Product Quality Deficiency Report (PQDR)

Army Action Officer

User Guide
10 October 2023

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This user guide provides information about the Product Data Reporting and Evaluation Program - Automated Information System (PDREP-AIS) and is intended to assist users with the Product Quality Deficiency Report (PQDR) module functionality. This document does not cover specific policy or procedure and is designed to work in concurrence with existing processes. This guide does not replace or amend any Department of Defense (DoD) instructions, regulations, and/or policies. Revisions to this guide are made after application changes have been implemented. Date of last amendment is located on the title page. Though this documents 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 <u>NOT</u> real data and it is <u>NOT</u> to be used for business purposes. The material presented is intended to serve as an example only and was taken from a test system. All Controlled Unclassified Information (CUI) or For Official Use Only (FOUO) markings are intended for instructional use of the system to highlight features. No material within this document is CUI.

REFERENCES
- <u>Code of Federal Regulations, 41 CFR 101-26.803-1</u>
- <u>Federal Acquisition Regulation Parts 9, 13, 15, 42, 46</u>
- <u>Defense Federal Acquisition Regulation Supplement Parts 209, 242 and 246</u>
- <u>Defense Logistics Agency Regulations 4155.24</u>
- <u>Secretary of Navy Manual M-5000.2</u>
- <u>Secretary of Navy Instruction 5000.2E</u>
- <u>Secretary of Navy Instruction 4855.3</u>
- <u>Secretary of Navy Instruction 4855.5</u>
- <u>DoD 5000.2</u>
- <u>NAVSO P3683</u>
- <u>AR 702-7</u>
- <u>AF(I) 21-115</u>

INTRODUCTION

This document is intended to guide personnel in the use of Product Data Reporting and Evaluation Program – Automated Information System (PDREP-AIS) Product Quality Deficiency Report (PQDR) module.

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

Getting Access

- **First Time Users**

    First time users are required to submit an on-line PDREP-AIS System Authorization Access Request (SAAR) form. Instructions are available on the PDREP home page as linked above. Click on the Request Access link for instructions on filling out an access request form. When requesting an account, ensure all fields indicated as mandatory are completely filled out. Mandatory fields are indicated by (M). The application will not be accepted if required information is missing.

- **Existing PDREP Users**

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

NSLC Portsmouth Help Desk

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

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

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
In order to aid PDREP-AIS users, reference these additional resources as needed:

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

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

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

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

1 MAIN PDREP APPLICATION SCREEN

Once you have logged in, the PDREP home page will display (see **Figure 1.1**). The actual options that you see listed in the left side bar menu will depend on your level of access.

Please refer to PDREP User Access Request and Login Procedures.

Figure 1.1

Finding the Fly-Outs

Hover your mouse pointer over any PDREP Application located on the upper left portion of the screen and a list of sub-links for that application will appear (see **Figure 1.2**).

Figure 1.2

1.1 Selecting the Fly-Outs

Selecting either of the sub-links will allow the user to go directly to that page within the application (see **Figure 1.2**).

2 PQDR AD HOC

2.1 Ad Hoc Tool

Please refer to the Product Data Reporting and Evaluation Program (PDREP) Ad Hoc Search Tool User Guide for assistance using the PQDR Ad Hoc Tool (see **Figure 2.1**).

Figure 2.1

2.2 Querying the Ad Hoc

The Ad Hoc query generator can be used to generate a variety of reports; all results are downloadable to MS Excel spreadsheets. On screen, instructions are available as a reminder on how to create the Ad Hoc query. The web page provides a method for users to choose a record type to query, select specific data elements from that record, and base the query on criteria like date range or code used in the record to get results (see **Figure 2.2**).

Users can run the query and adjust it if it is not exactly what they are looking for by returning to the Ad Hoc report page after running a query.

Figure 2.2

3 PQDR WORKLIST

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

3.1 Accessing the PQDR Worklist

To access PQDR Worklist select the *PQDR Worklist* link from one of the sub-link options from the PQDR in the PDREP Applications (see **Figure 3.1**) and the PQDR Worklist page will display (see **Figure 3.2**).

Figure 3.1

Figure 3.2

3.2 Worklist Settings

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

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

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

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

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

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

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

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

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

Figure 3.3

D. The search results include the following fields:

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

2. **Received:** The date when the PQDR was forwarded to the Action Point level.

3. **History & Correspondence:** Click the View link in this column to open a new window containing correspondence and forwarding history for this PQDR.

4. **RCN (Report Control Number):** Click the RCN in this column to open the Action Point page for the PQDR. This is the page from which most Action Point tasks will be performed.

5. **SF-368:** Click SF-368 link in this column to view the Standard Form 368 for the subject RCN in a new window.

6. **CAGE (Vendor and Manufacture Entity):** The CAGE code of the contractor to whom the deficiency has been attributed to will appear here if one has been supplied. Clicking on the CAGE code in this column will redirect you to the NIIN/Contract Search page and allow you to search for other PQDRs attributed to this CAGE code (which will be filled in automatically on the search page) or by other criteria. Note on Vendor CAGE/Vendor Liability: Vendor CAGE code is the party held responsible contractually for supplying the deficient material. If the PQDR is Vendor Liable, the PQDR will affect the SPRS Score of the Vendor CAGE Code identified.

7. **CSI (Critical Safety Item):** Indicates whether the item reported deficient has been identified as a CSI. Investigations of CSI items should be expedited according to the policies of the investigating activities.

8. **NSN (National Stock Number):** The NSN for the item reported deficient. The NSN may have as many as four separate components:

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

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

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

    iv. **SMIC:** (Optional) Two-character Special Material Identification Code for the deficient item. When used, the SMIC identifies items requiring stricter controls to ensure technical integrity (e.g. Navy Nuclear).

9. **Nomenclature:** Item description associated with the NIIN.

10. **Contact/Phone:** The name and telephone number (if provided) of the point of contact who forwarded the PQDR to the current Work List level.

11. **Last Action:** Displays the last forwarding, release or closure action performed on the PQDR.

12. **Last Corr Date:** Displays the date of the last correction was completed on the PQDR.

13. **Last Corr From:** Displays the User ID associated with who completed the last correction.

14. **Status:** Displays the current PQDR status.

15. **Days Overdue:** This value is based on the 'Show Worklist For' level selected. For the Action Point level, this displays the relationship between the current date and the Action Point Suspense Date. A negative number, e.g. -30 indicates the number of days remaining until the current suspense expires. A positive number, e.g. 10 indicates the number of days since the current suspense expired. A blank in this column indicates either that no suspense date has been set or that the current suspense expires today.

3.3 Personalized PQDR Worklists

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

Figure 3.4

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

B. If it is advisable to know the number of rows before running the query for the first time, check the 'Get Row Count' check box. The initial query will return only the number of rows returned for the specified parameters. This is especially handy to check if there are more than 20,000 records that match your query. Remember to uncheck the 'Get Row Count' box when you are ready to retrieve the actual data set.

C. After selecting Create New Worklist select the desired Data Elements for the Worklist (see **Figure 3.5**).

PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)

Home • Help ▶   User Profile: ▶ • Logout

| PQDR Worklist | Create New PQDR | PQDR Search/Reports | PQDR Ad hoc Reports | PQDR Clone |

PQDR Worklist

Instructions
To use a previously saved Worklist Report:
1. Select a worklist from **My Worklists**
2. Click **Open My Worklist** button
3. To share or delete a previously saved worklist, select the **Manage My Worklists** button

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 then one "where" condition, select a Logical Expression
6. Click on **RUN QUERY**

Report Title:

