



# DoD Corrective Action Request (CAR) System

DoD User Guide  
29 January 2024

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## FOREWORD

This user guide provides information about the Product Data Reporting and Evaluation Program - Automated Information System (PDREP-AIS) and is intended to assist users with the Corrective Action Request (CAR) module functionality. This document does not cover specific policy or procedure and is designed to work in concurrence with existing processes. This guide does not replace or amend any Department of Defense (DoD) instructions, regulations, and/or policies. Revisions to this guide are made after application changes have been implemented. Date of last amendment is located on the title page. Though this document is accessible to all users, its content is intended for those individuals with module access. Module access is granted on a case by case and need to know basis.

**NOTE:** The data contained within this guide is NOT real data and it is NOT to be used for business purposes. The material presented is intended to serve as an example only and was taken from a test system.

## REFERENCES

Non-conformance management is part of FAR requirements: It is policy that Agencies shall ensure supplies or services tendered by contractors meet contract requirements (FAR Part 46.102(b)) and ensure nonconforming supplies or services are rejected (FAR Part 46.102(e)). Contracting office responsibilities include: verifying that the contractor fulfills the contract quality requirements (FAR Part 46.103(d), 46.104(b)); ensuring that non-conformances are identified; establishing the significance of a nonconformance when considering the acceptability of supplies or services which do not meet contract requirements (FAR Part 46.103(e)); and maintaining, as part of the performance records of the contract, suitable records reflecting: (1) the nature of Government contract quality assurance actions, including, when appropriate, the number of observations made and the number and type of defects; and (2) decisions regarding the acceptability of the products, the processes, and the requirements, as well as action to correct defects (FAR Part 46.104(c)).

## INTRODUCTION

This document is intended to guide personnel in the use of Product Data Reporting and Evaluation Program – Automated Information System (PDREP-AIS) Corrective Action Request (CAR) module for non-DCMA users.

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

- **Existing PDREP Users**

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

## Contact us

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

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

### **NSLC Portsmouth Help Desk**

Commercial Phone: 207.438.1690 / DSN 684.1690

FAX: 207.438.6535 / DSN 684.6535

### **Mailing Address**

Naval Sea Logistics Center Portsmouth

Bldg. 153, 2nd Floor

Portsmouth Naval Shipyard

Portsmouth, NH 03804-5000

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

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 common received inquiries. Your question(s) may be easily answered there.

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

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

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

# 1 USER ACCESS

## 1.1 PDREP Access Change Request

PDREP has several Access Levels for CAR. Users seeking to modify their account privileges will need to make a formal request via the PDREP-AIS, System Authorization Access Request – PDREP (SAAR-P) form. When applying for an account, ensure all fields indicated as mandatory are completely filled out. Additional data fields will populate after Primary DODAAC entry (see **Figure 1.1**).

## 1.2 User Access Roles

User access to the CAR module will be determined based on the access level the user requires from **Table 1.1**.

**Table 1.1**

Role	Functions
<b>No Access</b>	If a user does not have access to the PDREP-CAR application, the program link will not appear on the user's PDREP Main Menu
<b>View Access (Non- DCMA)</b>	All USG Gov. CAC and PDREP Account Users View CAR Data Search CAR Data <i>* Cannot view data outside SYSCOM/DoDAAC</i>
<b>HQ/OU Access = HQ ACC – DoDAAC W91QE7</b>	View CAR Data Search CAR Data View Proprietary Data View SYSCOM Only Data (CAR Notes and messages)
<b>Prime Contractor Profile only</b>	Respond to CARs <ul style="list-style-type: none"> <li>• Specific to users CAGE Code</li> </ul> View CARs <ul style="list-style-type: none"> <li>• Specific to users CAGE Code</li> </ul> <i>* Cannot view data outside DoDAAC and CAGE Code. Only available on Prime Contractor profiles.</i>



Role	Functions
<b>Functional Specialist (FS) Access</b> = <b>Contracting Officer Representative (COR)</b>	Create CAR/Edit/Update/View <ul style="list-style-type: none"> <li>• DoDAAC specific</li> </ul> Search CAR Data Record Work/Edit Capabilities <ul style="list-style-type: none"> <li>• DoDAAC specific</li> </ul> Delete Draft CAR <ul style="list-style-type: none"> <li>• DoDAAC specific</li> </ul> Input/Edit KTR comments  <b>*Cannot Transmit/Close CARs</b>
<b>Team Lead Non-Supervisor Access</b> = <b>Quality Assurance Specialist (QAS) and Property Administrator (PA)</b>	Functional Specialist Access- Additionally:  Review Capabilities <ul style="list-style-type: none"> <li>• All CARs (if required) where the Team Lead is NOT the originator of the CAR. Team Leads may NOT review their own records.</li> <li>• DoDAAC specific</li> </ul> <b>*Cannot Approve/Reject/Close/Escalate Level II, III &amp; IV CARs</b>
<b>Warranted 1102 Access (ACO)</b> = <b>Contracting Officer (KO)</b>	Team-Lead Non-Supervisor Access- Additionally:  All Functionality <ul style="list-style-type: none"> <li>• DoDAAC specific</li> </ul> Review/Edit all Levels of CARs Transmit all Levels of CARs  Can Transfer CARs  Input/Edit KTR comments  Edit <ul style="list-style-type: none"> <li>• ACO Tab</li> </ul> Withdraw transmitted CARs <ul style="list-style-type: none"> <li>• Stays in repository as Withdrawn</li> </ul> Accept, Reject Escalate & Close CAR – any Level

Role	Functions
<b>Supervisor Access = Contract Specialist (KS)</b>	Team Lead Non-Supervisor Access- Additionally:  All Functionality <ul style="list-style-type: none"> <li>• DoDAAC specific</li> </ul> Review – no level limitations  Edit – no level limitations  Can Transfer CARs  Input/Edit KTR comments  <b>*Cannot Approve/Reject/Close/Escalate Level II, III &amp; IV CARs</b>
<b>Contract Management Office (CMO) Access = Senior Contracting Official (SCO)</b>	Same access as Supervisor/Contract Specialist <ul style="list-style-type: none"> <li>• All Functionality               <ul style="list-style-type: none"> <li>○ Prime CMO DODAAC Specific</li> </ul> </li> </ul> <b>*Cannot Delete CARs</b>
<b>Full Access</b>	PDREP Administrators only

**NOTE:** If a user does not have access to the PDREP-CAR application, the application link will not appear on the user's PDREP Main Menu.

Only DoDAACs within the Army Contracting Command (ACC) are approved for PDREP CAR access at this time. These are listed below.

CORs should request the Functional Specialist role under the contracting office DoDAAC they are supporting (not their Home DoDAAC). If logging in via PIEE, users may submit an Access Change Request in PDREP to update their profile for the correct access and to add additional DoDAACs, as needed.

Army CAR access is only approved for the following ACC DoDAACs as either their Primary or Secondary DoDAAC on their PDREP user profile: HQMICC, W15P7T, W15QKN, W25G1V, W2SD02, W31P4Q, W50NH9, W50NHA, W50RAJ, W50S6K, W50S6L, W50S6M, W50S6N, W50S6P, W50S6Q, W50S6R, W50S6S, W50S6T, W50S6U, W50S6V, W50S6W, W50S6X, W50S6Y, W50S6Z, W50S70, W50S71, W50S72, W50S73, W50S74, W50S75, W50S76, W50S77, W50S78, W50S7E, W50S7F, W50S7G,

W50S7H, W50S7J, W50S7K, W50S7L, W50S7R, W50S7S, W50S7T, W50S7U,  
W50S7V, W50S7W, W50S7X, W50S7Y, W50S7Z, W50S80, W50S81, W50S82,  
W50S83, W50S84, W50S85, W50S86, W50S87, W50S88, W50S89, W50S8A, W50S8B,  
W50S8C, W50S8D, W50S8E, W50S8F, W50S8G, W50S8H, W50S8J, W50S8K,  
W50S8L, W50S8N, W50S8P, W50S8Q, W50S8R, W50S8S, W50S8T, W50S8U,  
W50S8V, W50S8W, W50S8X, W50S8Y, W50S8Z, W50S90, W50S91, W50S92,  
W50S93, W50S94, W50S95, W50S96, W50S97, W50S98, W50S99, W50S9A, W50S9B,  
W50S9C, W50S9D, W50S9E, W50S9F, W50S9G, W50S9H, W50S9J, W50SC2,  
W50SLF, W50UW8, W5168W, W51701, W518EA, W519TC, W51AA1, W51B28,  
W564KV, W569QE, W56HZV, W56JSR, W56KGU, W56KGY, W56KGZ, W56PFY,  
W56Z0C, W56ZTN, W58D2M, W58P05, W58RGZ, W58SFK, W58SFM, W58SFN,  
W58SFP, W58SFQ, W58SFR, W58SFS, W58SFT, W58SFU, W58SFV, W58SFW,  
W58SFX, W58SFY, W58TPK, W5J9CQ, W5J9JE, W81K00, W81K02, W81K03,  
W81K04, W900KK, W901UZ, W904TE, W909MY, W90AF2, W90FYQ, W90VN6,  
W90VN7, W90VN8, W90VN9, W9113M, W9114F, W91151, W9115U, W911KB,  
W911KF, W911N2, W911NF, W911PT, W911QX, W911QY, W911RQ, W911RX,  
W911RZ, W911S0, W911S2, W911S6, W911S7, W911S8, W911SA, W911SD, W911SE,  
W911SF, W911SG, W911SR, W911W4, W911W5, W911W6, W911WN, W911XK,  
W911YN, W911YP, W911YU, W91215, W91236, W91237, W91238, W91242, W91243,  
W91247, W91248, W91249, W9124A, W9124B, W9124C, W9124D, W9124E, W9124G,  
W9124J, W9124L, W9124M, W9124N, W9124P, W9124Q, W9124R, W9124V, W9124X,  
W9125F, W91260, W9126G, W91278, W9127N, W9127P, W9127Q, W9127S, W9128A,  
W9128F, W9128Z, W912BU, W912BV, W912C3, W912C6, W912CG, W912CH,  
W912CJ, W912CL, W912CM, W912CN, W912D0, W912D1, W912D2, W912DQ,  
W912DR, W912DS, W912DW, W912DY, W912EE, W912EF, W912EK, W912EP,  
W912EQ, W912ER, W912ES, W912GB, W912GY, W912HN, W912HP, W912HQ,  
W912HV, W912HY, W912HZ, W912J2, W912J3, W912J6, W912J7, W912JA, W912JB,  
W912JC, W912JD, W912JF, W912JM, W912JV, W912K3, W912K6, W912KC, W912KN,  
W912KZ, W912L1, W912L2, W912L3, W912L5, W912L6, W912L7, W912L8, W912L9,  
W912LA, W912LC, W912LD, W912LM, W912LN, W912LP, W912LQ, W912LR,  
W912MM, W912NR, W912NS, W912NW, W912P4, W912P5, W912P6, W912P7,  
W912P8, W912P9, W912PA, W912PB, W912PF, W912PG, W912PL, W912PM,  
W912PP, W912PQ, W912PX, W912QG, W912QM, W912QR, W912R1, W912SR,  
W912SV, W912TF, W912UM, W912WJ, W9132T, W9132V, W9133L, W9133N,  
W9133P, W91364, W913E5, W913FT, W91C9G, W91CRB, W91QE7, W91QEK,  
W91QEX, W91QEY, W91QF0, W91QF4, W91QF5, W91QF6, W91QF7, W91QV1,  
W91QVN, W91QVP, W91RUS, W91SMC, W91WFU, W91WMC, W91WRZ, W91Ytz,  
W91YU0, W91ZLK, W91ZRS, W91ZRU

## 2 ACCESSING CAR

### 2.1 PDREP Home Page

Once logged in, the PDREP Home Page will display as seen in **Figure 2.1**. Not all options are available to all users. Users must have permission to access each module in their profile or the module link will not be visible. The PDREP Home Page will also reflect a list of all recently accessed record types. These records will display on the right side of the page and are hyperlinked. When selected it will take the user to their intended selection.

**NOTE:** Please refer to PDREP User Access Request and Login Procedures for additional detail.



Figure 2.1

## 2.2 Finding the Fly Outs

Hover the mouse over any PDREP Application (located on the left side of the screen) to view a list of available tier two links for each application (see **Figure 2.2**). *Note: Fly-out menu options may differ based on your access level.*

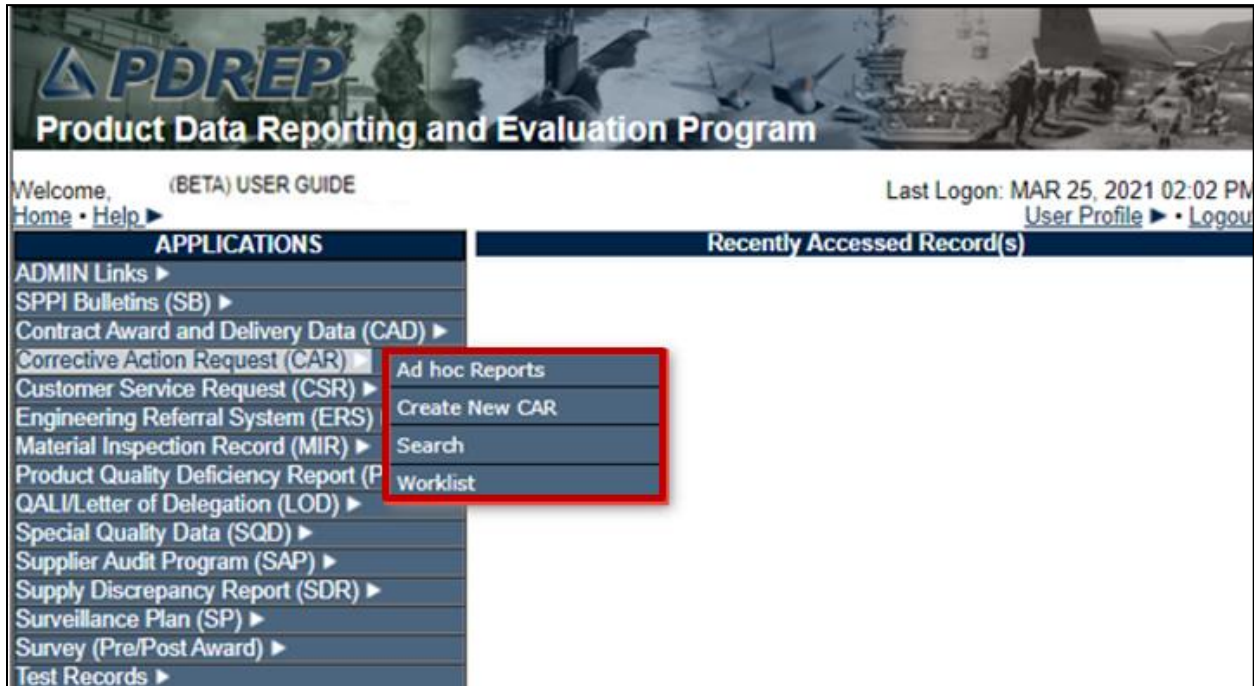


Figure 2.2

## 2.3 Selecting the Fly Out

Selecting a subsidiary link fly-out will allow the user to go directly to the indicated page within the application.

