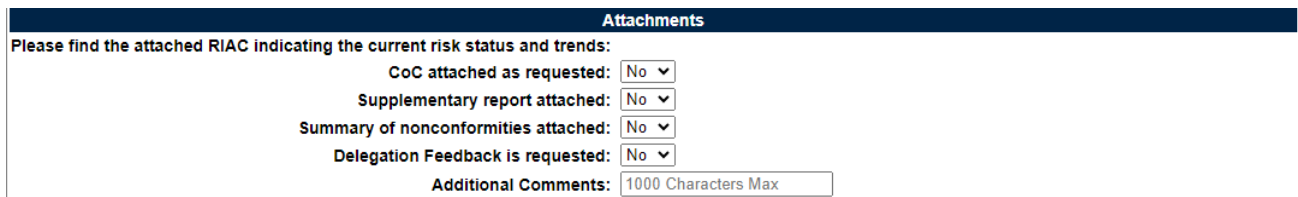


| Contract Info                 |   |
|-------------------------------|---|
| Government Contract No:       | <input type="text" value="50 Characters Max"/>  |
| Contract Modification No:     | <input type="text" value="50 Characters Max"/>  |
| Subcontract No:               | <input type="text" value="100 Characters Max"/> |
| Contract Final Delivery Date: | <input type="text" value="MM/DD/YYYY"/>         |

**Figure 21.25**

- **Government Contract No.:** text box for the contract number
- **Contract Modification No.:** text box for the contract modification number
- **Subcontract No.:** text box for Subcontract/Purchase order number issued to subcontractor
- **Contract Final Delivery Date:** date field representing final delivery date of the Prime Contract

I. **Figure 21.26** represents the Control Number section and buttons




| Attachments  |  |
|--|--|
| Please find the attached RIAC indicating the current risk status and trends: |  |
| CoC attached as requested:   | <input type="text" value="No"/>                  |
| Supplementary report attached:   | <input type="text" value="No"/>                  |
| Summary of nonconformities attached:   | <input type="text" value="No"/>                  |
| Delegation Feedback is requested:  | <input type="text" value="No"/>                  |
| Additional Comments:   | <input type="text" value="1000 Characters Max"/> |

**Figure 21.26**

- **CoC Attached as requested:**
  - Select Yes/No to answer the question.
  - Defaults to No
  - Yes, will check the box on the PDF form
- **Supplementary report attached:**
  - Select Yes/No to answer the question.
  - Defaults to No
  - Yes, will check the box on the PDF form
- **Summary of nonconformities attached:**
  - Select Yes/No to answer the question.
  - Defaults to No
  - Yes, will check the box on the PDF form
- **Delegation Feedback is requested:**
  - Select Yes/No to answer the question.
  - Defaults to No

- Yes, will check the box on the PDF form check box
- **Additional Comments:** text box for the Delegatee to enter additional comments


J. **Figure 21.27** shows the Delegatee GQAR Details section

| Delegatee GQAR Details   |  |
|--|--|
| <b>Name:</b>   | 100 Characters Max   |
| <b>Organization:</b>   |  |
| <b>Phone No.:</b>  |  |
| <b>Fax No.:</b>  |  |
| <b>Email Address:</b>  | 100 Characters Max   |
| <b>Delegatee/GQAR Signature (Signature Not required if Sent Electronically):</b> | 100 Characters Max   |
| <b>Date:</b>   | MM/DD/YYYY  |

**Figure 21.27**

- **Name:** text box for the Delegatee/GQAR name (Functional Specialist)
- **Organisation:** text box for the Delegatee/GQAR organization
- **Mailing Address:** text box for the Delegatee/GQAR mailing address
- **Phone:** text box for the Delegatee/GQAR telephone number
- **Fax:** text box for the Delegatee/GQAR Fax number
- **Email:** text box for the Delegatee's email address
- **Delegatee/GQAR Signature:** text box the Delegatee/GQAR signature, not required if the form is sent electronically
- **Date:** date field representing the date the form was complete

K. **Figure 21.28** represents the PDF version of the form

|   |  |  |       |
|---|--|--|-------|
|  |  | <b>NATO Government Quality Assurance</b><br><b>Gouvernement Quality Assurance Closure Report</b><br><b>(GQACR)</b> |       |
|   |  | Government Quality Assurance (GQA) for the referenced Defense Contract Hereby Complete.                            |       |
|   |  | Delegator RGQA NO:   |       |
|   |  | Revision Number:   |       |
| To: Delegator   |  | From: Delegatee: (Appropriate National Authority or Focal Point Listed in AQAP-4107-SRD.1)                         |       |
| Name:   |  | Name:  |       |
| Organisation:   |  | Organisation:  |       |
| Mailing Address:  |  | Mailing Address:   |       |
| Telephone:  |  | Telephone:   |       |
| Fax:  |  | Fax:   |       |
| E-mail:   |  | E-mail:  |       |
| Acquirer:   |  | Supplier:  |       |
| Mailing Address:  |  | Mailing Address:   |       |
| Government Contract No:   |  | Subcontract No:  |       |
| Contract Modification No:   |  | Contract Final Delivery Date:  |       |
| Attachments:  |  |  |       |
| Please find the attached RIAC indicating the current risk status and trends:      |  |  |       |
| CoC attached as requested:  |  |  |       |
| Supplementary report attached:  |  |  |       |
| Summary of nonconformities attached:  |  |  |       |
| Delegation Feedback is requested:   |  |  |       |
| Delegatee GQAR Details:   |  |  |       |
| Name:   |  |  |       |
| Organization:   |  |  |       |
| Mailing Address:  |  |  |       |
| Phone No:   |  |  |       |
| Email Address:  |  |  |       |
| Fax No:   |  |  |       |
| Delegatee/GQAR Signature (Signature not Required if Sent Electronically):         |  |  | Date: |

**Figure 21.28**



## 21.3 Request for Government Quality Assurance

- A. Select RIAC from the drop down (See **Figure 21.29**) and click the Create Button and the RIAC form page will be displayed as shown in **Figure 21.30**.

The screenshot shows a web form titled "View / Edit GQA Form". Under the heading "Control Numbers", there are three fields: "RCN#: S5102A-2023-448", "DCN#: S0101A-23-03-448", and "Created Year: 2023". Below these fields is a dropdown menu with a blue highlight on the first option, "-SELECT-". The dropdown list includes: "-SELECT-", "RGQAR", "GQACR", "RIAC", "RGQA", and "DFB". To the right of the dropdown are two buttons: "Create" and "Cancel".

**Figure 21.29**

- **RCN** – Record Control Number auto-populated from the delegation
- **DCN** – Document Control Number auto-populated from the delegation
- **Created Year** – The year the delegation was created
- **Buttons**
  - **Create** – Opens the webpage for the form selected
  - **Cancel** – Returns the user to the Main page without saving the data entered.

**PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)**

User Profile: USER (ALPHA) GUIDE | Logout

---

**Request for Government Quality Assurance**

Instructions  
(\*) denotes a mandatory field

---

**Control Numbers**

RCNE: 00101A-2023-1148      DCNE: 00102A-23-08-1148      Created Year: 2023

---

**ROGA Numbers**

Delegator ROGA No:

Revision Number:

---

**To: Delegator: (Appropriate National Authority or Focal Point Listed in AGAP-4107-RCR-1)**

Name:

Organization:

Mailing Address:

Telephone:

Fax:

E-Mail:

---

**From: Delegator**

Name:

Organization:

Mailing Address:

Telephone:

Fax:

E-Mail:

---

**Acquirer**

Acquirer Name:

Mailing Address:

---

**Supplier**

Supplier Name:

Mailing Address:

---

**ROGA Information**

Facility Wide Approach:

Government Contract No:

Contract Modification No:

Subcontract No:

Estimated Contract Final Delivery Date:

Is this contract on behalf of a third party other than the requesting Nation?:

Contractual Quality Assurance Requirements/Standards:

Product / Supplies Descriptions (include reference to Essential Items if applicable):

---

**RIAC**

RIAC reference Number:

Copies of the Contract/Subcontract/Purchase Order to be subjected to QGA:

Technical Data Specifications and Quality Assurance Standards:

Are Attached:

Will be Furnished by the Supplier:

Other Attachments or Forms (Specify):

---

**Delegator Requirements**

Delegation Feedback is requested:

Provide information copy of QGA plan. Note: Requesting a copy of the plan should not be a common occurrence on routine ROGAs. Where major programs or higher risks are involved, it may be appropriate to request a copy of the plan:

QGAR is requested to sign the Statement of QGA on the CoC:

For Partial Shipments and Final Shipments:

QGAR is requested to forward electronic copy of signed CoC (in PDF format):

Product Release: Special Instructions related to product release (if CoC is not used):

---

**Deviation Permits/Concessions (Reference Annex A section A.3)**

QGAR is authorized to concur or Non-concur with classification/disposition of Supplier's minor deviation permits and/or concessions:

System Approach:

Case by Case:

QGAR is requested to provide comments and/or recommendations for major deviation permits and/or concessions submitted by the Supplier for approval by the Acquirer. Provide contractual reference and instructions as necessary:

---

**Reporting (reference para. 4.2.5)**

Report Risk status on an ongoing basis:

At ROGA Completion:

Copies of Quality Deficiency Reports issued to the Supplier or Sub-supplier are requested:

Other reporting, Please Specify:

Other Requirements:

---

Delegator Signature (Signature not Requested if Sent Electronically):

Date:

Figure 21.30

B. **Figure 21.31** represents the Control Number section and buttons

| Control Numbers                     |  |                                       |
|-------------------------------------|--|---------------------------------------|
| RCN#: S5102A-2023-448               | DCN#: S0101A-23-03-448                             | Created Year: 2023                    |
| <input type="button" value="Save"/> | <input type="button" value="Add/View Attachment"/> | <input type="button" value="Cancel"/> |
| <a href="#">Create PDF</a>          |  |                                       |

**Figure 21.31**

- **RCN** – Record Control Number auto-populated from the delegation
- **DCN** – Document Control Number auto-populated from the delegation
- **Created Year** – The year the delegation was created
- **Buttons**
  - **Save** – Saves the form. *NOTE: you must click SAVE before creating a PDF.*
  - **Add/View Attachments** – Will bring the user to the attachment page See **Section 26**.
  - **Cancel** – Returns the user to the Main page without saving the data entered.
  - **Create PDF** – Hyperlink that creates a PDF version of the form. *You must click SAVE before creating a PDF with the entered information.*

C. **Figure 21.32** represents the RGQA Numbers section

| RGQA Numbers       |  |
|--------------------|--|
| Delegator RGQA No: | <input type="text" value="50 Characters Max"/> |
| Revision Number:   | <input type="text"/>                           |

**Figure 21.32**

- **Delegator RGQA No.:** RGQA serial number
- **Revision Number:** Revision number of RGQA

D. **Figure 21.33** represents the To: Delegatee section

| To: Delegatee: (Appropriate National Authority or Focal Point Listed in AQAP-4107-SDR-1) |   |
|--|---|
| Name:  | <input type="text" value="100 Characters Max"/> |
| Organization:  | <input type="text"/>                            |
| Mailing Address:   | <input type="text" value="100 Characters Max"/> |
| Telephone:   | <input type="text"/>                            |
| Fax:   | <input type="text"/>                            |
| E-Mail:  | <input type="text" value="100 Characters Max"/> |

**Figure 21.33**

- **Name:** text box for the Delegatee's name
- **Organisation:** text box for the Delegatee's organization

- **Mailing Address:** text box for the Delegatee’s mailing address
- **Telephone:** text box for the Delegatee’s telephone number
- **Fax:** text box for the Delegatee’s Fax number
- **Email:** text box for the Delegatee’s email address

E. **Figure 21.34** represents the From: Delegator section

| From: Delegator  |   |
|------------------|---|
| Name:            | <input type="text" value="100 Characters Max"/> |
| Organization:    | <input type="text"/>                            |
| Mailing Address: | <input type="text" value="100 Characters Max"/> |
| Telephone:       | <input type="text"/>                            |
| Fax:             | <input type="text"/>                            |
| E-Mail:          | <input type="text" value="100 Characters Max"/> |

**Figure 21.34**

- **Name:** text box for the Delegator’s name (Foreign Partner)
- **Organisation:** text box for the Delegator’s organization
- **Mailing Address:** text box for the Delegator’s mailing address
- **Telephone:** text box for the Delegator’s telephone number
- **Fax:** text box for the Delegator’s Fax number
- **Email:** text box for the Delegator’s email address

F. **Figure 21.35** represents the Acquirer section

| Acquirer         |   |
|------------------|---|
| Acquirer Name:   | <input type="text" value="100 Characters Max"/> |
| Mailing Address: | <input type="text" value="100 Characters Max"/> |

**Figure 21.35**

- **Acquirer Name:** text box for the Acquirer’s name
- **Mailing Address:** text box for the Acquirer’s mailing address

G. **Figure 21.36** shows the Supplier section

| Supplier         |   |
|------------------|---|
| Supplier Name:   | <input type="text" value="100 Characters Max"/> |
| Mailing Address: | <input type="text" value="100 Characters Max"/> |

**Figure 21.36**

- **Supplier Name:** text box for the Supplier’s name
- **Mailing Address:** text box for the Supplier’s mailing address

H. **Figure 21.37** represents the RGQA Information section

**Figure 21.37**

- **Facility Wide Approach:**
  - Select Yes/No indicating a facility wide surveillance
  - Defaults to No
- **Government Contract No.:** text box for the contract number
- **Contract Modification No.:** text box for the contract modification number
- **Subcontract No.:** text box for Subcontract/Purchase order number issued to subcontractor
- **Estimated Contract Final Delivery Date:** date field representing final delivery date of the Prime Contract
- **Is this contract on behalf of a third party other than the requesting Nation?:**
  - Select Yes/No to respond to the question.
  - Defaults to No
- **Contractual Quality Assurance Requirements/Standards:** Text field to enter requirements/standards.
- **Product / Supplies Descriptions (Include reference to Essential items if applicable):** Text field to enter product/supply descriptions.

I. **Figure 21.38** represents the RIAC information section

**Figure 21.38**

- **RIAC Reference Number:** Enter RIAC reference number.
- **Copies of the Contract/Subcontract/Purchase Order to be subject to GQA:** Yes or No selection to indicate copies are subject to GQA. Yes, will check the box on the PDF form
- **Technical Data Specifications and Quality Assurance Standards:**

- **Are Attached:**
  - Select Yes/No to indicate specifications & standards are attached.
  - Defaults to No
  - Yes, will check the box on the PDF form.
- **Will be Furnished by the Supplier:**
  - Select Yes/No to indicate specifications & standards will be furnished by the supplier.
  - Defaults to No
  - Yes, will check the box on the PDF form.
- **Other Attachments or Forms (Specify):**
  - Select Yes/No to indicate other attachments and forms will be included.
  - Defaults to No
  - Yes, will check the box on the PDF form.
  - A text field is available to specify those attachments.

J. **Figure 21.39** represents the Delegator Requirements section

**Delegator Requirements**

Delegation Feedback is requested:

Provide information copy of GQA plan. Note: Requesting a copy of the plan should not be a common occurrence on routine RGQAs. Where major programs or higher risks are involved. It may be appropriate to request a copy of the plan:

QCAR is requested to sign the Statement of GQA on the CoC:

For Partial Shipments

and Final Shipments

QCAR is requested to forward electronic copy of signed CoC (in PDF format):

Product Release Special Instructions related to product release (if CoC is not used):

**Figure 21.39**

- **Delegation Feedback is requested:**
  - Select Yes/No to respond to the question.
  - Defaults to No
  - Yes, will check the box on the PDF form.
- **Provide information copy of GQA plan:**
  - Select Yes/No to respond to the question.
  - Defaults to No
  - Yes, will check the box on the PDF form.
- **QCAR is requested to sign the Statement of GQA on the CoC.:**

- **For Partial Shipments:**
  - Select Yes/No to respond to the question.
  - Defaults to No
  - Yes, will check the box on the PDF form.
- **and Final Shipments:**
  - Select Yes/No to respond to the question.
  - Defaults to No
  - Yes, will check the box on the PDF form.
- **GQAR is requested to forward electronic copy of signed CoC in PDF format:**
  - Select Yes/No to respond to the question.
  - Defaults to No
  - Yes, will check the box on the PDF form.
- **Product Release Special Instructions related to product release (if CoC is not used):**
  - Text box to enter special instruction related to product release.

K. **Figure 21.40** represents the Deviation Permits/Concessions section

| Deviation Permits/Concessions (Reference Annex A section A.3)  |   |
|--|---|
| GQAR is authorised to concur or Non-concur with classification/disposition of Supplier's minor deviation permits and/or concessions.   | System Approach <input type="text" value="No"/> |
|  | Case by Case <input type="text" value="No"/>    |
| GQAR is requested to provide comments and/or recommendations for major deviation permits and/or concessions submitted by the Supplier for approval by the Acquirer. Provide contractual reference and instructions as necessary. | <input type="text" value="No"/>                 |

**Figure 21.40**

- **GQAR is authorized to concur or Non-concur with classification/disposition of Supplier's minor deviation permits and/or concessions.**
  - **System Approach:**
    - Select Yes/No to respond to the question.
    - Defaults to No
    - Yes, will check the box on the PDF form.
  - **Case by Case:**
    - Select Yes/No to respond to the question.
    - Defaults to No
    - Yes, will check the box on the PDF form.
- **GQAR is requested to provide comments and/or recommendations for major deviation permits and/or concessions submitted by the Supplier for approval by the Acquirer. Provide contractual reference and instructions as necessary.:**
  - Select Yes/No to respond to the question.

- Defaults to No
- Yes, will check the box on the PDF form.

L. **Figure 21.41** represents the Reporting section

**Figure 21.41**

- **Report Risk status on an ongoing basis:**
  - Select Yes/No to respond to the question.
  - Defaults to No
  - Yes, will check the box on the PDF form.
- **At RGQA Completion:**
  - Select Yes/No to respond to the question.
  - Defaults to No
  - Yes, will check the box on the PDF form.
- **Copies of Quality Deficiency Reports issued to the Supplier or Sub-supplier are requested:**
  - Select Yes/No to respond to the question.
  - Defaults to No
  - Yes, will check the box on the PDF form.
- **Other reporting, Please Specify:**
  - Select Yes/No to respond to the question.
  - Defaults to No
  - Yes, will check the box on the PDF form.
- **Other Requirements:** Text box to enter other requirements.
- **Delegator Signature (Signature not Requested if Sent Electronically):**
  - Text box for Delegator signature.
- **Date:** Delegator signature date.



M. Figures 21.42 thru 21.44 represent the RGQA PDF form


|  |  |  |  |
|--|--|--|--|
|   |  | <b>NATO Government Quality Assurance</b><br><b>Request for Government Quality Assurance (RGQA)</b> |  |
| <b>Government Quality Assurance (GQA) for the Referenced Defence Contract is Hereby Requested by Authority of Stanag 4107.</b> |  | <b>Delegator RGQA Number:</b>  |  |
|  |  | <b>Revision Number:</b>  |  |
| <b>From: (Delegator)</b>   |  | <b>To: Delegatee: (Appropriate National Authority or Focal Point Listed in AQAP-4107-SRD.1)</b>    |  |
| <b>Name:</b>   |  | <b>Name:</b>   |  |
| <b>Organisation:</b>   |  | <b>Organisation:</b>   |  |
| <b>Mailing Address:</b>  |  | <b>Mailing Address:</b>  |  |
| <b>Telephone:</b>  |  | <b>Telephone:</b>  |  |
| <b>Fax:</b>  |  | <b>Fax:</b>  |  |
| <b>E-mail:</b>   |  | <b>E-mail:</b>   |  |
| <b>Acquirer:</b>   |  | <b>Supplier:</b>   |  |
| <b>Mailing Address:</b>  |  | <b>Mailing Address:</b>  |  |
| <b>Facility Wide Delegation:</b>   |  |  |  |
| <b>Government Contract No:</b>   |  | <b>Subcontract No:</b>   |  |
| <b>Contract Modification No:</b>   |  | <b>Estimated Contract Final Delivery Date:</b>   |  |
| <b>Is this contract on behalf of a third party other than the requesting Nation?</b>   |  |  |  |
| <b>Contractual Quality Assurance Requirements / Standards:</b>   |  |  |  |
|  |  |  |  |
| <b>Product / Supplies Descriptions (include references to essential Items if applicable):</b>                                  |  |  |  |
|  |  |  |  |
| <b>Attachments:</b>  |  |  |  |
| <b>RIAC Reference Number:</b>  |  |  |  |
| <b>Copies of the Contract / Subcontract / Purchase Order to be Subjected to GQA:</b>   |  |  |  |
| Page 1 of 3  |  |  |  |

Figure 21.42

|   |                                    |  |
|---|------------------------------------|--|
| Technical Data Specifications and Quality Assurance Standards:  | Are Attached:                      |  |
|   | Will be Furnished by the Supplier: |  |
| Other Attachments or Forms (Specify):   |                                    |  |
| Delegator Requirements:   |                                    |  |
| Delegation Feedback is requested:   |                                    |  |
| Provide information copy of GQA Plan: Note: Requesting a copy of the plan should not be a common occurrence on routine RGQAs. Where major programs or higher risks are involved, it may be appropriate to request a copy of the plan. |                                    |  |
| GQAR is requested to sign the Statement of the GQA on the CoC:  | For partial shipments:             |  |
|   | For final shipments:               |  |
| GQAR is requested to forward electronic copy of signed CoC (i pdf format):  |                                    |  |
| Product Release Special instructions related to product release (if CoC is not used):   |                                    |  |
| Deviation Permits/Concessions (Reference Anex A section A.3):   |                                    |  |
| GQAR is authorised to concur or non-concur with classification / disposition of Supplier's minor deviation permits and/or concessions.:   | System Approach:                   |  |
|   | Case by Case:                      |  |
| GQAR is requested to provide comments and/or recommendations for major deviation permits and/or concessions submitted by the Supplier for approval by the Acquirer. Provide contractual reference and instructions as necessary.      |                                    |  |
| Reporting (reference para. 4.2.2):  |                                    |  |
| Report risk status on an ongoing basis::  |                                    | Copies of Quality Deficiency Reports issued to the Supplier or Sub-supplier are requested: |
| At RGQA Completion:   |                                    |  |
| Other reporting, please Specify:  |                                    |  |
| Page 2 of 3   |                                    |  |

Figure 21.43

**Other Requirements:**

**Delegator Signature (signature not required if sent electronically):**

**Date:**

Page 3 of 3

**Figure 21.44**

## 21.4 Risk Identification, Assessment and Communication

- A. Select RGQA from the drop down (See **Figure 21.45**) and click the Create Button and the RGQA form page will be displayed as shown in **Figure 21.46**.