Data Record: PRODUCT QUALITY DEFICIENCY REPORT

My Worklists: [_____ ▼] [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)
A9 Indicator
Action Office
Action Officer Ack Date
Action Officer Control Number      [Add Columns]      No columns selected
Action Officer Major Command
Action Point Ack Date              [Delete Columns]
Action Point City
Action Point Country
Action Point DODAAC
```

Data Element: [▼] [Add Where] [Back]

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Figure 3.5

D. **Selecting of Data Elements:**

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

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

3. Once Data Elements have been selected, click Add Columns to move them to the Selected Data Elements box. Data Elements can be removed from the

Selected Data Elements box by selected them and clicking Delete Columns (see **Figure 3.6**).

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

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

6. After Data Elements have been selected click Add Where to go to the Worklist report query screen where values and expressions can be placed to retrieve desired report results (see **Figure 3.7**).

7. At Worklist report screen, values must be place in to run query. Once query has been run, it can be saved to your profile as a personalized Worklist (see **Figure 3.7**).

PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)

PQDR Worklist

Instructions
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3. To share or delete a previously saved worklist, select the **Manage My Worklists** button

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 then one "where" condition, select a Logical Expression
6. Click on **RUN QUERY**

Report Title:

Data Record: PRODUCT QUALITY DEFICIENCY REPORT

My Worklists: [▼]   [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)	▲	Action Office	▲
A9 Indicator		Action Officer Control Number	
Action Officer Ack Date		Action Point DODAAC	
Action Officer Major Command	[Add Columns]	Action Point DSN Number	[∧]
Action Point Ack Date			
Action Point City	[Delete Columns]		[∨]
Action Point Country			
Action Point Due Date			
Action Point EMAIL Address			
Action Point Last Login Date	▼		▼

Data Element: [Action Office ▼]   [Add Where]   [Back]

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Figure 3.6

PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)

PQDR Worklist | Create New PQDR | PQDR Search/Reports | PQDR Ad hoc Reports | PQDR Clone

PQDR Worklist

Instructions
To use a previously saved Worklist Report:
1. Select a worklist from **My Worklists**
2. Click **Open My Worklist** button
3. To share or delete a previously saved worklist, select the **Manage My Worklists** button

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 then one "where" condition, select a Logical Expression
6. Click on **RUN QUERY**

Report Title:	
Data Record:	PRODUCT QUALITY DEFICIENCY REPORT
My Worklists:	⌄ [Open My Worklist] [Manage My Worklists]
Row Count:	☐
maximum rowcount:	20000 (Maximum size : 20,000)

Select Columns:

Data Elements
```
*Report Control Number (RCN)
A9 Indicator
Action Officer Ack Date
Action Officer Major Command
Action Point Ack Date
Action Point City
Action Point Country
Action Point Due Date
Action Point EMAIL Address
Action Point Last Login Date
```

[Add Columns]
[Delete Columns]

Selected Data Elements
```
Action Office
Action Officer Control Number
Action Point DODAAC
Action Point DSN Number
```
[∧]
[∨]

Data Element: Action Office ⌄ [Add Where]

Data Element	Data Type	Expression	(M) Value	Logical Expression	Delete	∧	∨
Action Office	CHAR(100)	= ⌄		- Select - ⌄	☐		○

[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 **%XXXX% or XXXX%** where XXXXX is any number or character and the % is used as a wildcard

Product Quality Deficiency Reports - Record

RCN	Action Office	Action Officer Control Number	Action Point DODAAC	Action Point DSN Number
	W81D19		W81D19	
	W81D19		W81D19	

[Print] [Back]

[Save Worklist to Profile]

Row Count: 2

Data Download: Click here to download data in spreadsheet
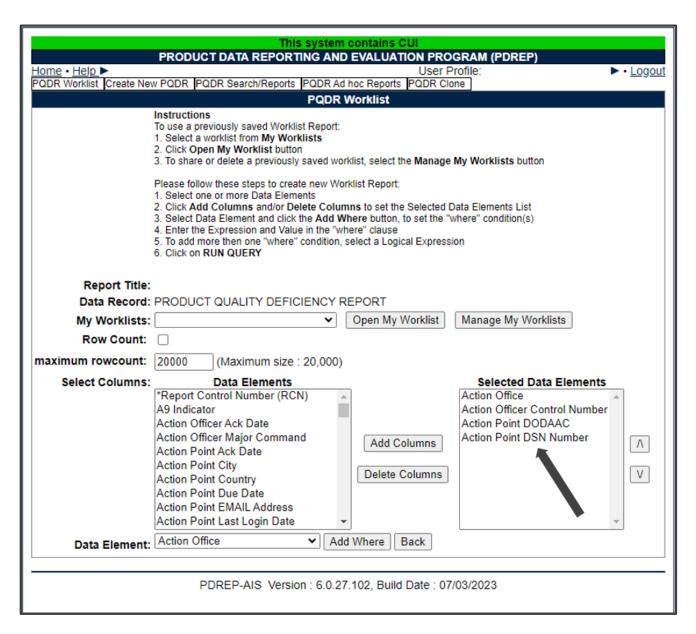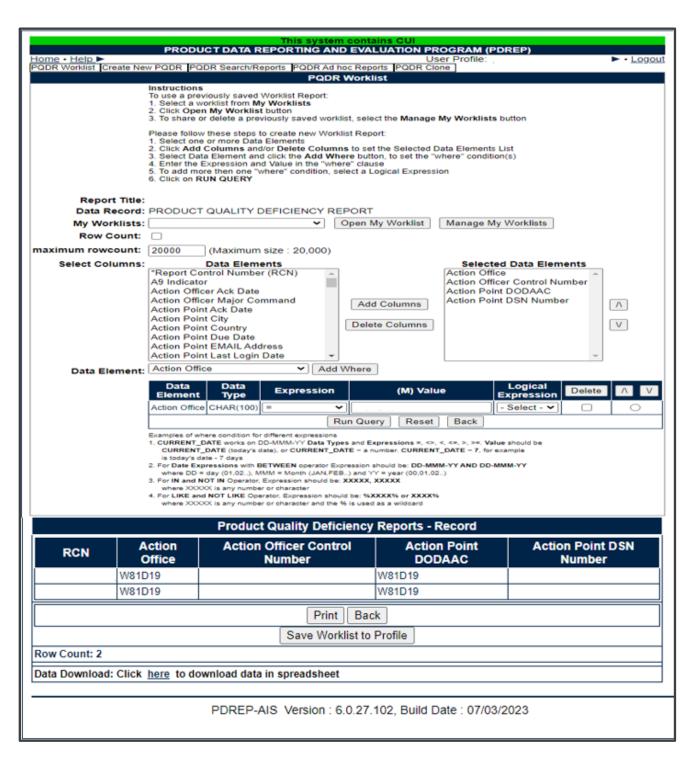
PDREP-AIS Version : 6.0.27.102, Build Date : 07/03/2023

Figures 3.7

4 ACTION POINT ACTIONS

4.1 Accessing the PQDR

The Action Point can either enter the RCN directly on the PQDR Search > RCN Search page (see **Figure 4.1** and **Figure 4.2**) or look up the PQDR on the Worklist page (see **Figure 4.3** and **Figure 4.4**) and click on the subject RCN. Once the new PQDR has been selected by either method, the PQDR Base Page will display (see **Figure 4.5**).
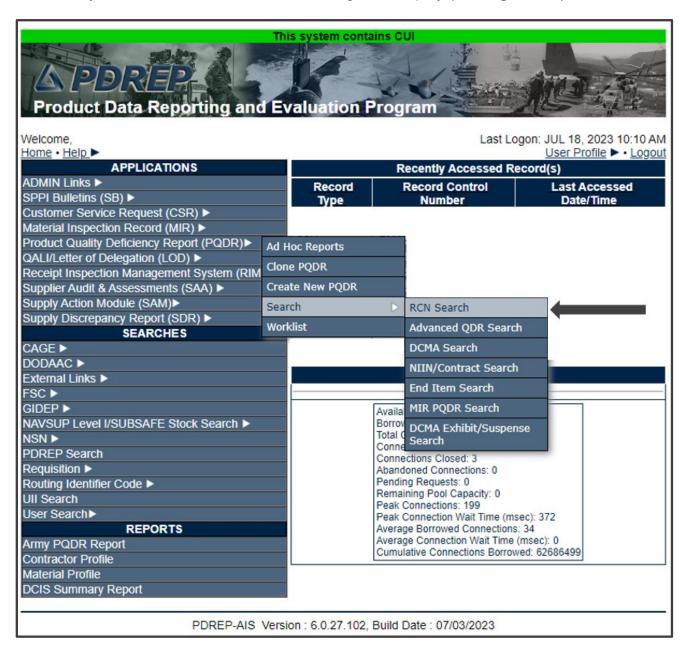

Figure 4.1

Figure 4.2

Figure 4.3

Figure 4.4

NOTE: *If this is the first PQDR opened in this login session, the SF-368 will display. Select the appropriate level under 'Choose Level' to access Base Page options.*

Figure 4.5

4.2 Sending Acknowledgement

The Action Officer should acknowledge receipt of PQDR and initiate the investigation immediately upon receipt of the PQDR. In many cases, the investigation may be conducted by direct contact with the supplier of the deficient item. If the deficient item was received from a contractor under SUPPORT POINT oversight or was overhauled by a repair facility, then the PQDR may be forwarded to the appropriate Support Point or Repair Facility for investigation support. The Action Point will enter or add information or edit information supplied by the Support Point using the Action Point Editable Fields on the PQDR base page.

A. Click the Send Screening Point Acknowledgement of Receipt link (see **Figure 4.5**). The Send Message page will be displayed (see **Figure 4.6**).

B. A message will be sent to the Screening Point of the PQDR acceptance. The Send Message form displays to provide the opportunity to add comments for the Screener (see **Figure 4.6**).

RCN: -19-0002   **NSN:** 9999
Location of PQDR: ACTION POINT FROM SCREENING POINT

View: SF-368   SF-368 (PDF)

Send Message

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

Send   Cancel

Email address of Screening Recipient: TEST@NAVY.MIL
Add Email to TO/CC: <SELECT> ▼

CC: [   ]
Add CC Email: CC List

Figure 4.6

C. After sending the receipt message, the Action Officer PQDR Base Page will display (see **Figure 4.7**).

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Home • Help ▶   User Profile: ▶ • Logout

| PQDR Worklist | Create New PQDR | PQDR Search/Reports | PQDR Ad hoc Reports | PQDR Clone |

CHOOSE LEVEL	**Action Officer Data Entry**

CHOOSE LEVEL
Originator
Screening Point
Action Point
Support Point

QUICK VIEWS
View SF-368 (PDF)
View Exhibit Tag
View Points of Contact
History
Army Credit
User Guides

SEND MESSAGE TO
Originator
Screening Point
Other

ATTACHMENTS
View/Upload Files (0)

EXHIBIT TRACKING
Exhibit Tracking
Create DD-1348

RCN: NSN: 9999
Category: CATEGORY II   Status: ACTIVE
Location of PQDR: ACTION POINT FROM SCREENING POINT

Action Point - Editable Fields
You may enter Action Point data by selecting the links below
Blocks 1- 21
View/Edit Action Point Data
View Exhibit Details
Edit Stock Screening Data
Parent Child
Complete Action Point Investigation

View/Add Notes or Reference Briefs

Correspondence
Choose an option when you have completed entering in your data
Action Point Letters
Send Agency Action Notice to GIDEP

Release PQDR
Forward to Screener for Closing
Assign to Action Point
Forward to Support Point (DCMA)
Forward to Support Point (ARMY)
Forward to Government Repair Facility for Support
Incorrect Recipient - Return to Screener

Session Tracking:

[Back]

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Figure 4.7

4.3 Action Officer – Editable Fields

A. **Edit Blocks 1-21 Data**

1. To enter or edit mandatory fields from the SF368 as entered by the Originator click the Blocks 1-21 link from the Screening Point base page (see **Figure 4.7**).

2. The PQDR Originator Data Entry Blocks 1-21 will display. For detailed explanation of Blocks 1-21 please refer to the PQDR Originator instructions located on the PDREP Main Menu under Guides and Manuals.

B. **View/Edit Screening Point Data**

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

1. To add or edit information, click the View/Edit Action Point Data link from the Action Point base page (see **Figure 4.7**).

2. The PQDR View/Edit Action Point Fields page displays (see **Figure 4.8** and **Figure 4.9**).

Figure 4.8

Figure 4.9

3. Most of the information on this page is maintained automatically by PDREP. Many fields are optional and not all fields will apply to your activity. There are several fields on this page however that significantly affects other functions in PDREP You should consult local policy for more detailed information regarding the use of these fields:

i. **Status:** This is the current status of the record.

ii. **Support Point Release Date:** If the record has been sent to a Support Point and returned to the Action Point this date will be set to the date the Support Point returned the record.

iii. **Support Point Due Date:** The Support Point due date is shown here.

iv. **Action Point Due Date:** This is the Action Point due date and is not editable.

v. **Action Point Activity:** Shows the Activity assigned to the record.

vi. **Action Point Name, Action Point Phone, and Action Point Email:** These are populated by the user profile for user assigned to record.

vii. **Action Point Control Number:** This is the Action Point's control number for the PQDR. In the case of a DLA investigation this will be either a CDCS or BSM control number. This field is only editable for DLA users. The PQDR Advanced Search can be conducted based on this unique number.

viii. **Exhibit Required Ship Date:** Date requested for shipping of exhibit, not system generated.

ix. **ICP/RIC Code:** ICP/RIC (Routing Identifier Code) routing codes used.

x. **LAR#:/ Engineering Activity:** These fields are used by NAVSUP to send/note the Cognizant Design Activity and are used in the CDA letter.

xi. **Last Repair Facility:** If a repair or overhaul facility will act as an investigation Support Point then the DODAAC of the overhaul facility should be entered here.

xii. **DODIC/NALC (ammunition):** Used to identify ammunition and ammunition components. Used by Army users.

4. These additional fields may be used by the Action Officer but they are purely informational and will not affect any other PDREP functions:

i. **Suspension Status:** This function will allow you to display a message on the PQDR Base Page for all PQDR levels indicating that the investigation may be suspended for a particular period of time. This message is informational only and does not affect suspense dates. Choose a reason for the suspension and then click 'Add' and the page will expand to allow you to enter starting and ending dates and to save the suspension message. The Action Point may also edit or delete an assigned Suspension Code.

ii. **Action Point Rebuttal Date:** If the Action Point rebuts the investigation to the Support Point, the date is entered.

iii. **Action QDR or Previous RCN:** If the reported deficiency has been previously investigated then the Action Point may choose to enter the RCN for the previously investigated PQDR here. This is informational only and does not change the investigation process in PDREP.

iv. **Action Point Release Date:** Date the Action Point sends to Support Point.

v. **Alert Notification and Narrative:** This optional indicator and narrative can be used to recommend to NAVSUP that the deficiency be reported on the monthly Defective Material Summary.

vi. **Action Point Exhibit Request/Return Address:** This optional set of fields allows the Action Point to enter the address that will automatically pre-fill on letters related to exhibit handling.

NOTE: *The section titled 'NAVSUP' is used by NAVSUP only.*

5. The following buttons are on all data entry pages.

i. **Save** – will validate the mandatory entries and save the data, leaving the record at this page.

ii. **Save and Exit** – will validate the mandatory entries and save the data, returning the User to the PQDR base page.

iii. **Cancel** – will return the User to the PQDR base page without validating or saving the data.