## 2.4 CAR Access

Users must have permission to access CAR in their profile for this link to be visible. To enter the CAR module, hover over the CAR program link on the left side of the PDREP Main Menu as displayed in **Figure 2.2**. Upon hovering over the link, the CAR fly-out menu will appear with **up to** five sub-link options to choose from, which can include (based on access level):

- CAR Access
  - Ad Hoc Reports
  - Create New CAR
  - Search
  - Transfer CAR
  - Worklist

### 3 CAR AD HOC REPORTS

#### 3.1 Accessing Ad Hoc Reports

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

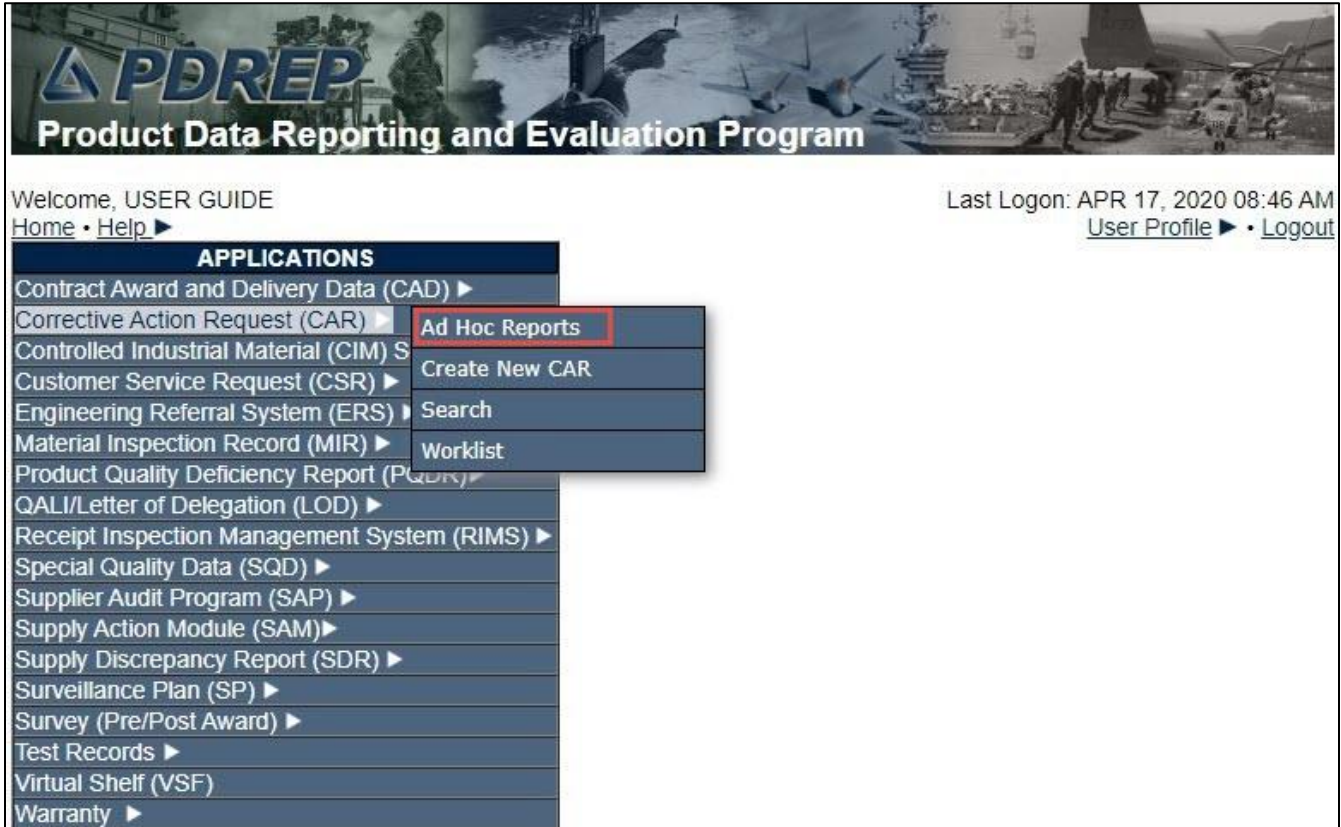


Figure 3.1

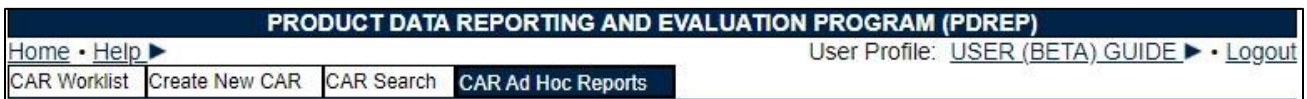


Figure 3.2

**Figure 3.3** illustrates the default display of the CAR Ad Hoc Report interface. CAR Ad hoc also includes E-Tool data fields (see **Figure 3.4**). Instructions on the screen provide additional direction for using the interface for query development.



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

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

CAR Worklist | Create New CAR | CAR Search | **CAR Ad Hoc Reports**

**CAR - Ad Hoc Report**

**Instructions**  
 To use a previously saved Ad Hoc report:  
 1. Select an ad hoc from **My Ad Hocs**  
 2. Click **Open My Ad Hoc** button  
 3. To share or delete a previously saved ad hoc, select **Manage My Ad Hocs** button

Please follow these steps to create new ad hoc report:  
 1. Select a Data Record and click **Get Data Element**  
 2. Select one or more Data Elements  
 3. Click **Add Columns** and/or **Delete Columns** to set the Selected Data Elements List  
 4. Select Data Element and click **Add Where** to set the where condition(s)  
 5. Enter the Expression and Value in the Where clause  
 6. To add more then one where condition select a Logical Expression  
 7. Click on **RUN QUERY**

**Select Data Record:**

**Get Row Count:**

**Set maximum rowcount:**  (Maximum size : 20,000)

**Figure 3.3**

**Select Data Record:**

**Get Row Count:**

**Set maximum rowcount:**  (Maximum size : 20,000)

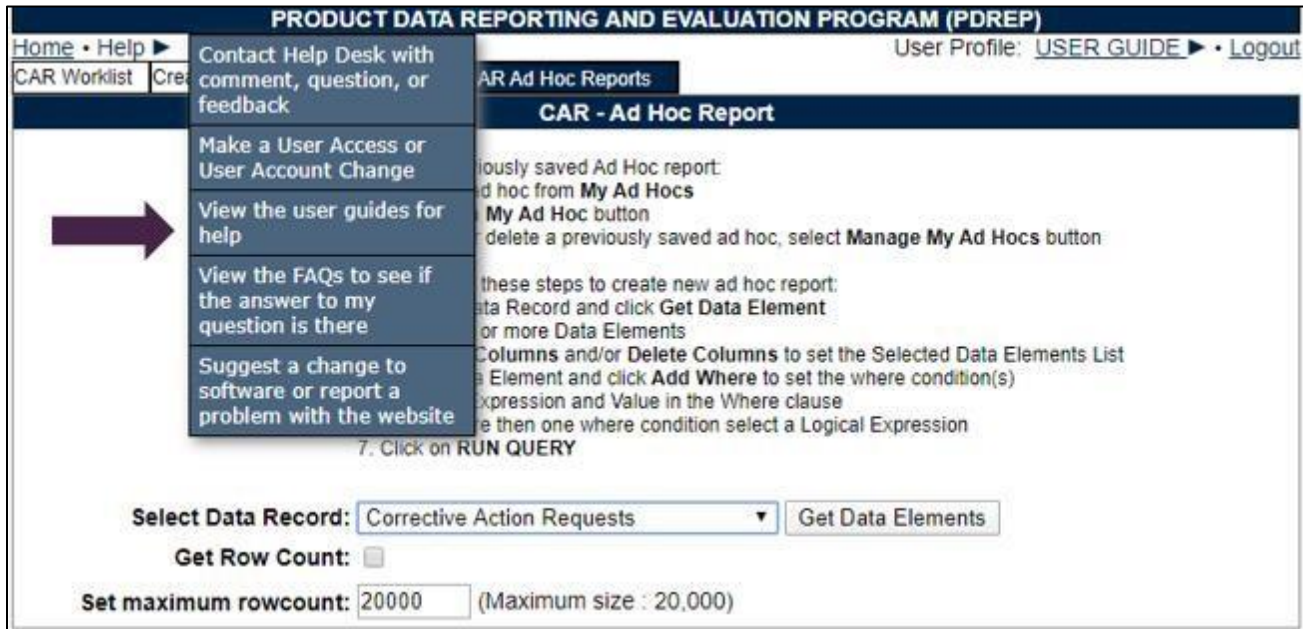
**Figure 3.4**

### 3.2 Using Ad Hoc Queries

- Please refer to the Product Data Reporting and Evaluation Program (PDREP) Ad Hoc Search tool user guide for assistance using the CAR Ad Hoc Tool.
- The Ad Hoc query generator can be used to generate a variety of reports; all results are downloadable to a spreadsheet. On-screen instructions are available as a reminder on how to create the ADHOC query. The web page provides a method for users to choose a record type to query. Users may select specific data elements from the record such as date range or code, to generate query results.
- Users can make adjustments to queries by returning to the Ad Hoc Report page. Results can be downloaded into MS Excel when complete.

- The Product Data Reporting and Evaluation Program (PDREP) Ad Hoc Search Tool User Guide can be located at:  
[https://www.pdrep.csd.disa.mil/pdrep\\_files/reference/guides\\_manuals/pdf/ADHOC.pdf](https://www.pdrep.csd.disa.mil/pdrep_files/reference/guides_manuals/pdf/ADHOC.pdf)

The hyperlink will display the PDREP Guides and Manuals screen (see **Figure 3.6**) or may be found by clicking the User Guides selection under the Help menu on the top of any PDREP window (see **Figure 3.5**).



**Figure 3.5**



Home > Guides & Manuals

## Guides and Manuals

### PDREP Guides and Manuals

#### General

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

#### PDREP Tools

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

#### Product Quality Deficiency Reports (PQDR)

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

#### Other Programs

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

#### DCMA Tools

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

**Figure 3.6**

## 4 CREATE NEW CAR

### 4.1 Initiating a New CAR

Under Applications, hovering over the CAR module and select 'Create New CAR' (see **Figure 4.1**). If already working in the CAR module, select the 'Create New CAR' tab (see **Figure 4.2**).

**NOTE: Once a CAR is initiated, only members of the initiator's DoDAAC may edit and close the CAR, unless the CAR is transferred to a different DoDAAC.**



Figure 4.1

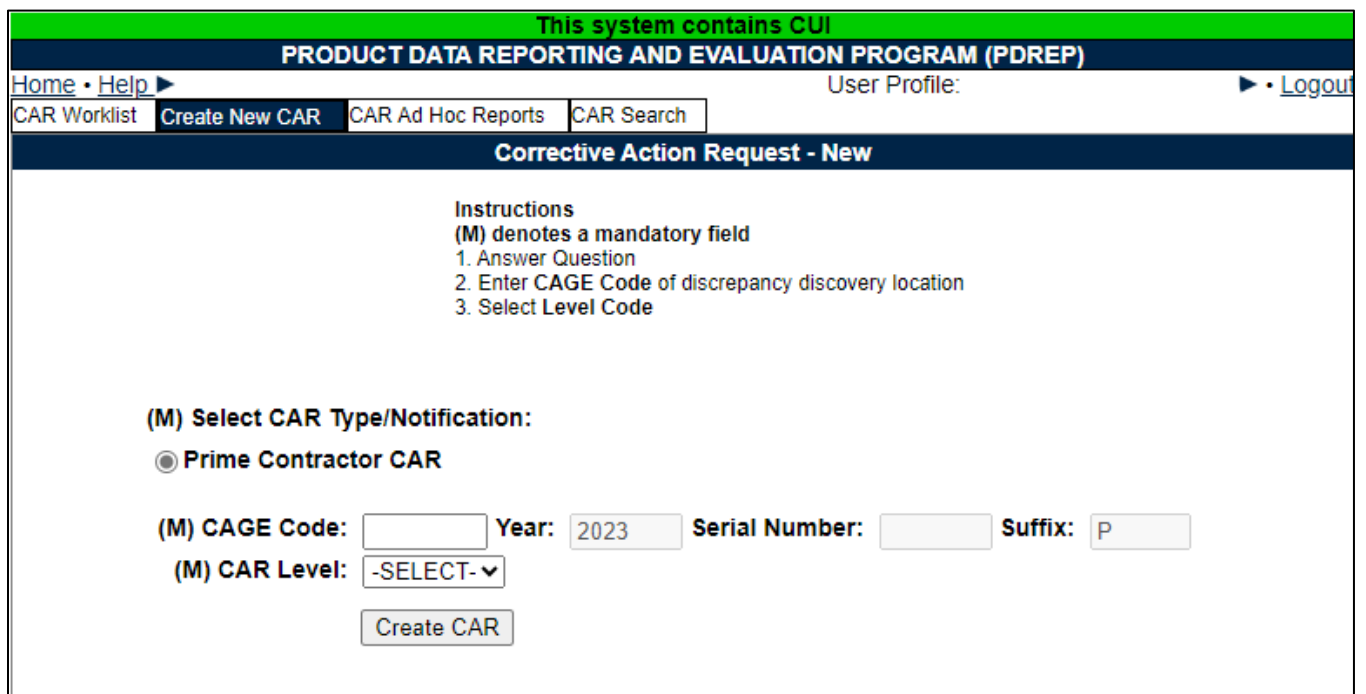


Figure 4.2

After accessing the Create New CAR page, complete all mandatory data fields and select the 'Create CAR' button to process entry.