**View / Edit GQA Form**

**Control Numbers**

RCN#: S5102A-2023-448      DCN#: S0101A-23-03-448      Created Year: 2023

-SELECT-    Create    Cancel

- SELECT-
- RGQAR
- GQACR
- RIAC
- RGQA
- DFB

**Figure 21.45**

**PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)**

Home • Help ▶      • Logout

**Risk identification, Assessment and Communication (RIAC)**

Instructions  
(M) denotes a mandatory field

**Control Numbers**

RCN#: S5102A-2023-448      DCN#: S0101A-23-03-448      Created Year: 2023

Save    Add/View Attachment    Cancel

[Create PDF](#)

**RGQA Information**

Delegator RGQA No:

Revision Number:

RGQA Date:

**RIAC**

RIAC Number:

Revision Number:

RIAC Date:

**RIAC Information**

**Figure 21.46**

B. **Figure 21.47** represents the Control Number section and buttons



Control Numbers

RCN#: S4306A-2023-67      DCN#: S5102A-23-01-67      Created Year: 2023

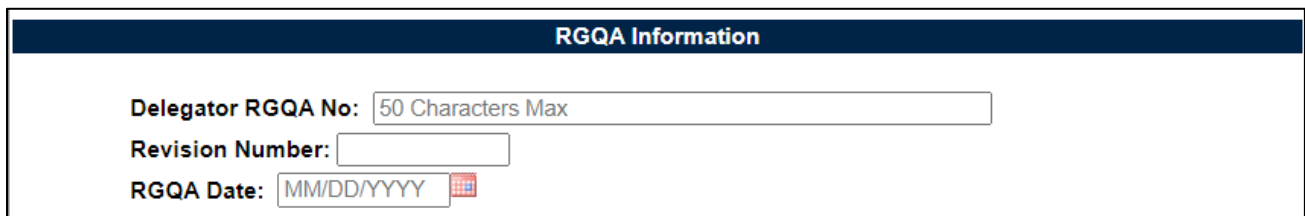
Save   Add/View Attachment   Cancel

[Create PDF](#)

**Figure 21.47**

- **RCN** – Record Control Number auto-populated from the delegation
- **DCN** – Document Control Number auto-populated from the delegation
- **Created Year** – The year the delegation was created
- **Buttons**
  - **Save** – Saves the form. *NOTE: you must click SAVE before creating a PDF.*
  - **Add/View Attachments** – Will bring the user to the attachment page See **Section 26**.
  - **Cancel** – Returns the user to the Main page without saving the data entered.
  - **Create PDF** – Hyperlink that creates a PDF version of the form. *You must click SAVE before creating a PDF with the entered information.*

C. **Figure 21.48** represents the RGQA Information section



RGQA Information

Delegator RGQA No:

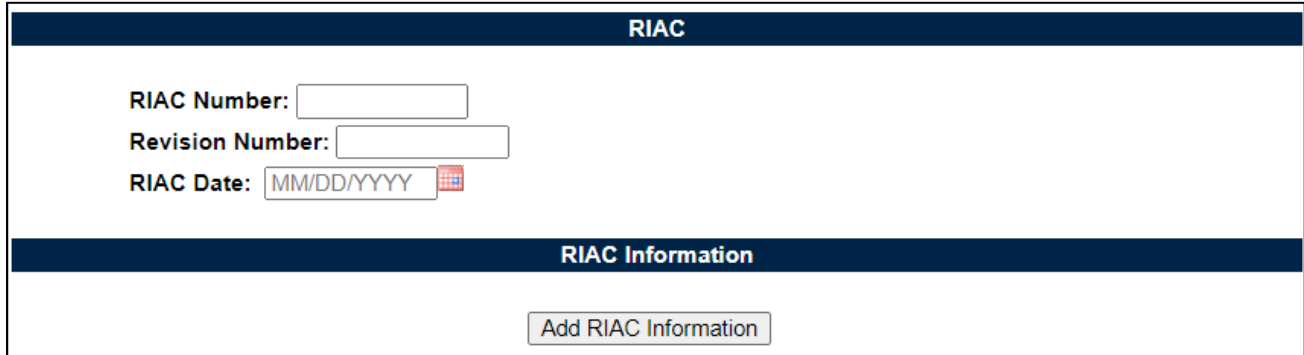
Revision Number:

RGQA Date:

**Figure 21.48**

- **Delegator RGQA Number:** Number assigned to the request for government QA
- **Revision Number:** Revision number of RGQA
- **RGQA Date:** Date the request was received

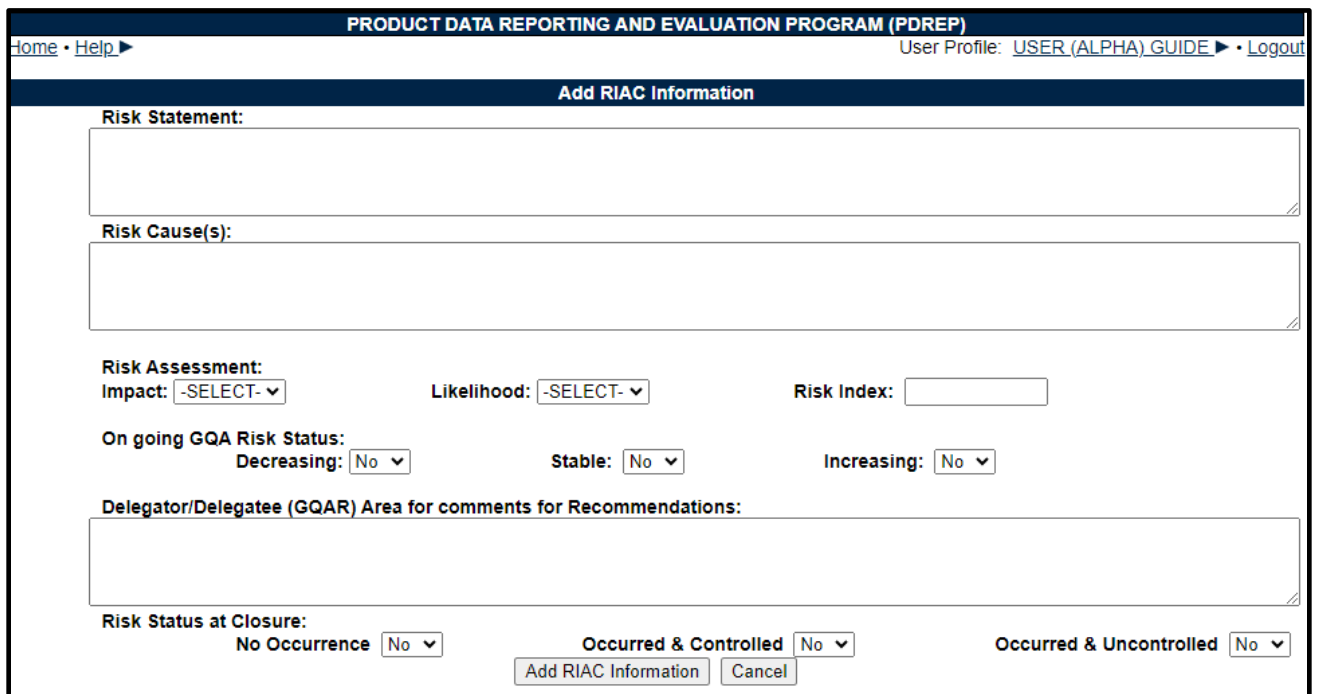
D. **Figure 21.49** represents the RIAC Information section



**Figure 21.49**

- **RIAC Number:** Field to enter the RIAC number
- **Revision Number:** Revision number of RIAC
- **RIAC Date:** The date the RIAC was created
- **Add RIAC Information** Button: Click this button to open the ADD RIAC Information page (Figure 21.49).

E. **Figure 21.50** represents the Add RIAC Information page



**Figure 21.50**

- **Risk Statement:** Text field to enter the Risk narrative

- **Risk Causes:** Text field to enter the causes narrative
- **Risk Assessment Impact:** Dropdown to select Risk Impact- 1, 4 or 9.
- **Risk Assessment Likelihood:** Dropdown to select Risk Likelihood- 1, 4 or 9.
- **Risk Assessment Risk Index:** Impact multiplied times Likelihood
- **Ongoing GQA Risk Status:**
  - **Decreasing:** Yes /No drop down to indicate Risk status is decreasing.
  - **Stable:** Yes /No drop down to indicate Risk status is stable.
  - **Increasing:** Yes /No drop down to indicate Risk status is increasing.
- **Delegator/Delegatee (GQAR) Area for comments and Recommendations:**  
Narrative field for comments and recommendations.
- **Risk Status at Closure**
  - **No Occurrence:** Yes /No drop down to indicate Risk Status did not occur.
  - **Occurred & Controlled:** Yes /No drop down to indicate Risk Status occurred and is controlled.
  - **Occurred & Uncontrolled:** Yes /No drop down to indicate Risk Status occurred and is uncontrolled.

Buttons available:

- **Add RIAC Information:** Click to save RIAC Information and return to the main RIAC page. The information entered will display in a table below the RGQA and RIAC numbers (see **Figure 21.51**).
- **Cancel:** Click to return to main RIAC page without saving entry.

F. **Figure 21.50** represents a RIAC Information page displaying to the RIAC page. Multiple rows will display when additional RIAC sections are added.

**Risk identification, Assessment and Communication (RIAC)**

**Instructions**  
(M) denotes a mandatory field

**Control Numbers**

**RCN#:** S5102A-2023-448      **DCN#:** S0101A-23-03-448      **Created Year:** 2023

[Create PDF](#)

**RGQA Information**

**Delegator RGQA No:**

**Revision Number:**

**RGQA Date:**

**RIAC**

**RIAC Number:**

**Revision Number:**

**RIAC Date:**

**RIAC Information**

**RIAC Information Items**

| Risk Statement                  | Risk Cause(s)                       | Risk Assessment Impact   | Risk Assessment Likelihood           | Risk Assessment Index                        | On going GQA Risk Status Decreasing            |
|---------------------------------|-------------------------------------|--|--------------------------------------|--|--|
| Statement                       | Cause                               | 1  | 1                                    | 1  | N  |
| On going GQA Risk Status Stable | On going GQA Risk Status Increasing | Delegator/Delegatee (GQAR) Area for comments for Recommendations | Risk Status at Closure No Occurrence | Risk Status at Closure Occurred & Controlled | Risk Status at Closure Occurred & Uncontrolled |
| Y                               | N                                   | Delegator/Delegatee (GQAR) Area for comments for Recommendations | Y                                    | N  | N  |

**Action**

**Figure 21.51**



G. Figure 21.52 represents the RIAC PDF form


|   |  |   |  |       |  |
|---|--|---|--|-------|--|
|    |  | NATO Government Quality Assurance<br><b>Risk Identification, Assessment and Communication (RIAC)</b>  |  |       |  |
|   |  | Risk information is considered commercially sensitive and shall be used for GQA purposes only. Risk information shall not be shared outside of the Mutual GQA Participants, unless by prior agreement by the Acquirer, Supplier and GQAR. |  |       |  |
| RGQA Number:  |  | Revision Number:  |  | Date: |  |
| RIAC Number:  |  | Revision Number:  |  | Date: |  |
| <b>Risk Statement</b>   |  |   |  |       |  |
| Risk Cause(s):  |  |   |  |       |  |
| On going GQA Risk Status:   | Decreasing <input type="checkbox"/>    | Stable <input type="checkbox"/>   | Increasing <input type="checkbox"/>                |       |  |
| Delegator/Delegatee (GQAR) area for comments and recommendations:   |  |   |  |       |  |
| Risk Assessment:  | Impact: 1, 4 or 9: 1                   | Likelihood: 1, 4 or 9: 1  | Risk Index = I x L: 1                              |       |  |
| risk status at closure:   | No Occurrence <input type="checkbox"/> | Occurred and Controlled <input type="checkbox"/>  | Occurred and Uncontrolled <input type="checkbox"/> |       |  |
| (M) denotes a mandatory field.<br><b>Risk Statement:</b> The potential reason(s) why a risk will occur, expressed in terms of a breakdown of a process or process control, linked to the contractual requirements relating to quality (see Section 2.2 and Annex C.3.3.3).<br><b>Risk Cause:</b> The consequence of an uncertain event occurring (see Section 2.2 and Annex C.3.4.1).<br><b>Risk Likelihood:</b> The degree of confidence that the risk will occur (see Section 2.2 and Annex C.3.4.2).<br><b>Risk Index:</b> The degree of important of a risk expressed as the product of the impact and likelihood, used to prioritise GQA activities. |  |   |  |       |  |
| Page 1 of 1   |  |   |  |       |  |

Figure 21.52

## 21.5 Delegation Feedback Form

- A. Select DFB from the drop down (See **Figure 21.53**) and click the Create Button and the DFB form page will be displayed as shown in **Figure 21.54**.

The screenshot displays a web form titled "View / Edit GQA Form". Below the title bar, there is a section labeled "Control Numbers". This section contains three fields: "RCN#: S5102A-2023-448", "DCN#: S0101A-23-03-448", and "Created Year: 2023". Below these fields, there is a dropdown menu currently showing "-SELECT-" with a list of options: "-SELECT-", "RGQAR", "GQACR", "RIAC", "RGQA", and "DFB". The "DFB" option is highlighted. To the right of the dropdown menu are two buttons: "Create" and "Cancel".

**Figure 21.53**

**PRODUCT DATA REPORTING AND EVALUATION PROGRAM (POREP)**

Home • Help User Profile: USER (ALPHA) GUIDE [▶](#) Logout

**Delegation Feedback Form (DFB)**

Instructions  
(M) denotes a mandatory field

---

**Control Numbers**

RCN#: S0101A-2022-6233      DCN#: S5102A-22-12-6233      Created Year: 2022

[Create PDF](#)

---

**RGQA Information**

RGQA No:

Revision Number:

RGQA Date:

---

**RIAC Numbers**

RIAC No:

Revision Number:

RIAC Date:

---

**Part 1 Delegatee Feedback on RGQA and RIAC**

Were you fully satisfied with the risk identification?  Yes  No

If you select no, please provide details:

Were you fully satisfied with the completeness of the RGQA and RIAC?  No  Yes

If you select no, please provide details:

Was the RGQA received in a timely manner?  No  Yes

If you select no, please provide details:

Delegatee Additional Comments

---

**Part 2 Delegator Feedback on Communication and GQA Services provided by the Delegatee**

Was the acknowledgement of Receipt received in a timely manner?  No  Yes

If you select No, please provide details:

Was the Response to the RGQA received in a timely manner?  No  Yes

If you select No, please provide details:

Are you fully satisfied with the communication in the course of GQA?  No  Yes

If you select No, please specify what was wrong:

Are you fully satisfied with content (quality) of the deliverable documents (RIAC, reports, CoCs, QDRs)?  No  Yes

If you select No, please specify what was wrong:

Are you fully satisfied with the timescale of the GQA deliverables documents (RIAC, reports, CoCs, QDRs)?  No  Yes

If you select No, please specify what was wrong:

Are you fully satisfied with the confidence provided by the GQA services?  No  Yes

If you select No, please specify what was wrong:

Delegator Additional Comments

Delegatee/Delegator GQAR Signature (Signature Not required if sent electronically):

Date:

**Figure 21.54**

B. **Figure 21.55** represents the Control Number section and buttons

The screenshot shows a form titled "Control Numbers". It contains three fields: "RCN#: S4306A-2023-67", "DCN#: S5102A-23-01-67", and "Created Year: 2023". Below these fields are three buttons: "Save", "Add/View Attachment", and "Cancel". At the bottom center, there is a blue hyperlink labeled "Create PDF".

**Figure 21.55**

- **RCN** – Record Control Number auto-populated from the delegation
- **DCN** – Document Control Number auto-populated from the delegation
- **Created Year** – The year the delegation was created
- **Buttons**
  - **Save** – Saves the form. *NOTE: you must click SAVE before creating a PDF.*
  - **Add/View Attachments** – Will bring the user to the attachment page See **Section 26**.
  - **Cancel** – Returns the user to the Main page without saving the data entered.
  - **Create PDF** – Hyperlink that creates a PDF version of the form. *You must click SAVE before creating a PDF with the entered information.*

C. **Figure 21.56** represents the RGQA Information section

The screenshot shows a form titled "RGQA Information". It contains three input fields: "RGQA No:" with a placeholder "50 Characters Max", "Revision Number:" with an empty field, and "RGQA Date:" with a placeholder "MM/DD/YYYY" and a calendar icon.

**Figure 21.56**

- **Delegator RGQA Number:** Number assigned to the request for government QA
- **Revision Number:** Revision number of RGQA
- **RGQA Date:** Date the request was received

D. **Figure 21.57** represents the RIAC Numbers section

The screenshot shows a form titled "RIAC Numbers". It contains three input fields: "RIAC No:" with a placeholder "50 Characters Max", "Revision Number:" with an empty field, and "RIAC Date:" with a placeholder "MM/DD/YYYY" and a calendar icon.

**Figure 21.57**

- **RIAC Number:** Enter the RIAC Number
- **Revision Number:** Revision number of RIAC

- **RIAC Date:** The date the RIAC was created

E. **Figure 21.58** represents Part 1 – Delegatee Feedback on RGQA and RIAC

**Part 1 Delegatee Feedback on RGQA and RIAC**

Were you fully satisfied with the risk identification?  ▾  
 If you select no, please provide details:

Were you fully satisfied with the completeness of the RGQA and RIAC?  ▾  
 If you select no, please provide details:

Was the RGQA received in a timely manner?  ▾  
 If you select no, please provide details:

**Delegatee Additional Comments**

**Figure 21.58**

- **Were you fully satisfied with the risk identification?**
  - Select Yes/ No to respond to question
  - Defaults to No
  - If you select No, please provide details: Narrative field to enter reason for No.
- **Were you fully satisfied with the completeness of the RGQA and RIAC?**
  - Select Yes/ No to respond to question
  - Defaults to No
  - If you select No, please provide details: Narrative field to enter reason for No.
- **Was the RGQA received in a timely manner?**
  - Select Yes/ No to respond to question
  - Defaults to No
  - If you select No, please provide details: Narrative field to enter reason for No.
- **Delegatee additional comments:**
  - Narrative field to enter Delegatee additional comments.

F. **Figure 21.59** represents Part 2 – Delegator Feedback on Communication and GQA Services provided by the Delegatee.

**Part 2 Delegator Feedback on Communication and GQA Services provided by the Delegatee**

Was the acknowledgement of Receipt received in a timely manner?  ▾

If you select No, please provide details:

Was the Response to the RGQA received in a timely manner?  ▾

If you select No, please provide details:

Are you fully satisfied with the communication in the course of GQA?  ▾

If you select No, please specify what was wrong:

Are you fully satisfied with content (quality) of the deliverable documents (RIAC, reports, CoCs, QDRs)?  ▾

If you select No, please specify what was wrong:

Are you fully satisfied with the timescale of the GQA deliverables documents (RIAC, reports, CoCs, QDRs)?  ▾

If you select No, please specify what was wrong:

Are you fully satisfied with the confidence provided by the GQA services?  ▾

If you select No, please specify what was wrong:

Delegator Additional Comments

Delegatee/Delegator GQAR Signature (Signature Not required if sent electronically):

Date:

**Figure 21.59**

- **Was the Acknowledgement of Receipt received in a timely manner?**
  - Select Yes/No to respond to question
  - Defaults to No
  - If you select No, please provide details: Narrative field to enter reason for No.
- **Was the Response to the RGQA received in a timely manner?**
  - Select Yes/ No to respond to question
  - Defaults to No
  - If you select No, please provide details: Narrative field to enter reason for No.
- **Are you fully satisfied with the communication in the course of GQA?**
  - Select Yes/ No to respond to question
  - Defaults to No
  - If you select No, please provide details: Narrative field to enter reason for No.

- **Are you fully satisfied with content (quality) of the deliverable documents (RIAC, reports, CoCs, QDRs)?**
  - Select Yes/ No to respond to question
  - Defaults to No
  - If you select No, please provide details: Narrative field to enter reason for No.
- **Are you fully satisfied with the timescale of the GQA deliverables documents (RIAC, reports, CoCs, QDRs)?**
  - Select Yes/ No to respond to question
  - Defaults to No
  - If you select No, please provide details: Narrative field to enter reason for No.
- **Are you fully satisfied with the confidence provided by the GQA services?**
  - Select Yes/ No to respond to question
  - Defaults to No
  - If you select No, please provide details: Narrative field to enter reason for No.
- **Delegatee additional comments:** Narrative to enter additional comments.
- **Delegatee / Delegator GQAR Signature (Not required if sent electronically):**  
Signature clock for Delegatee/Delegator signature.
- **Date:** Date of signature.

G. Figures 21.60 and 21.61 represent the DFB PDF form


|  |                                  |   |  |
|--|----------------------------------|---|--|
|                                     |                                  | <b>NATO Government Quality Assurance<br/>Delegation Feedback Form (DFB)</b> |  |
|  |                                  |   |  |
| <b>RGQA</b>  |                                  | <b>RIAC</b>   |  |
| RGQA Number:   |                                  | RIAC Number:  |  |
| Revision Number:   |                                  | Revision Number:  |  |
| Date:  |                                  | Date:   |  |
| <b>Part 1 Delegatee Feedback on RGQA and RIAC</b>  |                                  |   |  |
| 1.1 Were you fully satisfied with the risk identification?   | Yes?<br><input type="checkbox"/> | No?<br><input type="checkbox"/>   | If you mark off No, please specify what was wrong. |
| 1.2 Were you fully satisfied with the completeness of the RGQA and RIAC?   | Yes?<br><input type="checkbox"/> | No?<br><input type="checkbox"/>   | If you mark off No, please specify what was wrong. |
| 1.3 Was the RGQA received in a timely manner?  | Yes?<br><input type="checkbox"/> | No?<br><input type="checkbox"/>   | If you mark off No, please specify what was wrong. |
| Delegatee additional comments:   |                                  |   |  |
| <b>Part 2 Delegator Feedback on Communication and GQA Services provided by the delegatee</b>                         |                                  |   |  |
| 2.1 Was the Acknowledgement of Receipt received in a timely manner?  | Yes?<br><input type="checkbox"/> | No?<br><input type="checkbox"/>   | If you mark off No, please specify what was wrong. |
| 2.2 Was the response to the RGQA received in a timely manner?  | Yes?<br><input type="checkbox"/> | No?<br><input type="checkbox"/>   | If you mark off No, please specify what was wrong. |
| 2.3 Are you fully satisfied with the communication in the course of the GQA?   | Yes?<br><input type="checkbox"/> | No?<br><input type="checkbox"/>   | If you mark off No, please specify what was wrong. |
| 2.4 Are you fully satisfied with the content (quality) of the GQA deliverable documents (RIAC, reports, CoCs, QDRs)? | Yes?<br><input type="checkbox"/> | No?<br><input type="checkbox"/>   | If you mark off No, please specify what was wrong. |
| Page 1 of 2  |                                  |   |  |

Figure 21.60

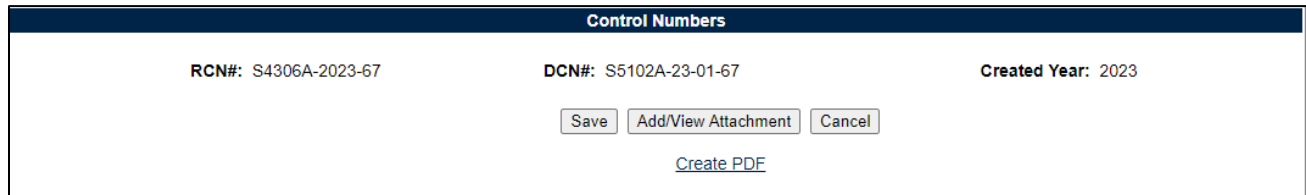


|  |                                  |                                 |  |
|--|----------------------------------|---------------------------------|--|
| 2.5 Are you fully satisfied with the timescale of the GQA deliverable documents (RIAC, reports, CoCs, QDRs)? | Yes?<br><input type="checkbox"/> | No?<br><input type="checkbox"/> | If you mark off No, please specify what was wrong. |
| 2.6 Are you fully satisfied with the confidence provided by the GQA services?                                | Yes?<br><input type="checkbox"/> | No?<br><input type="checkbox"/> | If you mark off No, please specify what was wrong. |
| Delegator additional comments:   |                                  |                                 |  |
| Delegatee/Delegator Signature (signature not required if sent electronically):                               |                                  | Date:                           |  |

## 21.6 Attaching Forms to Delegations

Files are not automatically attached to the Delegation.