4.4 Editing Stock Screening Data

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

A. To edit Stock Screening data fields, click the Edit Stock Screening Data link from the Action Officer base page (see **Figure 4.7**).

B. The PQDR Stock Screening Fields page displays (see **Figure 4.10**).

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PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)

Home • Help ▶   User Profile: ▸ • Logout

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

RCN: **NSN:** 9999
Location of PQDR: ACTION POINT FROM SCREENING POINT

View: SF-368 (PDF)

PQDR Stock Screening

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

[Cancel] [Save] [Save and Exit]

STOCK SCREENING CODES

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

STOCK SCREENING DATES

Requested: [____] 📅
Status: [____] 📅
Initiated: [____] 📅
Declined: [____] 📅
Completed: [____] 📅

STOCK SCREENING DATA

Quantity Inspected: [____]
Quantity Deficient: [____]

Narrative: [_____]

[Cancel] [Save] [Save and Exit]

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Figure 4.10

C. The Stock screening page is broken down into 3 sections: Stock Screening Codes, Stock Screening Dates and Stock Screening Data. This page provides a means to track stock screenings that have been conducted based on the PQDR.

1. **Alert Type and Action Code**

   i. The Alert Type (see **Figure 4.11**) identifies the method the stock screening request was received. Choose the appropriate Alert Type from the list for the stock screening that is being initiated.

Figure 4.11

ii.   Action codes (see **Figure 4.12**) are associated with stock screening actions and determine the status of the stock screening during the process.

Figure 4.12

2. **Stock Screening Dates**

Stock screening dates provide status for the stock screening (see **Figure 4.13**).

i.   **Requested Date:** The date when the stock screening request letter is sent to the IM (auto populated by PDREP).

ii. **Status Date:** The date populated by the Action Point when status or results of ongoing screening action is received from the IM.

iii. **Initiated Date:** The date populated by the Action Point upon notification from the IM of stock screening being initiated.

Figure 4.13

iv. **Declined Date:** The date populated by Action Point upon notification from IM that the request for stock screening is deemed not necessary.

v.   **Completed Date:** The date populated by Action Point upon notification from the IM of completion of all screening actions.

3. Stock Screening Data

This section provides the results of the stock screening performed, and is updated as the requested stock screenings are completed (see **Figure 4.14**).

STOCK SCREENING DATA
Quantity Inspected: [   ]
Quantity Deficient: [   ]
Narrative: [   ]
Cancel   Save   Save and Exit

Figure 4.14

i. **Quality Inspected:** A running total of Stock Screening information provided from IM (Item Manager).

ii. **Quantity Deficient:** A running total of Stock Screening information provided from IM.

iii. **Narrative:** A narrative field populated by Action Point with details related to each response as needed. This field would also act as a journal to indicate and monitor the progression of the screening actions taken.

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

4.5 Complete Action Point Investigation (DLA Fields)

See **Section 6** for Action Point Closing Actions.

4.6 Parent Child

A. The Parent Child Function allows the Action Point to link several PQDRs with the same deficiency. This allows a single investigation to accommodate several PQDRs simultaneously. A precursor for linking PQDRs as a Parent Child requires that the

CAGE, NIIN, and Action Point DODAAC of both PQDRs must be populated and must match.

B. There may be several Child PQDRs but only one Parent PQDR. The Child PQDR must be at Action Point from Screening Point.

C. The Parent PQDR may be at Action Point, Support Point, and Screening point from Action Point (investigation completed) or closed.

D. Once PQDRs are linked, the Child PQDR remains open at the Action Point. The child PQDR may not be forwarded or redirected except to Screening Point for closing and only after the parent PQDR investigation is complete. Once the PQDRs are linked, the Parent PQDR may be forwarded to a Support point for investigation.

E. To link the two PQDRs, select 'Parent Child' on the Action Point Data Entry page and this will take you to the 'Parent Child' page.

F. If your current PQDR is the Parent:

    1. Select the Parent check box under 'My PQDR is a'.

    2. Enter the PQDR RCN of the intended Child PQDR under 'link to:'.

    3. Select 'Add'.

    4. Select 'Save' to retain the link between the two PQDRs and copy any applicable investigation data to the Child PQDR, or select 'Cancel' to dissolve the link between the two PQDRs and no data will be transferred.

    5. You may repeat this process to add as many Child PQDRs as required.

G. If your current PQDR is the Child:

    1. Select the Child check box under 'My PQDR is a:'.

    2. Enter the PQDR RCN of the intended Parent PQDR under 'link to:'.

    3. Select 'Add'.

    4. Select 'Save' to retain the link between the two PQDRs and copy any applicable investigation data to the Child PQDR, or select 'Cancel' to dissolve the link between the two PQDRs and no data will be transferred.

    5. You may only do this once, as a Child PQDR as there may only be one Parent PQDR.

H. After the PQDRs are connected, if the Parent investigation was completed, the investigation information is copied to all Child PQDRs. Whether the Parent is at

Action Point, Screening Point or Closed. If the investigation is not completed (as Support Point or Action Point), then the current information is copied and the Parent investigation is updated, the Child PQDR investigation information is also updated.

4.7 View/Add Notes or Reference Briefs

The View/Add Notes and Reference Brief link from the Action Point base page provides access to input or view additional information about the processing of the PQDR (see **Figure 4.7**). This information is internal to PDREP and will not appear on any report or correspondence. They are frequently used for things like workflow notes or documenting telephone conversations regarding a PQDR. Although they are not visible outside of PDREP, the notes are visible to PDREP users at the originator's DODAAC, not just the user who entered the note.

A. To enter notes or reference briefs, click the View/Add Notes or Reference Briefs link on the Screening Point Data Entry base page. The View/Add Notes or Reference Briefs page is displayed. (see **Figure 4.15**).

This system contains CUI
PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)

Home • Help ▶   User Profile: ▶ • Logout

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

RCN: **NSN:** 9999
Location of PQDR: ACTION POINT FROM SCREENING POINT

View: SF-368 (PDF)

View/Add Notes or Reference Briefs

Instructions
1. Click on Add Note/Brief to add Notes/Reference.
2. Click on Cancel to return to the PQDR base page.

All Notes of type "APPENDIX - PDREP NOTE" will cause a flag to appear on the PQDR Base page to alert the users.

Cancel   Add Note/Brief

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Figure 4.15

B. Click the 'Add Note/Brief' to complete this action.

C. The 'Add Note/Reference' section becomes visible and may be edited (see **Figure 4.16**).

PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)

Home • Help ▶   User Profile: ▶ • Logout

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

RCN: **NSN:** 9999
Location of PQDR: ACTION POINT FROM SCREENING POINT

View: SF-368 (PDF)

View/Add Notes or Reference Briefs

Instructions
1. Click on Add Note/Brief to add Notes/Reference.
2. Click on Cancel to return to the PQDR base page.

All Notes of type "APPENDIX - PDREP NOTE" will cause a flag to appear on the PQDR Base page to alert the users.

Add Note/Reference

Instructions
1. Select Note Type.
2. Enter/Select Date.
3. Enter Note/Brief.
4. To save information click Save.
5. Click Cancel to cancel the process.

Note Type: APPENDIX-PDREP NOTE ⌄

Date: 07/18/2023 🗓

Note/Brief:

[Cancel] [Save]

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Figure 4.16

4.8 Correspondence

A. Action Point Letters

PDREP provides letter templates for common correspondence at each level of access. For example, if the Action Point wants to document circumstances requiring an extension of the investigation period he can send the 'Interim Reply to Screening Point' letter. The Correspondence history also records every movement and message relating to this PQDR. You should consult local policy for guidance on which letters may be applicable to a particular investigation.

1. Click the Action Point Letters link beneath the Correspondence heading on the Action Point Data Entry base page (see **Figure 4.7**).

2. The PQDR Correspondence form displays (see **Figure 4.17**).

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

RCN: NSN: 9999
Location of PQDR: ACTION POINT FROM SCREENING POINT

View: SF-368 (PDF)

PQDR Correspondence

Choose Correspondence to Send: <SELECT> ▼   [Generate]

Correspondence Date			Suspension Date	Edit
12/08/2021	UN			
12/08/2021	FC			
12/08/2021	AC		12/08/2021	Edit
12/08/2021	FC			
12/08/2021	AC		12/08/2021	Edit
12/16/2021	PC			
12/16/2021	GI			
06/09/2022	RE		06/09/2022	Edit

Dropdown list:
- <SELECT>
- ACTION POINT COVER LETTER
- SECOND FOLLOW-UP
- FINAL FOLLOW-UP
- DRAFT TRANSPORTATION LETTER
- REQUEST FOR REPORT EXHIBITS
- CUSTOMER SURVEY
- ACTION POINT INTERIM REPLY TO SCREENING POINT
- EXHIBIT DISPOSITION
- RETURN OF NAVSUP EXHIBIT FOR INVESTIGATION
- ACTION POINT FINAL REPLY TO SCREENING POINT
- STOCK SCREENING REQUEST
- EXHIBIT RETURN
- ACTION POINT FINAL REPLY TO ORIGINATOR
- CREDIT REQUEST TO CODE 01
- DISP INSTRUCTIONS FOR RETURN OF PQDR EXHIBIT
- EXHIBIT NOT REQUIRED
- CDA LETTER
- ACTION POINT REQUEST ADDT'L ORIG INFO
- LEVEL1 SOURCE COVER LETTER

Figure 4.17

B. **Send Agency Action Notice to GIDEP**

1. Government Industry Reporting Program (GIDEP) reporting is required for issues reported on a PQDR that might affect other US Federal Government Agencies. GIDEP reporting is done using GIDEP's Agency Action Notice (For Government Use Only) to notify Non-DoD federal agencies about material quality issues. To send a GIDEP Agency Action Notice, click the Send Agency Action Notice to GIDEP' link under the Correspondence header on the Action Point base page (see **Figure 4.7**).

2. PDREP then validates that the investigation results have been entered and that all codes entered on the PQDR meet the criteria for a record that GIDEP will accept. A warning will be provided if any codes do not meet the GIDEP reporting criteria (see **Figure 4.18**). Use the 'Complete Action Point Investigation' link to complete or correct any codes, if the record must be sent to GIDEP (see **Figure 4.7**).

Figure 4.18

NOTE*: If another agency has reported an issue for the same material in the last six months, PDREP will provide a warning that another GIDEP Agency Action notice is not required. If you feel the issue still needs to be reported due to the severity of the material quality issue you may send another GIDEP report anyway.*

3. Once the investigation results are fully completed and the PQDR passes validation as being eligible for reporting to GIDEP, you will be navigated to the GIDEP- Create Agency Action Notice page (see **Figure 4.19**). The Agency Action notice is completely auto filled with data from the PQDR. You may change any prefilled data if you desire. When you are done editing the Agency Action Notice (AAN), clicking the **Send** button will forward an electronic copy of the AAN and complete copy of the SF368 to GIDEP. Click the **Print** button to retain a paper copy of the AAN. Click the **Cancel** button to exit the webpage without sending to GIDEP.

This system contains CUI

PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)

Home · Help ►   User Profile: ► · Logout

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

RCN: **NSN:** 9999
Location of PQDR: ACTION POINT FROM SCREENING POINT

View: SF-368 (PDF)

GIDEP - Create Agency Action Notice