**NOTE:** *Mandatory fields are identified with a (M). Conditionally Mandatory fields (which become mandatory based on data entered in another field) are identified with a (CM).*

#### **Figure 4.2** Data Fields

- (M) Select CAR Type
  - **Prime Contractor CAR:** Functional Specialist Users choose this selection for issuing CARs to Prime Contractors. Prime Contract CAR control numbers contain a “P” as the last character. This is auto-selected.
- **CAGE Code:** CAGE Code (of the Contractor) for which the CAR is being created.
- **Year:** Auto-populates based on current year. Cannot be edited by the user.
- **Serial Number:** Non-editable, auto-populated four digits based on the next sequential number for the CAGE Code entered (within the current calendar year). Every New CAR whether or not you successfully created and saved the CAR you were working on will get a new Serial Number.
- **Suffix:** Ending alpha character indicates what type of CAR it is (Not all are available for non-DCMA users).
  - **P:** Identifies CAR issued to Prime Contractor.
  - **D:** Identifies a Notification of deficiency at the sub-location.
  - **X:** Identifies a record that has been escalated with the same CAR number as the original record.
  - **E:** Exception to Delegated Surveillance/Place of Performance CAR.
  - **M:** Indicates a record migrated from E-TOOLS.
  - **O:** Identifies an OASIS CAR.
  - **H:** Identifies a Host Nation CAR.

**NOTE:** *CAGE Code + Year + Serial Number + Suffix = Record Control Number (RCN) or Car Number. RCN and CAR Number are used interchangeably.*

#### **4.2 CAR Levels**

Select the appropriate level of the CAR **based on department policy.**

- **Level I**
- **Level II**
- **Level III**
- **Level IV**

### 4.3 CAR – Create/Edit

After selecting the Create CAR button, the Corrective Action Request – Create/Edit page will display. The originator must enter all mandatory fields in order to continue.

CAR Worklist	Create New CAR	<b>Edit CAR</b>	Review CAR	CAR Notes	CAR Ad Hoc Reports	CAR Search
<b>Corrective Action Request - Create/Edit</b>						
<b>Instructions</b> (M) denotes a mandatory field 1. Enter Contract Recipient POC and Email Address for Transmit/Notification 2. Enter Issuing DODAAC 3. Enter Contract/P.O/O.I information, if known 4. Select Add/View Deficiencies to add up to 5 Deficiencies 5. Enter/Select CAP Due Date in MM/DD/YYYY format (For CAR Level I, CAP Due Date is not required.)						
Add/View or Edit Deficiencies		Save	Cancel	View/Add Attachments	Save & Exit	
<b>General Information</b>						
LEVEL I ▼		CAR Number:	Cage	Year	S/N	
			PDREP- 2023-	0097	P	
Review Required:		<input checked="" type="checkbox"/>				
Contractor Business System Indicator:		<input type="checkbox"/>				
Escalated:		<input type="checkbox"/>				
(M)Originator Name:	GUIDE (ALPHA) USER					
(M)Phone Number:	2074386491					
(M)Email:	user.guide@navy.mil					
DoDAAC:	W91QE7					
Activity Name:	W6QK USA CONTRACTING CMD					
Address:	BLDG 8022 COTTONWOOD ROAD					
City, State, Zip:	REDSTONE ARSENAL, AL 35898-5000					

Figure 4.3

#### Figure 4.3 Data Fields

- **CAR Level:** Selection populated is initially made via the 'Create New CAR' Tab and is editable via a dropdown while the record is in a draft status (Figure 4.4).

<b>LEVEL:</b>	1	▼
	-SELECT-	
	1	
	2	
	3	
4		

**Figure 4.4**

- **CAR Number:** An auto-generated number combination from the CAGE, calendar year and number sequence from the initial 'Create New CAR' page.

**NOTE:** *There are times when the CAR Number is referred as the RCN.*

- **Contractor Business System Indicator:** Check this box if the deficiency was found during a Contractor Business System (CBS) related audit. Checking this box will cause additional conditional mandatory (CM) items to be completed by the Contracting Officer Reviewer if the CAR is a LIII or IV.
- **Review Required:** This box is automatically checked to require a review by local SCO procedures before it is transmitted to contractor. The status will change to DRAFT PENDING REVIEW when the CAR is forwarded to the Reviewer.
- **Escalated:** Check this box to identify this CAR is a result of an escalation. You may link the original CAR(s) to this record. Additional details are available in Section 15 of this guide.
- **(M) Originator Name, (M) Phone Number, (M) Email and DODAAC:** Auto-populated from originators Profile, will auto-populate CAR letterhead.

KTR Information	
(M) KTR POC:	<input type="text"/>
(M) KTR POC Title:	<input type="text"/>
(M) KTR Email Address:	<input type="text"/>
KTR POC Phone:	<input type="text"/>

**Figure 4.5**

**Figure 4.5 Data Fields**

- **(M) KTR POC:** The Contractor's Point of Contact. This information auto-populates the 'To' field of the CAR's letter.
- **(M) KTR POC Title:** The title associated with the Contractor's Point of Contact, i.e. Quality Manager, Production Manager, etc. The *KTR POC* field and the *KTR POC Title*

field are populated on the CAR header above the KTR info when it's being transmitted (see **Figure 4.6**).

The screenshot displays the 'ARMY Correspondence' web interface. It is divided into three main sections: 'Instructions', 'Correspondence', and 'Content'.  
1. **Instructions:** A list of four steps: 1. Enter To Email Address and click Add To Email List; 2. Enter CC Email Address and click Add CC Email List if required; 3. Enter/Modify the content if required; 4. Click Send to send the CAR Letter.  
2. **Correspondence:** Contains 'To:' and 'CC:' input fields. The 'To:' field has an 'Add To Email list' button. The 'CC:' field has an 'Add CC Email list' button. Below these is a scrollable list of email addresses with a 'Delete' button at the bottom.  
3. **Content:** Features the Army Department of the Army seal on the left. To its right are input fields for: 'W6QK ACC-PICA', 'BUILDING 10 PHIPPS RD', 'PICATINNY ARSENAL, NJ 07806-5000 US', and '09/05/2023'. Below these is a large text area containing the following text:  
September 05, 2023  
POC  
TITLE  
PDREP CO  
NSLC PORTSMOUTH  
PORTSMOUTH, NH 03804  
Subject: LEVEL III CAR# PDREP-2023-0061P  
TO: POC  
Summary:  
W6QK ACC-PICA Observed non-compliances on 08/03/2023 as detailed below. The non-compliance(s) documented in this corrective action request (CAR) impacts the prime contract number(s): USERGUIDE. The non-compliance(s) impact CAGE Code(s): PDREP. This CAR should be treated as a customer complaint.  
Deficiency: 1, Classification: Major  
At the bottom of the form are 'Preview', 'Send', and 'Back' buttons.

**Figure 4.6**

- **(M) KTR Email Address:** Enter the email address of the individual who is going to receive the CAR.
- **KTR POC Phone:** Enter the phone number of the individual who is going to receive the CAR.

Contract Information	
(M) Issuing Office DoDAAC:	<input type="text"/>
Contracting Office Name:	
(M) Contract Number:	<input type="text"/> <input type="button" value="Add Contract"/>
Delivery Order/Task Order:	<input type="text"/>
(M) Prime CAGE:	PDREP
Company Name:	PDREP CO
Address:	NSLC PORTSMOUTH
City, State, Zip Code:	PORTSMOUTH, NH 03804

Figure 4.7

Figure 4.7 Data Fields

- **(M) Issuing Office DODAAC:** Enter the DoDAAC of the Issuing Office. The Name and Address information from this DoDAAC will appear on all correspondence generated from the CAR program.
- **(M) Contract Number:** Enter all contracts affected (see **Figure 4.8**). Use the 'Add Contract' button to add multiple contracts and the 'Remove Contract' button to remove contracts (see **Figure 4.9**). Dashes will be removed when the Contract is added.

(M) Contract Number:	<input type="text"/>	<input type="button" value="Add Contract"/>												
Contract Numbers:	<table border="1"> <tbody> <tr> <td>PNYBR9M2GR</td> <td><input type="button" value="Remove"/></td> </tr> <tr> <td>MAR14583JK45</td> <td></td> </tr> <tr> <td>GYSJ234J4B2</td> <td></td> </tr> <tr> <td>ADFADF234234</td> <td></td> </tr> <tr> <td>123987F123KJH1</td> <td></td> </tr> <tr> <td>ERAER234234</td> <td></td> </tr> </tbody> </table>	PNYBR9M2GR	<input type="button" value="Remove"/>	MAR14583JK45		GYSJ234J4B2		ADFADF234234		123987F123KJH1		ERAER234234		
PNYBR9M2GR	<input type="button" value="Remove"/>													
MAR14583JK45														
GYSJ234J4B2														
ADFADF234234														
123987F123KJH1														
ERAER234234														

Figure 4.8

(M) Contract Number:	<input type="text"/>	<input type="button" value="Add Contract"/>												
Contract Numbers:	<table border="1"> <tbody> <tr> <td>PNYBR9M2GR</td> <td><input type="button" value="Remove"/></td> </tr> <tr> <td>MAR14583JK45</td> <td></td> </tr> <tr> <td>GYSJ234J4B2</td> <td></td> </tr> <tr> <td>ADFADF234234</td> <td></td> </tr> <tr> <td>123987F123KJH1</td> <td></td> </tr> <tr> <td>ERAER234234</td> <td></td> </tr> </tbody> </table>	PNYBR9M2GR	<input type="button" value="Remove"/>	MAR14583JK45		GYSJ234J4B2		ADFADF234234		123987F123KJH1		ERAER234234		
PNYBR9M2GR	<input type="button" value="Remove"/>													
MAR14583JK45														
GYSJ234J4B2														
ADFADF234234														
123987F123KJH1														
ERAER234234														

Figure 4.9

- **Delivery Order/Task Order:** Add the Delivery Order or Task Order number, if applicable





- **Corrective Action Plan Due Date:** Auto-populated date that is 45 calendar days from the date that the CAR was created. The user may edit the date for a shorter period, but not allowed to go more than 45 days after the transmittal date. Insert the number of days as required by agency policy. If more time is needed use extension date field on the KTR Actions Tab after the contractor responds, follow procedures IAW agency policy. If this field is missing or omitted, you will NOT be able to transmit the CAR. This date also populates the (CM) CAP Due Date on the KTR Actions Tab.
- **Response Required:** LEVEL I CAR's will be blank auto-selected to NO. For all other levels, the dropdown is auto-select YES. These values are not editable by users.
  - If YES, the Contractor's letter will state that there is a response required and list responses the contractor has to include.
- **(M) Delivery Schedule Impact Possible:** This is a mandatory drop down that indicates a schedule impact due to the deficiency. This field may be edited at any time after the CAR has been transmitted to the contractor.
- **(M) Repeat Finding:** This is a mandatory drop down that indicates if the current deficiency meets the business rule definition of 'repeat finding'.
- **(M) Status:** The status is auto-populated based on transactions within the CAR process; the status cannot be changed by manual input. For a list of statuses, see Appendix I.
- **(M) Status Date:** The date is auto-populated based on the last status update/change.
- **Transmitter Name:** The auto-populated name of the individual transmitting the CAR to the contractor. This data field will populate the contractor letter. Remains hidden until the CAR is transmitted to KTR.
- **Transmitted Date:** An auto-populated date generated when transmitting the CAR letter to the contractor. Remains hidden until the CAR is transmitted to KTR.

Buttons available on the Create/Edit Page:

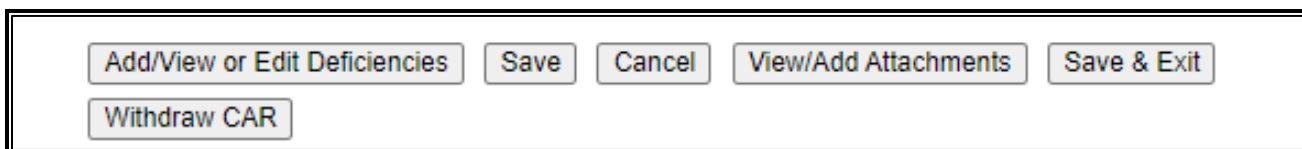


Figure 4.12

**Figure 4.12 Buttons**

- **Add/Edit or View Deficiencies:** Allows the user to access the deficiency page to view, add or edit deficiencies. Clicking this button acts as a save button and will display error messages if any are found on the Corrective Action Request Create/Edit page.  
**NOTE:** *Mandatory (M) fields must be completed before adding deficiencies.*
- **Save:** The Save button may be used at any time to save the record as a draft. This allows users to return at a later time or perform occasional saves. There is currently ***no*** auto-save feature. Using the save button forces the system to check entries for errors and generates an error message (*in red font at the top of the page*) when one is found. Error message(s) must be corrected before data will be saved. Successfully saved entries will generate the message '**CAR Data has been saved**'.
- **Cancel:** When this button is used on unsaved records, the user will be return to the worklist page, deleting the CAR/CAR serial number and causing a hole in the serial number sequence. If Cancel is used on a record previously saved, the button will return the user to the worklist page and the record will maintain its status.
- **View/Add Attachments:** The Add/View Attachment button allows uploading, viewing and deleting of attachments. See **Section 19.1** for complete details on uploading and viewing attachments.
- **Save and Exit:** The Save and Exit button may be used at any time to save your work and exit the record.
- **Withdraw CAR:** Only available to user with Contracting Officer access to CAR module. See **Section 12** of this guide for Withdraw CAR Instructions.