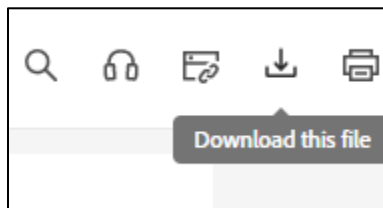
Click the Create PDF hyperlink to populate the PDF version of the form (**Figure 21.62**).



| Control Numbers                     |  |                                       |
|-------------------------------------|--|---------------------------------------|
| RCN#: S4306A-2023-67                | DCN#: S5102A-23-01-67                              | Created Year: 2023                    |
| <input type="button" value="Save"/> | <input type="button" value="Add/View Attachment"/> | <input type="button" value="Cancel"/> |
| <a href="#">Create PDF</a>          |  |                                       |

**Figure 21.62**

Once a PDF is created, download the file. Depending on the browser, the process may vary, but some will have a download link as seen in **Figure 21.63**.



**Figure 21.63**

Once downloaded, follow the steps for adding an attachment (via the Add/View Attachment button) to upload the created PDF on the Delegation. Instructions are available in Section 26, or the PDREP Attachments Module user guide.

## 22 FINANCIAL PAGES

- A. Funding document data is used to support customer delegation's reimbursable fields and service set fields. Funding webpages will be available to users with the FB funding user role. Access to these webpages will be by the QALI/LOD fly out menu (See **Figure 22.1**). Clicking the fly out will display the Funding Base Page as shown in **Figure 22.1**.

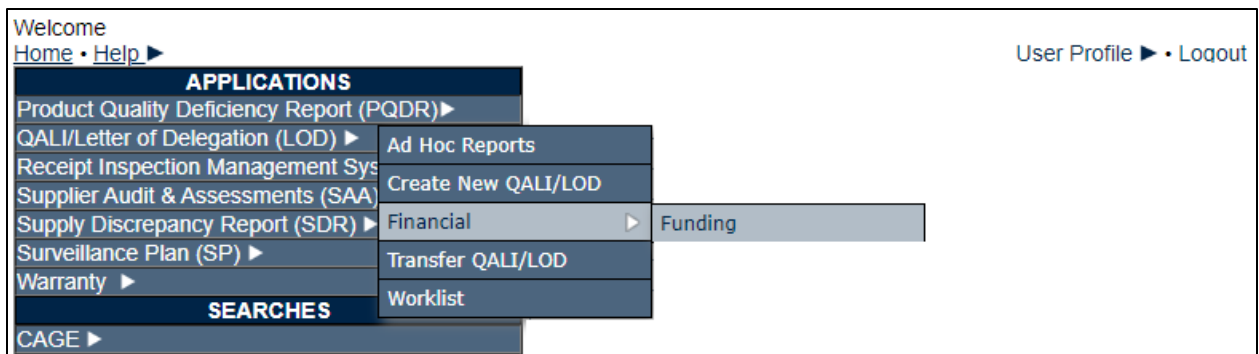


Figure 22.1

B. Figure 22.2 displays the Funding Base Page.

| Financial Pages   |              |                                      |        |
|---|--------------|--------------------------------------|--------|
| Add Funding Document  |              |                                      |        |
| (M)Funding Document Type: <input type="text" value="-SELECT-"/> |              |                                      |        |
| <input type="button" value="Create Funding Document"/>          |              |                                      |        |
| Search Funding Document   |              |                                      |        |
| Funding Type: <input type="text" value="-SELECT-"/>             |              |                                      |        |
| Source Code: <input type="text" value="-SELECT-"/>              |              |                                      |        |
| Customer Code: <input type="text" value="-SELECT-"/>            |              |                                      |        |
| Funding Name: <input type="text"/>                              |              |                                      |        |
| Status: <input type="checkbox"/> Show Inactive Funding Document |              |                                      |        |
| <input type="button" value="Search"/>                           |              | <input type="button" value="Clear"/> |        |
| Funding ID  | Funding Type | Funding Document                     | Status |

Figure 22.2

- Add Funding Document section
  - **(M) Funding Document Type:** dropdown containing a list of the funding document types

- Search Funding Document section
  - **Funding Type:** Drop down filter with the list of funding document types
  - **Source Code:** drop down filter with a list of all source codes
  - **Customer Code:** drop down filter that lists all the Customer codes based on the selection from the Source Code
  - **Funding Name:** Text box to enter a specific funding name
  - **Status:** Check box to include inactive funding documents
  - **Buttons:**
    - **Create Funding Document:** Button used to create the selected funding document
    - **Search:** Button the initiates the search based on criteria selected, if no criteria is selected all funding documents will be returned.
    - **Clear:** Clears all criteria that has been selected
  
- **Figure 22.3** shows a search with no criteria being selected.

Search Funding Document

**Funding Type:**

**Source Code:**

**Customer Code:**

**Funding Name:**

**Status:**  Show Inactive Funding Document

| Funding ID | Funding Type                   | Funding Document | Status |
|------------|--------------------------------|------------------|--------|
| <u>0</u>   | Letter of Offer and Acceptance |                  | Active |
| <u>1</u>   | Interagency Agreements         |                  | Active |

**Figure 22.3**

## 22.1 Adding Financial Documents

The Add Funding document section allows the user to select which funding document type to create by highlighting the selection and clicking the Create Funding Document button (**Figure 22.4**).

The image shows a software interface window titled "Add Funding Document". Inside the window, there is a label "(M)Funding Document Type:" followed by a dropdown menu. The dropdown menu is currently open, showing a list of options. The first option is "-SELECT-" with a small downward arrow on the right. The second option is "Letter of Offer and Acceptance (LOA)". The third option is "Military Interdepartmental Purchase Request (MIPR DD Form 448)". The fourth option is "NASA Defense Purchase Request (NASA Form S23)". The dropdown menu has a blue highlight on the first option, "-SELECT-".

**Figure 22.4**

Clicking the Create Funding Document button (See **Figure 22.2**) will display the funding document selection, with the next sequential number being assigned as the funding document's Funding ID number.

## 22.2 Letter of Offer and Acceptance (LOA)

**PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)**  
Home • Help ► User Profile: [USER \(ALPHA\) GUIDE](#) ► • [Logout](#)

Financial Pages

**LOA Data Entry**

Funding ID: 463781977

(M)Funding Document:

(M) Foreign Military Sales Case ID: Country Code:  Implementing Agency:  Letter Code:

Letter of Request:

Purpose of LOA:

Purchase (FG/IO) Accepting Official

Name:

Title:

First Name:

Middle Initial:

(M)Last Name:

Date Accepted:

Cumulative Dollar:

(M) Dollar Amount:

Charge Start Date:

Charge Stop Date:

(M)Source Code:

Customer Code - Name:

(M) Services Supported by this Funding Document :

Funding Status:

**Figure 22.5**

**Figure 22.5** Data Fields

- **Funding ID:** Auto-populated Funding ID number
- **(M) Funding Document:** text box to enter the Funding Document number
- **(M) Foreign Military Sales Case:** Enter applicable FMS Case numbers
  - **Country Code:** Drop down with a list of country codes

- **Implementing Agency:** text box for the implementing agency, 2 Character limit
- **Letter Code:** text box for entering the letter code associated with the implementing agency, 3-character limit
- **Letter of Request:** text box to enter the Letter of Request
- **Purpose of LOA:** text box to enter the purpose of the LOA
- **Purchase (FG/IO) Accepting Official Fields**
  - **Title:** Title of the accepting official
  - **First Name:** First name of the accepting official
  - **Middle Initial:** Middle Initial of the accepting official
  - **(M) Last Name:** Last name of the accepting official
- **Date Accepted:** Date the LOA was accepted
- **Cumulative Dollar Amount:** Cumulative total value of the document. Auto-calculated value based on the entries made within the (M) Dollar Amount field.
- **(M) Dollar Amount:** Enter the dollar amount to apply to the Cumulative Dollar Amount. Click the “Update Amount” button to apply the changes (See **Figure 22.6** and **22.7**).

Cumulative Dollar: 10000  
 (M) Dollar Amount:

**Figure 22.6**

Cumulative Dollar: 20000  
 (M) Dollar Amount:

**Figure 22.7**

- **Charge Start Date:** Date charges start
- **Charge Stop Date:** Date charges stop
- **(M) Source Code:** List of the customer source codes (See **Figure 22.8**)

(M) Source Code:  ▼

**Figure 22.8**

- **Customer Code – Name:** Values populated based on selected Source Code. Select the customer name as shown in **Figure 22.9**. Click Add Customer Button

(M) Source Code: C812 ▼  
 Customer Code - Name: C812-0W-NASA HEADQUARTERS - 0V ▼  
 Add Customer

**Figure 22.9**

- **Figure 22.10** shows a Customer that has been added, to remove a Customer highlight the customer that needs to be removed and click the Remove Customer button.

(M) Source Code: C812 ▼  
 Customer Code - Name: C812-0W-NASA HEADQUARTERS - 0V ▼  
 Add Customer

C812 - 0W - NASA HEADQUARTERS - 0V

Remove Customer

**Figure 22.10**

- **(M) Service Supported by this Funding Document:** Dropdown list of the services supported by the funding document, to add a service highlight the service and click the Add Service button as shown in **Figures 22.11** and **22.12**.

(M) Services Supported by this Funding Document : <SELECT> ▼  
 Add Service

**Figure 22.11**

(M) Services Supported by this Funding Document : Quality Assurance ▼

**Figure 22.12**

- To remove a service, highlight the service and click the Remove service button (See **Figure 22.13**)



(M) Services Supported by this Funding Document : Quality Assurance

Add Service

Quality Assurance

Remove Service

Figure 22.13

- **Funding Status:** Select Active or Inactive as the funding status.

Funding Status: -Select-

Add/View Attachments

Exit

Save

Figure 22.14

- **Figure 22.15** Validation that may be seen on the LOA

- Funding Document is Mandatory for LOA
- Country Code is Mandatory for LOA
- Implementing Agency is Mandatory for LOA
- Letter Code is Mandatory for LOA
- Last Name is Mandatory for LOA
- Dollar Amount is Mandatory for LOA
- Source Code is Mandatory for LOA
- Services Supported is Mandatory for LOA

Figure 22.15

- **Buttons**

- **Add/View Attachments** – Will bring the user to the attachment page See Section 26.
- **Save and Exit** – Saves the form and exits to the Financial page screen
- **Save** – Saves the form
- **Cancel** – Returns the user to the Financial Pages screen without saving the data entered.

Add/View Attachments

Save and Exit

Save

Cancel

Figure 22.16

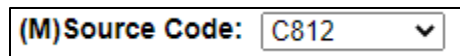
## 22.3 Military Interdepartmental Purchase Request (MIPR)

| PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)  |   |
|--|---|
| Home • Help ▶  | User Profile: <a href="#">USER (ALPHA) GUIDE</a> ▶ • <a href="#">Logout</a>   |
| Financial Pages  |   |
| Funding  |   |
| MIPR Data Entry  |   |
| Funding ID: 1950   |   |
| (M)Funding Document:   | <input type="text"/>  |
| (M) Foreign Military Sales Case ID:  | Country Code: <input type="text" value="&lt;SELECT&gt;"/> Implementing Agency: <input type="text"/> Letter Code: <input type="text"/> |
| (M)Source Code:  | <input type="text" value="&lt;SELECT&gt;"/>   |
| Customer Code - Name:  | <input type="text" value="&lt;SELECT&gt;"/>   |
|  | <input type="button" value="Add Customer"/>   |
| (M) Services Supported by this Funding Document :  | <input type="text" value="&lt;SELECT&gt;"/>   |
|  | <input type="button" value="Add Service"/>  |
| Cumulative Dollar:   |   |
| (M) Dollar Amount:   | <input type="text"/> <input type="button" value="Update Amount"/>   |
| (M) Duns/UEI:  | <input type="text"/>  |
| (CM) DoDAAC:   | <input type="text"/>  |
| (CM) Agency Location Code:   | <input type="text" value="&lt;SELECT&gt;"/>   |
| (M) Start Date:  | <input type="text" value="MM/DD/YYYY"/> <input type="button" value="Calendar"/>   |
| (M) Stop Date:   | <input type="text" value="MM/DD/YYYY"/> <input type="button" value="Calendar"/>   |
| Charge Start Date:   | <input type="text" value="MM/DD/YYYY"/> <input type="button" value="Calendar"/>   |
| Charge Stop Date:  | <input type="text" value="MM/DD/YYYY"/> <input type="button" value="Calendar"/>   |
| (M) MIPR Number:   | <input type="text"/>  |
| Signature Date:  | <input type="text" value="MM/DD/YYYY"/> <input type="button" value="Calendar"/>   |
| Funding Status:  | <input type="text" value="-Select-"/>   |
| From Address   | Billing Address   |
| Agency Name <input type="text"/>   | (M) Agency Name <input type="text"/>  |
| Office <input type="text"/>  | (M) Address 1 <input type="text"/>  |
| (M) POC Name <input type="text"/>  | Address 2 <input type="text"/>  |
| (M) Address 1 <input type="text"/>   | Address 3 <input type="text"/>  |
| Address 2 <input type="text"/>   | Address 4 <input type="text"/>  |
| Address 3 <input type="text"/>   | (M) City <input type="text"/>   |
| Address 4 <input type="text"/>   | (M) State <input type="text"/>  |
| (M) City <input type="text"/>  | (M) Postal Code <input type="text"/>  |
| (M) State <input type="text"/>   |   |
| (M) Postal Code <input type="text"/>   |   |
| Email <input type="text"/>   |   |
| Phone <input type="text"/>   |   |
| <input type="button" value="Add/View Attachments"/> <input type="button" value="Save and Exit"/> <input type="button" value="Save"/> <input type="button" value="Cancel"/> |   |

Figure 22.17

**Figure 22.17** Data Fields

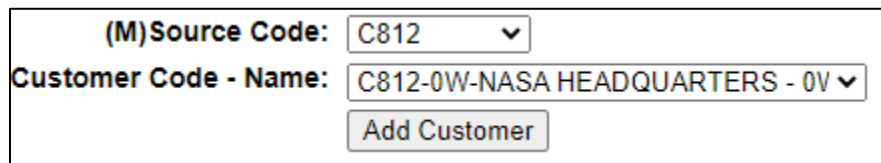
- **Funding ID:** Auto-populated Funding ID number
- **(M) Funding Document:** Enter the Funding Document number
- **(M) Foreign Military Sales Case:** Enter applicable FMS Case numbers
  - **Country Code:** Drop down with a list of country codes
  - **Implementing Agency:** text box for the implementing agency, 2 Character limit
  - **Letter Code:** text box for entering the letter code associated with the implementing agency, 3-character limit
- **(M) Source Code:** List of the customer source codes (See **Figure 22.18**)



(M) Source Code: C812

**Figure 22.18**

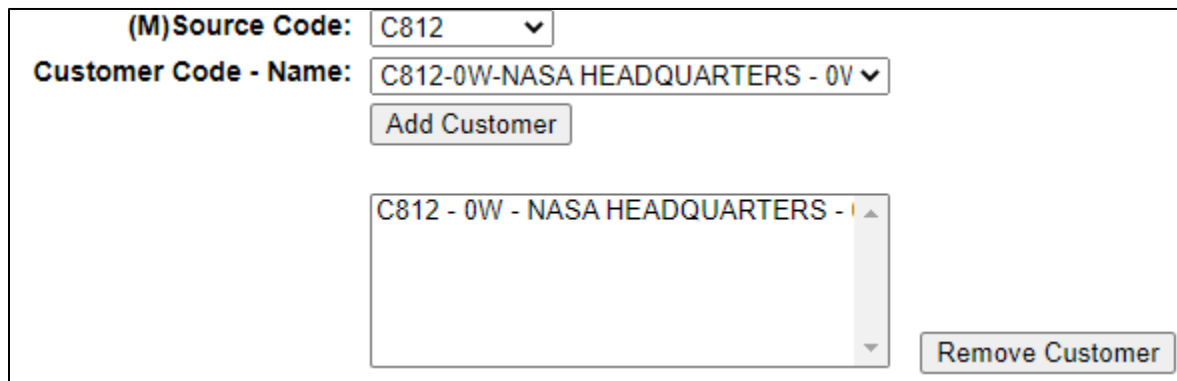
- **Customer Code – Name:** Values populated based on selected Source Code. Select the customer name as shown in **Figure 22.19**. Click Add Customer Button



(M) Source Code: C812  
Customer Code - Name: C812-0W-NASA HEADQUARTERS - 0V  
Add Customer

**Figure 22.19**

- **Figure 22.20** shows a Customer that has been added, to remove a Customer highlight the customer that needs to be removed and click the Remove Customer button.



(M) Source Code: C812  
Customer Code - Name: C812-0W-NASA HEADQUARTERS - 0V  
Add Customer  
C812 - 0W - NASA HEADQUARTERS - 0V  
Remove Customer

**Figure 22.20**

- **(M) Service Supported by this Funding Document:** Dropdown list of the services supported by the funding document, to add a service highlight the service and click the Add Service button as shown in **Figures 22.21** and **22.22**.

(M) Services Supported by this Funding Document :

Figure 22.21

(M) Services Supported by this Funding Document :

Figure 22.22

- To remove a service, highlight the service and click the Remove service button (See Figure 22.23)

(M) Services Supported by this Funding Document :

Figure 22.23

- **Cumulative Dollar Amount:** Cumulative total value of the document. Auto-calculated value based on the entries made within the (M) Dollar Amount field.
- **(M) Dollar Amount:** Enter the dollar amount to apply to the Cumulative Dollar Amount. Click the “Update Amount” button to apply the changes (See Figure 22.24 and 22.25).

Cumulative Dollar: 10000

(M) Dollar Amount:

Figure 22.24

Cumulative Dollar: 20000

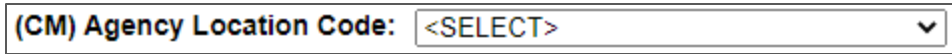
(M) Dollar Amount:

Figure 22.25

- **(M) Duns/UEI:** Text field to enter the Duns/UEI number of the agency
- **(CM) DoDAAC:** Text field to enter the DoDAAC of the agency

**Note:** An entry must be made in either Duns/UEI or DoDAAC

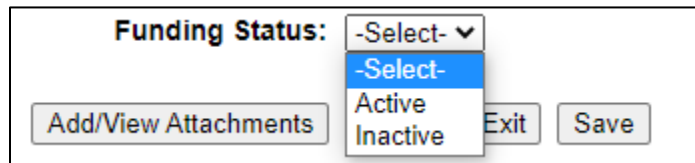
- **Agency Locator Code:** Drop down list agency names and codes highlight to make a selection



(CM) Agency Location Code: <SELECT>

**Figure 22.26**

- **(M) Start Date:** Calendar to enter the start date
- **(M) Stop Date:** Calendar to enter the stop date
- **Charge Start Date:** Calendar to enter the date when charges start
- **Charge Stop Date:** Calendar to enter the date when charges stop
- **(M) MIPR Number:** Text box to enter the MIPR number.
- **Signature Date:** Calendar to enter the signature date
- **Funding Status:** Select Active or Inactive as the funding status.



Funding Status: -Select-  
-Select-  
Active  
Inactive

Add/View Attachments Exit Save

**Figure 22.27**

Figure 22.28 - From Address section

| From Address    |                      |
|-----------------|----------------------|
| Agency Name     | <input type="text"/> |
| Office          | <input type="text"/> |
| (M) POC Name    | <input type="text"/> |
| (M) Address 1   | <input type="text"/> |
| Address 2       | <input type="text"/> |
| Address 3       | <input type="text"/> |
| Address 4       | <input type="text"/> |
| (M) City        | <input type="text"/> |
| (M) State       | <input type="text"/> |
| (M) Postal Code | <input type="text"/> |
| Email           | <input type="text"/> |
| Phone           | <input type="text"/> |

Figure 22.28

- **Agency Name:** text box to enter the name of the agency
- **Office:** text box for the Name of the office within the agency
- **(M) POC Name:** text box for the name of the POC of the agency
- **(M) Address 1:** text box for address line # 1
- **Address 2:** text box for address line # 2
- **Address 3:** text box for address line # 3
- **Address 4:** text box for address line # 4
- **(M) City:** text box for the name of the city
- **(M) State:** text box for the name of the State
- **(M) Postal Code:** text box for the zip code
- **Email:** text box for the email address of the POC
- **Phone:** text box for the phone number of the POC

**Figure 22.29** - Billing Address Section

| <b>Billing Address</b> |                      |
|------------------------|----------------------|
| <b>(M) Agency Name</b> | <input type="text"/> |
| <b>(M) Address 1</b>   | <input type="text"/> |
| <b>Address 2</b>       | <input type="text"/> |
| <b>Address 3</b>       | <input type="text"/> |
| <b>Address 4</b>       | <input type="text"/> |
| <b>(M) City</b>        | <input type="text"/> |
| <b>(M) State</b>       | <input type="text"/> |
| <b>(M) Postal Code</b> | <input type="text"/> |

**Figure 22.29**

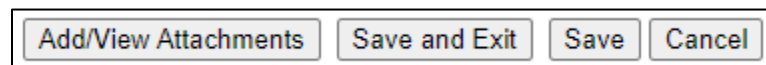
- **(M) Agency Name:** text box for the Agency name
- **(M) Address 1:** text box for address line # 1
- **Address 2:** text box for address line # 2
- **Address 3:** text box for address line # 3
- **Address 4:** text box for address line # 4
- **(M) City:** text box for the name of the city
- **(M) State:** text box for the name of the State
- **(M) Postal Code:** text box for the zip code

- **Figure 22.30** Validation that may be seen on the MIPR

- Funding Document is Mandatory for MIPR
- Country Code is Mandatory for MIPR
- Implementing Agency is Mandatory for MIPR
- Letter Code is Mandatory for MIPR
- Source Code is Mandatory for MIPR
- Services Supported is Mandatory for MIPR
- Dollar amount is Mandatory for MIPR
- DUNS/UEI is Mandatory for MIPR
- DoDAAC or Agency Location Code is Mandatory for MIPR
- Start date is Mandatory for MIPR
- Stop date is Mandatory for MIPR
- MIPR Number is Mandatory for MIPR
- From name is Mandatory for MIPR
- From address 1 is Mandatory for MIPR
- From city is Mandatory for MIPR
- From state is Mandatory for MIPR
- From postal code is Mandatory for MIPR
- Billing name is Mandatory for MIPR
- Billing address 1a is Mandatory for MIPR
- Billing city is Mandatory for MIPR
- Billing state is Mandatory for MIPR
- Billing postal code is Mandatory for MIPR

**Figure 22.30**

**Figure 22.31** - Buttons



**Figure 22.31**

- **Add/View Attachments** – Will bring the user to the attachment page See **Section 26**.
- **Save and Exit** – Saves the form and exits to the Financial pages' screen
- **Save** – Saves the form
- **Cancel** – Returns the user to the Financial Pages screen without saving the data entered.