[Cancel] [Send] [Print]

GOVERNMENT-INDUSTRY DATA EXCHANGE PROGRAM
AGENCY ACTION NOTICE

1. TITLE	2. DOCUMENT NUMBER
	(Provided by GIDEP after receipt)
	3. DATE Jul 18, 2023

4. SUBMITTING AGENCY
Name: [   ]
Address: [   ]
City: [   ]
State: [<SELECT>]
Zip Code: [   ]
Country: [<SELECT>]

5. AGENCY POC
First Name: [   ]
Last Name: [   ]
E-Mail: [   ]
Phone: [   ]
Agency Name: [   ]
Address: [   ]
City: [   ]
State: [<SELECT>]
Zip Code: [   ]
Country: [<SELECT>]

6. DISCUSSION   This AAN-L is limited to Gov't Distribution Only.

[text area]

[Cancel] [Send] [Print]

Figure 4.19

4. After sending the AAN, you will be prompted with the following webpage to confirm the transmission (see **Figure 4.20**). Read the note carefully as it explains GIDEPs process for adding your submitted AAN into their information system and returning a confirmation Agency Action Notice Serial Number.

Figure 4.20

5. A review the PQDR history will show a GIDEP transmission and subsequently a returned Agency Action Notice Serial Number to confirm that GIDEP added your submission to their database. See **Figure 4.21** of the history entries made by the system when sending and receiving GIDEP Agency Action notices.

Date Released	Sender	Sender Activity	Recipient Activity	Recipient Email	Correspondence	Message
12/16/2021 13:24:44	PQDR (BETA) USER GUIDE -				GIDEP EXPORT	AGENCY ACTION NOTICE SENT TO GIDEP.

Figure 4.21

NOTE: *PDREP does not store GIDEP Agency Acton Notice until GIDEP has returned the Agency Action Notice Serial Number, at which time the GIDEP Agency Acton Notice is added to PDREPs database.*

6. To view a GIDEP AAN, click the GIDEP Search link on the Main Menu (see **Figure 4.22**). You will be navigated to the GIDEP Search page (see **Figure 4.23**). Here you can search by partial AAN serial number, a Submitting Agency DODAAC, or by CAGE. The results will appear below the Search criteria you

entered. Clicking the link under the Serial Number column returns a view of the data returned by GIDEP and now stored in PDREP (see **Figure 4.24**).

Figure 4.22

Figure 4.23

Figure 4.24

NOTE: *If there are any questions about GIDEP Data of any kind, please consult GIDEP at* http://www.gidep.org/.

4.9 Release PQDR

A. **Forward to Screening Point for Closing**

1. When the investigation is complete, with or without non-Army Action Point and/or Support Point participation, this function will return the PQDR to the Screening level for closure. If the PQDR was routed from an Army Screening Point (Sub-Screener), it will be routed back through that Screening Point prior to routing to the Master Screener for closure. All mandatory investigation result fields must be completed in order to use this function.

2. From the Action Officer Data Entry page, click the Forward to Screener for Closing link.

3. The Forward PQDR from Action Point to Screening Point form displays (see **Figure 4.25**).

PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)

Home • Help ▶   User Profile: ▶ • Logout

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

RCN: **NSN:** 9999
Location of PQDR: ACTION POINT FROM SCREENING POINT

View: SF-368 (PDF)

Forward PQDR from Action Point to Screening Point

Cancel | Forward PQDR

Send To

PQDR will be Forwarded to the following Activity:
and to this E-mail Address:

Send Copy

CC: | Add CC | Show Add CC List

Message: (This message will appear in the email that is sent but will not be saved in the database)

Include Distribution List:

Cancel | Forward PQDR

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

Figure 4.25

4. The Army Screening activity and e-mail address will be pre-populated and not editable, based on previous routing.

5. **Send Copy:** If you wish to add CC addresses then you may either type them into the CC: box and click 'Add CC' (this must be done one address at a time) or use the 'Show Add CC List' button to display a lookup of existing PDREP users by activity.

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

7. Unless otherwise directed you should accept the defaults for Attach PQDR Info: (defaults to Yes) and Send in format (defaults to SF368).

8. **Forward PQDR:** Click 'Forward PQDR' to complete the forwarding action and to release the PQDR to the Action Point. Click 'Cancel' to cancel this action.

B. **Assign to Action Point**

The Action Officer has the option to redirect the PQDR to an Action Point outside of Army if they determine that the PQDR should be investigated by another Agency (i.e., DLA, USMC, etc…) or assign to an Army Action Point.

NOTE: *In all cases, the PQDR will be routed back to the Army Action Officer to review the investigation.*

1. From the Action Officer Data Entry base page, click the Assign to Action Point link (see **Figure 4.7**). The Forward PQDR from Action Point to another Action Point Activity form will display (see **Figure 4.26**).

Figure 4.26

2. Choose the activity (DODAAC) of the individual Action Point.

3. Army Action Point- if you are forwarding to an Army Action Point for investigation the process is the same. You may choose the user if you know who will be working the investigation.

4. If the desired recipient Activity does not currently have a user in PDREP, the Action Officer can still forward the record by selecting 'Other DODAAC' at the bottom of the Activity list and entering the DODAAC and email of the recipient. However, the recipient will not be able to access the record until they get a PDREP account.

5. Once the Action Point Activity has been selected, the Choose Action Point E-mail Address selection box will display beneath the Activity (see **Figure 4.27**).

Forward PQDR from Action Point to another Action Point Activity
Cancel   Forward PQDR
Send To
Choose Action Point Activity: [▼]
Choose Action Point E-mail Address: PQDR (BETA) USER GUIDE - [▼]
Send Copy
CC: [ ] Add CC   Show Add CC List
DOD 411
Select Service: DOD ▼
Enter Partial or Full Name: [ ] Search DOD 411

Figure 4.27

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

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

    i. Click the Show Add CC List button. The Choose CC Activity selection box will display (see **Figure 4.28**).

Figure 4.28

    ii. Select an Activity from the Choose CC Activity list.

    iii. The Choose CC User selection box will display.

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

    v. Click the Add CC button.

    vi. The email address will be added to a Selected CC Addresses table that displays after the selection has been made.

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

    viii. Click the Add CC Button.

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

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

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

10. Click 'Forward PQDR' to complete the forwarding action and release the PQDR to the Screening Point.

11. Click the 'Cancel' button to cancel this action.

C. Non-Army Action Point

When the Army Action Officer forwards a PQDR to a Non-Army Action Point the following will apply:

1. Once the PQDR is forwarded to the Non-Army Action Point, the system will trigger a second location on the Army screen (see **Figure 4.29**). One for the DoD level and one for the Army process.

Figure 4.29

2. Action Officer Data Entry page will show two locations of the PQDR. The DoD level will show Action Point from Screening Point, or when returned to the Action Point it will show Screening Point from Action Point; in these cases, the Army is working at the DoD Screening Point level. PDREP has added the 'Army Location of PQDR' to show where in the Army process the PQDR is. Since the Army process is to have all PQDRs process through a Master Screener and Action Officer, PDREP has added these levels for Army only.

D. **Forward to Support Point**

If you have determined that an investigation should be conducted by a Support Point activity, then this function will complete the forwarding action. This functions in the same manner as the 'Assign to Action Point' documented in **Section 4.9 B**.

NOTE: *In all cases, the PQDR will be routed back to the Army Action Officer to review the investigation.*

E. **Forward to Government Repair Facility for Support**

If you have determined that a Government Repair Facility will support the investigation, then this function will complete the forwarding action.

NOTE: *This requires that a Last Rework Activity be specified on the 'View/Edit Action Point Data' page as previously discussed. In all cases, the PQDR will be routed back to the Army Action Officer to review the investigation. This functions in the same manner as the 'Assign to Non-Army Action Point' documented.*

F. **Incorrect Recipient – Return to Screener**

This function should be used if the PQDR was forwarded to the wrong Action Officer. This function may also be used if the PQDR was unintentionally released to the Action Officer and needs to be returned to the Screener's control. This functions in the same manner as the other forwarding actions but with the Screener's activity and e-mail address pre-populated and not editable.

4.10 Send Message To

The available recipients in this section will vary according to the level to which the PQDR has been previously forwarded. For example, upon receipt by the Screening Point the available links would be Originator for direct messages to the PQDR Originator or 'Other' for all other recipients. The page that displays is nearly identical to the forwarding page

previously discussed and the same conventions should be followed. After forwarding, the available recipient links may include 'Action', 'Support', etc.

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

4.11 Session Tracking

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

4.12 Rebut PQDR

NOTE: *These two options are only seen when the record has been returned to the Action Officer for review of the investigation results.*

A. **Rebut the Action Point Decision**

If a record has been forwarded to an Action Point for investigation, and then returned to the Action Officer, a link to Rebut is displayed. Selecting this option allows the Action Officer to return the PQDR to the Action Point for further processing. This functions in the same manner as the other forwarding actions but with the Action Point's activity and e-mail address pre-populated and not editable.

NOTE: *Currently DLA does not accept PQDR updates, so DLA will have to be informed via email or telephone if a PQDR is rebutted to them.*

B. **Rebut the Support Point Decision**

If a record has been forwarded to a Support Point, and is then returned to the Action Officer, a link to Rebut is displayed. Selecting this option allows the Action Officer to return the PQDR to the Support Point for further processing. This functions in the same manner as the other forwarding actions but with the Support Point's activity and e-mail address pre-populated and not editable.

NOTE: *See local policy on rebut guidance.*

5 OTHER PQDR BASE PAGE FEATURES

5.1 Quick Views

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

A. **View SF-368 (HTML):** Displays the SF-368 form in a new window as web-formatted text. This is the quickest way to retrieve an SF-368 for review but may not be suitable for printing.

B. **View SF-368 (PDF):** Displays the SF-368 form in a new window as an Adobe Acrobat PDF document. This is the version most representative of the paper SF-368 form and is suitable for printing.

C. **View 1227 (HTML):** This link is only available to non-SUPPORT POINT activities after a SUPPORT POINT investigation has been conducted and displays the DLA-1227 (Report of Investigation Results) form in a new window as web-formatted text. This is the quickest way to retrieve a 1227 for review but may not be suitable for printing. This form is visible to SUPPORT POINT users while the investigation is still in progress at the SUPPORT POINT level.

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

E. **View Exhibit Tag:** Displays a DD2332 exhibit tag form for attachment to an exhibit to the PQDR investigation if desired.

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