## 5 CAR – DEFICIENCY DATA ENTRY

Once all mandatory (M) data fields are complete on the Create/Edit CAR Tab, you will be able to navigate to the Deficiency Data Entry Page. To do this: Select the 'Add/View or Edit Deficiencies' button on the Create New CAR Tab as seen in **Figure 5.1** to access the Conformance Data Entry page.



**Figure 5.1**

## 5.1 Adding a Deficiency

- A. Clicking the 'Add/View or Edit Deficiencies' button will display the CAR-Deficiency Data Entry page (see **Figure 5.2**).

CAR Worklist Create New CAR Edit CAR Review CAR CAR Notes CAR Ad Hoc Reports CAR Search

### CAR Deficiency Data Entry

Instructions  
(M) denotes a mandatory field  
1. Select Add Deficiency to add a new Deficiency  
2. Complete all mandatory fields  
3. Select Save or Save and Exit to add the Deficiency to the CAR  
4. Select Delete Deficiency to delete the currently displayed Deficiency

**LEVEL III** CAR Number: PDREP- 2023- 0053 P Cage Year S/N

Deficiency Number: 1 (M) NC Observation Date: [calendar icon]

The following is a list of Acquisition Functional areas adding deficiencies related to their field:

Assigned Functional Area: -SELECT-

Service Code: -SELECT-

Critical Characteristic/Process: -SELECT-

Item Nomenclature: [text] Add Item Nomenclature

Part Number: [text] Add Part Number

NSN: COG FSC NIIN SMIC Nomenclature [text] [text] [text] [text] [text] Lookup FSC

(M) Def. Class: -SELECT-

(M) Non-compliance Description: [text area]

Proprietary Information: -SELECT-

(M) Contractual Requirement: [text area]

Contractor Procedure: [text area]

Save Deficiency Save Draft Deficiency Delete Deficiency CAR Review View/Add Attachments

Back

**Figure 5.2**

## Figure 5.2 Data fields

### CAR Deficiency Data Entry:

- **CAR Level:** Selection populated is initially made via the 'Create New CAR' page.
- **CAR Number:** Selection populated is initially made via the 'Create New CAR' page.
- **Deficiency Number:** Drop down list of the numbers corresponding to the number of the deficiency. The list can contain up to 99 deficiency numbers. Click on the selected deficiency number (see **Figure 5.3**) to go directly to that deficiency.

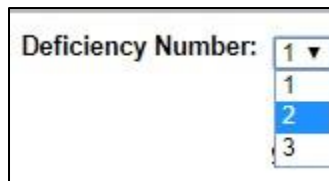
A screenshot of a web form element labeled "Deficiency Number:". To the right of the label is a dropdown menu. The menu is open, showing a list of numbers: "1", "2", and "3". The number "2" is highlighted in blue, indicating it is the selected option.

Figure 5.3

- **(M) NC Observation Date:** The date the government representative found or witnessed the deficiency.
- **Assigned Functional Area:** The assigned functional area where the deficiency was found.
- **Service Code:** Select the appropriate Service Code for the deficiency.
- **Critical Characteristic/Process:** If item is a critical safety item select yes from the drop down list. Check 'Yes' if the item is an ESA (Engineering Support Activity) identified as a CSI.
- **Item Nomenclature:** Name of the part or document related to the deficiency. Multiple items may be stored; use the 'Add Item Nomenclature' button to add items and the 'Remove Item Nomenclature' button to remove saved items (see **Figure 5.4**). This field will accept up to 50 alphanumeric characters.

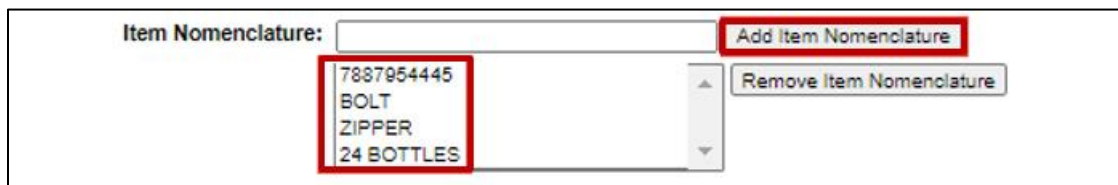
A screenshot of a web form element labeled "Item Nomenclature:". It features a text input field, a button labeled "Add Item Nomenclature", and a button labeled "Remove Item Nomenclature". Below the input field is a scrollable list box containing the following text: "7887954445", "BOLT", "ZIPPER", and "24 BOTTLES". The list box has a red border around it.

Figure 5.4

- **Part Number:** Is the part number related to the deficiency. Multiple part numbers may be stored, use the 'Add part Number' button to add items and the 'Remove Part Number' button to removed saved items. The part numbers listed will auto-populate on the contractor letter (see **Figures 5.5** and **Figure 5.6**). This field will accept up to 32 alphanumeric characters.

Part Number:

**Figure 5.5**

Part Number:

123456789  
147895  
36987  
D4552G55

**Figure 5.6**

- **NSN:** Fill in the NSN, if available or type the NIIN and click the 'Lookup FSC' button to have the NSN auto-populate as shown in **Figures 5.7** and **Figure 5.8**.

COG (NSEO) FSC NIIN SMIC (NSEO) Nomenclature

NSN:

**Figure 5.7**

- **COG (NSEO):** The dual cognizant (COG) code is a two-position alphanumeric code prefixed to NSN's (National Stock Numbers) for internal Navy management purposes to identify and designate the Inventory Control Point (ICP) office or agency that exercises supply management. It is not a component of the NSN for material identification purposes.
- **FSC:** Federal Supply Class, used to group products into logical families for management purposes.
- **NIIN:** National Item Identification Number, number given in place of a specific manufactured part number.
- **SMIC (NSEO):** Special Material Identification Code, Special code given by the Navy to identify a type of material.
- **Nomenclature:** Official name of a part, last part of the NSN

Home • Help ▶ User Profile: USER (BETA) GUIDE ▶ Logout

**Lookup FSC**

Instructions  
 1. To search for an existing Code, enter one of the following:  
 a. Code or  
 b. Name  
 2. Click Search  
 a. Select a Code by clicking the Select button  
 3. Click Cancel to return to previous screen

Code FOR: FSC  
 Code:   
 Name:

Code	Name	Select
9999	MISCELLANEOUS ITEM	<input type="button" value="Select"/> <input type="button" value="View"/>

**Figure 5.8**

- **(M) Def Class:** The classification of the deficiency in accordance with FAR definitions. Selected from the drop down list (see **Figure 5.9**).

(M) Def. Class:    
 (M) Category:    
 (M) Type:    
 (M) Non-compliance:

**Figure 5.9**

**NOTE:** Contracting Officers will see the Deficiency Class as shown in **Figure 5.10** for Contractor Business System records. This allows a Contracting Officer to make a change in Def Class when performing their function on the ACO page. When 'Significant' is selected, an additional dropdown will populate **after saving** for the Def. Class Sub. Class.

(M) Def. Class:    
 (M) Category:    
 (M) Type:    
 (M) Type Details:    
 (M) Non-compliance:

**Figure 5.10**

**(M) Non-compliance Description:**

**Proprietary Information:**

**(M) Contractual Requirement:**

**Contractor Procedure:**

**Figure 5.11**

**Figure 5.11 Data Fields**

- **(M) Non-compliance Description:** A detailed description of the departure from the contractual requirements.
- **Proprietary Info:** Select Yes or No from the drop list. Selecting 'Yes' will cause a Proprietary Narrative text box to display where users will add proprietary information related to the noncompliance (see **Figure 5.12** and **Figure 5.13**). **The data entered will only be visible to users within the same SYSCOM and DoDAAC, plus the data owner.**

**Proprietary Information:**

**Figure 5.12**

Proprietary Information: YES ▾

Proprietary Narrative:

Add the Proprietary information here.

**Figure 5.13**

- **(M) Contractual Requirement:** Text box to enter the contractual requirement; TDP, SOW FAR, etc. (see **Figure 5.11**).
- **Contractor Procedure:** Contractor’s procedure that controls process or does not address contract requirements to produce expected outcome (see **Figure 5.11**).

Save Deficiency   Save Draft Deficiency   Delete Deficiency   CAR Review   View/Add Attachments

Back

**Figure 5.14**

**Figure 5.14:** Available Buttons before saving a deficiency:

- **Save Deficiency:** Allows the user to save a deficiency after all mandatory fields have been filled and populate workflow buttons including Transmit to Contractor, Forward to Reviewer, and Forward to ACO.
- **Save Draft Deficiency:** Allows the user to save a deficiency without entering all mandatory fields. No workflow buttons will populate until all mandatory data fields are entered.

**NOTE:** *If any of the mandatory (M) fields are missing, the entry will not save and an error message will populate (see **Figure 5.15**) indicating what field(s) require attention.*

**CAR Deficiency Data Entry**

**Instructions**  
**(M)** denotes a mandatory field

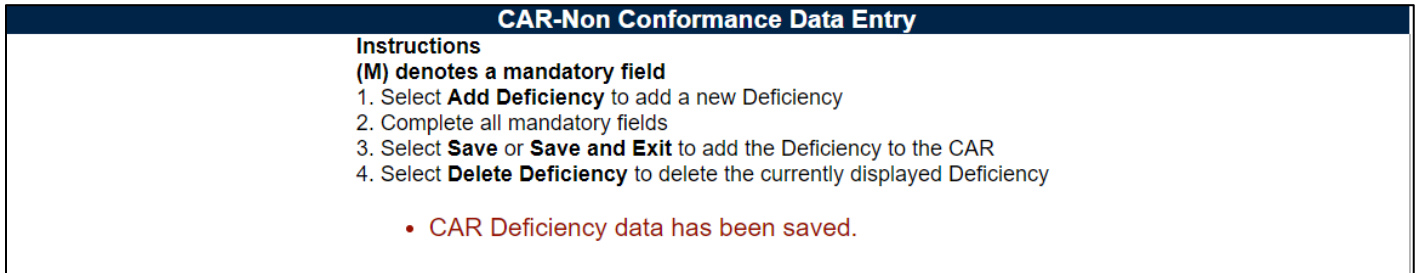
1. Select **Add Deficiency** to add a new Deficiency
2. Complete all mandatory fields
3. Select **Save** or **Save and Exit** to add the Deficiency to the CAR
4. Select **Delete Deficiency** to delete the currently displayed Deficiency

- Non-compliance Description is a mandatory field.
- NC Observation Date is a mandatory field.
- Contractual Requirement is a mandatory field.

**Figure 5.15**

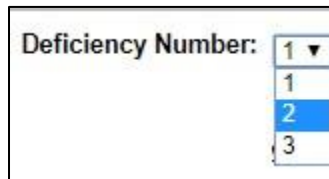


When a deficiency has been successfully saved, a message of completion (as shown in **Figure 5.16**) will generate.



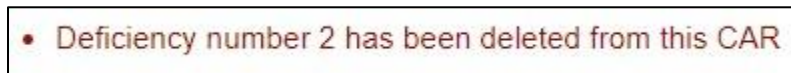
**Figure 5.16**

- **Delete Deficiency:** Allows the user to delete a deficiency prior to transmitting the CAR to the contractor. This is done by:
  - Select the correct deficiency number to remove from the dropdown list (see **Figure 5.17**).



**Figure 5.17**

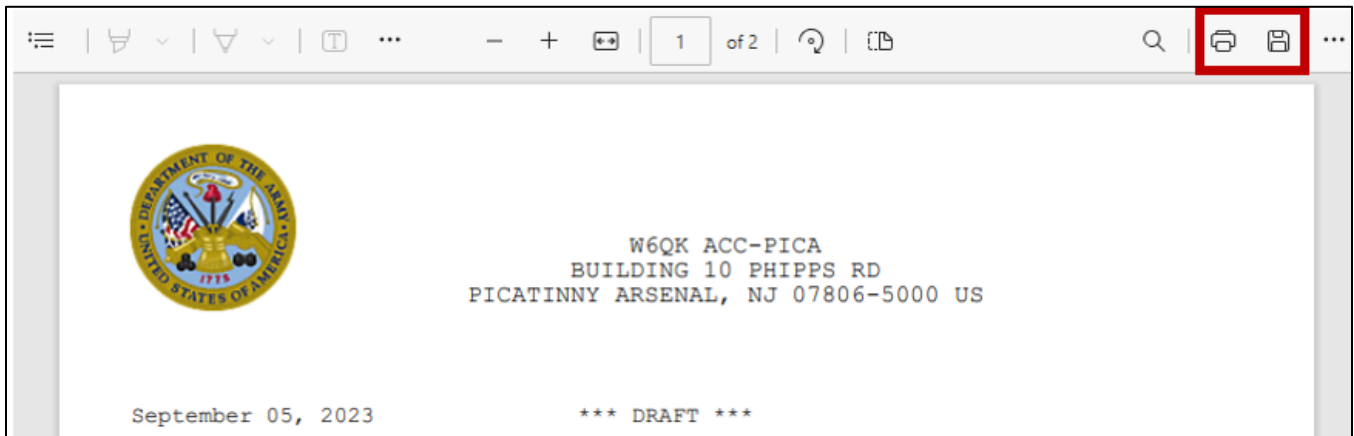
- Click the button to delete deficiency.
- System generated message of 'Are you sure you want to delete this deficiency?' will display
- Select 'Yes' to confirm the deletion and receive the confirmation message 'Deficiency number has been deleted from the CAR.' as shown in **Figure 5.18**.