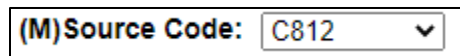
## 22.4 NASA Defense Purchase request (NASA)

| PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)  |   |
|--|---|
| Home • Help ▶  | User Profile: <u>USER (ALPHA) GUIDE</u> ▶ • Logout  |
| Financial Pages  |   |
| Funding  |   |
| NASA Data Entry  |   |
| Funding ID: 1950   |   |
| (M)Funding Document:   | <input type="text"/>  |
| (M) Foreign Military Sales Case ID:  | Country Code: <input type="text" value="&lt;SELECT&gt;"/> Implementing Agency: <input type="text"/> Letter Code: <input type="text"/> |
| (M)Source Code:  | <input type="text" value="&lt;SELECT&gt;"/>   |
| Customer Code - Name:  | <input type="text" value="&lt;SELECT&gt;"/>   |
|  | <input type="button" value="Add Customer"/> <input type="button" value="Add All"/>  |
| Cumulative Dollar:   |   |
| (M) Dollar Amount:   | <input type="text"/> <input type="button" value="Update Amount"/>   |
| (M) Duns/UEI:  | <input type="text"/>  |
| (CM) DoDAAC:   | <input type="text"/>  |
| (CM) Agency Location Code:   | <input type="text" value="&lt;SELECT&gt;"/>   |
| (M) Start Date:  | <input type="text" value="MM/DD/YYYY"/> <input type="button" value="Calendar"/>   |
| (M) Stop Date:   | <input type="text" value="MM/DD/YYYY"/> <input type="button" value="Calendar"/>   |
| Charge Start Date:   | <input type="text" value="MM/DD/YYYY"/> <input type="button" value="Calendar"/>   |
| Charge Stop Date:  | <input type="text" value="MM/DD/YYYY"/> <input type="button" value="Calendar"/>   |
| (M) Request Number:  | <input type="text"/>  |
| Purchase Request Date:   | <input type="text" value="MM/DD/YYYY"/> <input type="button" value="Calendar"/>   |
| Funding Status:  | <input type="text" value="-Select-"/>   |
| From Address   | Billing Address   |
| Agency Name <input type="text"/>   | (M) Agency Name <input type="text"/>  |
| Office <input type="text"/>  | (M) Address 1 <input type="text"/>  |
| (M) POC Name <input type="text"/>  | Address 2 <input type="text"/>  |
| (M) Address 1 <input type="text"/>   | Address 3 <input type="text"/>  |
| Address 2 <input type="text"/>   | Address 4 <input type="text"/>  |
| Address 3 <input type="text"/>   | (M) City <input type="text"/>   |
| Address 4 <input type="text"/>   | (M) State <input type="text"/>  |
| (M) City <input type="text"/>  | (M) Postal Code <input type="text"/>  |
| (M) State <input type="text"/>   |   |
| (M) Postal Code <input type="text"/>   |   |
| Email <input type="text"/>   |   |
| Phone <input type="text"/>   |   |
| <input type="button" value="Add/View Attachments"/> <input type="button" value="Save and Exit"/> <input type="button" value="Save"/> <input type="button" value="Cancel"/> |   |

Figure 22.32

**Figure 22.32** Data Fields

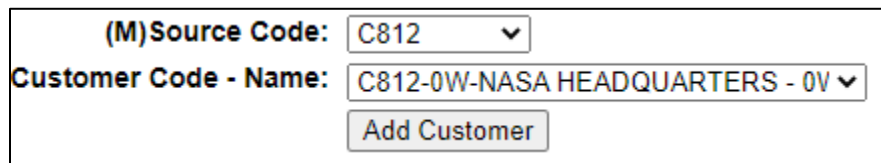
- **Funding ID:** Auto-populated Funding ID number
- **(M) Funding Document:** Enter the Funding Document number
- **(M) Foreign Military Sales Case:** Enter applicable FMS Case numbers
  - **Country Code:** Drop down with a list of country codes
  - **Implementing Agency:** text box for the implementing agency, 2 Character limit
  - **Letter Code:** text box for entering the letter code associated with the implementing agency, 3-character limit
- **(M) Source Code:** List of the customer source codes (See **Figure 22.33**)



(M) Source Code: C812

**Figure 22.33**

- **Customer Code – Name:** Values populated based on selected Source Code. Select the customer name as shown in **Figure 22.34**. Click Add Customer Button



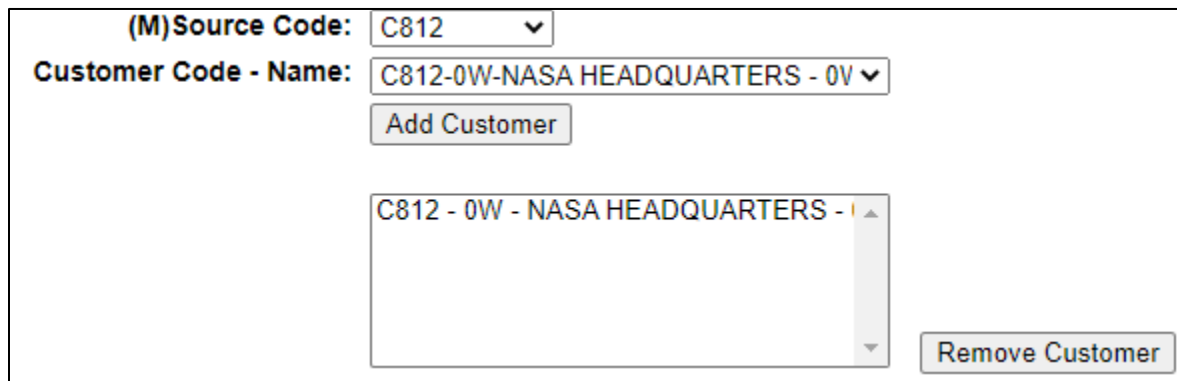
(M) Source Code: C812

Customer Code - Name: C812-0W-NASA HEADQUARTERS - 0V

Add Customer

**Figure 22.34**

- **Figure 22.35** shows a Customer that has been added, to remove a Customer highlight the customer that needs to be removed and click the Remove Customer button.



(M) Source Code: C812

Customer Code - Name: C812-0W-NASA HEADQUARTERS - 0V

Add Customer

C812 - 0W - NASA HEADQUARTERS - 0V

Remove Customer

**Figure 22.35**

- **Cumulative Dollar Amount:** Cumulative total value of the document. Auto-calculated value based on the entries made within the (M) Dollar Amount field.
- **(M) Dollar Amount:** Enter the dollar amount to apply to the Cumulative Dollar Amount. Click the “Update Amount” button to apply the changes (See **Figure 22.36** and **22.37**).

Cumulative Dollar: 10000  
 (M) Dollar Amount:

Figure 22.36

Cumulative Dollar: 20000  
 (M) Dollar Amount:

Figure 22.37

- **(M) Duns/UEI:** Text field to enter the Duns/UEI number of the agency
- **(CM) DoDAAC:** Text field to enter the DoDAAC of the agency  
*Note: An entry must be made in either Duns/UEI or DoDAAC*
- **Agency Locator Code:** Drop down list agency names and codes highlight to make a selection

(CM) Agency Location Code:

Figure 22.38

- **(M) Start Date:** Calendar to enter the start date
- **(M) Stop Date:** Calendar to enter the stop date
- **Charge Start Date:** Calendar to enter the date charges start
- **Charge Stop Date:** Calendar to enter the date charges stop
- **(M) Request Number:** text box to enter the request number
- **Purchase Request Date:** calendar to enter the request date
- **Funding Status:** Select Active or Inactive as the funding status.

Funding Status:

Active  
Inactive

Figure 22.39

**Figure 22.40** - From Address Section

| From Address    |                      |
|-----------------|----------------------|
| Agency Name     | <input type="text"/> |
| Office          | <input type="text"/> |
| (M) POC Name    | <input type="text"/> |
| (M) Address 1   | <input type="text"/> |
| Address 2       | <input type="text"/> |
| Address 3       | <input type="text"/> |
| Address 4       | <input type="text"/> |
| (M) City        | <input type="text"/> |
| (M) State       | <input type="text"/> |
| (M) Postal Code | <input type="text"/> |
| Email           | <input type="text"/> |
| Phone           | <input type="text"/> |

**Figure 22.40**

- **Agency Name:** text box to enter the name of the agency
- **Office:** text box for the Name of the office within the agency
- **(M) POC Name:** text box for the name of the POC of the agency
- **(M) Address 1:** text box for address line # 1
- **Address 2:** text box for address line # 2
- **Address 3:** text box for address line # 3
- **Address 4:** text box for address line # 4
- **(M) City:** text box for the name of the city
- **(M) State:** text box for the name of the State
- **(M) Postal Code:** text box for the zip code
- **Email:** text box for the email address of the POC
- **Phone:** text box for the phone number of the POC

**Figure 22.41 - Billing Address Section**

| <b>Billing Address</b> |                      |
|------------------------|----------------------|
| <b>(M) Agency Name</b> | <input type="text"/> |
| <b>(M) Address 1</b>   | <input type="text"/> |
| <b>Address 2</b>       | <input type="text"/> |
| <b>Address 3</b>       | <input type="text"/> |
| <b>Address 4</b>       | <input type="text"/> |
| <b>(M) City</b>        | <input type="text"/> |
| <b>(M) State</b>       | <input type="text"/> |
| <b>(M) Postal Code</b> | <input type="text"/> |

**Figure 22.41**

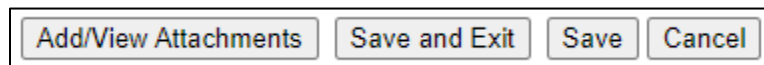
- **(M) Agency Name:** text box for the Agency name
- **(M) Address 1:** text box for address line # 1
- **Address 2:** text box for address line # 2
- **Address 3:** text box for address line # 3
- **Address 4:** text box for address line # 4
- **(M) City:** text box for the name of the city
- **(M) State:** text box for the name of the State
- **(M) Postal Code:** text box for the zip code

- **Figure 22.42** Validation that may be seen on the NASA

- Funding Document is Mandatory for NASA
- Country Code is Mandatory for NASA
- Implementing Agency is Mandatory for NASA
- Letter Code is Mandatory for NASA
- Source Code is Mandatory for NASA
- Dollar amount is Mandatory for NASA
- DUNS/UEI is Mandatory for NASA
- DoDAAC or Agency Location Code is Mandatory for NASA
- Start date is Mandatory for NASA
- Stop date is Mandatory for NASA
- Request Number is Mandatory for NASA
- From name is Mandatory for NASA
- From address 1 is Mandatory for NASA
- From city is Mandatory for NASA
- From state is Mandatory for NASA
- From postal code is Mandatory for NASA
- Billing name is Mandatory for NASA
- Billing address 1a is Mandatory for NASA
- Billing city is Mandatory for NASA
- Billing state is Mandatory for NASA
- Billing postal code is Mandatory for NASA

**Figure 22.42**

**Figure 22.43** - Buttons



**Figure 22.43**

- **Add/View Attachments** – Will bring the user to the attachment page See **Section 26**.
- **Save and Exit** – Saves the form and exits to the Financial page screen
- **Save** – Saves the form
- **Cancel** – Returns the user to the Financial Pages screen without saving the data entered.

## 23 HOST NATION

### 23.1 Creating a Host Nation delegation

Creating a Host Nation delegation is the same process as described in **Section 5.1** except select Host Nation under the Delegation Type. The option to select Host Nation will only apply to the specific DoDAACs listed in **Table 23.1**.

Worklist **Create QALI/LOD** Transfer QALI/LOD Ad Hoc Reports

**QALI / LOD - New**

**Instructions**  
**(M)** denotes a mandatory field  
 1. Answer Question  
 2. Enter Dodaac

**(M) Type:**  QALI  LOD

**(M) DoDAAC:**

**(M) Delegation Type:**

**Figure 23.1**

**Table 23.1**

| Activity Name                    | DoDAAC |
|----------------------------------|--------|
| DCMA HQ TDM                      | S5102A |
| DCMA INTERNATIONAL COMMAND       | S3620A |
| DCMA INTL CONTRACTS OCONUS GROUP | S4803A |
| DCMA AMERICAS                    | SCN01A |
| DCMA EUROPE                      | SGR18A |
| DCMA MIDDLE EAST                 | SSU01A |
| DCMA PACIFIC (SINGAPORE)         | SSN05A |
| -- DCMA JAPAN                    | SJP10A |
| -- DCMA KOREA                    | SKR08A |
| -- DCMA NEW ZEALAND              | SZA01A |
| DCMA AFGHANISTAN                 | SAF01A |
| DCMA CANADA (LONDON)             | SCN02A |
| DCMA IRAQ                        | S3621A |
| DCMA ISRAEL                      | SSR01A |
| DCMA KUWAIT                      | SKW02A |
| DCMA MIDDLE EAST (KUWAIT)        | SKW01A |
| DCMA NORTHERN EUROPE (UK)        | SUK12A |

## 23.2 Host Nation New/Edit Page

After clicking the 'Create QALI/LOD' button, the Host Nation New/Edit page will be displayed as shown in **Figure 23.2**. Note instructions are listed at the top of the page.

Host Nation - New/Edit

**Instructions**  
 (M) denotes a mandatory field  
 1. Select Delegator Name from Drop Down  
 2. Enter Delegatee DoDAAC  
 3. Select Delegatee Name from Drop Down  
 4. Enter LOD information  
 5. Click Save Draft to save LOD and remain on current page  
 6. Click Save and Add Requirements to save LOD and display Requirements page

---

Control Numbers

**RCNK:** SS102A-2023-1531      **DCNK:** SS102A-23-12-1531  
**Created Year:** 2023

---

Status

**(M) Status:** HN DRAFT  
**Issue Date:**   
**Acknowledge Due Date:** 12/11/2023  
**Acknowledge Date:**   
**Update LOD:** 12/04/2023  
**Annual Review Confirmation:**

---

Originator

**Originator DoDAAC:** SS102A  
**DoDAAC Name:** DEFENSE CONTRACT MANAGEMENT AGENCY  
**Address:** 3901 A AVE  
**City:** FORT LEE  
**State/Zip:** VA - 23801-1809  
**Originator Name:** USER (ALPHA) GUIDE

---

FROM: Delegator

**DoDAAC Name:** DEFENSE CONTRACT MANAGEMENT AGENCY  
**Address:** 3901 A AVE  
**City:** FORT LEE  
**State/Zip:** VA - 23801-1809  
**Delegator Name:** USER (ALPHA) GUIDE  
**Current Delegator User ID:** RNORM1  
**Current Delegator DoDAAC:** SS102A  
**Commercial Phone:** 207-400-1234  
**Email Address:** roger.normandeau.ctr@navy.mil  
**Team Code:** PH

---

Host Nation Information

**(M) STANAG 4107 Country POC:**

**STANAG Country:**   
**POC Organization:**   
**POC Mailing Address:**   
**POC Phone:**   
**POC Email Address:**   
**POC FAX:**

**(M) Service Set Code (DAI Code):**

---

Host Nation POC

**POC Name:**   
**POC Organization:**   
**POC Mailing Address:**   
**POC Phone:**   
**POC Email Address:**   
**POC FAX:**

---

Supplier Information

Prime Contractor     Sub Contractor

**Supplier CAGE:**  (5 Chars)  
**Supplier Name:**  (120 Characters Max)  
**Address:**  (50 Characters Max)  
**City/State/Zip:**  (30 Chars Max) -  (12 Chars Max)  
**Country:**  (2 Chars)  
**Supplier POC:**  (50 Characters Max)  
**Supplier POC Commercial Phone:**  (20 Characters Max)  
**Supplier CMO DoDAAC:**  (30 Characters Max)  
**Supplier DCMA CMO / Center Name:**  (50 Characters Max)

---

Add Contract Information

---

NSN Information

| CQG                                    | FSC                            | NIN                            | SMIC                           |
|--|--------------------------------|--------------------------------|--------------------------------|
| <input type="text"/> (2 Chars)         | <input type="text"/> (4 Chars) | <input type="text"/> (9 Chars) | <input type="text"/> (2 Chars) |
| <input type="button" value="Add NSN"/> |                                |                                |                                |

---

Part Number Information

| Part Number                                    |
|--|
| <input type="text"/> (32 Characters Max)       |
| <input type="button" value="Add Part Number"/> |

**(M) Delegator Comments/Special Instructions:**

**(M) Estimated Hours:**

Figure 23.2



- A. **Figure 23.3** displays the Host Nation – New/Edit page buttons seen at the top and bottom of the page based on the record status.

The image shows a screenshot of a web interface with two sections of buttons. The top section is titled "HN DRAFT Status" and contains buttons for "Submit to Host Nation", "Delete", "Add/View Requirements", "Save", "Add/View Attachment", "Additional Info Page", and "Cancel". The bottom section is titled "HN ACCEPTED Status" and contains buttons for "Close Host Nation", "Withdraw Delegation", "Add/View Requirements", "Save", "Add/View Attachment", "Additional Info Page", and "Cancel".

**Figure 23.3**

- **Submit to Host Nation:** Once all mandatory fields have been entered, the record may be submitted to the Host Nation. This will open a general message page to send a notification to the POCs. Status will update to HN ACCEPTED when the button is pushed, even if a correspondence is not sent.
- **Add/View Requirements:** Opens the Requirements web page.
- **Save:** Saves the record in its current status.
- **Delete:** Delete button is displayed while in HN DRAFT status. Once the delegation has been submitted, the button is unavailable. Click this button to delete the record from the database.
- **Add/View Attachments:** The Add/View Attachment button allows uploading, viewing, and deleting of attachments. For further instructions, please see the user guide to Attaching a File in PDREP, found [here](#).
- **Additional Info Page:** Opens the Additional Information web page.
- **Cancel:** The Cancel button returns you to the previous screen. If data was not saved using the Save button, any data typed on the page is NOT saved. If the Save button had been clicked at any time, then any data entered before the Save will have been retained.
- **Withdraw Delegation:** Only visible to users with Supervisor or CMO access role. Allows the Supervisor to withdraw the delegation when the record is in HN ACCEPTED status.
- **Close Host Nation:** Once any additional mandatory fields have been entered, the record may be closed. This will open a general message page to send a notification to the POCs. Status will update to HN CLOSED when the button is pushed, even if a correspondence is not sent.

**Figure 23.3** sections

- Control Number section is described in **Section 5.2.B.**
  - On Host Nation records, the DCN will populate using the same DoDAAC as the RCN once the record is initially saved.
- Status section is described in **Section 5.2.C.**
- Originator section is described in **Section 5.2.D.**
- From: Delegator section is described in **Section 5.2.E.**

B. **Figure 23.4** displays the Host Nation Information section

| Host Nation Information          |   |
|----------------------------------|---|
| (M) STANAG 4107 Country POC:     | <input type="text" value="-SELECT-"/>   |
| STANAG Country:                  | <input type="text"/>  |
| POC Organization:                | <input type="text"/>  |
| POC Mailing Address:             | <input type="text"/>  |
| POC Phone:                       | <input type="text"/>  |
| POC Email Address:               | <input type="text"/>  |
| POC FAX:                         | <input type="text"/>  |
| (M) Service Set Code (DAI Code): | <input type="text" value="-SELECT-"/> <input type="button" value="Add Service Code"/> |

**Figure 23.4**

- **(M) STANAG 4107 Country POC:** Drop down list of countries that will auto-populate the Host Nation information when selected as shown in **Figure 23.5.**

| Host Nation Information          |   |
|----------------------------------|---|
| (M) STANAG 4107 Country POC:     | <input type="text" value="UNITED KINGDOM"/>   |
| STANAG Country:                  | <input type="text" value="UNITED KINGDOM"/>   |
| POC Organization:                | <input type="text" value="Quality Assurance Field Force"/>                            |
| POC Mailing Address:             | <input type="text" value="Ministry of Defence"/>                                      |
| POC Phone:                       | <input type="text" value="+44 300 159 9890"/>   |
| POC Email Address:               | <input type="text" value="des-rgqa@mod.gov.uk"/>                                      |
| POC FAX:                         | <input type="text" value="+44 117 913 3968"/>   |
| (M) Service Set Code (DAI Code): | <input type="text" value="-SELECT-"/> <input type="button" value="Add Service Code"/> |

**Figure 23.5**

- Service Set Code (DAI Code) section is described in **Section 19.2.E.**

- C. **Figure 23.6** displays the Host Nation POC section. This section is used to document who the Delegatee is. These fields are not mandatory.

| Host Nation POC      |                      |
|----------------------|----------------------|
| POC Name:            | <input type="text"/> |
| POC Organization:    | <input type="text"/> |
| POC Mailing Address: | <input type="text"/> |
| POC Phone:           | <input type="text"/> |
| POC Email Address:   | <input type="text"/> |
| POC FAX:             | <input type="text"/> |

**Figure 23.6**

- **POC Name:** Point of contact name
  - **POC Organization:** Point of contact's organization
  - **POC Mailing Address:** Point of contact mailing address
  - **POC Email Address:** Point of contact email address. This email address is pre-populated in all correspondences.
  - **POC Phone:** Point of contact phone number
  - **POC Fax:** Point of contact fax number
- D. Supplier Information see **Section 5.2.J**.
- E. Add Contract Information see **Section 5.2.K**.
- F. NSN Information see **Section 5.2.L**.
- G. Part Number Information section see **Section 5.2.M**.
- H. Delegator Notes and Estimated Hours see **Section 5.2.N**.

### **23.3 Additional Information Page**

Access to the additional Information page is described in **Section 5.4**. After clicking the button or hyperlink the page will be displayed as shown in **Figure 23.7**.

**PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)**

Home • Help ► User Profile: USER (ALPHA) GUIDE ► • Logout

**Add / Edit LOD Additional Information**

Instructions  
(M) denotes a mandatory field

**Control Numbers**

RCN#: S5102A-2023-1531                      DCN#: S5102A-23-12-1531  
Created Year: 2023

Save   Add/View Attachment   Cancel

**Internal Delegation Additional Data Fields**

(M) DoD Service/Customer: 200 Characters Max

Buying Activity: 200 Characters Max

(M) Estimated LOD Completion Date:

Selective Evaluation Delegation:  Yes  No

(M) FMS Designator:  Yes  No

Fiscal Year: 2024

(M) Applicable Program List: -SELECT- ▼

(M) Pre-LOD Communication Date:

Total Allocated Hours: 0.0  
Total Actual Hours: 0.0

(M) Applicable FAR References:  1400 Characters Max

**Figure 23.7**

The Host Nation version of the Additional Information page is the same as Delegation’s version. Refer to **Section 5.4** for descriptions of the data fields in this section.

After clicking the SAVE button, a confirmation will display on the Base Page of the record (**Figure 23.8**).

• Host Nation saved successfully.

Submit to Host Nation   Add/View Requirements   Save

Add/View Attachment   Additional Info Page   Cancel

**Control Numbers**

RCN#: S3620A-2024-14                      DCN#: S3620A-24-01-14  
Created Year: 2024

**Figure 23.8**

## 23.4 Host Nation Requirements

After clicking the Add/View Requirements button or Add/View Requirements hyperlink, the page will be displayed as shown in **Figure 23.9**. At least one requirement must be added in order to Submit the Host Nation delegation.