G. **History:** Displays a comprehensive history of all forwarding actions and correspondence to date for the subject PQDR. The text of all e-mail messages will display on the History page, and a link is provided to any formal letter correspondence sent from PDREP so that the correspondence can be reviewed and reprinted if needed.

H. **Army Credit:** Army Only. For obtaining credit back for deficient material. See **Section 7** for Army Credit details.

5.2 Attachments

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

Click the View/Upload files link to see any files that have been attached to the PQDR to date (see **Figure 5.1**). The number of currently attached files will appear in parentheses. To attach new files, click the View/Upload Files link and then click Add Attachments and follow the instructions on the page. The maximum file size for any single attachment is 10 megabytes. To remove a selected attachment from the list of correspondence use control 'click of the mouse'.

5.3 DD Form 1348

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

5.4 Exhibit Tracking

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

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

5.5 User Information

Hover your mouse pointer over the User Profile link located on the upper right portion of the screen and a list of sub-links for the User profile will appear. Selecting any of the sub-links will allow the user to go directly to that page within the User Profile.

6 ACTION POINT CLOSING ACTIONS

Upon completion of the PQDR investigation, the Action Point will review and/or enter closing codes and investigation results and return the PQDR to the Screener for closure. If a Non-Army or Army Action Point and/or Support Point investigation was conducted then the codes will be pre-populated for the Action Point to review, edit or supplement as necessary. The Support Point (if participating) will return a comprehensive Report of the PQDR Investigation on a DLA-1227 form and the Action Point will base the PQDR investigation results narrative on this input.

6.1 Accessing the Closing Actions

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

Figure 6.1

Figure 6.2

6.2 Closing Action Data Fields

Fields in the interface are described below.

A. **Deficiency Responsibility Code:** Identifies the party found responsible for the deficiency. Vendor or contractor liability is indicated solely by the code of 'A-PRIVATE CONTRACTOR'. All other codes indicate some degree of government liability or that the responsibility is unknown.

B. **Cause Code:** This code should correspond with the broad cause of the deficiency.

C. **Preventive Action Code:** If the contractor's response included preventive action, was the preventive action satisfactory to the government investigator?

D. **Corrective Action Code:** Identifies the corrective action taken by the contractor and/or government investigators.

E. **Defect Verified Ind:** Was the defect verified by the government investigator?

F. **Cost Code:** This code should identify the party who will bear the cost of the deficiency.

G. **Credit Code:** Identifies whether fiscal credit is granted to the Originator.

H. **DLA Credit Code (DLA only):** Optionally identifies any credit action initiated by DLA if the deficient item was DLA managed.

I. **Investigation Results:** The narrative here should provide a comprehensive set of findings from any investigation conducted. It is supplied by the Action Point but can be edited by the Screener.

J. **Results of Depot Surveillance:** Used by Navy when a stock screen or depot surveillance was initiated as a result of this PQDR.

K. **Alert Notification and Narrative:** Used by Navy to recommend to the Naval Inventory Control Point (NAVSUPWSS) that the deficiency be reported on the monthly Defective Material Summary.

L. **NAVSUP Disposition Code and Narrative:** This code and the supporting narrative are used for PQDRs where NAVSUP is the Action Point.

7 ARMY CREDIT

Figure 7.1

A. How it's populated:
  a. The link to the Army Credit form is populated in Quick Views by forwarding the PQDR from ORIGINATOR POINT to SCREENING POINT (see **Figure 7.1**).

b. Army Credit link is only visible to users who have Management Access and the same DODAAC as Master Screener/Action Officer POC for that record.

c. Originator cannot see Army Credit Link unless PQDR is forwarded to SCREENING POINT with same DODAAC.

Figure 7.2

B. Mandatory Fields

None of the fields on the Army Credit form are mandatory but some of them are prepopulated from blocks 1-21.

C. Non-editable fields (see **Figure 7.2**)
   a. Report Control Number
   b. Category
   c. Nomenclature
   d. National Stock Number (NSN)
   e. Serial Number
   f. Deficient Item Part Number
   g. Requisition Number
   h. Originating Unit
   i. Credit Recommendation Comments
D. Editable fields (see **Figure 7.2**)
   a. Funding Code
   b. Signal Code
   c. Turn-in Number
   d. Credit Memo Bill Number
   e. Estimated Credit Issue Date
   f. Credit Issue Date
   g. Credit Reversal Date
   h. Quantity Credited
   i. Credit Amount
   j. Credit Amount Processed
   k. Credit Reversal Amount
   l. Credit POC Name
   m. Credit POC Email
   n. Credit POC Phone
   o. Credit Reversal POC Name
   p. Credit Reversal POC Email
   q. Credit Reversal POC Phone
   r. Supplemental Activity
   s. Credit Comments
   t. Credit Reversal Comments

E. Editable fields after PQDR is closed

Once the PQDR is closed, the following fields on the Army Credit form will still be editable:

    a. Turn-in Number
    b. Credit Memo Bill Number
    c. Estimated Credit Issue Date
    d. Credit Issue Date
    e. Credit Reversal Date
    f. Quantity Credited
    g. Credit Amount
    h. Credit Amount Processed
    i. Credit Reversal Amount
    j. Credit POC Name
    k. Credit POC Email
    l. Credit POC Phone
    m. Credit Reversal POC Name
    n. Credit Reversal POC Email
    o. Credit Reversal POC Phone
    p. Supplemental Activity
    q. Credit Comments
    r. Credit Reversal Comments

8 GLOSSARY

PDREP ADHOC Display Name	Other Term(s) or Alias's possibly used in PDREP or other IT systems: Description
TYCOM Code	Type Command: NAVICP field that identifies the cognizant Type Command of the Originator. Defaults to the Command of the Originator.
End Item Type/Model	TMS/MDS, Type Model Series: The type of major weapon system, item, or commodity the deficient item is used with or on. (e.g. M16A2 rifle, M1A1 Tank, Hawk Guided Missile System).
Support Pt Acknowledge Dt	Support Point Acknowledgement Date: System-generated, editable date that the Deficiency Report acknowledgement message is sent from Support Point to Action Point.
Condition Code	Supply Condition Code: The DoD supply condition code.
Company Name	Supplier Name, Vendor Name: The company name of the supplier that provided the deficient material.
Vendor CAGE Code	Supplier CAGE, CAGE Code: Use to identify CAGE Code related to the nonconforming materiel issue reported against the contract.
SMIC	Special Material Identification Code: A two position Navy Special Material Identification Code from the Federal Supply Catalog ML Management Data List C1 Vol. 2) for the referenced material; usually for a special material application.
Source of Supply (RIC/ICP)	SOS-Source of Supply, RIC-Routing Identifier Code, ICP-Inventory Control Point: Inventory Control Point, Routing Identifier Code used to identify a source of supply for the deficient material reported.
Shipper's DoDAAC/CAGE	Shipped From: DoDAAC of the shipper that originally shipped the defective material
Severity (of Defect) Code	Severity Code: Indicate the severity of the deficiency.
Screening Point SYSCOM	Screening Point System Command: A code indicating the System Command/Service of the Screening Point which has cognizance over the PQDR. The SYSCOM Field defaults to the SYSCOM value of the originating activity's DoDAAC and can be edited.
Screening Point Ack. date	Screening Point Acknowledgement date: Date the screening point acknowledged receipt of the PQDR.

PDREP ADHOC Display Name	Other Term(s) or Alias's possibly used in PDREP or other IT systems: Description
Requisition/Document Number	Requisition Number, Document Number: Requisition Number under which the defective material was acquired.
Reporting SYSCOM	Reporting System Command: A code indicating the System Command/Service of the Origination Point that submitted the PQDR. The SYSCOM Field defaults to the SYSCOM value of the originating activity's DoDAAC and can be edited.
Case Reopened Date	Reopened Date: Date that a closed PQDR is reopened by the Screening Point, usually occurs at the request of the Originator.
NHA CAGE	Next Higher Assembly CAGE: CAGE Code of the manufacturer of the Next Higher Assembly.
NIIN	National Item Identification Number: A nine-position National Item Identification Number (NIIN) of the deficient material; component of the National Stock Number (NSN).
Credit Date	Material Credit Date: The date credit was issued.
Manufacture/Repair/Overhaul Dt	Manufactured Repaired Overhauled Date: To the date the item was Manufactured, Repaired, or Overhauled and is the date that the processing entered in the Manufactured Item field occurred.
Manufacture/Repair/Overhaul	Manufactured Repaired or Overhauled: Code indicating whether the date in Block 12b of the SF 368 applies to when the deficient material was received by the Originating Activity, manufactured, repaired or overhauled.
Location of PQDR Literal	Location of PQDR Code Literal: Literal describing the associated code.
LRC Code	Local Routing Code: Action Point field indicating the Local Routing Code to identify the item manager for action taken on the PQDR.
LAR Number	Liaison Action Record number: Used along with the Engineering Activity to send/note the Cognizant Design Activity and are used in the CDA letter.
Location of PQDR Code	Level: Describes whether the originator, screening point, action point, or support that is currently responsible for taking action on the PQDR and the direction of flow. (i.e. screening point from action point)

PDREP ADHOC Display Name	Other Term(s) or Alias's possibly used in PDREP or other IT systems: Description
Last Rework Activity Name	Last Repair Activity name: Short name of the Last repair or Rework facilities organization as related to their DoDAAC or CAGE.
Last Repair or Rework Facility	Last Repair Activity: The 5-digit CAGE or 6-digit DODAAC of the Activity or Company that last repaired or overhauled the deficient item (required if Support Point is Gov't Repair Facility).
Army Malfunction Code	How Mal Code: Army How Malfunction Code.
Government Source Inspection	GSI Indicator: Indicates whether the item requires government inspection and acceptance at the contractor facility before the government takes possession of the material. Valid entries Yes, No, Unknown.
GBL Number	Government Bill of Lading: The Government Bill of Lading (GBL) number from shipping paperwork if provided. Naval Shipyards only would enter the Job Order number and the designator for the operation (KEOP) if the material is designated for use in a specific job order. The Credit Card Buy Indicator should be checked if the material was acquired through a local credit card purchase.
FSC	Federal Supply Class: The four position Federal Supply Classification (FSC) of the deficient material. The FSC can be found in the Indexes Cataloging Handbook H2. Second Component of the National Stock Number (NSN).
Exhibit Shipment Number	Exhibit tracking Number: Reference number supplied by the carrier used to ship the exhibit.
Shipment Number	Exhibit Tracking Number: The shipment number used to track the shipment of deficient material or PQDR exhibit.
Exhibit Shipping Doc Literal	Exhibit Shipping Document Code Literal:
Exhibit Replace Serial Number	Exhibit Replacement Serial Number: Serial number of an item sent to the Originator as a replacement for a PQDR exhibit
Exhibit Disp Rqst Instruct Dt	Exhibit Disposition Requested Instructions Date: Date the exhibit request is made by the Support Point.
Exhibit Disp Rcvd Instruct Dt	Exhibit Disposition Received Instructions Date: Date the disposition instructions for the exhibit are received by the Support Point.
Exhibit Disposition Code	Exhibit Disposition Literal: Literal describing the associated code.