**Figure 5.18**

**NOTE:** This action cannot be undone. If a deficiency is deleted from the list, the deficiencies will not be renumbered.

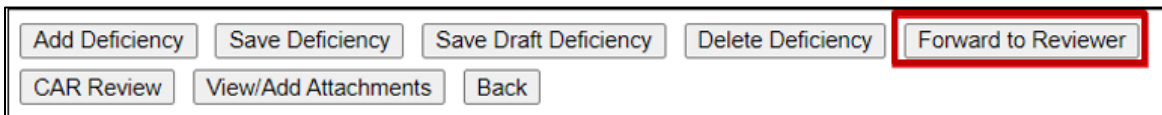
- **CAR Review:** Before using this button ensure the deficiency has been saved. CAR Review opens a DRAFT PDF version of the CAR letter to be sent to the contractor. This gives the Functional Specialist the ability to review the letter's content prior to forwarding the CAR to the reviewer. The PDF may be downloaded or printed from this screen (see **Figure 5.19**).



**Figure 5.19**


- **Back:** Allows the user to move from the current page to the previous page.

**Figure 5.20:** Available Buttons after saving a deficiency when the Review Required box *is* selected:



**Figure 5.20**

- **Add Deficiency:** Creates a new deficiency page allowing the user to document more than one deficiency. The button will allow up to 99 deficiencies per CAR.
- **Forward to Reviewer:** Opens CAR Forward to Reviewer Message page. An auto-populated message will generate in the message box as seen in **Figure 5.21**.
- The emails intended recipient ('To:') must be an active PDREP user with user access privileges eligible to receive correspondences. If not, an alert will display instructing the intended recipients 'User with email (it will list email address entered by originator) does not have the required CAR Access Level for this action.' To avoid this situation, select a user that has Quality Assurance Specialist, Property Administrator, Contract Specialist or Contracting Officer access.

ARMY Correspondence	
<b>Instructions</b> 1. Enter <b>To Email Address</b> and click <b>Add To Email List</b> 2. Enter <b>CC Email Address</b> and click <b>Add CC Email List</b> if required 3. Enter/Modify the content if required 4. Click <b>Send</b> to send the CAR Letter	
Correspondence	
To: <input type="text" value="Email of Supervisor"/>	<input type="button" value="Add To Email list"/>
CC: <input type="text"/>	<input type="button" value="Add CC Email list"/>
Content	
	<input type="text"/>
	<input type="text" value="W6QK ACC-PICA"/>
	<input type="text" value="BUILDING 10 PHIPPS RD"/>
	<input type="text" value="PICATINNY ARSENAL, NJ 07806-5000 US"/>
	<input type="text" value="07/27/2023"/>
<p>July 27, 2023</p> <p>Corrective Action Request (CAR) CAR# PDREP-2023-0053P requires a review.</p> <p>Functional Area for Deficiency: Quality Assurance</p> <p style="text-align: center;">Sincerely,</p> <p style="text-align: center;">USER GUIDE</p>	

**Figure 5.21**

- The "CC" line may be used to share a copy of the CAR to personnel outside of the PDREP system.

## 6 REVIEW CAR

Review is required on all CARs. When a QAS, PA, or KS creates a CAR, a review will be required based on a check mark in the 'Review Required' on the Create New CAR page (see **Figure 6.1**). This checkbox is programmed to always be checked to require a review of each CAR. The KO may create and issue a CAR without a review.

**Note:** Team Lead Non-Supervisor (QAS/PA) users may NOT review their own CARs.

**NOTE:** For CARs created and issued by the Contracting Officer, you have a choice to directly “Transmit to Contractor” without a review, or “Forward to Reviewer” to have the CAR reviewed prior to transmitting to the contractor.”

General Information		
LEVEL III ▾	CAR Number:	Cage Year S/N 98897- 2023- 0021 P
Review Required: <input checked="" type="checkbox"/>		
Contractor Business System Indicator: <input type="checkbox"/>		

Figure 6.1

## 6.1 Forward to Reviewer

- When the user clicks the Forward to Reviewer button (see **Figure 6.2**) on the Deficiency page, it opens the CAR ‘Forward to Reviewer Message’ page and an editable auto-populated message will be displayed in the message box to notify the intended recipient, that the CAR needs to be reviewed (**Figure 6.3**).

Add Deficiency	Save Deficiency	Delete Deficiency	Forward to Reviewer	CAR Review
View/Add Attachments	Back			

Figure 6.2


ARMY Correspondence	
<b>Instructions</b> 1. Enter <b>To Email Address</b> and click <b>Add To Email List</b> 2. Enter <b>CC Email Address</b> and click <b>Add CC Email List</b> if required 3. Enter/Modify the content if required 4. Click <b>Send</b> to send the CAR Letter	
Correspondence	
<b>To:</b> <input type="text" value="supervisor@navy.mil"/>	<input type="button" value="Add To Email list"/>
<input type="button" value="Delete"/>	
<b>CC:</b> <input type="text"/>	<input type="button" value="Add CC Email list"/>
Content	
	<input type="text"/>
	<input type="text" value="W6QK ACC-PICA"/>
	<input type="text" value="BUILDING 10 PHIPPS RD"/>
	<input type="text" value="PICATINNY ARSENAL, NJ 07806-5000 US"/>
	<input type="text" value="08/16/2023"/>
<div style="border: 1px solid black; padding: 10px;"> <p>August 16, 2023</p> <p>Corrective Action Request (CAR) CAR# PDREP-2023-0061P requires a review.</p> <p>Functional Area for Deficiency: Property Administration</p> <p style="text-align: right;">Sincerely,</p> <p style="text-align: right;">ALPHA (ALPHA) USER</p> </div>	
<input type="button" value="Send"/>	<input type="button" value="Back"/>

Figure 6.3

**Figure 6.3: Data Fields**

Additional email address may be added using the Add To: Email list and Add CC Email list buttons (see **Figure 6.4**).

- **To:** Auto-populated with the Supervisor email that is in your PDREP profile. If there is not a supervisor, the field is blank.
- **CC:** Type additional email addresses into the CC: box and click 'Add CC Email List' (this must be done one address at a time).

The screenshot shows two main sections: 'To:' and 'CC:'. The 'To:' section has a text input field, a button labeled 'Add To Email list', and a dropdown menu containing 'user.guide@navy.mil'. Below the dropdown is a 'Delete' button. The 'CC:' section has a text input field, a button labeled 'Add CC Email list', and a dropdown menu containing 'guide.user@navy.mil'. Below the dropdown is a 'Delete' button. The text 'toEmailList' is visible between the two sections.

**Figure 6.4**

To remove an email address, highlight the address to be removed and click the 'Delete' button (see **Figure 6.5**).

This screenshot is a close-up of the 'CC:' section. The text input field is empty. The dropdown menu is open, and the email address 'guide.user@navy.mil' is highlighted in blue. A 'Delete' button is positioned to the right of the dropdown menu. The 'Add CC Email list' button is visible to the right of the text input field.

**Figure 6.5**

- **Address:** The address generated is auto-populated based on the user's log in information.
- **Message:** Enter a short message about the CAR.

Click 'Send' to complete the forwarding action. A PDREP message will be returned to notify the user the CAR has been sent successfully. Click 'Back' to cancel sending the correspondence.



Figure 6.6

By clicking the 'Continue' hyperlink, the user will be returned to the CAR Worklist page.

Once the email is sent, the status will automatically update to 'Draft Pending Review' status. The correspondence date and correspondence will be automatically recorded in the record's history.

## 6.2 Reviewer Actions

The Reviewer will review the CAR, input the required data and if acceptable, forward transmit the CAR to the KO or return the CAR to the Originator.

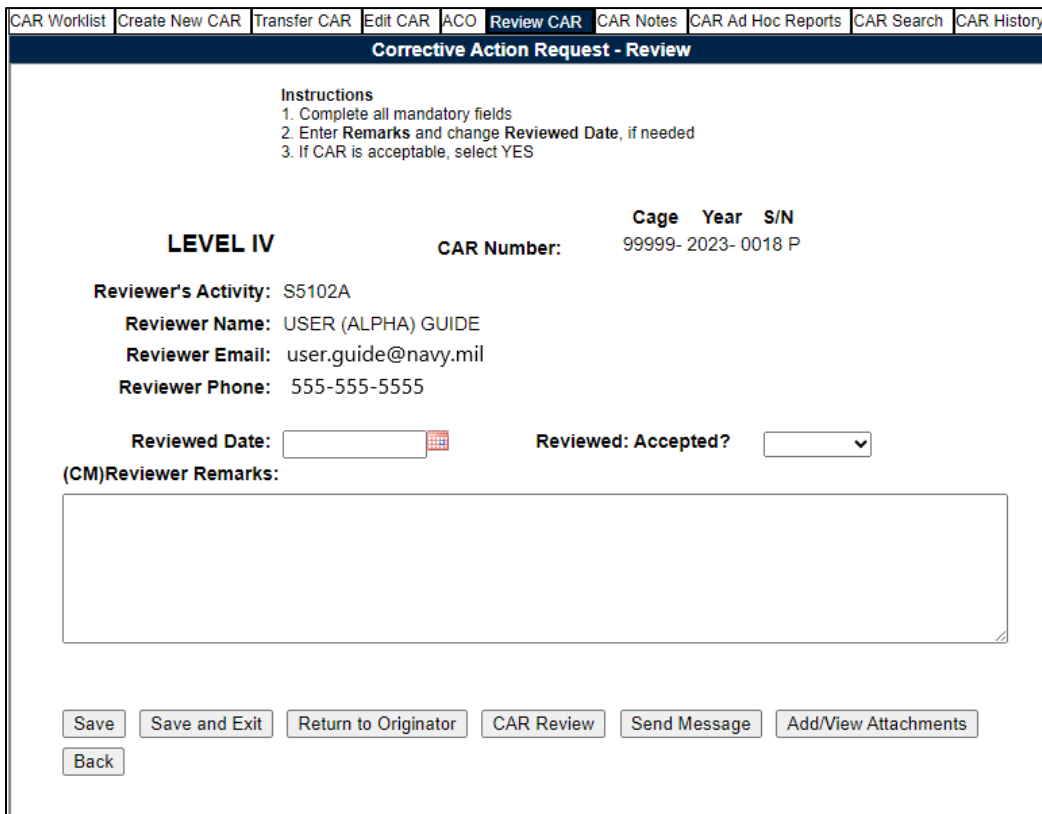


Figure 6.7

**Figure 6.7** Data Fields

- **Level:** Selection populated is initially made via the 'Create New CAR' page.
- **CAR Number:** Selection populated is initially made via the 'Create New CAR' page.
- **Reviewer's Activity:** The Activity found in the Reviewer's profile.
- **Reviewer Information:** Auto-populated based on users account settings.
- **Reviewed Date:** Select the date the CAR was reviewed.
- **Reviewed: Accepted?:** The Reviewer has a choice of Yes or No.
  - If 'No' is selected the Reviewer's Remark block will become (M) mandatory. The Reviewer will provide comments on the required changes that will make the CAR acceptable. The Reviewer may notify the functional specialist via the 'Return to Originator' button on the Reviewer's page. This email notification and the Reviewers Remarks will be captured in the CAR history. Status will remain as Draft Pending Review until the Review is completed and Returned to the Originator.
  - If 'Yes' is selected, click the 'Save' button to populate the 'Transmit to Contractor' button for the KO only. Contract Specialists may also 'Return to Originator' so the FS may transmit the CAR or Forward to ACO. QA/PA/KS users will need to Forward to ACO to send the CAR to the KO for transmitting.
    - When the 'Return to Originator' button is utilized, the status will update to "Draft Reviewed".
- **(CM) Reviewer Remarks:** Conditionally mandatory, a remark must be entered if the CAR review is not accepted.



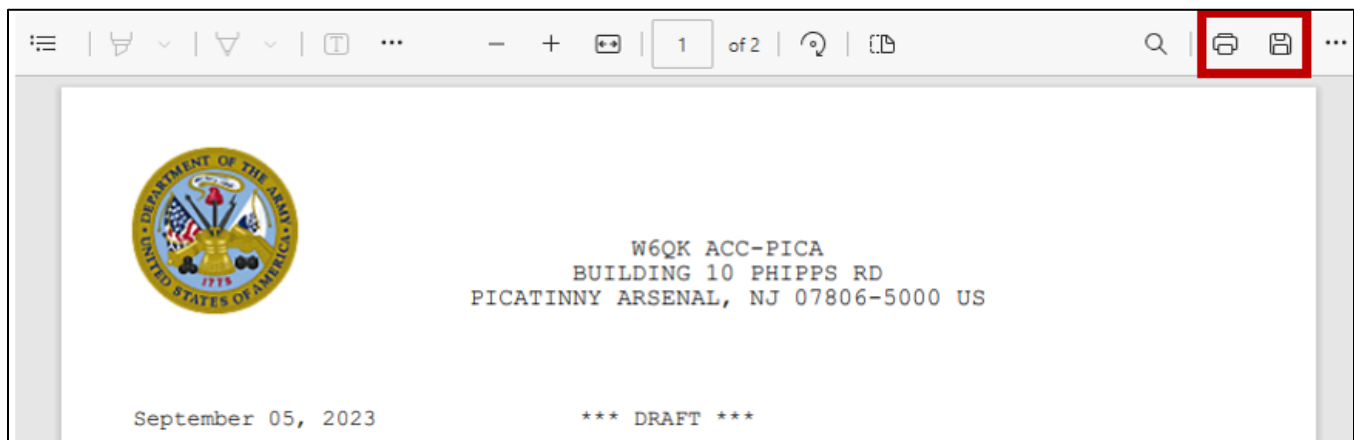
**Figure 6.8**

**Figure 6.8** Data Fields: Buttons

- **Save:** The Save button may be used at any time to save the record as a draft. This allows the user to exit the CAR and return later without losing data.