The screenshot shows the 'PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)' interface. At the top, there is a navigation bar with 'Home' and 'Help' on the left, and 'User Profile: USER (ALPHA) GUIDE' and 'Logout' on the right. Below this is a header for 'Add/Edit/View LOD Requirements'. The main content area includes 'Instructions' with a note that '(M)' denotes a mandatory field and a list of three steps: 1. Click Add Requirements to add a new requirement, 2. Click Modify hyperlink to Edit / View an existing requirement, and 3. Click Submit Delegation to submit the delegation. Below the instructions is a 'Control Numbers' section with 'RCN#: S5102A-2023-1531' and 'Created Year: 2023' on the left, and 'DCN#: S5102A-23-12-1531' on the right. At the bottom left, there are two buttons: 'Add Requirements' and 'Back'.

**Figure 23.9**

The Host Nation version of the Requirements page is the same as Delegation's version. Refer to **Section 5.3** for descriptions of the data fields in this section.

Click BACK to navigate back to the Main page of the record.

## 23.5 Submitting a Host Nation delegation

From the Main page of the record, click the New/Edit Base Page hyperlink. If all mandatory fields are not entered before clicking Submit to Host Nation, a list of any missing mandatory fields will populate (**Figure 23.10**).

The screenshot shows a list of error messages in red text, indicating missing mandatory fields. The errors are: DoD Service/Customer is a mandatory field; Estimated LOD Completion Date is a mandatory field; At least one Program Name must be added; Pre-LOD Communication Date is a mandatory field; Applicable FAR References is a mandatory field; Service Set must not be empty; Stanag POC Email is mandatory; Delegator Comments/Special Instructions is mandatory; qali.edit.lod.save.estimatedhours.mandatory.error; qali.edit.contractNumber.mandatory; Enter a valid Final Delivery Date for the Contract; Contract Amount is required; Contract End Item or Service Desc is required; and Host Nation requires Requirement information. Below the list are six buttons: 'Submit to Host Nation', 'Add/View Requirements', 'Save', 'Add/View Attachment', 'Additional Info Page', and 'Cancel'.

**Figure 23.10**

Complete any mandatory fields then click Submit to Host Nation. This will populate a correspondence page (seen in **Figure 23.11**) that can be used to send a notification to the Host Nation POCs.

**NOTE:** Clicking the Submit to Host Nation button will update the status to HN ACCEPTED even if no correspondence is sent.

**DCMA Correspondence**

**Instructions**

1. Enter **To Email Address** and click **Add To Email List**
2. Enter **CC Email Address** and click **Add CC Email List** if required
3. Enter/Modify the content if required
4. Click **Send** to send the QALI/LOD Letter

**Correspondence**

**To:**

**CC:** USER.GUIDE@MAIL.MIL

**CC:**

**Content**



DEFENSE CONTRACT MANAGEMENT AGENCY

3901 A AVE

FORT LEE, VA 23801-1809 US

FROM: ALPHA (ALPHA) USER  
2074386491  
3901 A AVE  
FORT LEE, VA 23801-1809

TO: USER.GUIDE@navy.mil

SUBJECT: Regarding RCN: S3620A-2023-1561

<Add content here>

**List of attachments :** 1 NON-CUI attachment(s) associated with this QALI.

All NON-CUI Attachments

S3620A-2023-1561\_INITIAL\_LETTER.pdf

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

**Figure 23.11**

The Host Nation POC Email address will be pre-populated in the CC field. Additional email addresses maybe added using the Add To Email list and Add CC Email list buttons. See **Section 9** for additional details on the correspondence page.

- The text field is fully editable.
- The Preview button will open a preview of the message in a new window.

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- The Back button will return to the Main page of the record.
- Click Send to send the message, which will be tracked in the History. After sending, a confirmation will appear as seen in **Figure 23.12**.

| PDREP MESSAGE                     |                          |
|-----------------------------------|--------------------------|
| <b>QAL/LOD Host Nation Number</b> | S3620A20231561           |
| <b>Message</b>                    | Data sent successfully   |
|                                   | <a href="#">Continue</a> |

**Figure 23.12**

### 23.6 Closing a Host Nation delegation

Once a Host Nation delegation has been Submitted, additional date fields are available on the Base page of the record (**Figure 23.13**).

| Control Numbers                       |  |
|---------------------------------------|--|
| <b>RCN#:</b> S3620A-2024-14           | <b>DCN#:</b> S3620A-24-01-14   |
| <b>Created Year:</b> 2024             |  |
| Status                                |  |
| <b>(M) Status:</b> HN ACCEPTED        |  |
| <b>Issue Date:</b>                    | <input type="text" value="MM/DD/YYYY"/>  |
| <b>Acknowledge Due Date:</b>          | <input type="text" value="01/10/2024"/>  |
| <b>Acknowledge Date:</b>              | <input type="text" value="MM/DD/YYYY"/>  |
| <b>Accept / Reject Due Date:</b>      | <input type="text" value="MM/DD/YYYY"/>  |
| <b>Accept / Reject Date:</b>          | <input type="text" value="MM/DD/YYYY"/>  |
| <b>(M) Accept / Reject Narrative:</b> | <div style="border: 1px solid gray; padding: 5px; min-height: 80px;">4000 Characters Max</div> |
| <b>Closed Date:</b>                   | <input type="text" value="MM/DD/YYYY"/>  |
| <b>Completion Date:</b>               | <input type="text" value="MM/DD/YYYY"/>  |
| <b>Update LOD:</b>                    | 01/02/2024   |
| <b>Annual Review Confirmation:</b>    | <input type="checkbox"/>   |

**Figure 23.13**

The Accept/Reject Narrative is mandatory to Close the delegation. Dates are editable and can be adjusted to match the process flow of the delegation.

Click Close Host Nation to be brought to the Correspondence Page to send a notification to the Host Nation POCs about the closure of the record. This is the same correspondence page as the Submit action seen in **Figure 23.11**.

**NOTE:** Clicking the Close to Host Nation button will update the status to HN CLOSED even if no correspondence is sent. Ensure all changes are made before closing the delegation.

Once closed, the record will stay in HN CLOSED status and be for viewing only. See **Section 25** for details on the View page.

## 24 LOD HISTORY

A. Locate the QALI on the Worklist (see **Figure 24.1**).

| Worklist download: Click <a href="#">here</a> to download data in spreadsheet |                                  |                   |                    |                    |          |                    |          |            |
|---|----------------------------------|-------------------|--------------------|--------------------|----------|--------------------|----------|------------|
| QALI/LOD  | RCN                              | DCN               | Delegator Activity | Delegated Activity | Ctr CAGE | Contract Number(s) | Status   | Issue Date |
| Delegation  | <a href="#">S0101A-2021-5637</a> | S5102A-21-11-5637 | S0101A             | S5102A             | 98897    | SUBMITTEST         | ACCEPTED | 11/04/2021 |

**Figure 24.1**

B. Clicking the RCN hyperlink will display the QALI/LOD- Main page (see **Figure 24.2**).

| Worklist               | Create QALI/LOD   | Transfer QALI/LOD              | Ad Hoc Reports            |
|------------------------|---|--------------------------------|---------------------------|
| <b>QUICK VIEWS</b>     | <b>QALI / LOD - Main</b>  |                                |                           |
| History Record         |   |                                |                           |
| <b>ATTACHMENTS (2)</b> | <b>RCN#:</b> S0101A-2021-5637   | <b>DCN#:</b> S5102A-21-11-5637 | <b>Created Year:</b> 2021 |
| View/Upload Files      |   |                                |                           |
|                        | <b>Status:</b> ACCEPTED   |                                |                           |
|                        | <b>Action</b>   |                                |                           |
|                        | <b>Editable and Viewable Pages</b>                                      |                                |                           |
|                        | <a href="#">New/Edit Base Page</a>                                      |                                |                           |
|                        | <a href="#">Requirements Page</a>                                       |                                |                           |
|                        | <a href="#">Additional Information</a>                                  |                                |                           |
|                        | <b>Send Message</b>   |                                |                           |
|                        | <a href="#">Message to Supervisor</a>   <a href="#">General Message</a> |                                |                           |

**Figure 24.2**

C. On the left side of the page, under Quick Views, click the History hyperlink. This will populate the QALI/LOD History and Correspondence page seen in **Figure 24.3**.



| QALI / LOD History & Correspondence                                      |                            |                                     |   |                    |
|--|----------------------------|-------------------------------------|---|--------------------|
| <input type="button" value="Print"/> <input type="button" value="Back"/> |                            |                                     |   |                    |
| Control Numbers  |                            |                                     |   |                    |
| RCN#: S0101A-2021-5637   |                            | DCN#: S5102A-21-11-5637             |   | Created Year: 2021 |
| Correspondence History   |                            |                                     |   |                    |
| Sender's Name and Email  | Recipient's Name and Email | Correspondence                      | Message   | Date               |
| ALPHA (ALPHA) USER   | ALPHA (ALPHA) USER         | LOD                                 | MSG BODY IN ATTACHMENT S0101A20215637/419063  | 11/04/2021         |
| USER (ALPHA) GUIDE   | ALPHA (ALPHA) USER         | ACK                                 | YOU ARE BEING NOTIFIED THAT USER (ALPHA) GUIDE FROM S5102A HAS ACKNOWLEDGED RECEIPT OF LOD S0101A20215637 ON 11/30/2021 | 11/30/2021         |
| USER (ALPHA) GUIDE   | ALPHA (ALPHA) USER         | NOTIFICATION OF CHANGE TO DELEGATEE | 1 -   | 11/30/2021         |
| USER (ALPHA) GUIDE   | ALPHA (ALPHA) USER         | LOD                                 | MSG BODY IN ATTACHMENT S0101A20215637/419468  | 11/30/2021         |
| Status History   |                            |                                     |   |                    |
| Status   | Status Change By           | Name and Email                      |   | Status Change Date |
| DRAFT  | S                          | ALPHA (ALPHA)                       |   | 11/04/2021         |
| ISSUED   | S                          | ALPHA (ALPHA)                       |   | 11/04/2021         |
| ACKNOWLEDGED   | R                          | USER (ALPHA)                        |   | 11/30/2021         |
| ACCEPTED   | R                          | USER (ALPHA)                        |   | 11/30/2021         |

**Figure 24.3**

D. The page has three sections:

1. Control Numbers
  - i. RCN #
  - ii. DCN #
  - iii. Created Year
2. Correspondence History
  - i. Sender's Name and Email
  - ii. Recipient's Name and Email
  - iii. Correspondence
  - iv. Message
  - v. Date
3. Status History
  - i. Status
  - ii. Status Changed By
  - iii. Name and Email
  - iv. Status Change Date

## 25 LOD VIEW

A. Locate the QALI/LOD on the Worklist.

Worklist download: Click [here](#) to download data in spreadsheet

| QALI/LOD   | RCN                                   | DCN                    | Delegator Activity | Delegated Activity | Ctr CAGE | Contract Number(s) | Status   | Issue Date |
|------------|---------------------------------------|------------------------|--------------------|--------------------|----------|--------------------|----------|------------|
| Delegation | <a href="#">S4306A-2021-5618</a>      | S0101A-21-10-5618      | S4306A             | S0101A             | 81316    | PLACEHOLDER12      | ACCEPTED | 10/01/2021 |
| Delegation | <a href="#">S4306A-2021-5618-0001</a> | S5102A-21-10-5618-0001 | S4306A             | S5102A             |          | TEST               | ACCEPTED |            |

**Figure 25.1**

B. Click the RCN hyperlink to enter the Main page, displayed in **Figure 25.2**.

| Worklist                 | Create QALI/LOD   | Transfer QALI/LOD | Ad Hoc Reports |
|--------------------------|---|-------------------|----------------|
| <b>QUICK VIEWS</b>       |   |                   |                |
| <b>QALI / LOD - Main</b> |   |                   |                |
| History Record           | RCN#: S4306A-2021-5618      DCN#: S0101A-21-10-5618      Created Year: 2021   |                   |                |
| <b>ATTACHMENTS (2)</b>   | Status: ACCEPTED  |                   |                |
| View/Upload Files        | <b>Action</b><br><a href="#">Complete Delegation</a>  |                   |                |
|                          | <b>Editable and Viewable Pages</b><br><a href="#">New/Edit Base Page</a><br><a href="#">Requirements Page</a><br><a href="#">Additional Information</a> |                   |                |
|                          | <b>Send Message</b><br><a href="#">Message to Supervisor</a>   <a href="#">General Message</a>  |                   |                |

**Figure 25.2**

C. Under Quick View on the left side of the page, click the Record link to see the view webpage.

D. Features of the QALI/LOD View webpage, as seen in **Figure 25.3**, include:

1. Print Button allows the user to Print or Save the View page as a PDF (see **Figure 25.4**).
2. Back button: Return to the QALI/LOD-Main page.

| QALI / LOD View                                      |                    |                       |                                       |                       |                     |                    |                     |                                 |                              |                                       |                                   |
|--|--------------------|-----------------------|---------------------------------------|-----------------------|---------------------|--------------------|---------------------|---------------------------------|------------------------------|---------------------------------------|-----------------------------------|
| Control Numbers                                      |                    |                       |                                       |                       |                     |                    |                     |                                 |                              |                                       |                                   |
| RCNR: S0101A-2023-69                                 |                    |                       | DCNR: S4306A-23-01-69                 |                       |                     | Created Year: 2023 |                     |                                 |                              |                                       |                                   |
| Status: ACCEPTED                                     |                    |                       |                                       |                       |                     |                    |                     |                                 |                              |                                       |                                   |
| Annual Review Confirmation:                          |                    |                       |                                       |                       |                     |                    |                     |                                 |                              |                                       |                                   |
| Status   |                    |                       |                                       |                       |                     |                    |                     |                                 |                              |                                       |                                   |
| Type: Delegation                                     |                    |                       |                                       |                       |                     |                    |                     |                                 |                              |                                       |                                   |
| Issue Date: 01/17/2023                               |                    |                       |                                       |                       |                     |                    |                     |                                 |                              |                                       |                                   |
| Acknowledge Due Date: 01/27/2023                     |                    |                       |                                       |                       |                     |                    |                     |                                 |                              |                                       |                                   |
| Acknowledge Date: 01/17/2023                         |                    |                       |                                       |                       |                     |                    |                     |                                 |                              |                                       |                                   |
| Accept / Reject Date: 01/17/2023                     |                    |                       |                                       |                       |                     |                    |                     |                                 |                              |                                       |                                   |
| Completion Date:                                     |                    |                       |                                       |                       |                     |                    |                     |                                 |                              |                                       |                                   |
| Closed Date:   |                    |                       |                                       |                       |                     |                    |                     |                                 |                              |                                       |                                   |
| Delegator Information                                |                    |                       |                                       |                       |                     |                    |                     |                                 |                              |                                       |                                   |
| DoDAAC: S0101A                                       |                    |                       |                                       |                       |                     |                    |                     |                                 |                              |                                       |                                   |
| User Code:   |                    |                       |                                       |                       |                     |                    |                     |                                 |                              |                                       |                                   |
| Name: ALPHA (ALPHA) USER                             |                    |                       |                                       |                       |                     |                    |                     |                                 |                              |                                       |                                   |
| Commercial Phone: 207-438-6491                       |                    |                       |                                       |                       |                     |                    |                     |                                 |                              |                                       |                                   |
| Email: @NAVY.MIL                                     |                    |                       |                                       |                       |                     |                    |                     |                                 |                              |                                       |                                   |
| Team Code:   |                    |                       |                                       |                       |                     |                    |                     |                                 |                              |                                       |                                   |
| DoDCCP / NPO Delegator Information                   |                    |                       |                                       |                       |                     |                    |                     |                                 |                              |                                       |                                   |
| DoDAAC Name: S0101A                                  |                    |                       |                                       |                       |                     |                    |                     |                                 |                              |                                       |                                   |
| Address:   |                    |                       |                                       |                       |                     |                    |                     |                                 |                              |                                       |                                   |
| City:  |                    |                       |                                       |                       |                     |                    |                     |                                 |                              |                                       |                                   |
| State/Zip:   |                    |                       |                                       |                       |                     |                    |                     |                                 |                              |                                       |                                   |
| Delegator Name: ALPHA (ALPHA) USER                   |                    |                       |                                       |                       |                     |                    |                     |                                 |                              |                                       |                                   |
| Commercial Phone:                                    |                    |                       |                                       |                       |                     |                    |                     |                                 |                              |                                       |                                   |
| (M) Email Address: K@NAVY.MIL                        |                    |                       |                                       |                       |                     |                    |                     |                                 |                              |                                       |                                   |
| Team Code: REP                                       |                    |                       |                                       |                       |                     |                    |                     |                                 |                              |                                       |                                   |
| UIC: PD  |                    |                       |                                       |                       |                     |                    |                     |                                 |                              |                                       |                                   |
| From CMO Delegator                                   |                    |                       |                                       |                       |                     |                    |                     |                                 |                              |                                       |                                   |
| (M) Delegator DoDAAC: S5102A                         |                    |                       |                                       |                       |                     |                    |                     |                                 |                              |                                       |                                   |
| DoDAAC Name: S5102A                                  |                    |                       |                                       |                       |                     |                    |                     |                                 |                              |                                       |                                   |
| Address:   |                    |                       |                                       |                       |                     |                    |                     |                                 |                              |                                       |                                   |
| City:  |                    |                       |                                       |                       |                     |                    |                     |                                 |                              |                                       |                                   |
| State/Zip:   |                    |                       |                                       |                       |                     |                    |                     |                                 |                              |                                       |                                   |
| Delegator Name: USER (ALPHA) GUIDE                   |                    |                       |                                       |                       |                     |                    |                     |                                 |                              |                                       |                                   |
| Title:   |                    |                       |                                       |                       |                     |                    |                     |                                 |                              |                                       |                                   |
| Phone: 207-400-1234                                  |                    |                       |                                       |                       |                     |                    |                     |                                 |                              |                                       |                                   |
| (M) Email Address: CTR@NAVY.MIL                      |                    |                       |                                       |                       |                     |                    |                     |                                 |                              |                                       |                                   |
| UIC: PH  |                    |                       |                                       |                       |                     |                    |                     |                                 |                              |                                       |                                   |
| Team Code: TDM                                       |                    |                       |                                       |                       |                     |                    |                     |                                 |                              |                                       |                                   |
| (M) Customer Information:                            |                    |                       |                                       |                       |                     |                    |                     |                                 |                              |                                       |                                   |
| (M) Delegation Received Date: 01/17/2023             |                    |                       |                                       |                       |                     |                    |                     |                                 |                              |                                       |                                   |
| (M) Delegation Acknowledged Date: 01/17/2023         |                    |                       |                                       |                       |                     |                    |                     |                                 |                              |                                       |                                   |
| (M) Customer Source Code: C812                       |                    |                       |                                       |                       |                     |                    |                     |                                 |                              |                                       |                                   |
| (M) Customer Code - Name: 78                         |                    |                       |                                       |                       |                     |                    |                     |                                 |                              |                                       |                                   |
| Customer Type: NONDOD                                |                    |                       |                                       |                       |                     |                    |                     |                                 |                              |                                       |                                   |
| Reimbursable Determination: Y                        |                    |                       |                                       |                       |                     |                    |                     |                                 |                              |                                       |                                   |
| (M) Funding Document: FUNDING DOCUMENT               |                    |                       |                                       |                       |                     |                    |                     |                                 |                              |                                       |                                   |
| Delegatee Information                                |                    |                       |                                       |                       |                     |                    |                     |                                 |                              |                                       |                                   |
| DoDAAC: S4306A                                       |                    |                       |                                       |                       |                     |                    |                     |                                 |                              |                                       |                                   |
| User Code:   |                    |                       |                                       |                       |                     |                    |                     |                                 |                              |                                       |                                   |
| Name: PDREP (ALPHA) TEST USER                        |                    |                       |                                       |                       |                     |                    |                     |                                 |                              |                                       |                                   |
| Commercial Phone: 2074389550                         |                    |                       |                                       |                       |                     |                    |                     |                                 |                              |                                       |                                   |
| Email: @NAVY.MIL                                     |                    |                       |                                       |                       |                     |                    |                     |                                 |                              |                                       |                                   |
| Supplier Information                                 |                    |                       |                                       |                       |                     |                    |                     |                                 |                              |                                       |                                   |
| Supplier Type:                                       |                    |                       |                                       |                       |                     |                    |                     |                                 |                              |                                       |                                   |
| Supplier CAGE:                                       |                    |                       |                                       |                       |                     |                    |                     |                                 |                              |                                       |                                   |
| Subcontractor POC:                                   |                    |                       |                                       |                       |                     |                    |                     |                                 |                              |                                       |                                   |
| Supplier Name:                                       |                    |                       |                                       |                       |                     |                    |                     |                                 |                              |                                       |                                   |
| Address:   |                    |                       |                                       |                       |                     |                    |                     |                                 |                              |                                       |                                   |
| State/Zip:   |                    |                       |                                       |                       |                     |                    |                     |                                 |                              |                                       |                                   |
| Supplier POC Commercial Phone:                       |                    |                       |                                       |                       |                     |                    |                     |                                 |                              |                                       |                                   |
| Supplier CMO DoDAAC:                                 |                    |                       |                                       |                       |                     |                    |                     |                                 |                              |                                       |                                   |
| Supplier DCMA CMO / Center Name:                     |                    |                       |                                       |                       |                     |                    |                     |                                 |                              |                                       |                                   |
| Contract Line Items                                  |                    |                       |                                       |                       |                     |                    |                     |                                 |                              |                                       |                                   |
| Contract Number                                      | Order Number       | Line Item Number      | Sub Contractor/ Purchase Order Number | P.O. Delivery Date    | Final Delivery Date | Proposal Number    | Contract Start Date | Type Of Contract                | Face Value of Prime Contract | Contracting Officer First & Last Name | Contract End Item or Service Desc |
| CUSTOMER   |                    |                       |                                       |                       | 01/01/2023          |                    |                     | A - BLANKET PURCHASE AGREEMENTS | 3                            | 2                                     | 1                                 |
| LOD Additional Information                           |                    |                       |                                       |                       |                     |                    |                     |                                 |                              |                                       |                                   |
| DoD Service/ Customer: test                          |                    |                       |                                       |                       |                     |                    |                     |                                 |                              |                                       |                                   |
| Buying Activity:                                     |                    |                       |                                       |                       |                     |                    |                     |                                 |                              |                                       |                                   |
| Estimated LOD Completion Date: 01/31/2023            |                    |                       |                                       |                       |                     |                    |                     |                                 |                              |                                       |                                   |
| Authorized Re Delegations: Y                         |                    |                       |                                       |                       |                     |                    |                     |                                 |                              |                                       |                                   |
| Input RGGA Number: RGQA123456789                     |                    |                       |                                       |                       |                     |                    |                     |                                 |                              |                                       |                                   |
| Date RGGA Received: 01/18/2023                       |                    |                       |                                       |                       |                     |                    |                     |                                 |                              |                                       |                                   |
| Input RIAC Number: RIAC987654321                     |                    |                       |                                       |                       |                     |                    |                     |                                 |                              |                                       |                                   |
| Request Received Date: 01/17/2023                    |                    |                       |                                       |                       |                     |                    |                     |                                 |                              |                                       |                                   |
| Date LOD Signed By Contracting Officer: 01/17/2023   |                    |                       |                                       |                       |                     |                    |                     |                                 |                              |                                       |                                   |
| Customer Control Number: CONTROL NUMBER              |                    |                       |                                       |                       |                     |                    |                     |                                 |                              |                                       |                                   |
| Selective Evaluation Delegation: N                   |                    |                       |                                       |                       |                     |                    |                     |                                 |                              |                                       |                                   |
| Selective Evaluation Delegation: N                   |                    |                       |                                       |                       |                     |                    |                     |                                 |                              |                                       |                                   |
| FMS Indicator: Y                                     |                    |                       |                                       |                       |                     |                    |                     |                                 |                              |                                       |                                   |
| FMS Case Number: EN-P AEC-Estonia                    |                    |                       |                                       |                       |                     |                    |                     |                                 |                              |                                       |                                   |
| Percent US MILDEP: 20                                |                    |                       |                                       |                       |                     |                    |                     |                                 |                              |                                       |                                   |
| Percent Reciprocal Agreement: 10                     |                    |                       |                                       |                       |                     |                    |                     |                                 |                              |                                       |                                   |
| Percent Reimbursable FMS: 70                         |                    |                       |                                       |                       |                     |                    |                     |                                 |                              |                                       |                                   |
| Fiscal Year: 2023                                    |                    |                       |                                       |                       |                     |                    |                     |                                 |                              |                                       |                                   |
| Program Name: Army Sustainment Command               |                    |                       |                                       |                       |                     |                    |                     |                                 |                              |                                       |                                   |
| Pre-LOD Communication Date: 01/04/2023               |                    |                       |                                       |                       |                     |                    |                     |                                 |                              |                                       |                                   |
| Total Allocated Hours: 1.0                           |                    |                       |                                       |                       |                     |                    |                     |                                 |                              |                                       |                                   |
| Total Actual Hours: 1.0                              |                    |                       |                                       |                       |                     |                    |                     |                                 |                              |                                       |                                   |
| Applicable FAR References: FAR                       |                    |                       |                                       |                       |                     |                    |                     |                                 |                              |                                       |                                   |
| Instructions/Notes: 1                                |                    |                       |                                       |                       |                     |                    |                     |                                 |                              |                                       |                                   |
| Estimated Hours: 1                                   |                    |                       |                                       |                       |                     |                    |                     |                                 |                              |                                       |                                   |
| Requirements   |                    |                       |                                       |                       |                     |                    |                     |                                 |                              |                                       |                                   |
| KCR# & Description                                   | Surveillance Event | Surveillance Activity | Surveillance Sub-Activity             | Surveillance Category | Sat/UnSat           |                    |                     |                                 |                              |                                       |                                   |
| NSA-2023-09<br>FOURTH QUARTER PREVENTION AND CONTROL |                    |                       |                                       |                       | SAT                 |                    |                     |                                 |                              |                                       |                                   |
| Attachments  |                    |                       |                                       |                       |                     |                    |                     |                                 |                              |                                       |                                   |
| File Name  | File Description   | Comments              |                                       |                       |                     |                    |                     |                                 |                              |                                       |                                   |
| NSA-2023-09_INITIAL_LETTER.pdf                       | QALI/LOD           | QALI/LOD              |                                       |                       |                     |                    |                     |                                 |                              |                                       |                                   |
| NSA-2023-09_INITIAL_LETTER.pdf                       | QALI/LOD           | QALI/LOD              |                                       |                       |                     |                    |                     |                                 |                              |                                       |                                   |