PDREP ADHOC Display Name	Other Term(s) or Alias's possibly used in PDREP or other IT systems: Description
Exhibit Condition Literal	Exhibit Condition Code Literal: Literal describing the associated code.
Exhibit Carrier Literal	Exhibit Carrier Code Literal: Literal describing the associated code.
Screening Point Control Number	DMN-Document Management Number, Screening Point Case Number: A generated control number assigned by the Screening Point to track the PQDR.
Action Point Control Number	DLA Case Control Number: A tracking number assigned a quality deficiency report by an Action Point. If DLA investigation, the tracking number will be the CDCS or BSM control number.
Detailed Cause Literal	Detailed Cause Code Literal: The literal related to the code of the same name
DTL H BUREAU/TAIL/HULL #	Detail H: Bureau/Tail/Hull Number: The Bureau/Tail/Hull Number of the ship or aircraft.
DTL G AIRCRAFT MODEL	Detail G: Aircraft Model: Describes the Aircraft Model the deficient material was found on.
DTL F RECOMMENDATIONS	Detail F: Recommendations: Describes, "Recommendations" of the originator for aviation and missile reported PQDRs.
DTL D STG & HNDLG INFO	Detail D: Storage and handling information: Describes, "Storage and handling information." of the originator for aviation and missile reported PQDRs.
DTL C HOW DETECTED	Detail C: How deficiency was detected or confirmed: Describes, "How deficiency was detected or confirmed." of the originator for aviation and missile reported PQDRs.
DTL B NO. SIMILAR DEFS	Detail B: Number of similar deficiencies in like items reported by the originating activity: Describes, "Number of similar deficiencies in like items reported by the originating activity." of the originator for aviation and missile reported PQDRs.
DTL A PERS/MSN AFFECTED	Detail A: How safety personnel or activity mission is affected: Describes, "How safety personnel or activity mission is affected." of the originator for aviation and missile reported PQDRs.
Deficient Item Batch Lot Number	Deficient Item Batch or Lot Number: Batch or lot number associated with the deficient item.

PDREP ADHOC Display Name	Other Term(s) or Alias's possibly used in PDREP or other IT systems: Description
Defect Literal	Defect Code Literal:
Detailed Cause Code	Defect Attribute Code, Action Point Detailed Cause Code: The Action Points Detailed Cause Code to report defect findings.
Correspondence To Email	Correspondence To Email Address: Email address related to a specific correspondence in the PQDRs history.
Correspondence From Email	Correspondence From Email Address: Email address related to a specific correspondence in the PQDRs history.
Correspondence Literal	Correspondence Code Literal: The literal related to the code of the same name
Ktr/QAR Suspense Date	Contractor Suspense date: Date which a contractor is expected to respond to support point.
Ktr/QAR Notified Date	Contractor Notified Date: Date which a contractor was notified that a defect was reported.
CAO Suspense Date	Contract Administration Suspense Date: Date by which the next Support Point action is due; data initiated by the Contract Mgmt. Office.
COG	Cognizance Code: COG is a two character alphanumeric cognizant code of the deficient material that identifies and designates the Inventory Control Point office or agency. It is the first component of the NSN. Not used by the Marine Corps.
Broad Cause Code	Cause Code: A code indicating the cause of the deficiency (Valid codes in QDR_Cause).
CAT 1 Justification	Category 1 Justification: Narrative explaining justification for submitting a category 1 PQDR.
Manufacturers CAGE	Block 9a on the SF368: A five digit Contract and Government Entity (CAGE) Code of the manufacturer (of the deficient item) as listed in the DLA Cataloging Handbook H4.1 (Name to code), Federal Supply Code for manufacturer (United States and Canada). The CAGE Code may be taken from the markings on the deficient item.
Aviation MATCAT	Aviation Material Category: Describes the deficient items material category

PDREP ADHOC Display Name	Other Term(s) or Alias's possibly used in PDREP or other IT systems: Description
Aviation CBM Code	Aviation Conditioned Based Maintenance (CBM): Indicates whether a PQDR is related to Aviation Conditioned Based Maintenance (CBM).
Army SubScr to Mstr Scr Dt	Army Sub-Screener to Master Screener Date: Date a Screening Point returns the QDR to the Master Screener.
Army Product Type Literal	Army Product Type Code Literal: Literal describing the associated code.
Army Mstr Screener UserID	Army Master Screener User ID: Activity or DODAAC of the Master Screener.
Army Mst Scr to SubScr Dt	Army Master Screener to Sub-Screener Date: Date forwarded (delegated) from Master Screener to a Sub Screener (Army Screening Point) within the same activity or to a Screening Point outside the Army.
Army Mstr Scrn to Act Off Dt	Army Master Screener to Action Officer Date: Date forwarded from the Army Master Screener to an Army Action Officer. The Army Action Officer must be in the same Activity as the Master Screener.
Army Mst Scr Rebuttal Dt	Army Master Screener Rebuttal Date: Date that an Army Master Screener returns a PQDR to the Army Action Officer for further processing. If a record has been forwarded to an Action Officer for investigation, and then returned to the Master Screener for closure, a link to Rebut is displayed.
Army Master Scr Major Command	Army Master Screener Major Command: Major Command of the Army master Screener
Army Mstr Screener DoDAAC	Army Master Screener DoDAAC: The Army Master Screener's Activity or DODAAC.
Army Master Screener Ack Date	Army Master Screener Acknowledge Date: Date the Army master Screener Acknowledged receipt of the PDQR to the originator.
Army CSI	Army Critical Safety Item: Indicates whether the deficient Item reported is considered CSI to Army business process.
Army CAI	Army Critical Application Item: Indicates whether the deficient Item reported is considered CAI to Army business process.
Action Officer Ack Date	Army Action Officers Acknowledgement Date: Date the Army Action Officer acknowledged receiving the PQDR.

PDREP ADHOC Display Name	Other Term(s) or Alias's possibly used in PDREP or other IT systems: Description
Army Act Off to Mst Scr Dt	Army Action Officer to Master Screener Date: Date the Army Action Officer completes the investigation and returns the QDR to the Master Screener
Army Act Off to Action Pt Dt	Army Action Officer to Action Point Date: The Action Officer has the option to redirect the PQDR to an Action Point outside of Army if they determine that the PQDR should be investigated by another Agency. This field reflects the date the QDR is redirected by the Action Officer
AO Root Cause	Army Action Officer Root Cause: Part of Army Action Officer Investigation Completion
AO Responsibility for Defect	Army Action Officer Responsibility for Defect: Part of Army Action Officer Investigation Completion
AO Remarks and Recommendations	Army Action Officer Remarks and Recommendations: Part of Army Action Officer Investigation Completion
Army Act Off Rebuttal Dt	Army Action Officer Rebuttal Date: If the Action Points rebuts the investigation to the Support Point the date is entered.
AO Evaluation of Current Prod	Army Action Officer Evaluation of Current Prod: Part of Army Action Officer Investigation Completion
AO Description of Deficiency	Army Action Officer Description of Deficiency: Part of Army Action Officer Investigation Completion
AO Corrective Action by Gov't	Army Action Officer Corrective Action by Gov't: Part of Army Action Officer Investigation Completion
AO Corrective Action by Contr	Army Action Officer Corrective Action by Contr: Part of Army Action Officer Investigation Completion
AO Contractor Position	Army Action Officer Contractor Position: Part of Army Action Officer Investigation Completion
Alert Notification	Alert Indicator: Indicates that the Action Point or Screening Point has requested an action or is providing instruction. Alerts are only visible to Action and Screening Points.
AFP SMIC	Actual Failed Part SMIC: Special Material Identifier Code of the Actual Failed Part on Deficient Item reported.
AFP Serial/Lot/Batch Number	Actual Failed Part Serial Number: Serial Number of the Actual Failed Part on Deficient Item reported.

PDREP ADHOC Display Name	Other Term(s) or Alias's possibly used in PDREP or other IT systems: Description
AFP Part Number	Actual Failed Part Number: Part Number of the Actual Failed Part on Deficient Item reported.
AFP Nomenclature	Actual Failed Part Nomenclature: Descriptive name of the Actual Failed Part on the Deficient Item reported.
AFP NIIN	Actual Failed Part NIIN: National Item Identification Number of the Actual Failed Part on the Deficient Item reported.
AFP LRA Manufacturer	Actual Failed Part LRA Manufacturer: Last Repair of the Actual Failed Part on the Deficient Item reported.
AFP Hours	Actual Failed Part Hours: Number of hours a part was in use prior to failure.
AFP FSC	Actual Failed Part FSC: Federal Supply Class of the Actual Failed Part on the Deficient Item reported.
AFP COG	Actual Failed Part COG: Cognizance Code of the Actual Failed Part on the Deficient Item reported.
AFP CAGE Code	Actual Failed Part CAGE Code: Manufacturers CAGE Code of the Actual Failed Part on the Deficient Item reported.
Action Pt to Support Pt Dt	Action Point to Support Point Date: Date the PQDR is forwarded by the Action Point to the designated Support Point (DCMA or Gov't Repair Facility) for investigation.
Action Pt to Screening Pt Dt	Action Point to Screening Point Date: Date the investigation results and PQDR are submitted to the Screening Point from the Action Point for closure.
Action Pt to Army Act Off Dt	Action Point to Army Action Officer Date: Date the (non-Army) Action Point completes their portion of the investigation and returns the QDR to the Army Action Officer
Action Point Rebuttal Literal	Action Point Rebuttal Code Literal: Literal describing the associated code.
Action Point Ack Date	Action Point Acknowledgement Date: Date the DoD Action Point acknowledged receiving the PQDR.
Action Office	DLA Field. Action Office responsible for the deficient material.
Action Officer Major Command	Major Command related to the Action Officers DoDAAC.

PDREP ADHOC Display Name	Other Term(s) or Alias's possibly used in PDREP or other IT systems: Description
Action Point DODAAC	The Department of Defense Activity Address Code (DODAAC) of the activity responsible for the investigation and resolution of the deficiency in the PQDR. SF 368 Block 24a
Action Point DSN Number	7-digit Defense Switched Network phone number of the designated Action Point Investigator.
Action Point Due Date	Date by which a response is due from the Action Point to the Screening Point. Generated date based on the category of the PQDR.
Action Point EMAIL Address	Email of the designated Action Point individual.
Action Point Major Command	Major command of the DoD Action point
Action Point Name	Name of the individual at the Action Point that the PQDR is assigned to.
Action Point Phone Number	Phone number of the assigned Action Point individual.
Action Point Rebuttal Code	Reason for rebutting the PQDR.
Action Point Rebuttal Date	Date that the Action Point returns a PQDR to the Support Point for further investigation or review.
Action Point UserID	PDREP User ID Login of the Action Point POC.
Action PQDR RCN	When multiple PQDRs with identical deficiencies are reported, the Screening Point or Action Point references one as the primary/parent RCN for the investigation. This field contains the RCN DODAAC that reported the deficiency referenced as the parent RCN by the Screening Point or Action Point.
Action Requested	Indicates the action the Originator, has already taken or is requesting on the SF368 Block 21.
Added Activity	DODAAC or User Code of the Activity that added the record to the database.
Added Date	Computer generated date indicating the date the record was entered into PDREP.
Alert Narrative	Narrative information or instruction from the Action Point or Screening Point that explains action to be taken.
Army Action Officer DoDAAC	The Department of Defense Activity Address Code (DODAAC) of the Army Action Officer responsible for the investigation and resolution of the deficiency in the PQDR.
