

**DEPARTMENT OF THE NAVY**

**NAVAL SEA SYSTEMS COMMAND  
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IN REPLY REFER TO

**NAVSEAINST 4855.39A**

Ser 05R-002/ 422

13 Nov 2020

NAVSEA INSTRUCTION 4855.39A

From: Commander, Naval Sea Systems Command

Subj: IMPLEMENTATION OF THE PRODUCT DATA REPORTING AND EVALUATION PROGRAM

Ref: (a) SECNAVINST 4855.3D  
(b) NAVSO P-3683C  
(c) NAVSEAINST 4855.40

1. Purpose. Per references (a) and (b), this instruction provides Naval Sea Systems Command (NAVSEA) requirements for implementation and use of the Product Data Reporting and Evaluation Program (PDREP).

2. Cancellation. NAVSEAINST 4855.39

3. Scope. Reference (a) requirements apply to all organizational elements of NAVSEA. Nuclear Propulsion Directorate (SEA 08) is responsible for all technical matters related to nuclear propulsion of naval ships and crafts. Nothing in this instruction detracts in any way from these responsibilities. Accordingly, SEA 08 will be consulted in all matters relating to, or affecting nuclear propulsion plants and associated nuclear support facilities.

4. Background. PDREP facilitates compliance with Department of the Navy (DON) policy for processing and managing supplier performance information. Per references (a) and (b), PDREP also provides accountability and oversight of supplier and contractors.

a. Reference (a) directs NAVSEA, Program Executive Offices (PEO), and subordinate commands to develop PDREP interim guidance, update PDREP instructions, and implement delineated PDREP responsibilities, including the assignment of Command PDREP Coordinators. As charted by reference (a), the Director of Supplier Product Quality (SEA 05R3), under Readiness and Logistics (SEA 05R), is the DON PDREP Functional Manager and Configuration Management Board Chair.

b. Reference (a) establishes requirements for reporting both positive and negative contractor and supplier quality and delivery performance data as described in reference (b). This includes, but is not limited to discrepancies, deficiencies, and premature failures attributed to the contractor or supplier through poor workmanship, improper material or deficient manufacturing, and improper repair or overhaul.

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c. The PDREP captures supplier data for material acquired and utilized by NAVSEA. The process begins when a material acquisition requirement is initiated and ends with the disposal of the material.

5. Discussion. Reference (a) establishes the PDREP Automated Information System (AIS) as the DON information system that supports requirements for the reporting, collection, evaluation, and use of supplier performance and product quality information in compliance with the Code of Federal Regulations, Federal Acquisition Regulations (FAR), Defense Federal Acquisition Regulation Supplement (DFARS) and Navy regulations. PDREP supports DON management of the supply chain including first time product quality and on-time delivery of materials for both critical and non-critical applications. PDREP promotes continuous process improvement for increased material readiness and decreased deficiency issues, providing an overall cost saving to the Navy. PDREP data is used in the quality and delivery rating criteria for the Department of Defense Supplier Performance Risk System (SPRS) through a monthly data feed to SPRS in compliance with FAR requirements. Reference (b) describes the PDREP application functionality used by DON activities to implement reference (a). Subordinate commands have overall responsibility to ensure complete and accurate implementation through all phases of the acquisition life cycle and logistics support processes, to include development, acquisition planning and execution, production, maintenance, spares and inventory management, and related services.

## 6. Policy

a. NAVSEA Source Selection Evaluation Teams will utilize applicable PDREP data where past performance is used in the evaluation of proposals.

b. NAVSEA Contracting Officers will utilize applicable PDREP data where past performance is used for evaluation of proposals, bids, offers and quotes per the FAR and DFARS.

c. Reported data will be collected using the procedures outlined in reference (b) and the PDREP Web site, <https://www.pdrep.csd.disa.mil/default.htm>. Reported data will be used to evaluate product quality, quality trends, and supplier past performance history; and to help develop preventative or corrective action to preclude recurrence.

d. NAVSEA Contract Performance Assessment Reporting System assessing officials must use PDREP when considering timeliness and quality of products (commodities).

e. Per references (a) and (b), the NAVSEA PDREP Coordinator will assess that PDREP is being used at NAVSEA, PEOs and subordinate commands as appropriate. The scope of PDREP reporting will vary across the NAVSEA enterprise and is dependent upon the level material acquisition at each activity. This responsibility is assigned to the Director of SEA 05R3.

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(8) Immediately advise the Department Security Representative and the applicable site Security Officer when a material inspection indicates suspected fraudulent or counterfeit material.

b. Program Offices. Source Selection Evaluation Teams supporting contracting actions will utilize applicable PDREP data to support evaluation of proposals, bids, offers, and quotes.

c. Contracting Offices. Will utilize past performance data from PDREP to evaluate proposals, bids, offers, and quotes prior to contract award.

d. Contractor Performance Assessment Reporting System Assessing Officials

(1) Will use PDREP data, via SPRS, during contractor assessment reporting when considering the timeliness and quality of products (commodities).

(2) Per references (a) and (b), utilize the PDREP AIS to report and process the required supplier performance data.

e. Subordinate Commands

(1) Per reference (a), appoint a PDREP Coordinator for the command and assign responsibility for the operation and oversight of PDREP, and identify positions tasked with specific roles and responsibilities for implementation of PDREP requirements. The PDREP Coordinator should be provided the authority to delegate and direct appropriate personnel with regards to implementing PDREP requirements at their command.

(2) Per references (a), (b), and the NAVSEA PDREP guidebook, develop local instructions or procedures to identify where reporting, collection and evaluation of supplier performance information will be required. These instructions or procedures must include identification of positions tasked with specific roles and responsibilities for implementing references (a) and (b) requirements as appropriate to the command.

(3) Support NAVSEA PDREP Working Group efforts and attend annual PDREP Coordinator meetings as appropriate.

(4) Ensure PDREP Coordinator establishes effective training to ensure PDREP reporting is completed as directed by local guidance.

(5) Respond as appropriate the queries resulting from the Annual NAVSEA PDREP report to the NAVSEA PDREP Coordinator.

(6) Establish and maintain a list of activity contact points for reporting, collection and evaluation of supplier performance information identified in references (a) and (b).

8. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned per the records disposition schedules located on the Department of the Navy/Assistant for Administration (DON/AA), Directives and Records Management Division (DRMD) portal page at

<https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact your local records manager.

9. Review and Effective Date. Per OPNAVINST 5215.17A, SEA 05R will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense, Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.

  
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Releasability and Distribution:

This instruction is not cleared for public release and is available electronically only, via the NAVSEA Intranet Web site located at

<https://navsea.navy.deps.mil/hq/Docs/Instructions/Forms/AllItems.aspx>