Figure 25.3

1/20/23, 8:26 AM PDREP - QALI / LOD View

UNCLASSIFIED/CONTROLLED UNCLASSIFIED INFORMATION  
 PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)  
 Home • Help User Profile: USER (ALPHA) GUIDE • Logout

Print 2 sheets of paper

Destination Adobe PDF

Pages All

Layout Portrait

Color Color

More settings

Print Cancel

QALI / LOD View  
 Control Numbers

RCNF: S4306A-2023-67 DCNF: S5102A-23-01-67 Created Year: 2023

Status: ACCEPTED  
 Annual Review Confirmation:  
 Status  
 Type: Delegation  
 Issue Date: 01/18/2023  
 Acknowledge Due Date: 01/28/2023  
 Acknowledge Date: 01/18/2023  
 Accept / Reject Date: 01/18/2023  
 Completion Date:  
 Closed Date:  
 Delegator Information  
 DoDAAC: S4306A  
 User Code: AMOOR6  
 Name: AIDAN E (ALPHA) MOORE  
 Commercial Phone: 207-438-6442  
 Email: AIDAN.E.MOORE@NAVY.MIL  
 Team Code:

DoDCSP / WPD Delegator Information  
 DoDAAC Name: S4306A  
 Address:  
 City:  
 State/Zip: -  
 Delegator Name: AIDAN E (ALPHA) MOORE  
 Commercial Phone:  
 (M) Email Address: AIDAN.E.MOORE@NAVY.MIL  
 Team Code: TEST  
 UIC: PD

From: CMO Delegator  
 (M) Delegator DoDAAC: S0101A  
 DoDAAC Name: S0101A  
 Address:  
 City:  
 State/Zip: -  
 Delegator Name: ALPHA (ALPHA) USER  
 Title:  
 Phone: 207-438-6491  
 (M) Email Address: SARAH.DERICK@NAVY.MIL  
 UIC: PD  
 Team Code: REP

(M) Customer Information:  
 (M) Delegation Received Date: 01/03/2023  
 (M) Delegation Acknowledged Date: 01/18/2023  
 (M) Customer Source Code: C416  
 (M) Customer Code - Name: 9  
 Customer Type: NONDOD

Reimbursable Determination:  
 Determination Information  
 DoDAAC: S5102A  
 User Code: RNORM1  
 Name: USER (ALPHA) GUIDE  
 Commercial Phone: 207-400-1234  
 Email: ROGER.NORMANDEAU.CTR@NAVY.MIL  
 Team Code: TDM

Supplier Information  
 Supplier Type:  
 Supplier CAGE:

https://alpha.pdrep.csd.disa.mil/pdrep/nsep/qaliprocess\_view.action?keyinfo=S4306A202367&back=qalimain\_refresh 1/2

Figure 25.4

D. Select a destination as shown in Figure 25.4, for the view page Save as PDF is shown in Figure 25.5.

Select a destination

Q Search destinations

- Save as PDF
- Snagit 12
- Send To OneNote 16
- Microsoft XPS Document Writer
- Microsoft Print to PDF
- HP8F5A11 (HP Officejet Pro 8600) This is a web services printer
- HP3EDF18 (HP Officejet Pro 6230) (Copy 1) http://192.168.1.19:3911/
- HP3EDF18 (HP Officejet Pro 6230) This is a web services printer
- Fax
- Adobe PDF

Figure 25.5

E. Select folder destination, name the file, and click Save.

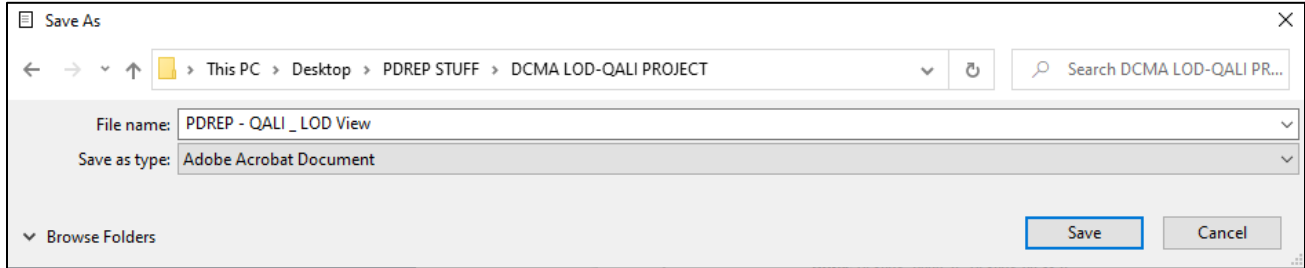


Figure 25.6

F. KCR # & Description hyperlink (see **Figure 25.7**). Clicking the hyperlink will display the view format of the LOD requirement as shown in **Figure 25.8**.

| Requirements   |                    |                                      |                           |                       |            |
|--|--------------------|--------------------------------------|---------------------------|-----------------------|------------|
| KCR# & Description   | Surveillance Event | Surveillance Activity                | Surveillance Sub-Activity | Surveillance Category | Sat/Un Sat |
| <a href="#">KCR-MFG-0001<br/>DEFENSE PRIORITIES &amp; ALLOCATIONS SY</a> | DPAS Process       | Contract Review and Order Acceptance |                           | Process Evaluation    |            |

An upward-pointing blue arrow is positioned below the first cell of the table, pointing to the hyperlink.

Figure 25.7

| LOD Requirement Detail Report   |   |
|---|---|
| LOD Number : S0101A -2022 -5948   |   |
| Assigned Functional Area : Aircraft Operations  |   |
| KCR# & Description : KCR-AO-0001 -GROUND AND FLIGHT RISK  |   |
| Surveillance Event : G - Support Shops  |   |
| Surveillance Activity : Life Support Audit  |   |
| Surveillance Sub-Activity :   |   |
| Surveillance Category : Process Evaluation  | Frequency of Surveillance : Annually            |
| Surveillance Techniques : Trend   | Intensity of Surveillance : 0.4% AQL (Critical) |
| Risk Likelihood Rating : High   | Priority : 3                                    |
| Rationale of Risk Likelihood : (M) RATIONALE OF RISK LIKELIHOOD   |   |
| Prime / Subcontract Standards : (M) PRIME / SUBCONTRACT STANDARDS   |   |
| Product Service Description : (M) PRODUCT SERVICE DESCRIPTION   |   |
| Reporting Requirements : 2  |   |
| Special Reporting Requirements Additional Instructions : (CM) Special Reporting Requirements Additional Instructions  |   |
| Customer Requirements, Instructions or Outcomes : Customer Requirements, Instructions or Outcomes   |   |
| Surveillance Strategy Plan : Surveillance Strategy Plan   |   |
| RFV1 - All RFV authority is withheld : Y  |   |
| RFV2 - Delegatee is authorized to accept or reject the subcontractors' classification or disposition of minor Requests for Variance (RFVs). : N   |   |
| RFV3 - Delegatee is not authorized to accept or reject the subcontractors' classification or disposition of minor aviation/ship CSI RFV's :   |   |
| RFV4 - Delegatee is requested to provide comments and/or recommendations for major, critical, or aviation/ship CSI RFVs submitted by the subcontractor for approval by the prime contractor and government customer : N |   |
| RFV5 - Delegatee is authorized to accept or reject the subcontractors' classification or disposition of minor aviation or ship CSI RFVs : N   |   |
| Request for Variance Remarks : (M) PRODUCT SERVICE DESCRIPTION  |   |
| Additional Remarks remarks : (M) PRODUCT SERVICE DESCRIPTION  |   |
| References :  |   |
| Delegatee Allocated Hours :   | Actual Hours :                                  |
| Delegatee Remarks :   |   |
| Sat/UnSat :   |   |
| Date Required Actions Complete :  |   |

Figure 25.8

G. PDF Webpage Banner Explanation.

The banner shown in **Figure 25.9** can be used to download or print the PDF.

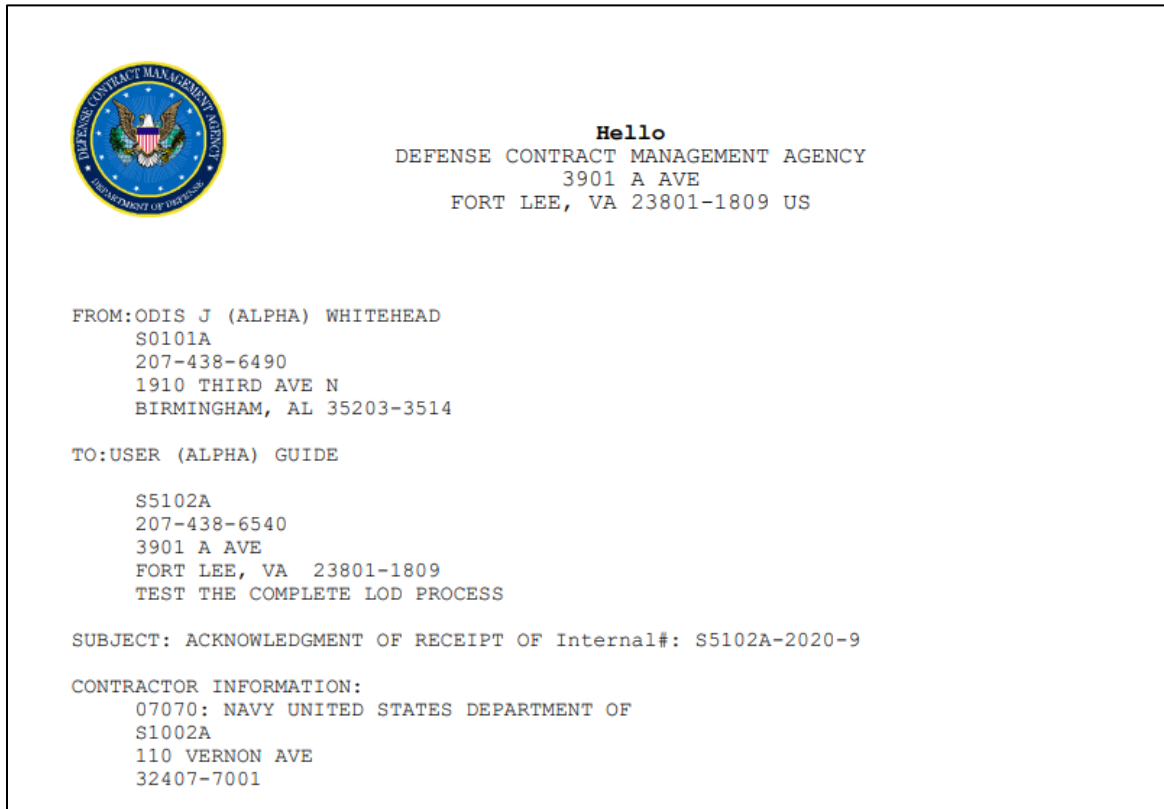


Figure 25.9

H. Attachment hyperlink (see **Figure 25.10**). Clicking the hyperlink will display the PDF version of the correspondence as shown in **Figure 25.11**.

| Attachments                                    |                  |          |
|--|------------------|----------|
| File Name                                      | File Description | Comments |
| <a href="#">S5102A_2020_9_PVI.pdf</a>          | QALI/LOD         | QALI/LOD |
| <a href="#">S5102A20209_INITIAL_LETTER.pdf</a> | QALI/LOD         | QALI/LOD |
| <a href="#">S5102A_2020_9_ACK.pdf</a>          | QALI/LOD         | QALI/LOD |

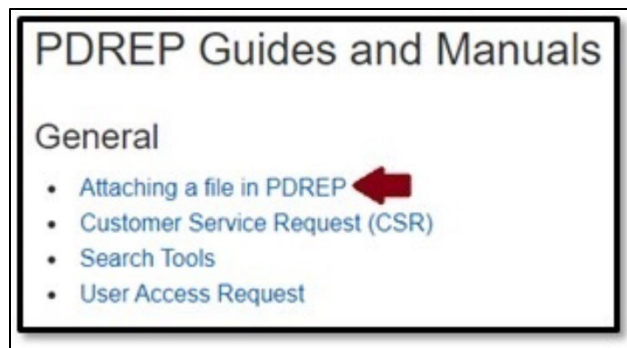
**Figure 25.10**



**Figure 25.11**

## 26 ATTACHMENTS

The Add/View Attachment button allows uploading, viewing, and deleting of attachments. To Add or View Attachments, click the Add/View Attachments button. For further instructions, please follow the guide to Attaching a File in PDREP, found [here](#) (see **Figure 26.1**).



**Figure 26.1**

## **27 SUMMARY**

This concludes the QALI/LOD user guide for DMCA users.

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

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

Contact information for the support desk is provided below:

|                    |  |
|--------------------|--|
| <b>E-Mail:</b>     | <a href="mailto:webptsmh@navy.mil">webptsmh@navy.mil</a> |
| <b>Commercial:</b> | (207) 438-1690   |
| <b>DSN:</b>        | 684-1690   |
| <b>Fax:</b>        | (207) 438-6535   |

APPENDIX 1: DATA DICTIONARY  
LOD/QALI



## 28 APPENDIX 1: DATA DICTIONARY

| Ad Hoc Name                     | Primary Web Page Name  | Web Page Label                      | Definition   | Field Type           | Number of characters |
|---------------------------------|------------------------|-------------------------------------|--|----------------------|----------------------|
| *Report Control Number (RCN)    | New/Edit               | Auto-generated                      | Identification number unique to each LOD, displayed on all pages<br>EX: S5102A-2022-0001 | CHAR                 | 20                   |
| Accept Reject Due Date          | New/Edit               | Accept/Reject Due Date              | Date the accept/reject decision is due   | Date (DD-<br>MMM-YY) | 7                    |
| Accept/Reject Date              | Email Notice           | LOD<br>Acceptance/Rejection<br>Date | Date the record was accepted/rejected, displayed on the New/Edit page                    | Date (DD-<br>MMM-YY) | 7                    |
| Acknowledge Date                | Email Notice           | Acknowledge Date                    | Date the record was acknowledged, displayed on the New/Edit page                         | Date (DD-<br>MMM-YY) | 7                    |
| Acknowledge Due Date            | New/Edit               | Auto-generated                      | Date that the Delegatee is expected to respond by  | Date (DD-<br>MMM-YY) | 7                    |
| Acknowledgement Text            | Email Notice           | Text                                | Displayed on the History page  | CHAR                 | 4000                 |
| Actual Hours                    | Requirements           | Actual Hours                        | Delegatee's actual number of hours to complete the delegated work.                       | NUMBER               | 10                   |
| Added Code                      | Ad hoc Only            | Background                          | Originator's user code   | CHAR                 | 12                   |
| Added Date                      | Ad hoc Only            | Background                          | Date the record was added to the database  | Date (DD-<br>MMM-YY) | 7                    |
| Allocated Hours                 | Requirements           | Allocated Hours                     | Delegatee's estimate of hours to complete the delegated surveillance requirement         | CHAR                 | 10                   |
| Annual Review Confirmation      | New/Edit               | Annual Review Confirmation          | Check when annual review has been completed. Ad hoc display Y = checked, N = not checked | Check Box            | 1                    |
| Annual Review Confirmation Date | New/Edit               | Annual Review Confirmation Date     | Auto-populated date when annual review confirmation check box is checked.                | Date (DD-<br>MMM-YY) | 7                    |
| Applicable FAR References       | Additional Information | Applicable FAR References           | Contractual FAR/DFARS clauses that are applicable to delegate support                    | CHAR                 | 1400                 |
| Attachment Added Date           | Attachment             | Attachment Added Date               | Date the attachment was added  | Date (DD-<br>MMM-YY) | 7                    |
| Attachment File Description     | Attachment             | Attachment File Description         | Attachment description   | CHAR                 | 500                  |
| Attachment File Name            | Attachment             | Attachment File Name                | Attachment file name   | CHAR                 | 100                  |

| Ad Hoc Name                       | Primary Web Page Name    | Web Page Label                    | Definition   | Field Type           | Number of characters |
|-----------------------------------|--------------------------|-----------------------------------|--|----------------------|----------------------|
| Attribute Reference               | Ad hoc Only              | Ad hoc Only                       | Not used in records created after 3/15/2021  | Ad hoc Only          | Ad hoc Only          |
| Authorized Redelegations          | Additional Information   | Authorized Redelegations          | Drop down with yes or no selections  | CHAR                 | 1                    |
| Buying Activity                   | Additional Information   | Buying Activity                   | Contracting Office requesting support  | CHAR                 | 200                  |
| Closed Date                       | View                     | Closed Date                       | Date the delegation was closed   | Date (DD-<br>MMM-YY) | 7                    |
| CMO Delegator DoDAAC              | New/Edit                 | DoDAAC Name                       | Auto-populated based on the DoDAAC entered in the Create New QALI/LOD web page   | CHAR                 | 100                  |
| CMO Delegator Email               | New/Edit                 | Email Address                     | Auto-populated with the logged on user's information.  | CHAR                 | 100                  |
| CMO Delegator Name                | New/Edit                 | Delegator's Name                  | Auto-populated with the logged on user's information.  | CHAR                 | 50                   |
| CMO Delegator Phone               | New/Edit                 | Commercial Phone                  | Auto-populated with the logged on user's information.  | CHAR                 | 20                   |
| CMO Delegator Region              | New/Edit                 | UIC                               | Auto-populated with the logged on user's information. Example: Headquarters  | CHAR                 | 25                   |
| CMO Delegator Team Code           | New/Edit                 | Team Code                         | Auto-populated with the logged on user's information.  | CHAR                 | 50                   |
| CMO Delegator User Code           | Ad hoc Only              | Background                        | Auto-populated with the logged on user's information.  | CHAR                 | 12                   |
| Completion Date                   | New/Edit                 | Completion Date                   | Date the delegation was completion   | Date (DD-<br>MMM-YY) | 7                    |
| Contract and Order Number         | Ad hoc Only              | Ad hoc Only                       | Combines contract and order numbers. Field entry not used in records created after 3/15/2021.  | Ad hoc Only          | Ad hoc Only          |
| Contract Call Number              | Ad hoc Only              | Ad hoc Only                       | Not used in records created after 3/15/2021  | Ad hoc Only          | Ad hoc Only          |
| Contract End Item or Service Desc | Add Contract Information | Contract End Item or Service Desc | The contract end item or service description   | CHAR                 | 250                  |
| Contract Number                   | Add Contract Information | Contract Number                   | Contract number associated with the QALI / LOD, number of characters is based on Contract Type DoD-13, Federal-17 and International-50 | CHAR                 | 50                   |
| Contract Start Date               | Add Contract Information | Contract Start Date               | Date the Contract is started   | Date (DD-<br>MMM-YY) | 7                    |