Army Action Officer Name	Name of the Army Action Officer.

PDREP ADHOC Display Name	Other Term(s) or Alias's possibly used in PDREP or other IT systems: Description
Army Action Officer UserID	PDREP User ID Login of the Action Officer POC
Army Product Type Code	
Audit Review Date	Date which a PQDR was reviewed or audited for accuracy by quality assurance or other authorized personnel by the screening point.
Aviation Credit Recommendation	Credit recommendation provided on aviation and missile related PQDRs
Category	A value of '1' or '2' designating the category of the PQDR. A category 1 PQDR is described as an item that could cause loss of life or catastrophic failure of a major weapon system. Category 2 PQDRs are all those which are not category 1. Category 3 is reserved for DLA use only.
Child PQDR RCN	If a PQDR is a parent, its children PQDRs are listed here.
Close Out Code	The Army Close Out Code.
Closed Date	The date the PQDR was closed by the Screening Point.
CMO Suspense (Overall) Date	The Contract Management Office Overall Suspense Date.
Contract Delivery Order Number	The 4 character order number of the contract number under which the deficient material was procured or reworked. Last 4 characters of the contract number.
Contract Line Item Number	Identifies the specific Contract Line item number for the material acquired that contained the deficient item.
Contract Number	The identification number of the contract under which the defective/deficient item/commodity was purchased or reworked. The number is comprised of the 6 position Contract activity's Department of Defense Activity Address Code (DODAAC), seven position Contract Serial Number, and 4 digit Contract Order Number.
Corrective Action Taken Code	A code indicating the action taken by the Contractor and/or Government investigators to correct the discrepancy/deficiency reported in the PQDR.
Correspondence Code	Correspondence Code related in the history of PQDR related to the correspondence.
Correspondence Date	Correspondence date in the history of PQDR related to the correspondence narrative and correspondence code.

PDREP ADHOC Display Name	Other Term(s) or Alias's possibly used in PDREP or other IT systems: Description
Correspondence From DoDAAC	DoDAAC of the organization sent a correspondence.
Correspondence Narrative	Narrative provided in the history of PQDR related to a specific correspondence date and correspondence code.
Correspondence To DoDAAC	DoDAAC of the organization sending a correspondence.
Cost Avoidance Date	Date Cost avoidance value was realized.
Cost Avoidance Dollar Value	Cost avoidance as a result of the investigation. Quantity Post investigation x Unit value.
Cost Code	A code designating who bore the cost of the deficiency associated with the PQDR.
Credit Action	Credit action taken on the PQDR.
Credit Code	A code designating the type of restitution that will be authorized for the deficient material.
Credited Dollar Value	Total dollar credit granted as a result of the PQDR.
Critical Safety Item	Indicates whether the deficient item is a critical safety item. Based on any service that considers deficient item to be a critical safety item.
Date (Submitted)	The date the SF368 was filled out and submitted to a screening point for processing
Date Deficiency was Discovered	Date indicating when the deficiency was discovered
Days Open	Measures time from the date submitted, to the date closed; if the record is not closed it measures to the time from the date submitted to the current date.
DCMA Process Code	Describes the DCMA process pertaining to the PQDR.
Defect Code	Code entered by the Support Point investigation reflective of the type of defect.
Defect Responsibility	A code which indicates the party found responsible for the defect.
Defect Verified Indicator	Indicates whether the defect was verified by a party other than the Originator.
Deficient Item Nomenclature	The name of the deficient item/commodity.
Deficient Item NSN	Nation Stock Number of the Deficient Item. Includes the Navy COG and navy SMIC, if present.

PDREP ADHOC Display Name	Other Term(s) or Alias's possibly used in PDREP or other IT systems: Description
Deficient Item Part Number	The manufacturer's part number of the deficient item.
Deficient Item Serial Number	Serial number associated with the deficient item.
Description of Deficiency	A comprehensive description of the deficiency to include circumstances prior to the failure.
DLA Additional Information	DLA Field. Summary investigation results for transmission to CDCS (a DLA legacy system).
DLA Cause Code	DLA Field. Code selection that indicates the cause of the deficiency in the PQDR. Code values in QDR_Cause.
DLA Cause Narrative	DLA Field. Explanation of the cause code selected for the PQDR.
DLA Correction Code	DLA Field. First selected code indicating a correction to the cause of the deficiency in the PQDR. Code values in DLA_CORRECTION
DLA Correction Narrative	DLA Field. Explanation of the corrections to the cause of the deficiency.
DLA Credit Code	DLA Field. Code indicates the credit action to be taken by DLA if the deficient item was DLA managed (authorize or not authorize). Valid codes in QDR_Credit.
DLA Credit Memo Number	DLA Field. Credit memo number regarding the entered credit value.
DLA Credit Value	DLA field. Value of credit provided to the originator.
DLA Discrepancy Code	DLA Field. Code selection that indicates the nature of the deficiency in the PQDR. Code values in DLA_DISCREPANCY_DETAIL.
DLA Discrepancy Narrative	DLA Field. Explanation of the discrepancy code selected for the PQDR.
DLA Disposition Code	DLA Field. Code selection that indicates the actions to be taken on the deficient material. Code values in DLA_DISPOSITION.
DLA Disposition Narrative	DLA Field. Explanation of the disposition code selected for the PQDR.
DLA Form 1227 Approved By	DCMA Field. Support Point official responsible for approving the 1227 investigation report for release.
DLA Form 1227 Block 12a	DCMA Field. Documents whether the reported deficiency was validated during the investigation or, if the deficiency

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

PDREP ADHOC Display Name	Other Term(s) or Alias's possibly used in PDREP or other IT systems: Description
	shipments suspected to contain the same deficiency, and required disposition/shipping instructions.
DLA Form 1227 Block 17b	DCMA Field. Documents whether an alert should be sent to the government supply system(s) to alert them to the possibility of additional deficient items. Include notices or field bulletins, recommendations, or reason why stock screening actions are not necessary.
DLA Form 1227 Block 17c	DCMA Field Documents specific findings with regard to monetary credit for the deficient item, comments regarding any credit or no credit actions, and how that credit authorization will be processed (per the Military Standard Billing System).
DLA Form 1227 Block 17d	DCMA Field Documents any other general remarks or comments with regard to the investigation.
DLA Form 1227 Block 18	DCMA Field Documents any comments regarding distribution of the investigation results or of the supporting documents attached to the PQDR.
DLA Form 1227 Prepared By	DCMA Field Support Point individual that prepared the 1227 investigation report.
DLA Form 1227 Reviewed By	DCMA Field Support Point official that reviewed the 1227 investigation report.
DoD Unique Item Identifier	Government issued unique identification code for government material.
DODIC/NALC	Used to identify ammunition and ammunition components. Used by Army users.
End Item CAGE	Currently undefined.
End Item EIC/WUC/TAMCN	Air Force Work Unit Code (WUC), Navy Equipment Item Code (EIC), or USMC Table of Authorized Materiel Control Number (TAMCN) code for the work unit or equipment where the deficient item would be used.
End Item Nomenclature	Item name/description of the End Item assembly where the deficient item is used.
End Item NSN	National Stock Number of the end item.
End Item Serial Number	The serial number from the equipment or system in which the deficient item was installed.
Engine Model	The Engine Model of an aircraft.

PDREP ADHOC Display Name	Other Term(s) or Alias's possibly used in PDREP or other IT systems: Description
Engineering Activity	Used along with the LAR number to send/note the Cognizant Design Activity and are used in the CDA letter.
Estimated Repair Cost	The estimated cost to repair the deficient item when it can be readily determined ((estimated repair costs + overhead costs) x quantity deficient).
Exhibit Action Marked For	Name and address supplied by the Action Point of the person to whose attention the exhibit should be shipped.
Exhibit Carrier Code	Code indicating the carrier used to ship the exhibit. Code values in QDR_Exhibit_Carrier.
Exhibit Condition Code	Code that identifies the condition of the exhibit. Values are pulled from the QDR_EXHIBIT_CONDITION table.
Exhibit Disposition Code	1) During the investigation, the current action on the exhibit. 2) Post-investigation, the Action's Point recommendation on how to dispose of the exhibit. Code values in QDR_Exhibit_Disposition.
Exhibit Disposition Date	Date the exhibit disposition letter is sent by the Support Point.
Exhibit Marked For/Attention	Name supplied by the Support Point of the person to whose attention the exhibit should be shipped.
Exhibit Promised Date	Date when the Originator promises to ship the exhibit.
Exhibit Quantity Requested	Quantity of exhibits requested.
Exhibit Received Date	Date when the exhibit receipt letter is generated by the Support Point.
Exhibit Request Date	Date when the Support Point sends an exhibit request letter.
Exhibit Required Ship Date	Date the Action Point notifies the Originator to ship the deficient material (exhibit) for use in the investigation.
Exhibit Returned Date	Date on which the Support Point sends the exhibit return letter.
Exhibit Shipped Date	Date the requested exhibit was shipped.
Exhibit Shipping Document Code	Indicates the type of shipping document that accompanies the exhibit.
Exhibit Status Code	Current status of the exhibit. Valid entries Open, Closed, Unknown, Not required.
Exhibit Tendered Date	Date the exhibit is made available for delivery.

PDREP ADHOC Display Name	Other Term(s) or Alias's possibly used in PDREP or other IT systems: Description
Findings Code	NAVICP code for the findings of the PQDR investigation.
Hull Type	Describes the hull type or hull number associated with the PQDR submitter. Used by Navy
Investigation Results	Action points investigation results.
Invoice Number	Invoice Number of the deficient material from DD250.
Item (New/Repaired/Overhauled)	Indicates whether or not the defective/deficient item/commodity is new, repaired, or overhauled.
Item Under Warranty	Indicates whether the item is covered by an established or formal warranty. (Y)es or (N)o or (U)nkown.
Job Order	Shipyard field only indicating the job order number if the deficient material is designated for use in a specific job order.
KEOP	Shipyard field only indicating the operation designator if the deficient material is designated for use in a specific job order.
Location of Deficient Material	The Department of Defense Activity Address Code (DODAAC) of the activity that has possession of the deficient material when the PQDR is released.
Location of Exhibit Narrative	Narrative that details where the deficient material exhibit is stored while held by the Originator.
Material Disposition Narrative	Disposition instructions provided by the action point.
Material Level Code	Code indicating the level of essentiality program on which the defective material was purchased (Navy/NAVSEA only).
Material Return Address	Address supplied by the Originator to which any exhibits should be returned or to which replacement materials should be shipped.
MIR Serial Number	Material inspection records record control number related to an associated PQDR.
NAVSUP Disposition Code	Where NAVICP is the Action Point, the code indicating the disposition of the deficient material.
NHA Nomenclature	Item name/description of the Next higher assembly where the deficient item is used.
NHA NSN	National Stock Number of the Next higher Assembly.
NHA Part Number	The part number assigned to the next higher assembly by the vendor.