- **Save and Exit:** The Save and Exit button may be used at any time to save work and exit the record.
- **Return to Originator:** A 'Return to Originator Message' will auto-populate in the correspondence and display in the message box.
- **Transmit to Contractor:** (KO Only) Allows the Reviewer to transmit the CAR directly to the contractor without returning it to the Originator. Only populates for the KO once the review is accepted.
- **CAR Review:** Opens a DRAFT PDF version of the CAR letter to be sent to the contractor. This gives the Reviewer the ability to review the letter's content. The PDF may be downloaded or printed from this screen (see **Figure 6.9**).




**Figure 6.9**

- **Send Message:** Opens CAR Send Message page. The user has the ability to modify the message. For a detailed description of this message, see **Section 9**.
- **Add/View Attachments:** The Add/View Attachment button allows uploading, viewing and deleting of attachments. For a detailed description, see **Section 19.1**.
- **Back:** Allows the user to move from the current page to the CAR worklist. When selected this button does not save any data entered.

### 6.3 Return to Originator

This button opens the CAR's 'Return to Originator Message' page and an editable auto-populated message will be displayed in the message box (see **Figure 6.10**). **Once the email is sent, the status will not change.** Correspondence and date will be automatically recorded in the record's history.

The letter will auto-populate based on the “Reviewed: Accepted?:” dropdown. If YES is selected, the letter will show APPROVED. If NO is selected, REJECTED will populate (seen in **Figure 6.10**).

ARMY Correspondence	
<b>Instructions</b> 1. Enter <b>To Email Address</b> and click <b>Add To Email List</b> 2. Enter <b>CC Email Address</b> and click <b>Add CC Email List</b> if required 3. Enter/Modify the content if required 4. Click <b>Send</b> to send the CAR Letter	
Correspondence	
<b>To:</b> user.guide@navy.mil	
<b>To:</b> <input type="text"/>	<input type="button" value="Add To Email list"/>
<b>CC:</b> <input type="text"/>	<input type="button" value="Add CC Email list"/>
Content	
	<input type="text"/>
	<input type="text" value="W6QK ACC-PICA"/>
	<input type="text" value="BUILDING 10 PHIPPS RD"/>
	<input type="text" value="PICATINNY ARSENAL, NJ 07806-5000 US"/>
	<input type="text" value="08/16/2023"/>
<p>August 16, 2023</p> <p>RE: CAR# PDREP-2023-0061P</p> <p>TO: ALPHA (ALPHA) USER</p> <p>The above referenced corrective action request (CAR) was reviewed 08/16/2023 and has been APPROVED.</p> <p>Reviewer remarks: NONE</p> <p style="text-align: right;">Sincerely, ALPHA (ALPHA) USER</p>	
<input type="button" value="Send"/>	<input type="button" value="Back"/>

**Figure 6.10**

**Figure 6.10:** Data Fields

Additional email address may be added using the Add To: Email list and Add CC Email list buttons (see **Figure 6.11**).

- **To:** Enter the reviewer's email address and click the 'Add To Email list' button.
- **CC:** Type additional email addresses into the CC: box and click 'Add CC Email List' (this must be done one address at a time).

The screenshot shows two input sections. The top section is labeled 'To:' and contains a text input field with 'user.guide@navy.mil' selected in a dropdown menu. To the right of the dropdown is a 'Delete' button. Further right is an 'Add To Email list' button. The bottom section is labeled 'CC:' and contains a text input field with 'guide.user@navy.mil' selected in a dropdown menu. To the right of the dropdown is a 'Delete' button. Further right is an 'Add CC Email list' button.

**Figure 6.11**

To remove an email address, highlight the address to be removed and click the 'Delete' button (see **Figure 6.12**).

This screenshot is a close-up of the 'CC:' section. The dropdown menu is open, showing 'guide.user@navy.mil' highlighted in blue. The 'Delete' button is positioned to the right of the dropdown, indicating the process of removing the selected address.

**Figure 6.12**

- **Address:** The address generated is auto-populated based on the user's log in information.
- **Message:** Enter a short message about the CAR.

Click 'Send' to complete the forwarding action. A PDREP message will be returned to notify the user the CAR has been sent successfully. Click 'Back' to cancel sending the correspondence.

The screenshot shows a dark blue header bar with the text 'PDREP MESSAGE'. Below the header, the text reads: 'CAR Number 81316-2020-25' and 'Message Data sent successfully'. At the bottom of the box, there is a 'Continue' link.

**Figure 6.13**

## 7 Level I CAR

- A. There is No Response Required from the Contractor on Level I CARs. “NO” will be pre-selected on the dropdown on the EDIT CAR page (see **Figure 7.0**).

The screenshot shows a form titled "Deficiency Information". It contains an "Executive Summary" text area. Below it are several fields: "CAR POC" (text input), "Corrective Action Plan Due Date" (date picker set to 11/12/2023), "(M) Response Required" (dropdown menu with "NO" selected), "(M) Delivery Schedule Impact Possible" (dropdown menu with "-SELECT-" selected), and "(M) Repeat Finding" (dropdown menu with "-SELECT-" selected). At the bottom, it shows "Status: DRAFT" and "Status Date:".

**Figure 7.0**

- B. The user will complete all the (M) fields on the CAR Deficiency Entry page and click 'Save Deficiency'.
- C. The button 'Forward to Reviewer' will appear at the bottom of the page (see **Figure 7.1**). Follow the steps outlined in **Section 6** to complete the Review.

The screenshot shows a row of buttons at the bottom of the page. The buttons are: "Add Deficiency", "Save Deficiency", "Save Draft Deficiency", "Delete Deficiency", "Forward to Reviewer" (highlighted with a red border), "CAR Review", "View/Add Attachments", and "Back".

**Figure 7.1**

**NOTE:** For CARs created and issued by the Contracting Officer, you have a choice to directly “Transmit to Contractor” without a review, or “Forward to Reviewer” to have the CAR reviewed prior to transmitting to the contractor.”

- D. Once the review is approved, the Review CAR Tab (**Figure 7.2**) and the Deficiency Page (**Figure 7.3**) will have the 'Forward to KO' button available.

Reviewed Date:   Reviewed: Accepted?  

(CM)Reviewer Remarks:

**Figure 7.2**

**Figure 7.3**

- E. Clicking 'Forward to KO' on either page will bring up the Correspondence page to send the Level I CAR to the Contracting Officer for final review and transmission (**Figure 7.4**).
  - a. Enter the Contracting Officer's email address and click 'Add to Email list' before clicking Send.
  - b. The Back button will bring the user back to the Deficiency page.

**ARMY Correspondence**

**Instructions**

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

**Correspondence**

To:

Add To Email list

user.guide@navy.mil ▲  
▼

Delete

CC:

Add CC Email list

**Content**



W6QK ACC-APG DENVER

72ND AND QUEBEC STREET KO

COMMERCE CITY, CO 80022-1748 US

09/28/2023

September 28, 2023

CORRECTIVE ACTION REQUEST (CAR) CAR# PDREP-2023-0077P REQUIRES CONTRACTING OFFICER ACTION.

CAR DoDAAC:

SINCERELY,

USER (ALPHA) GUIDE

Send

Back

Figure 7.4

F. Clicking 'Send' will display a confirmation page the message has been sent and the status will update to 'Forwarded to ACO' (Figure 7.5).

PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)	
<a href="#">Home</a> • <a href="#">Help</a>	User Profile. <a href="#">Logout</a>
PDREP MESSAGE	
<b>CAR Number</b>	PDREP-2023-0077P
<b>Message</b>	Data sent successfully
<a href="#">Continue</a>	

Figure 7.5

G. The Contracting Officer follows the steps outlined in Section 10.3. Once all mandatory fields are complete, and the ACO page is saved, they will have the 'Transmit to Contractor' button (Figure 7.6).


CAR Worklist	Create New CAR	Transfer CAR	Edit CAR	ACO	Review CAR	CAR Notes	CAR Ad Hoc Reports	CAR Search	CAR History
Corrective Action Request - Review									
<p><b>Instructions</b>  <b>(M)</b> denotes a mandatory field            1. Complete all mandatory fields            2. Enter <b>Remarks</b> and change <b>Reviewed Date</b>, if needed            3. If CAR is acceptable, select YES</p> <ul style="list-style-type: none"> <li>CAR Review Data has been saved.</li> </ul>									
<b>LEVEL I</b>		<b>CAR Number:</b>		<b>Cage</b>		<b>Year</b>		<b>S/N</b>	
		PDREP- 2023- 0077 P		PDREP- 2023-		0077 P			
<p><b>Reviewer's Activity:</b> W9125F  <b>Reviewer Name:</b> ALPHA (ALPHA) USER  <b>Reviewer Email:</b> sarah.derick@navy.mil  <b>Reviewer Phone:</b> 207-438-6491</p>									
<b>Reviewed Date:</b> 09/28/2023				<b>Reviewed: Accepted?</b>		YES			
<b>(CM)Reviewer Remarks:</b>									
All Level I									
<b>(M) Management has reviewed in accordance with Agency policy.</b> <input checked="" type="checkbox"/> 09/28/2023 									
<a href="#">Save</a>	<a href="#">Save and Exit</a>	<a href="#">Return to Originator</a>	<a href="#">Transmit to Contractor</a>	<a href="#">CAR Review</a>	<a href="#">Send Message</a>				
<a href="#">Add/View Attachments</a>		<a href="#">Back</a>							

Figure 7.6

- H. Clicking 'Transmit to Contractor' will populate the Correspondence page (**Figure 7.7**). The text is editable and will be included as a PDF attachment when sent to the contractor.
- a. On the page, the Preview button will bring up a DRAFT of the CAR PDF that will be attached to the email to the contractor.

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

Home • Help ▶
User Profile: \_\_\_\_\_ ▶
Logout

**ARMY Correspondence**

**Instructions**

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

**Correspondence**

**To:** GUIDE@MAIL.MIL


**To:**  Add To Email list

**CC:**  Add CC Email list

user.guide@navy.mil ▲

Delete

**Content**



W6QK ACC-APG DENVER

72ND AND QUEBEC STREET KO

COMMERCE CITY, CO 80022-1748 US

09/28/2023

September 28, 2023

TEST  
GUIDE  
PDREP CO  
NSLC PORTSMOUTH  
PORTSMOUTH, NH 03804

Subject: LEVEL I CAR# PDREP-2023-0077P

TO: TEST

Summary:

W6QK ACC-APG DENVER Observed non-compliances on 09/07/2023 as detailed below. The non-compliance(s) documented in this corrective action request (CAR) impacts the prime contract numbers: USERGUIDE. The non-compliance(s) impact CAGE Code(s): PDREP. This CAR should be treated as a customer complaint.

Deficiency: 1, Classification: Major

Preview
Send
Back

**Figure 7.7**



- I. Once sent, the user will be directed to the PDREP Message confirmation page (**Figure 7.8**).



**Figure 7.8**

- J. After being transmitted, the record will update to CLOSED-COMPLETED status since no response is required (**Figure 7.9**).

CAR Worklist											
CAR #	Level	Prime CTR CAGE	Action	Contract Number(s)	Updated By	Updated Date	Status	Linked Records	Days Active	History & Correspondence	Delete Record?
PDREP-2023-0077P	LEVEL I	PDREP	Send Message	USERGUIDE	S	09/28/2023	CLOSED - COMPLETED		0	<a href="#">View</a>	

**Figure 7.9**

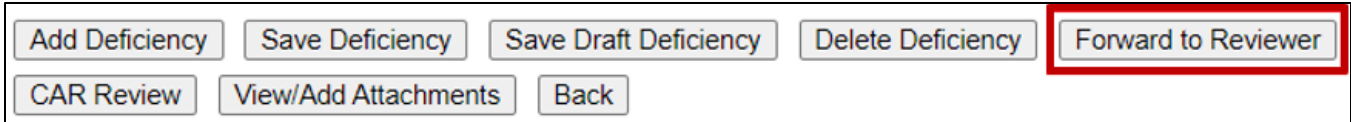
## 8. LEVEL II, III and IV CARs

Any Functional Specialist may create a Level II, Level III or Level IV CAR however, only a Contracting Officer can transmit the CAR to a contractor. Contracting Officers will see the Administrative Contracting Officer (ACO) ACO Tab once a LII, LIII or IV CAR has been forwarded to them or when the CAR has been saved as a draft.

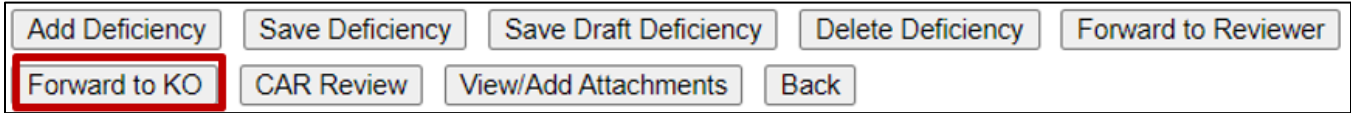
**NOTE:** For Level II CARs created and issued by the Contracting Officer, you have a choice to directly “Transmit to Contractor” without a review, or “Forward to Reviewer” to have the CAR reviewed prior to transmitting to the contractor.” Level III / IV CARs will require pre-coordination with the SCO prior to transmitting to the contractor.

### 8.1 Level II, III and IV Review Required

To have the CAR reviewed before sending to the Administrative Contracting Officer (ACO), the Review Required box needs to be selected (on the Create/Edit page). This option of ‘Forward to Reviewer’ (see **Figure 8.1**) allows users the ability for their Quality Assurance Specialist or Property Administrator or Contract Specialist to review the CAR before it is sent to the ACO. The Reviewer will verify the CAR is correct and return the CAR to the Originator before the Originator Forwards it on to the KO (see **Figure 8.2**).