| Primary Web                            |                          |  |   |                      | Number of   |
|--|--------------------------|--|---|----------------------|-------------|
| Ad Hoc Name                            | Page Name                | Web Page Label                         | Definition  | Field Type           | characters  |
| Contracting Officer Name               | Add Contract Information | Contracting Officer First & Last Name  | The name of the Contracting officer   | CHAR                 | 100         |
| Contractor Type                        | New/Edit                 | Contractor Type                        | Radio button to indicate Prime or Sub Contractor  | CHAR                 | 1           |
| Correspondence Narrative               | Correspondence           | Text                                   | Narrative added by the user which is include with the correspondence                      | CHAR                 | 4000        |
| Creation Year                          | New/Edit                 | Created Year                           | Year the record was created   | Year (YYYY)          | 4           |
| Customer Control Number                | Additional Information   | Customer Control Number                | Customer created control number provided to DCMA  | CHAR                 | 150         |
| Customer Name                          | New/Edit                 | Customer Code - Name                   | List of customer names based on Source Code selection                                     | CHAR                 | 150         |
| Customer Source Code                   | New/Edit                 | Customer Source Code                   | Drop down with the list of Source Codes   | CHAR                 | 4           |
| Customer Type                          | New/Edit                 | Customer Type                          | Auto-populated based on Customer Source Code and Customer name selections                 | CHAR                 | 25          |
| Date LOD Signed by Contracting Officer | Additional Information   | Date LOD Signed by Contracting Officer | Date the LOD was signed by the contracting officer  | Date (DD-<br>MMM-YY) | 7           |
| Date RGQA Received                     | Additional Information   | Date RGQA Received                     | Date RGQA received  | Date (DD-<br>MMM-YY) | 7           |
| DCN                                    | New/Edit                 | Auto-generated                         | Document Control Number, identification number unique to each LOD, displayed on all pages | CHAR                 | 25          |
| Defect Attr Code                       | Ad hoc Only              | Ad hoc Only                            | Not used in records created after 3/15/2021   | Ad hoc Only          | Ad hoc Only |
| Defect Attr Code literal               | Ad hoc Only              | Ad hoc Only                            | Not used in records created after 3/15/2021   | Ad hoc Only          | Ad hoc Only |
| Defect Narrative                       | Ad hoc Only              | Ad hoc Only                            | Not used in records created after 3/15/2021   | Ad hoc Only          | Ad hoc Only |
| Delegatee DoDAAC                       | New/Edit                 | Delegatee DoDAAC                       | The DoDAAC of the Delegatee   | CHAR                 | 6           |
| Delegatee Email                        | New/Edit                 | Email Address                          | Auto-populated based on Delegatee name selected   | CHAR                 | 100         |
| Delegatee Name                         | New/Edit                 | Delegatee Name                         | Select a Name from the drop down list   | CHAR                 | 50          |
| Delegatee Phone                        | New/Edit                 | Commercial Phone                       | Auto-populated based on Delegatee name selected   | CHAR                 | 20          |
| Delegatee Region                       | New/Edit                 | UIC                                    | Auto-populated based on Delegatee name  | CHAR                 | 25          |

| Ad Hoc Name                             | Primary Web Page Name | Web Page Label                          | Definition  | Field Type           | Number of characters |
|---|-----------------------|---|---|----------------------|----------------------|
|   |                       |   | selected. Example: Eastern Region   |                      |                      |
| Delegatee Region Code                   | New/Edit              | UIC                                     | Auto-populated based on Delegatee name selected. Example: P7  | CHAR                 | 2                    |
| Delegatee Remarks                       | Requirements          | Delegatee Remarks                       | Provides a space where the Delegatee can enter relevant information   | CHAR                 | 4000                 |
| Delegatee Team Code                     | New/Edit              | Team Code                               | Auto-populated based on Delegatee name selected   | CHAR                 | 50                   |
| Delegatee User Code                     | Ad hoc Only           | Background                              | Auto-populated based on Delegatee name selected.  | CHAR                 | 12                   |
| Delegation Acknowledge Date             | New/Edit              | Delegation Acknowledge Date             | Date the CMO needs to Acknowledge receipt of the Delegation, or Date the DoDCCP or NPO acknowledge receipt of the LOD                 | Date (DD-<br>MMM-YY) | 7                    |
| Delegation Decision                     | Email Notice          | Delegation Decision                     | Delegatee's decision on accepting or rejecting the delegation   | CHAR                 | 4000                 |
| Delegation Decision Reason              | Email Notice          | Reason                                  | Reason why the delegation was rejected or accepted with limitations. Also used to notify the delegator the number of Allocated Hours. | CHAR                 | 4000                 |
| Delegation Received Date                | New/Edit              | Delegation Received Date                | Date the delegation was received by the DoDCCP or NPO   | Date (DD-<br>MMM-YY) | 7                    |
| Delegation Type                         | Ad hoc Only           | Background                              | Identified the record type as Reimbursable, Delegation or QALI  | CHAR                 | 1                    |
| Delegator Comments/Special Instructions | New/Edit              | Delegator Comments/Special Instructions | Delegator enters relevant information for the LOD   | CHAR                 | 4000                 |
| Delegator DoDAAC                        | New/Edit              | DoDAAC Name                             | Auto-populated based on the DoDAAC entered in the Create New QALI/LOD web page  | CHAR                 | 6                    |
| Delegator Email                         | New/Edit              | Email Address                           | Auto-populated with the logged on user's information.   | CHAR                 | 100                  |
| Delegator Name                          | New/Edit              | Delegator's Name                        | Auto-populated with the logged on user's information.   | CHAR                 | 50                   |

| Ad Hoc Name                      | Primary Web Page Name  | Web Page Label       | Definition   | Field Type  | Number of characters |
|----------------------------------|------------------------|----------------------|--|-------------|----------------------|
| Delegator Phone                  | New/Edit               | Commercial Phone     | Auto-populated with the logged on user's information.                          | CHAR        | 20                   |
| Delegator Region                 | New/Edit               | UIC                  | Auto-populated with the logged on user's information. Example: Headquarters    | CHAR        | 25                   |
| Delegator Region Code            | New/Edit               | UIC                  | Auto-populated with the logged on user's information. Example: PH              | CHAR        | 2                    |
| Delegator System Command Code    | Ad hoc Only            | Background           | Auto-populated with the logged on user's information. Example: 29              | Ad hoc Only | Ad hoc Only          |
| Delegator System Command Literal | Ad hoc Only            | Background           | Auto-populated with the logged on user's information. Example: DCMA            | Ad hoc Only | Ad hoc Only          |
| Delegator Team Code              | New/Edit               | Team Code            | Auto-populated with the logged on user's information.                          | CHAR        | 50                   |
| Delegator User Code              | Ad hoc Only            | Background           | Auto-populated with the logged on user's information.                          | Ad hoc Only | Ad hoc Only          |
| DLABOT                           | Ad hoc Only            | Background           | Identifies that a DLABOT submitted the QALI                                    | Ad hoc Only | Ad hoc Only          |
| DoD Service/Customer             | Additional Information | DoD Service/Customer | Military Service or Customer   | CHAR        | 200                  |
| DoDCCP/ NPO Delegator DoDAAC     | New/Edit               | DoDAAC               | Auto-populated based on the DoDAAC entered in the Create New QALI/LOD web page | CHAR        | 6                    |
| DoDCCP/ NPO Delegator Email      | New/Edit               | Email Address        | Auto-populated with the logged on user's information.                          | CHAR        | 100                  |
| DoDCCP/ NPO Delegator Name       | New/Edit               | Delegator's Name     | Auto-populated with the logged on user's information.                          | CHAR        | 50                   |
| DoDCCP/ NPO Delegator Phone      | New/Edit               | Commercial Phone     | Auto-populated with the logged on user's information.                          | CHAR        | 20                   |
| DoDCCP/ NPO Delegator Region     | New/Edit               | UIC                  | Auto-populated with the logged on user's information. Example: Headquarters    | CHAR        | 25                   |
| DoDCCP/ NPO Delegator Team Code  | New/Edit               | Team Code            | Auto-populated with the logged on user's information.                          | CHAR        | 50                   |
| DoDCCP/ NPO Delegator User Code  | Ad hoc Only            | Background           | Auto-populated with the logged on user's information.                          | Ad hoc Only | Ad hoc Only          |

| Ad Hoc Name                   | Primary Web Page Name    | Web Page Label                | Definition  | Field Type           | Number of characters |
|-------------------------------|--------------------------|-------------------------------|---|----------------------|----------------------|
| ECARS Level                   | Ad hoc Only              | Background                    | ECAR Level migrated data  | Ad hoc Only          | Ad hoc Only          |
| ECARS Path                    | Ad hoc Only              | Background                    | ECAR Path migrated data   | Ad hoc Only          | Ad hoc Only          |
| ECARS_DCN                     | New/Edit                 | ECAR DCN                      | Display of the ECAR DCN when available on a migrated record.  | CHAR                 | 20                   |
| ECARS_RID                     | New/Edit                 | ECAR RCN                      | Display of the ECAR RCN when available on a migrated record.  | CHAR                 | 20                   |
| Estimated Hours               | New/Edit                 | Estimated Hours               | Hours estimated by the delegator to complete the requested work.  | CHAR                 | 10                   |
| Estimated LOD Completion Date | Additional Information   | Estimated LOD Completion Date | Date the LOD support is projected to be completed   | Date (DD-<br>MMM-YY) | 7                    |
| Etools Attachment             | Ad hoc Only              | Background                    | The serial number assigned by the database when the Etool attachment was added. EX: 626102                        | CHAR                 | 150                  |
| ETools RCN                    | Ad hoc Only              | Background                    | The serial number of an Etool record that was transferred to PDREP. EX: 464,355                                   | NUMBER               | 22                   |
| Face Value of Prime Contract  | Add Contract Information | Face Value of Prime Contract  | The value of the contract   | CHAR                 | 100                  |
| FAR Clause                    | New/Edit                 | FAR Clause                    | Drop down with a list of FAR clauses based on Service Set Selected  | CHAR                 | 100                  |
| Final Delivery Date           | Add Contract Information | Final Delivery Date           | Date representing Final Delivery Date of the Contract.  | Date (DD-<br>MMM-YY) | 7                    |
| Fiscal Year                   | Additional Information   | Fiscal Year                   | Fiscal year the record was created  | Year (YYYY)          | 4                    |
| FMS Case Number               | Additional Information   | FMS Case Number               | FMS Case number identified in the contract  | CHAR                 | 500                  |
| FMS Indicator                 | Additional Information   | FMS Indicator                 | Indicates if the delegation is a Foreign Military Service delegation- ad hoc display Y = checked, N = not checked | CHAR                 | 1                    |
| FMS Percent MILDEPS           | Additional Information   | Percent US MILDEPS            | Percentage of contract that is for US MILDEPs   | CHAR                 | 10                   |
| FMS Percent Reciprocal        | Additional Information   | Percent Reciprocal Agreement  | Percentage of contract for a country with a reciprocal no charge agreement  | CHAR                 | 500                  |

| Ad Hoc Name   | Primary Web Page Name  | Web Page Label                                  | Definition   | Field Type           | Number of characters |
|---|------------------------|---|--|----------------------|----------------------|
| FMS Percent Reimbursable                            | Additional Information | Percent Reimbursable FMS                        | Percentage of contract that is reimbursable FMS  | CHAR                 | 500                  |
| Funding Document                                    | New/Edit               | Funding Document                                | Text box to enter the funding document   | CHAR                 | 255                  |
| Host Nation Accept/Reject Narrative                 | New/Edit               | Accept/Reject Narrative                         | Text box to enter a narrative response to a Host Nation delegation acceptance or rejection                             | CHAR                 | 4000                 |
| Input RGQA Number                                   | Additional Information | Input RGQA number                               | Text box to enter RGQA number  | CHAR                 | 100                  |
| Input RIAC Number                                   | Additional Information | Input RIAC number                               | Text box to enter RIAC number  | CHAR                 | 100                  |
| Inspection Results                                  | Email Notice           | Text  | Text box to provide the delegator the inspection results   | CHAR                 | 4000                 |
| Issue Date  | New/Edit               | Issue Date                                      | Date the record was issue by the delegator   | Date (DD-<br>MMM-YY) | 7                    |
| Item Nomenclature                                   | Ad hoc Only            | Ad hoc Only                                     | Not used in records created after 3/15/2021  | Ad hoc Only          | Ad hoc Only          |
| KCR Additional Remarks                              | Requirements           | Additional Remarks                              | Text box to provide Request for Variance Remarks   | CHAR                 | 4000                 |
| KCR Assigned Functional Area                        | Requirements           | Assigned Functional Area                        | Drop down providing a list of Functional areas   | CHAR                 | 150                  |
| KCR Customer Requirements, Instructions or Outcomes | Requirements           | Customer Requirements, Instructions or Outcomes | Text box to provide Customer Requirements, Instructions or Outcomes  | CHAR                 | 4000                 |
| KCR Frequency of Surveillance                       | Requirements           | Frequency of Surveillance                       | The frequency of the planned Surveillance.   | CHAR                 | 45                   |
| KCR Intensity of Surveillance                       | Requirements           | Intensity of Surveillance                       | Intensity selected that determine the appropriate level of oversight of a contractor to meet contractual requirements. | CHAR                 | 45                   |
| KCR Narrative                                       | Ad hoc Only            | Background                                      | Abbreviated description of the KCR# & Description  | CHAR                 | 150                  |
| KCR Prime/Subcontract Standards                     | Requirements           | Prime/Subcontract Standards                     | Text box to provide Prime or Subcontract standards   | CHAR                 | 1500                 |
| KCR Priority  | Requirements           | Priority  | The order of precedence for the requirement  | CHAR                 | 1                    |
| KCR Product Service Description                     | Requirements           | Product Service Description                     | Text box to provide Product Service description  | CHAR                 | 1500                 |

| Ad Hoc Name                   | Primary Web Page Name | Web Page Label                               | Definition  | Field Type | Number of characters |
|-------------------------------|-----------------------|--|---|------------|----------------------|
| KCR Reporting Requirements    | Requirements          | Reporting Requirements                       | Radial button selection for Reporting Requirements  | CHAR       | 1                    |
| KCR Requirements Number       | Ad hoc Only           | Background                                   | Serial number given to the requirement, that is used by the requirement table in the database   | NUMBER     | 22                   |
| KCR Risk Cost Rating          | Requirements          | Risk Consequence - Cost                      | Numeric 1-5 Selection for Lowest to Highest Risk for Cost   | CHAR       | 1                    |
| KCR Risk Cost Rationale       | Requirements          | Rationale for Risk Consequence - Cost        | Required when a numerical value is added to the Risk Consequence requiring a narrative in the text field to discuss reasons for selecting a particular option for Cost Risk.        | CHAR       | 4000                 |
| KCR Risk Likelihood Rating    | Requirements          | Risk Likelihood Rating                       | Numeric 1-5 Selection for Lowest to Highest Risk for Risk Likelihood  | CHAR       | 45                   |
| KCR Risk Likelihood Rationale | Requirements          | Rationale for Risk Likelihood                | Narrative text field to discuss reasons for selecting a particular option for Risk Likelihood. Required even if Surveillance Warranted is set to "No".                              | CHAR       | 4000                 |
| KCR Risk Perform Rating       | Requirements          | Risk Consequence - Performance               | Numeric 1-5 Selection for Lowest to Highest Risk for Performance  | CHAR       | 1                    |
| KCR Risk Perform Rationale    | Requirements          | Rationale for Risk Consequence - Performance | Required when a numerical value is added to the Risk Consequence requiring a narrative in the text field to discuss reasons for selecting a particular option for Performance Risk. | CHAR       | 4000                 |
| KCR Risk Rating               | Requirements          | (Auto) Risk Consequence                      | Auto-populated calculation  | CHAR       | 1                    |
| KCR Risk Rating Result        | Requirements          | (Auto) Risk Rating                           | Risk Rating of the KCR  | NUMBER     | 4                    |
| KCR Risk Schd Rating          | Requirements          | Risk Consequence - Schedule                  | Numeric 1-5 Selection for Lowest to Highest Risk for Schedule   | CHAR       | 1                    |
| KCR Risk Schd Rationale       | Requirements          | Rationale for Risk Consequence - Schedule    | Required when a numerical value is added to the Risk Consequence  | CHAR       | 4000                 |



| Ad Hoc Name   | Primary Web Page Name | Web Page Label  | Definition  | Field Type | Number of characters |
|---|-----------------------|---|---|------------|----------------------|
|   |                       |   | requiring a narrative in the text field to discuss reasons for selecting a particular option for Schedule Risk.   |            |                      |
| KCR Sat Or Unsat  | Requirements          | Sat/Unsat   | Delegatee's determination of the surveillance requirement as defined by the Delegator.  | CHAR       | 5                    |
| KCR Special Reporting Requirements Additional Information | Requirements          | Special Reporting Requirements Additional Information | Text box to provide Special Reporting Requirements Additional Instructions  | CHAR       | 20                   |
| KCR Surveillance Activity                                 | Requirements          | Surveillance Activity                                 | Drop down based on the Surveillance Event selected, choose Surveillance Activity from the dropdown. The Surveillance Sub-Activity data field may then populate if relevant to the selection.    | CHAR       | 300                  |
| KCR Surveillance Category                                 | Requirements          | Surveillance Category                                 | Drop down list contains the overarching grouping of surveillance evaluations  | CHAR       | 45                   |
| KCR Surveillance Event                                    | Requirements          | Surveillance Event                                    | Drop down based on the KCR number & Description selected, choose the Surveillance Event from the dropdown. The Surveillance Activity data field may then populate if relevant to the selection. | CHAR       | 300                  |
| KCR Surveillance Strategy Plan                            | Requirements          | Surveillance Strategy Plan                            | Text box to provide Surveillance Strategy Plan  | CHAR       | 4000                 |
| KCR Surveillance Sub Activity                             | Requirements          | Surveillance Sub-Activity                             | Based on the Surveillance Activity selected, choose the Surveillance Sub-Activity from the dropdown.  | CHAR       | 3                    |
| KCR Surveillance Technique                                | Requirements          | Surveillance of Techniques                            | Techniques used for surveillance listed in comma separated field.   | CHAR       | 1                    |

| Ad Hoc Name                | Primary Web Page Name    | Web Page Label     | Definition   | Field Type           | Number of characters |
|----------------------------|--------------------------|--------------------|--|----------------------|----------------------|
| KCR# & Description         | Requirements             | KCR# & Description | Drop down based on the Assigned Functional Area selected, choose the KCR# & Description from the dropdown. The Surveillance Events data field will then populate based off this selection. | CHAR                 | 150                  |
| Line Item #                | Add Contract Information | Line Item Number   | Number assigned to the specific item in the contract   | CHAR                 | 6                    |
| LOD Sent Date              | Additional Information   | LOD Sent Date      | Date the LOD was sent to the Delegatee   | Date (DD-<br>MMM-YY) | 7                    |
| Memo Date                  | Ad hoc Only              | Ad hoc Only        | Not used in records created after 3/15/2021  | Ad hoc Only          | Ad hoc Only          |
| Memo Id                    | Ad hoc Only              | Ad hoc Only        | Not used in records created after 3/15/2021  | Ad hoc Only          | Ad hoc Only          |
| MIR Apply Ind              | Ad hoc Only              | Ad hoc Only        | Not used in records created after 3/15/2021  | Ad hoc Only          | Ad hoc Only          |
| Mir Review date            | Ad hoc Only              | Ad hoc Only        | Not used in records created after 3/15/2021  | Ad hoc Only          | Ad hoc Only          |
| NSN                        | Ad hoc Only              | Background         | National Stock Number, combination of COG, FSC, NIIN and SMIC data fields  | CHAR                 | 17                   |
| NSN COG                    | New/Edit                 | COG                | Cognizance Code  | CHAR                 | 2                    |
| NSN FSC                    | New/Edit                 | FSC                | Federal Supply Code  | CHAR                 | 4                    |
| NSN NIIN                   | New/Edit                 | NIIN               | National Item Identification Number  | CHAR                 | 90                   |
| NSN SMIC                   | New/Edit                 | SMIC               | Special Material Identifier Code   | CHAR                 | 2                    |
| NSTR 2000 Ind              | Ad hoc Only              | Ad hoc Only        | Not used in records created after 3/15/2021  | Ad hoc Only          | Ad hoc Only          |
| Order Number               | Add Contract Information | Order Number       | Order number associated with the QALI / LOD  | CHAR                 | 20                   |
| Orig. Parent QAR DODAAC    | Ad hoc Only              | Background         | The DoDAAC of the Delegatee of the original parent record  | CHAR                 | 6                    |
| Orig. Parent Serial Number | Ad hoc Only              | Background         | The serial number of the Original Parent record  | NUMBER               | 22                   |
| Orig. Parent Sub DODAAC    | Ad hoc Only              | Background         | The DoDAAC of the Delegator of the original parent record  | CHAR                 | 6                    |
| Orig. Parent Year          | Ad hoc Only              | Background         | The year the original record was created   | Year (YYYY)          | 4                    |

| Ad Hoc Name          | Primary Web Page Name    | Web Page Label     | Definition   | Field Type           | Number of characters |
|----------------------|--------------------------|--------------------|--|----------------------|----------------------|
| Originator DoDAAC    | Ad hoc Only              | Background         | Saved value of the DoDAAC of the user who created the record.                | CHAR                 | 6                    |
| Originator Email     | Ad hoc Only              | Background         | Saved value of the Email address of the user who created the record.         | CHAR                 | 100                  |
| Originator Name      | Ad hoc Only              | Background         | Saved value of the Name of the user who created the record.                  | CHAR                 | 50                   |
| Originator Phone     | Ad hoc Only              | Background         | Saved value of the Phone Number of the user who created the record.          | CHAR                 | 20                   |
| Originator Region    | Ad hoc Only              | Background         | Saved value of the Region of the user who created the record.                | CHAR                 | 25                   |
| Originator Team Code | Ad hoc Only              | Background         | Saved value of the Team Code of the user who created the record.             | CHAR                 | 50                   |
| Originator User Code | Ad hoc Only              | Background         | Saved value of the User ID of the user who created the record.               | CHAR                 | 12                   |
| Parent DCN           | New/Edit                 | Parent DCN         | The DCN from the delegation that the current delegation was sub-tiered from. | CHAR                 | 25                   |
| Parent RCN           | New/Edit                 | Parent RCN         | The RCN from the delegation that the current delegation was sub-tiered from. | CHAR                 | 20                   |
| Parent Serial Number | Ad hoc Only              | Ad hoc Only        | The parent serial number   | Ad hoc Only          | Ad hoc Only          |
| Parent Tier Level    | New/Edit                 | Parent Tier Level  | Tier/Level of the parent record  | CHAR                 | 10                   |
| Part Number          | New/Edit                 | Part Number        | Part number(s) of the material associated with the LOD                       | CHAR                 | 32                   |
| Percentage           | Ad hoc Only              | Ad hoc Only        | Not used in records created after 3/15/2021                                  | Ad hoc Only          | Ad hoc Only          |
| PIR Followup Date    | Ad hoc Only              | Ad hoc Only        | Not used in records created after 3/15/2021                                  | Ad hoc Only          | Ad hoc Only          |
| PIR Received Date    | Ad hoc Only              | Ad hoc Only        | Not used in records created after 3/15/2021                                  | Ad hoc Only          | Ad hoc Only          |
| PO Delivery Date     | Add Contract Information | P.O. Delivery Date | The date that the PO will be delivered.                                      | Date (DD-<br>MMM-YY) | 7                    |
| POC Email Address    | New/Edit                 | POC Email Address  | Point of Contact's email address   | CHAR                 | 50                   |