PDREP ADHOC Display Name	Other Term(s) or Alias's possibly used in PDREP or other IT systems: Description
NHA Serial Number	The serial number assigned to the next higher assembly where the deficient item will be used.
Notes and Reference Briefs	Notes, briefing, references, or any additional correspondence added to the PQDR.
Operating Time at Failure	Length of time the item was in operation when the deficiency was discovered. Also provide the performance unit (e.g. miles, hours, cycles, or "initial" if the time is 0).
Operating Time at Failure Code	Unit of measure for Operating Time at Failure
Original CAGE Code	Previous CAGE Code that may have been used by the Company listed as the current manufacturer or supplier in Block 7a of the SF368.
Originator DSN Number	7-digit Defense Switched Network phone number of the Originating Point POC.
Originator Email Address	Email address for the Originator of the PQDR.
Originator Name	Name of the POC for the Activity initiating/originating the PQDR.
Originator Phone Number	Phone Number for the Originator of the PQDR.
Originator Rebuttal Date	Date the Originator sends a rebuttal to the results of a PQDR investigation back to the Screening Point.
Originator UserID	PDREP UserID of the Originator of the PQDR.
Originator's Activity	Short name of the originator's organization as related to their DoDAAC.
Originators DoDAAC	The six position originating Activity DODAAC.
Other Federal Agency Affected	Y' or 'N' indicating if any other Fed Agency are affected by this QDR.
Parent PQDR RCN	If the PQDR is a child of another PQDR, its parent is listed here.
Past Performance Indicator	Indicates the QDR information will be reflected in the PPIRS system. This will ordinarily default to "Yes" and should only be set to "No" if the contractor is found liable but the Screening and Action Officers wish to exclude this finding from the contractor's profile in the DoD PPIRS program.
PLAS Code	DCMA field. 5-character code indicating the acquisition category program and agency liaison information

PDREP ADHOC Display Name	Other Term(s) or Alias's possibly used in PDREP or other IT systems: Description
	supported by the deficient material. Code values in QDR_PLAS.
Preventive Answer Type	Code indicates whether the Contractor's response with regard to future preventive action was satisfactory to the Government investigator. Valid codes in QDR_Preventive_Action_Type.
Previous Failure Count CAGE	Number of PQDRs previously reported in PDREP under the same FSC/CAGE.
Previous Failure Count NSN	Number of PQDRs previously reported in PDREP under the same NIIN.
Previous PQDR RCN	When a PQDR is reported with deficiencies identical to a previously closed PQDR, the Screening Point or Action Point references that closed PQDR as the primary/parent RCN for the investigation. This field contains the RCN number (year and serial number) of that closed PQDR referenced as the parent RCN.
Procurement Group Code	DLA Field. A Procurement Group Code (PGC) is an internal 5 digit numeric code used to group individual sizes of a standard generic item.
Purchase Order Number	The Purchase Order Number associated with the deficient item.
Quantity Credited	NAVICP field. Quantity actually credited to the Originator.
Quantity Deficient	The number of deficient items found during the inspection. Must be at least 1.
Quantity In Stock	The number of items in stock with the same manufacturer or contract number as the deficient item.
Quantity Inspected	The number of items that were inspected.
Quantity Post Investigation	Final quantity of material corrected or removed from stock as a result of the PQDR.
Quantity Received	The total number of items received in the same batch or lot as the deficient item. Must be at least 1and greater than or equal to the number deficient.
Recovery Value	Recovery dollar value. Qty deficient X Unit Cost.
Repair Facility Indicator	Indicates whether the Manufacturer's CAGE code entered for the deficient material refers to a Repair Facility.

PDREP ADHOC Display Name	Other Term(s) or Alias's possibly used in PDREP or other IT systems: Description
Repairable Item	Indicates whether the deficient item can be repaired. Applies only if the originating activity falls within a Navy SYSCOM.
Report Control Number (RCN)	The Report Control Number identifying the PQDR. It is comprised of the six position originating activity DODAAC, a two digit calendar year, a unique four position serial number.
Results of Depot Surveillance	A narrative describing the results of the depot surveillance, if supply depot stock was screened as result of the PQDR.
Screening Point Assign Date	Date a PQDR is re-assigned to the Action Point.
Screening Point Comments	A general comments field for Screening Point use only.
Screening Point DODAAC	DODAAC of the designated Screening Point activity.
Screening Point DSN Number	DoD Defense Network phone number of the designated Screening Point POC.
Screening Point EMAIL Address	Email of the designated Screening Point individual.
Screening Point Name	Name of the designated Screening Point individual.
Screening Point Phone Number	Phone of the designated Screening Point individual.
Screening Point Rebuttal Date	Field displays the date that Screening Point sends a rebuttal to Action Point decision regarding an investigation on PQDR.
Screening Point Receipt Date	Date the designated Screening Point receives the PQDR. Defaults to the date the Originator released the PQDR or Preparation date when initiated in PDREP.
Screening Point Release Date	Date the Screening Point forwards the deficiency report to the Action Point.
Screening Point UserID	PDREP USERID of the designated Screening Point individual.
Signal Code	Used to identify the Signal Code.
Status	A code indicating the current status of the PQDR (Active, Closed, Follow up, etc.).
Stock Screening Action Code	Action codes are associated with stock screening actions and determine the status of the stock screening during the process.

PDREP ADHOC Display Name	Other Term(s) or Alias's possibly used in PDREP or other IT systems: Description
Stock Screening Alert Type	Indicates the type of stock screening through which the deficiency was discovered. Valid entries in QDR_Stock_Screening.
Stock Screening Completed Date	The date populated by Action Officer upon notification from the IM of completion of all screening actions.
Stock Screening Date	Date the stock screening was performed.
Stock Screening Decline Date	The date populated by Action Officer upon notification from IM that the request for stock screening is deemed not necessary.
Stock Screening Deficient	A running total of Stock Screening (Quantity Defective) information provided from IM (Item Manager).
Stock Screening Initiated Date	Date the stock screening was performed.
Stock Screening Inspected	A running total of Stock Screening (Quantity Inspected) information provided from Item Manager.
Stock Screening Narrative	A narrative field populated by Action Officer with details related to each response as needed. This field also acts as a journal to indicate and monitor the progression of the screening actions taken.
Stock Screening Request Date	The date when the stock screening request letter is sent to the Item Manager.
Stock Screening Status Date	The date populated by the Action Officer when status or results of ongoing screening action is received from the Item Manager.
Store as Hazardous Material	Indicates whether the deficient material should be handled/stored as hazardous material.
Sub-Category	Describes the nature of a PQDR or other related Record Type.
Support Point Completed Date	Date the support point completed all actions related to the PQDR investigation.
Support Point Control Number	A user-generated control number entered by the Support Point to track the PQDR. The number is comprised of the Support Point DODAAC, the four digit year, and a four digit serial number.
Support Point DODAAC	The Department of Defense Activity Address Code (DODAAC) of the designated Support Point Activity.

PDREP ADHOC Display Name	Other Term(s) or Alias's possibly used in PDREP or other IT systems: Description
Support Point DSN Number	DoD Defense Network phone number of the designated Support Point POC.
Support Point Due Date	Date by which a response is due from the Support Point. Date automatically calculated when forwarded and when interim replies and requests for exhibit are issued.
Support Point EMAIL Address	Email of the designated Support Point individual.
Support Point Name	Name of the designated Support Point individual.
Support Point Phone Number	Phone of the designated Support Point individual.
Support Point Receipt Date	Date the PQDR was forwarded to the Support Point from the Action Point.
Support Point Release Date	Date when the Support Point sends the completed investigation and PQDR to Action Point.
Support Point Team	Support Point activity ultimately responsible for the PQDR or who manages the prime contractor responsible for the PQDR.
Support Point UserID	PDREP USERID of the designated Support Point individual.
Support Pt Detailed Cause Code	Code indicating the detailed cause of the deficiency after investigation.
Supporting Documentation	Supporting Documentation - Narrative describing the type of supporting documentation available such as drawings, specs, etc. to support the claim that a deficiency exists.
Time Since Last Overhaul	The amount of time that has passed since the deficient materials last overhaul or reworked.
Time Since Last Overhaul Code	Unit of measure for Time Since Last Overhaul
Time Since New	The amount of time that has passed since the deficient materials entered the stock system
Time Since New Code	Unit of measure for Time Since New
Total Dollar Value	Total Dollar value of deficient material listed on the PQDR
UII Contract DoDAAC	The Unique Item Identification Number's related Contract DoDAAC
UII Contract Serial number	The Unique Item Identification Number related Contract Serial Number

PDREP ADHOC Display Name	Other Term(s) or Alias's possibly used in PDREP or other IT systems: Description
Unique Item Identification Number	The Unique Item Identification Number.
Unit Cost	The dollar value of the defective material (includes dollar and cents). Unit cost x quantity deficient.
Unit of Issue	Code indicating the unit in which the deficient material is issued.
Update Activity	DODAAC or User Code of the Activity that updating the record in the database.
Update Date	Computer generated date indicating the date of the most recent revision to the record.
Warranty CAGE	Cage Code of the Warrantee provider.
Warranty Claim Type	Type of claim being made under the existing warrantee.
Warranty Expiration Date	Date the warranty expires on the deficient material.
Warranty Item FSC	Federal Supply Class of the material for which the warrantee claim is being made.
Warranty Item Name	Name of the material for which the warrantee claim is being made.
Warranty Item Serial number	Serial number of the material for which the warrantee claim is being made.
Warranty Item NIIN	National Item Identification Number of the material for which the warrantee claim is being made.
Warranty Part Number	Part number of the material for which the warrantee claim is being made.
Weapon Systems Code	Weapon System Code more specifically identifies an item within a Weapon System Group. It displays only when the record is returned from Action Point level. This is a mandatory field for the Army.
Weapon Systems Group	Weapons System Group the deficient material is assigned to.
Where Deficiency Discovered	Indicates where/when the deficiency was discovered.

9 SUMMARY

This concludes the PQDR Army Action Officer's user guide.

Content provided within this document is maintained by the Product Data Reporting and Evaluation Program under the guidance of Naval Sea Logistics Center Portsmouth's Deputy Functional Manager and the Automated Information System Manager.
The PQDR user guide is intended to be used as a technical reference document to assist users with system navigation and basic operational functionality within PDREP-AIS.
Questions, comments or concerns regarding the PQDR module or this guide should be directed to the PDREP Customer Support Desk.

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