**Figure 8.1**



**Figure 8.2**

## **8.2 Forward to KO**

This button opens the CAR's 'Forward to KO Message' page and an editable auto-populated message will be displayed in the message box (see **Figure 8.3**).

ARMY Correspondence	
<b>Instructions</b> 1. Enter <b>To Email Address</b> and click <b>Add To Email List</b> 2. Enter <b>CC Email Address</b> and click <b>Add CC Email List</b> if required 3. Enter/Modify the content if required 4. Click <b>Send</b> to send the CAR Letter	
Correspondence	
To: <input type="text"/>	<input type="button" value="Add To Email list"/>
CC: <input type="text"/>	<input type="button" value="Add CC Email list"/>
Content	
	<input type="text"/>
	<input type="text" value="W6QK ACC-PICA"/>
	<input type="text" value="BUILDING 10 PHIPPS RD"/>
	<input type="text" value="PICATINNY ARSENAL, NJ 07806-5000 US"/>
	<input type="text" value="08/16/2023"/>
<div style="border: 1px solid black; padding: 10px;"> <p>August 16, 2023</p> <p>CORRECTIVE ACTION REQUEST (CAR) CAR# PDREP-2023-0061P REQUIRES ACO ACTION.</p> <p>Functional Area for Deficiency: Property Administration</p> <p style="text-align: center;">SINCERELY,</p> <p style="text-align: center;">ALPHA (ALPHA) USER</p> </div>	
<input type="button" value="Send"/>	<input type="button" value="Back"/>

**Figure 8.3**

**Figure 8.3:** Data Fields

Additional email address may be added using the Add To: Email list and Add CC Email list buttons (see **Figure 8.4**).

- **To:** Enter the Contracting Officer’s email address and click the ‘Add To Email list’ button.
  - *Note: If the email address entered is not a user with Contracting Officer access to CAR, an error message will populate.*

- **CC:** Type additional email addresses into the CC: box and click 'Add CC Email List' (this must be done one address at a time).

The screenshot shows an email composition interface. At the top, there is a 'To:' field with an empty text input and an 'Add To Email list' button to its right. Below this is a dropdown menu containing the email address 'user.guide@navy.mil'. To the left of the dropdown is the label 'toEmailList', and to the right is a 'Delete' button. Below the 'To:' section is a 'CC:' field with an empty text input and an 'Add CC Email list' button to its right. Below this is a dropdown menu containing the email address 'guide.user@navy.mil'. To the right of the dropdown is a 'Delete' button.

**Figure 8.4**

To remove an email address, highlight the address to be removed and click the 'Delete' button (see **Figure 8.5**).

The screenshot shows the 'CC:' field from the previous figure. The text input is empty, and the 'Add CC Email list' button is to its right. The dropdown menu below contains the email address 'guide.user@navy.mil', which is highlighted in blue. To the right of the dropdown is a 'Delete' button.

**Figure 8.5**

- **Address:** The address generated is auto-populated based on the user's log in information.
- **Message:** Enter a short message about the CAR.

Click 'Send' to complete the forwarding action. A PDREP message will be returned to notify the user the CAR has been sent successfully. Click 'Back' to cancel sending the correspondence.

PDREP MESSAGE	
<b>CAR Number</b>	81316-2020-25
<b>Message</b>	Data sent successfully
<a href="#">Continue</a>	

**Figure 8.6**

- By clicking the 'Continue' hyperlink, the user will be returned to the CAR Worklist page.
- Once the email is sent, the status will automatically update to 'Forwarded to ACO'. Status, date and correspondence will be automatically recorded in the record's history.

### 8.3 ACO Actions

Level II, Level III and IV CARs that are not initiated by a Contracting Officer, must be reviewed and transmitted by a Contracting Officer. This is in addition to the Review process. The Administrative Contracting Office (ACO) will be responsible to input mandatory data fields based on the CAR's level and the Contractor Business System Indicator data fields (if selected). All boxes reflected in **Figure 8.7** must be complete to transmit to the contractor.

CAR Worklist	Create New CAR	Transfer CAR	Edit CAR	ACO	Review CAR	CAR Notes	CAR Ad Hoc Reports	CAR Search	CAR History
<b>Corrective Action Request - Review</b>									
<p><b>Instructions</b>            (M) denotes a mandatory field            1. Complete all mandatory fields            2. Enter <b>Remarks</b> and change <b>Reviewed Date</b>, if needed            3. If CAR is acceptable, select YES</p>									
<b>LEVEL III</b>		<b>CAR Number:</b>		<b>Cage</b>		<b>Year</b>		<b>S/N</b>	
				99999-		2023-		0016 P	
<b>Reviewer's Activity:</b> S5102A									
<b>Reviewer Name:</b> USER (ALPHA) GUIDE									
<b>Reviewer Email:</b> r									
<b>Reviewer Phone:</b> 207									
<b>Reviewed Date:</b> 07/17/2023					<b>Reviewed: Accepted?</b> YES				
<b>(CM)Reviewer Remarks:</b>									
<b>All Level III or Level IV</b>									
<b>(M) Management has reviewed in accordance with Agency policy.</b> <input type="checkbox"/> <input type="text"/>									
<input type="button" value="Save"/>		<input type="button" value="Save and Exit"/>		<input type="button" value="Return to Originator"/>		<input type="button" value="CAR Review"/>		<input type="button" value="Send Message"/>	
<input type="button" value="Add/View Attachments"/>		<input type="button" value="Back"/>							

**Figure 8.7**

**Figure 8.7:** Data Fields- All Level II, Level III or Level IV

- **(M) Management has reviewed in accordance with Agency policy:** Box will be checked by reviewer when the document has passed review by management. Date must be entered before transmitting.

After selecting the 'Save' button, the reviewer may transmit the CAR to the contractor via the 'Transmit to Contractor' button.

## 8.4 ACO Actions- CBS Records

The 'All CBS Level III and IV' Section (see **Figure 8.9**), is generated and visible based on the Indicator boxes for Contractor Business System (CBS) selected on the CAR-New/Edit page, as shown in **Figure 8.8**. When selected, an additional section displays on the ACO tab for data entry. Details of the CAR Create/Edit page are found in **Section 4.3** of this guide.

General Information		
<input type="text" value="LEVEL III"/>	CAR Number:	Cage Year S/N 98897- 2023- 0021 P
Review Required:	<input checked="" type="checkbox"/>	
Contractor Business System Indicator:	<input checked="" type="checkbox"/>	

**Figure 8.8**

CAR Worklist	Create New CAR	Transfer CAR	Edit CAR	ACO	Review CAR	CAR Notes	CAR Ad Hoc Reports	CAR Search	CAR History
<b>Corrective Action Request - Review</b>									
<p><b>Instructions</b>  <b>(M)</b> denotes a mandatory field  1. Complete all mandatory fields  2. Enter <b>Remarks</b> and change <b>Reviewed Date</b>, if needed  3. If CAR is acceptable, select YES</p>									
<b>LEVEL III</b>			<b>CAR Number:</b>		<b>Cage Year S/N</b> 99999- 2023- 0016 P				
<b>Reviewer's Activity:</b> S5102A									
<b>Reviewer Name:</b> USER (ALPHA) GUIDE									
<b>Reviewer Email:</b> r									
<b>Reviewer Phone:</b> 207									
<b>Reviewed Date:</b> 07/17/2023					<b>Reviewed: Accepted?</b> YES				
<b>(CM)Reviewer Remarks:</b>									
<b>All CBS Level III or Level IV</b>									
<b>Has all actions of DFAR Subpart 242.70, Contractor Business Systems been considered:</b>									
									Yes <input type="checkbox"/> <input type="text"/>
<b>All Level III or Level IV</b>									
<b>(M) Management has reviewed in accordance with Agency policy.</b> <input type="checkbox"/> <input type="text"/>									
<input type="button" value="Save"/> <input type="button" value="Save and Exit"/> <input type="button" value="Return to Originator"/> <input type="button" value="CAR Review"/> <input type="button" value="Send Message"/> <input type="button" value="Add/View Attachments"/>									
<input type="button" value="Back"/>									

**Figure 8.9**


**Figure 8.9: Data Fields**  
All CBS Level III or Level IV

- **(M) Has all actions of DFAR Subpart 242.70, Contractor Business Systems been considered:** Checkbox to indicate all actions of DFAR Subpart 242.70 have been considered and completed. Date must be entered before transmitting.

Once both checkboxes and dates are entered, the Transmit to Contractor button will populate- **Figure 8.9a.**

## 8.5 Generating a Draft CAR

The Contracting Officer must attach the unsigned draft Level II, Level III or Level IV CAR clearly marked “draft” to the initial determination. KO users will have the Generate Draft CAR button (see **Figure 8.9**) may be used for SCO Pre-Coordination process to review Level III and IV CARs. The draft letter template may be edited. (See **Figure 8.10**).

ARMY Correspondence	
<b>Instructions</b> 1. Enter <b>To Email Address</b> and click <b>Add To Email List</b> 2. Enter <b>CC Email Address</b> and click <b>Add CC Email List</b> if required 3. Enter/Modify the content if required 4. Click <b>Send</b> to send the CAR Letter	
Correspondence	
To: <input type="text"/>	<input type="button" value="Add To Email list"/>
CC: <input type="text"/>	<input type="button" value="Add CC Email list"/>
Content	
	<input type="text"/>
	W6QK ACC-PICA
	BUILDING 10 PHIPPS RD
	PICATINNY ARSENAL, NJ 07806-5000 US
	08/16/2023
<p>August 16, 2023</p> <p>RE: CAR# 99999-2023-0017P</p> <p>TO: ALPHA (ALPHA) USER</p> <p>The above referenced corrective action request (CAR) was reviewed and is being returned. Make appropriate corrections and return to ACO for approval.</p> <p>Reviewer remarks: NONE</p> <p style="text-align: center;">Sincerely,</p> <p style="text-align: center;">ALPHA (ALPHA) USER</p>	
<input type="button" value="Preview"/> <input type="button" value="Send"/> <input type="button" value="Back"/>	

**Figure 8.10**

Additional email address may be added using the 'Add To Email list' and 'Add CC Email list' button's (see **Figure 8.11**).



The screenshot shows two email address selection interfaces. The top one is for the 'To:' field, with a text input box containing 'user.guide@navy.mil' and an 'Add To Email list' button. Below it is a dropdown menu with 'user.guide@navy.mil' selected and a 'Delete' button. The bottom one is for the 'CC:' field, with a text input box containing 'guide.user@navy.mil' and an 'Add CC Email list' button. Below it is a dropdown menu with 'guide.user@navy.mil' selected and a 'Delete' button.

**Figure 8.11**

To remove an email address, highlight the address to be removed and click the 'Delete' button (see **Figure 8.12**).

The screenshot shows the 'CC:' field interface. The text input box contains 'guide.user@navy.mil' and the 'Add CC Email list' button. The dropdown menu below it has 'guide.user@navy.mil' highlighted in blue, and a 'Delete' button is visible to its right.

**Figure 8.12**

## 8.6 ACO Page Button Descriptions

The screenshot shows a horizontal row of seven buttons: 'Save', 'Save and Exit', 'Return to Originator', 'Transmit to Contractor', 'CAR Review', and 'Send Message'. Below this row are two more buttons: 'Add/View Attachments' and 'Back'.

**Figure 8.13**

**Figure 8.13: Data Fields**

### ACO Page Button Descriptions

- **Save:** The Save button may be used at any time to save the record as a draft. This allows the user to return at a later time or perform occasional saves to data changes.
- **Save and Exit:** The Save and Exit button may be used at any time to save work and exit the record.

- **Return to Originator:** A 'Return to Originator Message' will auto-populate in the correspondence and display in the message box. For a detailed description of this message, see **Section 8.7**.
- **Transmit to Contractor:** Allows the Contracting Officer to transmit the CAR to the contractor. This function opens the CAR Correspondence page with the CAR template in the message box. The letter will be auto-populated from the CAR record. For a detailed description of this message, see **Section 10**.
- **CAR Review:** This function opens a DRAFT PDF version of the CAR letter to be sent to the contractor. This gives the Contracting Officer the ability to review the letter's content prior to forwarding the CAR to the reviewer. The PDF may be downloaded or printed from this screen (see **Figure 8.14**).



**Figure 8.14**

- **Send Message:** This function opens the CAR Send Message page. The user may modify message. For a detailed description of this message, see **Section 9**.
- **View/Add Attachments:** The Add/View Attachment button allows uploading, viewing and deleting of attachments. See **Section 19.1** for complete details on uploading and viewing attachments.
- **Back:** Allows the user to move from the current page to the CAR worklist, does not save any data entered.

## 8.7 ACO Return to Originator

This button opens the CAR's 'Return to Originator Message' page and an editable auto-populated message will be displayed in the message box (see **Figure 8.15**).

Once the email is sent, the status will change to “Returned to Originator”. Correspondence and date will be automatically recorded in the record’s history.


ARMY Correspondence	
<b>Instructions</b> 1. Enter To Email Address and click Add To Email List 2. Enter CC Email Address and click Add CC Email List if required 3. Enter/Modify the content if required 4. Click Send to send the CAR Letter	
Correspondence	
To: user.guide@navy.mil	
To: <input type="text"/>	<input type="button" value="Add To Email list"/>
CC: <input type="text"/>	<input type="button" value="Add CC Email list"/>
Content	
	<input type="text"/>
	<input type="text" value="W6QK ACC-PICA"/>
	<input type="text" value="BUILDING 10 PHIPPS RD"/>
	<input type="text" value="PICATINNY ARSENAL, NJ 07806-5000 US"/>
	<input type="text" value="08/16/2023"/>
<p>August 16, 2023</p> <p>RE: CAR# PDREP-2023-0061P</p> <p>TO: ALPHA (ALPHA) USER</p> <p>The above referenced corrective action request (CAR) was reviewed 08/16/2023 and has been APPROVED.</p> <p>Reviewer remarks: NONE</p> <p>Sincerely,</p> <p>ALPHA (ALPHA) USER</p>	
<input type="button" value="Send"/>	<input type="button" value="Back"/>

Figure 8.15

Figure 8.15: Data Fields

Additional email address may be added using the Add To: Email list and Add CC Email list buttons (see Figure 8.16).