| Ad Hoc Name   | Primary Web Page Name    | Web Page Label                      | Definition   | Field Type           | Number of characters |
|---|--------------------------|-------------------------------------|--|----------------------|----------------------|
| POC FAX   | New/Edit                 | POC FAX                             | Point of Contact's FAX number  | CHAR                 | 20                   |
| POC Mailing Address                                       | New/Edit                 | POC Mailing Address                 | Point of Contact's mailing address                                     | CHAR                 | 500                  |
| POC Name  | New/Edit                 | POC Name                            | Point of Contact's Name  | CHAR                 | 50                   |
| POC Organization  | New/Edit                 | POC Organization                    | Point of Contact's organization  | CHAR                 | 50                   |
| POC Phone   | New/Edit                 | POC Phone                           | Point of Contact's phone   | CHAR                 | 20                   |
| Pre-LOD Communication Date                                | Additional Information   | Pre-LOD Communication Date          | Date communication was established between the Delegator and Delegatee | Date (DD-<br>MMM-YY) | 7                    |
| Program Name  | Additional Information   | Program Name                        | Drop down list allows the user to select the Program Name              | CHAR                 | 70                   |
| Proposal Number   | Add Contract Information | Proposal Number                     | Contract Proposal number   | CHAR                 | 50                   |
| QA Code   | Ad hoc Only              | Ad hoc Only                         | Not used in records created after 3/15/2021                            | Ad hoc Only          | Ad hoc Only          |
| QAR Archive Date  | Ad hoc Only              | Ad hoc Only                         | Not used in records created after 3/15/2021                            | Ad hoc Only          | Ad hoc Only          |
| QAR Expiration Date                                       | Ad hoc Only              | Ad hoc Only                         | Not used in records created after 3/15/2021                            | Ad hoc Only          | Ad hoc Only          |
| QAR Qualification Date                                    | Ad hoc Only              | Ad hoc Only                         | Not used in records created after 3/15/2021                            | Ad hoc Only          | Ad hoc Only          |
| QAR Remarks   | Ad hoc Only              | Ad hoc Only                         | Not used in records created after 3/15/2021                            | Ad hoc Only          | Ad hoc Only          |
| Reconsideration Date                                      | Ad hoc Only              | Ad hoc Only                         | Not used in records created after 3/15/2021                            | Ad hoc Only          | Ad hoc Only          |
| Reconsideration Remarks                                   | Ad hoc Only              | Ad hoc Only                         | Not used in records created after 3/15/2021                            | Ad hoc Only          | Ad hoc Only          |
| References  | Requirements             | References                          | A text box where the user may enter references                         | CHAR                 | 4000                 |
| Reimbursable Determination                                | New/Edit                 | Reimbursable Determination          | Drop down with yes or no selections                                    | CHAR                 | 1                    |
| Reimbursable Subtier                                      | Background               | Ad hoc Only                         | Displays 'Y' when record is a subtier of a reimbursable record         | Auto-populate        | Auto-populate        |
| Request Received Date                                     | Additional Information   | Request Received Date               | Request received date  | Date (DD-<br>MMM-YY) | 7                    |
| RFV1-All Request for Variance (RFV) Authority is withheld | Requirements             | RFV1- All RFV authority is withheld | Check box for Request for Variance 1                                   | CHAR                 | 50                   |

| Ad Hoc Name  | Primary Web Page Name                      | Web Page Label   | Definition  | Field Type | Number of characters |
|--|--|--|---|------------|----------------------|
| RFV2-Delegatee is authorized to accept/reject minor RFVs   | Requirements                               | RFV2-Delegatee is authorized to accept or reject the subcontractors' classification or disposition of minor Requests for Variance (RFVs)   | Check box for Request for Variance 2  | CHAR       | 50                   |
| RFV3-Delegatee authority for minor aviation/ship CSI RFVs is withheld  | Requirements                               | RFV3-Delegatee is not authorized to accept or reject the subcontractors' classification or disposition of minor aviation/ship CSI RFV's  | Check box for Request for Variance 3  | CHAR       | 75                   |
| RFV4-Delegatee authority is withheld for major, critical, or aviation/ship CSI RFVs; however, comments are requested | Requirements                               | RFV4- Delegatee is requested to provide comments and/or recommendations for major, critical, or aviation/ship CSI RFVs submitted by the subcontractor for approval by the prime contractor and government customer | Check box for Request for Variance 4  | CHAR       | 100                  |
| RFV5-Delegatee is authorized to accept/reject minor aviation or ship CSI RFVs  | Requirements                               | RFV5-Delegatee is authorized to accept or reject the subcontractors' classification or disposition of minor aviation or ship CSI RFVs  | Check box for Request for Variance 5  | CHAR       | 75                   |
| RFV6 - Request for Variance Remarks  | Requirements                               | Request for Variance Remarks   | Text box to provide Additional Information for RFV selection  | CHAR       | 1000                 |
| Selective Evaluation Delegation  | Additional Information                     | Selective Evaluation Delegation  | Choice of Yes or No, for Selective Evaluation Delegation, ad hoc display Y = selected, N = not selected | CHAR       | 1                    |
| Serial Number  | Ad hoc Only                                | Background   | Serial number of the record   | NUMBER     | 22                   |
| Service Set  | New/Edit                                   | Service Set Code (DAI Code)  | Drop down with a list of Service Sets based on the customer type  | CHAR       | 70                   |
| SF-EN-Additional Information   | Requirements - Specific Functional Section | Additional Information   | Text box for Engineering Additional Information   | CHAR       | 4000                 |

| Ad Hoc Name   | Primary Web Page Name                      | Web Page Label  | Definition   | Field Type | Number of characters |
|---|--|---|--|------------|----------------------|
| SF-EN-ECP1-Receiver is authorized to concur/nonconcur with subcontractor's classification/disposition of minor ECPs | Requirements - Specific Functional Section | ECP1-Receiver is authorized to concur/nonconcur with subcontractor's classification/disposition of minor ECPs   | Check box for Engineering Change proposal choice 1 | CHAR       | 100                  |
| SF-EN-ECP2-Receiver is requested to provide comments and/or recommendations for major ECPs                          | Requirements - Specific Functional Section | ECP2- Receiver is requested to provide comments and/or recommendations for major ECPs submitted by the subcontractor for approval by the prime contractor and government customer | Check box for Engineering Change proposal choice 2 | CHAR       | 80                   |
| SF-EN-ECP3-Provide contractual reference and/or instructions as necessary   | Requirements - Specific Functional Section | ECP3- Provide contractual reference and/or instructions as necessary  | Check box for Engineering Change proposal choice 3 | CHAR       | 70                   |
| SF-EN-Engineering Request   | Requirements - Specific Functional Section | Engineering Request   | Drop Down with Engineering Requests choices        | CHAR       | 75                   |
| SF-EN-Engineering Requirements  | Requirements - Specific Functional Section | Engineering Requirements  | Drop Down with Engineering Requirement choices     | CHAR       | 45                   |
| SF-EVMS DFARS References  | Requirements - Specific Functional Section | EVMS DFARS References   | Drop Down with EVMS DFARS reference choices        | CHAR       | 70                   |
| SF-EVMS Requirements  | Requirements - Specific Functional Section | EVMS Requirements   | Drop Down with EVMS Requirement choices            | CHAR       | 100                  |
| SF-MFG-Critical Designator  | Requirements - Specific Functional Section | Critical Designator   | Drop Down with Engineering Requests choices        | CHAR       | 1                    |
| SF-MFG-Critical Designator Text   | Requirements - Specific Functional Section | Has no Label  | Text box for Critical Designator                   | CHAR       | 10                   |
| SF-MFG-DPAS Rating  | Requirements - Specific Functional Section | DPAS Rating   | Drop Down with Engineering Requests choices        | CHAR       | 50                   |
| SF-MFG-DPAS Rating Text   | Requirements - Specific Functional Section | Has no Label  | Text box for DPAS Rating                           | CHAR       | 10                   |

| Ad Hoc Name                                    | Primary Web Page Name                      | Web Page Label                       | Definition  | Field Type           | Number of characters |
|--|--|--------------------------------------|---|----------------------|----------------------|
| SF-MFG-Request Type                            | Requirements - Specific Functional Section | Request Type                         | Drop Down with Engineering Requests choices   | CHAR                 | 50                   |
| SF-PA-FDD Expiration Narrative                 | Requirements - Specific Functional Section | FDD Expiration Narrative             | Text box for Engineering Additional Information   | CHAR                 | 1500                 |
| SF-PA-LOD Estimated Completion Date Update     | Requirements - Specific Functional Section | LOD Estimated Completion Date Update | Date field to update the LOD completion date  | Date (DD-<br>MMM-YY) | 7                    |
| SF-PA-One time Assist                          | Requirements - Specific Functional Section | One Time Assist                      | Drop down if this a One Time Assist   | CHAR                 | 1                    |
| SF-PA-Sampling Plan                            | Requirements - Specific Functional Section | Sampling Plan                        | Radial button selection for Sampling Plan   | CHAR                 | 1                    |
| SF-PA-Type of Property                         | Requirements - Specific Functional Section | Type of Property                     | Drop Down with Engineering Requests choices   | CHAR                 | 100                  |
| SF-PA-Type of Property Text                    | Requirements - Specific Functional Section | Type of Property Text                | Text box for Type of Property   | CHAR                 | 1500                 |
| SF-PLC-Other                                   | Requirements - Specific Functional Section | Has no Label                         | Text box when "Other" is selected from the Plant Clearance drop down  | CHAR                 | 1500                 |
| SF-PLC-Plant Clearance                         | Requirements - Specific Functional Section | Plant Clearance                      | Drop Down with Engineering Requests choices   | NUMBER               | 22                   |
| SF-QA-Contractual Inspection Requirements      | Requirements - Specific Functional Section | Contractual Inspection Requirements  | Drop Down with Engineering Requests choices   | CHAR                 | 100                  |
| SF-QA-Contractual Inspection Requirements Text | Requirements - Specific Functional Section | Has no Label                         | Text box for Contractual Inspection Requirements  | CHAR                 | 1500                 |
| SF-QA-Product Release                          | Requirements - Specific Functional Section | Product Release                      | Check box for Request the receiver be involved in releasing the product from the contractor/subcontractors facility | CHAR                 | 1                    |
| SF-QA-Product Release Instructions             | Requirements - Specific Functional Section | Product Release Instructions         | Text box for Product Release Instructions   | CHAR                 | 1500                 |

| Ad Hoc Name                         | Primary Web Page Name                      | Web Page Label               | Definition   | Field Type  | Number of characters |
|-------------------------------------|--|------------------------------|--|-------------|----------------------|
| SF-QA-QA Request                    | Requirements - Specific Functional Section | QA Request                   | Drop Down with QA Request  | CHAR        | 100                  |
| SF-QA-QA Request Text               | Requirements - Specific Functional Section | Has no Label                 | Text box for QA Request  | CHAR        | 1500                 |
| SF-SW-Software Requirements         | Requirements - Specific Functional Section | Software Requirements        | Drop Down with Software Requirements   | CHAR        | 100                  |
| SF-SW-Software Requirements Text    | Requirements - Specific Functional Section | Has no Label                 | Text box for Software Requirements   | CHAR        | 1500                 |
| Sign Shipments Ind                  | Ad hoc Only                                | Ad hoc Only                  | Not used in records created after 3/15/2021  | Ad hoc Only | Ad hoc Only          |
| STANAG Country                      | New/Edit                                   | STANAG Country               | Host Nation records only - Country selected from the STANAD 4107 Country POC dropdown. | CHAR        | 50                   |
| STANAG POC Email Address            | New/Edit                                   | POC Email Address            | Auto-populated based on the STANAG Country selected, if available.                     | CHAR        | 200                  |
| STANAG POC FAX                      | New/Edit                                   | POC FAX                      | Auto-populated based on the STANAG Country selected, if available.                     | CHAR        | 25                   |
| STANAG POC Mailing Address          | New/Edit                                   | POC Mailing Address          | Auto-populated based on the STANAG Country selected, if available.                     | CHAR        | 100                  |
| STANAG POC Organization             | New/Edit                                   | POC Organization             | Auto-populated based on the STANAG Country selected, if available.                     | CHAR        | 100                  |
| STANAG POC Phone                    | New/Edit                                   | POC Phone                    | Auto-populated based on the STANAG Country selected, if available.                     | CHAR        | 25                   |
| Status                              | New/Edit                                   | Status                       | Status of the record   | CHAR        | 4000                 |
| Subcontractor/Purchase Order Number | Add Contract Information                   | Subcontractor/Purchase Order | Subcontractor/Purchase order number issued to the subcontractor                        | CHAR        | 100                  |
| Subtier Level                       | New/Edit                                   | Sub-tier Level               | Tier/Level of the record   | CHAR        | 10                   |
| Suffix                              | All pages                                  | Background                   | Suffix added to the RCN based on type of QALI  | CHAR        | 1                    |



| Ad Hoc Name                     | Primary Web Page Name    | Web Page Label                  | Definition  | Field Type           | Number of characters |
|---------------------------------|--------------------------|---------------------------------|---|----------------------|----------------------|
| Supplier Address                | New/Edit                 | Address                         | Auto-populated based on CAGE code   | CHAR                 | 50                   |
| Supplier CAGE                   | New/Edit                 | Supplier CAGE                   | A unique identifier code for the supplier responsible for the work on the contract.     | CHAR                 | 5                    |
| Supplier City                   | New/Edit                 | City/State/Zip                  | Auto-populated based on CAGE code   | CHAR                 | 30                   |
| Supplier CMO DoDAAC             | New/Edit                 | Supplier CMO DoDAAC             | Auto-populated based on CAGE code   | CHAR                 | 30                   |
| Supplier Country                | New/Edit                 | Country                         | Auto-populated based on CAGE code   | CHAR                 | 2                    |
| Supplier DCMA CMO / Center Name | New/Edit                 | Supplier DCMA CMO / Center Name | Auto-populated based on CAGE code   | CHAR                 | 50                   |
| Supplier Email                  | New/Edit                 | Email Address                   | Supplier POC Email address  | CHAR                 | 100                  |
| Supplier Name                   | New/Edit                 | Supplier Name                   | Auto-populated based on CAGE code   | CHAR                 | 50                   |
| Supplier POC Name               | New/Edit                 | Supplier POC                    | Supplier Point of Contact name  | CHAR                 | 50                   |
| Supplier POC Phone              | New/Edit                 | Supplier POC Commercial Phone   | Supplier Point of Contract phone number   | CHAR                 | 20                   |
| Supplier Zip                    | New/Edit                 | City/State/Zip                  | Auto-populated based on CAGE code   | CHAR                 | 12                   |
| Total Actual Hours              | Additional Information   | Total Actual Hours              | Auto-calculated from actual hours data field from all requirements on the delegation    | NUMBER               | 22                   |
| Total Allocated Hours           | Additional Information   | Total Allocated Hours           | Auto-calculated from allocated hours data field from all requirements on the delegation | NUMBER               | 22                   |
| Transfer Date                   | Ad hoc Only              | Background                      | Date the record was transferred   | Date (DD-<br>MMM-YY) | 7                    |
| Type of Contract                | Add Contract Information | Type of Contract                | Select the type of contract from the dropdown menu                                      | CHAR                 | 200                  |
| Update Code                     | Ad hoc Only              | Background                      | User code of the person updating the record   | CHAR                 | 12                   |
| Update Date                     | New/Edit                 | Background                      | Date the record was updated   | Date (DD-<br>MMM-YY) | 7                    |
| Withdrawal Remarks              | Email Notice             | Text                            | Text box to provide the Delegatee the reason for withdrawing the delegation             | CHAR                 | 4000                 |
| Year                            | Main Page                | Background                      | The year the record was created   | Year (YYYY)          | 4                    |

## 29 APPENDIX 2: FINANCIAL PAGES DATA DICTIONARY

| Ad Hoc Name                     | Primary Web Page Name  | Web Page Label                          | Definition   | Field Type           | Number of characters |
|---------------------------------|------------------------|---|--|----------------------|----------------------|
| *Funding ID                     | Financial - All        | *Funding ID                             | Auto-populated Funding ID number   | Auto-populate        | Auto-populate        |
| Added Date                      | Financial - All        | Background                              | Added date of the funding document   | Auto-populate        | Auto-populate        |
| Agency Locator Code             | Financial - MIPR       | Agency Locator Code                     | List agency names and codes  | CHAR                 | 100                  |
| Billing Address 1               | Requirements           | Surveillance Sub Activity               | Drop down based on the Surveillance Activity selected, choose the Surveillance Sub-Activity from the dropdown. | CHAR                 | 300                  |
| Billing Address 2               | Requirements           | Surveillance Technique                  | Drop down list consists of the descriptions of the actions used in collecting and/or assessing data            | CHAR                 | 45                   |
| Billing Address 3               | Financial - MIPR, NASA | Billing Address 3                       | Text box for address line # 3  | CHAR                 | 100                  |
| Billing Address 4               | Financial - MIPR, NASA | Billing Address 4                       | Text box for address line # 4  | CHAR                 | 100                  |
| Billing Agency Name             | Financial - MIPR, NASA | Billing Agency Name                     | Text box to enter the name of the agency   | CHAR                 | 100                  |
| Billing City                    | Financial - MIPR, NASA | Billing City                            | Text box for the name of the city  | CHAR                 | 30                   |
| Billing State                   | Financial - MIPR, NASA | Billing State                           | Text box for the name of the State   | CHAR                 | 30                   |
| Billing Zip                     | Financial - MIPR, NASA | Billing Postal Code                     | Text box for the zip code  | NUMBER               | 22                   |
| Charge Start Date               | Financial - All        | Charge Start Date                       | Date charges start   | Date (DD-<br>MMM-YY) | 7                    |
| Charge Stop Date                | Financial - All        | Charge Stop Date                        | Date charges stop  | Date (DD-<br>MMM-YY) | 7                    |
| Cumulative Dollar               | Financial - All        | Cumulative Dollar                       | Cumulative total value of the document, auto-populate based dollar amount added                                | NUMBER               | 22                   |
| Customer Code - Name            | Financial - All        | Customer Code - Name                    | Customer Name based on Source Code, multiples allowed  | CHAR                 | 100                  |
| Date Accepted                   | Financial - LOA        | Date Accepted                           | Date the LOA was accepted  | Date (DD-<br>MMM-YY) | 7                    |
| DoDAAC                          | Financial - MIPR, NASA | DoDAAC                                  | Text field to enter the DoDAAC of the agency   | CHAR                 | 6                    |
| Dollar Amount                   | Financial - All        | Dollar Amount                           | Dollar amount to apply to the Cumulative Dollar Amount.  | CHAR                 | 15                   |
| DUNS/UEI                        | Financial - MIPR, NASA | DUNS/EUI                                | Text field to enter the Duns/UEI number of the agency  | CHAR                 | 15                   |
| FMS Case ID-Country             | Financial - All        | Foreign Military Sales Case ID: Country | First part of the FMS case ID - Drop down with a list of country codes   | CHAR                 | 2                    |
| FMS Case ID-Implementing Agency | Financial - All        | Foreign Military Sales Case ID:         | Second part of the FMS case ID 2 character limit   | CHAR                 | 1                    |

| Ad Hoc Name  | Primary Web Page Name  | Web Page Label                                     | Definition  | Field Type       | Number of characters |
|--|------------------------|--|---|------------------|----------------------|
|  |                        | Implementing Agency                                |   |                  |                      |
| FMS Case ID-Letter Code                            | Financial - All        | Foreign Military Sales Case ID: Letter Code        | Third part of the FMS case ID 3 character limit       | CHAR             | 4                    |
| From Address 1                                     | Financial - MIPR, NASA | From Address 1                                     | Text box for address line # 1                         | CHAR             | 100                  |
| From Address 2                                     | Financial - MIPR, NASA | From Address 2                                     | Text box for address line # 2                         | CHAR             | 100                  |
| From Address 3                                     | Financial - MIPR, NASA | From Address 3                                     | Text box for address line # 3                         | CHAR             | 100                  |
| From Address 4                                     | Financial - MIPR, NASA | From Address 4                                     | Text box for address line # 4                         | CHAR             | 100                  |
| From Agency Name                                   | Financial - MIPR, NASA | From Agency Name                                   | Text box to enter the name of the agency              | CHAR             | 100                  |
| From City  | Financial - MIPR, NASA | From City  | Text box for the name of the city                     | CHAR             | 30                   |
| From Email   | Financial - MIPR, NASA | From Email   | Text box for the email of the POC                     | CHAR             | 100                  |
| From Office  | Financial - MIPR, NASA | From Office  | Text box for the Name of the office within the agency | CHAR             | 100                  |
| From Phone   | Financial - MIPR, NASA | From Phone   | Text box for the phone number of the POC              | CHAR             | 25                   |
| From POC Name                                      | Financial - MIPR, NASA | From POC Name                                      | Text box for the Name of the POC of the agency        | CHAR             | 100                  |
| From State   | Financial - MIPR, NASA | From State   | Text box for the State                                | CHAR             | 30                   |
| From Zip   | Financial - MIPR, NASA | From Postal Code                                   | Text box for the zip code                             | CHAR             | 12                   |
| Funding Document                                   | Financial - All        | Funding Document                                   | Funding Document provide by the customer              | CHAR             | 255                  |
| Funding Type                                       | Financial - All        | Funding Type                                       | Type of funding document                              | Auto-populate    | Auto-populate        |
| Letter of Request                                  | Financial - LOA        | Letter of Request                                  | Text box to enter the Letter of Request               | CHAR             | 100                  |
| MIPR Number  | Financial - MIPR       | MIPR Number  | Text box to enter the MIPR number.                    | CHAR             | 50                   |
| Purchase FG/IO Accepting Official - First Name     | Financial - LOA        | Purchase FG/IO Accepting Official - First Name     | First name of the accepting official                  | CHAR             | 50                   |
| Purchase FG/IO Accepting Official - Last Name      | Financial - LOA        | Purchase FG/IO Accepting Official - Last Name      | Last name of the accepting official                   | CHAR             | 50                   |
| Purchase FG/IO Accepting Official - Middle Initial | Financial - LOA        | Purchase FG/IO Accepting Official - Middle Initial | Middle Initial of the accepting official              | CHAR             | 50                   |
| Purchase FG/IO Accepting Official - Title          | Financial - LOA        | Purchase FG/IO Accepting Official - Title          | Title of the accepting official                       | CHAR             | 50                   |
| Purchase Request Date                              | Financial - NASA       | Purchase Request DD-MMM-YY                         | Enter the purchase request date                       | Date (DD-MMM-YY) | 7                    |
| Purpose of LOA                                     | Financial - LOA        | Purpose of LOA                                     | Text box to enter the purpose of the LOA              | CHAR             | 255                  |

| <b>Ad Hoc Name</b>                          | <b>Primary Web Page Name</b> | <b>Web Page Label</b>                       | <b>Definition</b>   | <b>Field Type</b>    | <b>Number of characters</b> |
|---|------------------------------|---|---|----------------------|-----------------------------|
| Request Number                              | Financial - NASA             | Request Number                              | Text box to enter the request number                                      | CHAR                 | 50                          |
| Services Supported by this Funding Document | Financial - LOA              | Services Supported by this Funding Document | List of the services supported by the funding document; multiples allowed | CHAR                 | 100                         |
| Signature Date                              | Financial - MIPR             | Signature DD-<br>MMM-YY                     | Enter the signature date  | Date (DD-<br>MMM-YY) | 7                           |
| Source Code                                 | Financial - All              | Source Code                                 | List of the customer source codes, multiples allowed                      | CHAR                 | 4                           |
| Start Date                                  | Financial - MIPR, NASA       | Start Date                                  | Start Date of MIPR/NASA   | Date (DD-<br>MMM-YY) | 7                           |
| Status                                      | Financial - All              | Funding Status                              | Active or Inactive  | CHAR                 | 1                           |
| Stop Date                                   | Financial - MIPR, NASA       | Stop Date                                   | Stop Date of MIPR/NASA  | Date (DD-<br>MMM-YY) | 7                           |