- **To:** Enter the reviewer's email address and **click** the 'Add To Email list' button.
- **CC:** Type additional email addresses into the CC: box and click 'Add CC Email List' (this must be done one address at a time).

The screenshot shows two email address selection sections. The top section is for the 'To:' field, featuring an input box, an 'Add To Email list' button, and a dropdown menu containing 'user.guide@navy.mil'. Below the dropdown is a 'Delete' button. The bottom section is for the 'CC:' field, featuring an input box, an 'Add CC Email list' button, and a dropdown menu containing 'guide.user@navy.mil'. Below the dropdown is a 'Delete' button. The label 'toEmailList' is positioned between the two sections.

**Figure 8.16**

To remove an email address, highlight the address to be removed and click the 'Delete' button (see **Figure 8.17**).

The screenshot shows the 'CC:' field section. The dropdown menu is open, and the email address 'guide.user@navy.mil' is highlighted in blue. The 'Delete' button is visible below the dropdown.

**Figure 8.17**

- **Address:** The address generated is auto-populated based on the user's log in information.
- **Message:** Enter a short message about the CAR.

Click 'Send' to complete the forwarding action. A PDREP message will be returned to notify the user the CAR has been sent successfully (see **Figure 8.18**). Click 'Back' to cancel sending the correspondence.

PDREP MESSAGE	
<b>CAR Number</b>	81316-2020-25
<b>Message</b>	Data sent successfully
<a href="#">Continue</a>	

**Figure 8.18**

By clicking the ‘Continue’ hyperlink, the user will be returned to the CAR Worklist page. The record will now display with status ‘Return to Originator’ as seen in **Figure 8.19**.

PDREP - Corrective Action Request Worklist											
<p>Instructions (M) denotes a mandatory field</p> <ol style="list-style-type: none"> <li>1. Enter mandatory fields</li> <li>2. Enter optional fields, if information is known</li> <li>3. Click Display Worklist</li> </ol>											
(M) Start Date:		01/01/2023		(M) End Date:		05/25/2023					
CAGE CODE:				LEVEL:		ALL					
NSN:				Part Number:							
Contract Number:				Status:		RETURN TO ORIGINATOR					
Operational Unit (Region):		-SELECT-									
Org/Team Code:				User Code:		USER		DoDAAC:		S5102A	
<a href="#">Display Worklist</a>											
<p>Total number of rows: 1            Worklist Download: Click <a href="#">here</a> to download data in spreadsheet format</p>											
CAR Worklist											
CAR #	Level	Prime CTR CAGE	Action	Contract Number(s)	Updated By	Updated Date	Status	Linked Records	Days Active	History & Correspondence	Delete Record?
71905-2023-0046P	LEVEL II	71905	<a href="#">Send Message</a>	KE4D9N6BDA	USER	01/24/2023	RETURN TO ORIGINATOR		0	<a href="#">View</a>	

**Figure 8.19**

The Originator can make the appropriate edits and re-submit the record to the Contracting Officer via the Forward to ACO button on the deficiency page (as outlined in **Section 8.2**).

## 9 SEND MESSAGE

The Send Message button is available on the Review CAR tab and the ACO tab. This opens the editable CAR’s ‘Send Message’ page (see **Figure 9.1**).

**Send Message**

**Instructions**

1. Enter recipients email address in the TO field and click on **Add Recipient**.
2. (Optionally) Select an activity from **Select TO/CC Recipient Activity:** list, select an email address from the list displayed, click **Add Recipient** or **Add CC Recipient** button.
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

TO:

CC:

(M) Choose Correspondence Type:

Type Message:

Include Attachments ( 1 attachment(s) associated with this record. )

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

**Figure 9.1**

The page will auto-populate with a message that the record requires an action and additional detail may be entered.

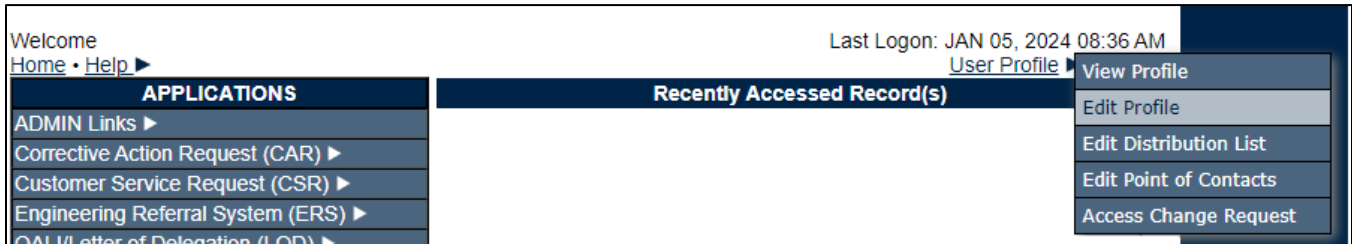
Email addresses are into the To: field, one at a time, and click the “Add To Email list” button to apply the email as a recipient. Multiple emails may be entered in both the To: and CC: fields.

Attachments are auto-selected “All Attachments”. To only send one, follow the instructions listed below the attachments box. If no attachments are available, this option will not display.

Once the email is sent, the users name, date and correspondence will be automatically recorded in the record’s history.

## 10. TRANSMIT TO CONTRACTOR

- A. Only users with KO access may transmit CARs. The Transmit to Contractor button opens the CAR Correspondence page with the editable CAR template in the message box. The letter will be auto-populated from the CAR record and can be edited if necessary (see **Figure 10.1**).
- B. The logo on the page will only populate if a selection is made on your user profile. This is new as of January 2024. On the PDREP home page, hover over User Profile to populate the fly-out menu (**Figure 10.1**). Click on Edit Profile.



**Figure 10.1**

- C. On the User Profile- Edit page, select the appropriate logo from the Logo dropdown (**Figure 10.2**). The available Logos are based on your user profile SYSCOM. If no logo is selected, all information will still populate correctly within the module, but any PDF attachments will not include an agency logo.

User Information	Distribution Lists	Points of Contact	Access Change Request
------------------	--------------------	-------------------	-----------------------

### User Profile - Edit

**Instructions**  
**(M) denotes a mandatory field**  
 1. Enter mandatory fields  
 2. Enter known optional fields  
 3. To update User Profile, click **Save**  
**Changing Profile data will not update previously saved records**

**User ID:** SDERI

**(M) First Name:**  **(M) Last Name:**

**Title:**

**P.O.Box:**

**Address:** 1910 THIRD AVE N  
STE 201

**(M) City:** BIRMINGHAM

**State/Province:**  **Zip/Postal Code:** 35203-3514

**Country:**

**Activity Head Title:**

**(M) Work Phone Number:**  **Extension:**

North American Phone Number

**DSN Telephone Number:**

**Email Address:** user.guide@navy.mil  
Please contact NSLC help desk if you need to change your email address.

**(M) Supervisor Email Address:** supervisor@navy.mil

**Organization Code:** REP

**Logo:**

**Default Application:**

**Figure 10.2**

- D. Once the email is sent, it will automatically update the status to 'CAR TRANSMITTED' and recorded in the history.
- E. When the user receives the Email, it will have a pdf attachment named 'RCN-CAR-KTR-Transmit'.



**ARMY Correspondence**

**Instructions**

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

---

**Correspondence**

**To:** S

**To:**

**CC:**

@navy.mil ▲  
▼

---

**Content**

August 16, 2023

POC  
 TITLE  
 DEPARTMENT OF DEFENSE AMMUNITION CODE ASSIGNED AND PROMULGATED BY  
 CHARACTERISTICS AND TAXONOMY BRANCH DEFENSE LOGISTICS  
 74 N WASHINGTON ST  
 BATTLE CREEK, MI 49017-3084 US

Subject: LEVEL III CAR# 99999-2023-0017P

TO: POC

Summary:

W6QK ACC-PICA Observed non-compliances on 08/03/2023 as detailed below. The non-compliance(s) documented in this corrective action request (CAR) impacts the prime contract number(s): ARYMTEST. The non-compliance(s) impact CAGE Code(s): 99999. This CAR should be treated as a customer complaint.

**Figure 10.3**

**Figure 10.3: Data Fields**

- **To:** The Recipient's email address is auto-populated. The user may enter additional recipients by typing their email address in the To: box and then clicking the 'Add To Email list' button.

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

- **CC:** If you wish to add CC addresses enter the email address in the 'CC:' box and click 'Add CC Email List' button. If the transmitter requires a copy of the email, they too will need to add their email address to the CC: line. Additional email address may be added using the 'Add To Email list' and 'Add CC Email list button (see **Figure 10.4**).

Correspondence	
To: USER.GUIDE@NAVY.MIL	
To: <input type="text"/>	<input type="button" value="Add To Email list"/>
CC: <input type="text"/>	<input type="button" value="Add CC Email list"/>

**Figure 10.4**

To: <input type="text"/>	<input type="button" value="Add To Email list"/>
<div style="border: 1px solid gray; padding: 2px;">           user.guide@navy.mil ▲         </div>	
toEmailList	<input type="button" value="Delete"/>
CC: <input type="text"/>	<input type="button" value="Add CC Email list"/>
<div style="border: 1px solid gray; padding: 2px;">           guide.user@navy.mil ▲         </div>	
	<input type="button" value="Delete"/>

**Figure 10.5**

To remove an email address, highlight the address to be removed and click the 'Delete' button (see **Figure 10.6**).

CC: <input type="text"/>	<input type="button" value="Add CC Email list"/>
<div style="border: 1px solid gray; padding: 2px;"> <span style="background-color: #e0e0e0;">guide.user@navy.mil</span> ▲         </div>	
	<input type="button" value="Delete"/>

**Figure 10.6**

- **Message:** The CAR letter template is auto-populated in the message box with the required data fields for the letter. The content may be modified, if desired.
- **Preview Button:** Allows the user to preview the letter in PDF format before sending as seen in the example **Figure 10.7**.



W6QK ACC-PICA  
BUILDING 10 PHIPPS RD  
PICATINNY ARSENAL, NJ 07806-5000 US

\*\*\*\*\* DRAFT \*\*\*\*\*

August 16, 2023

POC  
TITLE  
DEPARTMENT OF DEFENSE AMMUNITION CODE ASSIGNED AND PROMULGATED BY  
CHARACTERISTICS AND TAXONOMY BRANCH DEFENSE LOGISTICS  
74 N WASHINGTON ST  
BATTLE CREEK, MI 49017-3084 US

Subject: LEVEL III CAR# 99999-2023-0017P

TO: POC

Summary:

W6QK ACC-PICA Observed non-compliances on 08/03/2023 as detailed below. The non-compliance(s) documented in this corrective action request (CAR) impacts the prime contract number(s): ARYMTEST. The non-compliance(s) impact CAGE Code(s): 99999. This CAR should be treated as a customer complaint.

Deficiency: 1, Classification: Minor

Category:

Contractual requirement: TEST

Non-compliance description: TEST

Contractor Procedure: NOT SPECIFIED

NSN COG (NSEO): NOT SPECIFIED, FSC: NOT SPECIFIED, NIIN: NOT SPECIFIED, SMIC:  
NOT SPECIFIED, Nomenclature: NOT SPECIFIED

Item Nomenclatures: NOT SPECIFIED

Part Numbers: NOT SPECIFIED

A response to this corrective action request (CAR) must be received by close of business 09/22/2023.

The response must include:

- Root cause of the non-compliance
- Corrective action taken or planned to eliminate the cause(s) and prevent the recurrence of the non-compliance to include addressing people, process and/or tools as indicated
- Actions taken to correct the specific non-compliance
- Determination of whether other processes are affected by the identified Root Cause(s)
- Determination of whether other products are affected by the identified Root

**Figure 10.7**

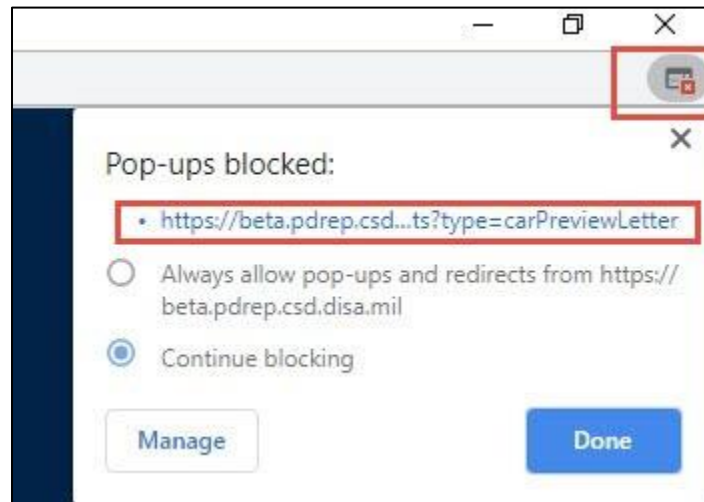
- Click 'Send' to complete the Transmittal action. A PDREP message will be returned to notify the user that the CAR has been sent successfully (see **Figure 10.8**). Click 'Back' to cancel sending the correspondence.



**Figure 10.8**




Clicking 'Continue' will return the user to the CAR Worklist page.

**NOTE:** When using the Google Chrome browser, active Pop Up blockers will need to be manually altered to view PDF's. To do this, click the hyperlink found in the right hand corner of the page as the example shows in **Figure 10.9**. Select the option 'Always allow pop-ups and redirect from <https://pdrep.csd.disa.mil>' then select 'Done'.



**Figure 10.9**

Additional webpage functionality located in the upper right corner as displayed in **Figure 10.10**.

-  **Rotate Clockwise:** Rotates the screen 90 degrees counter-clockwise.
-  **Download:** When selected, data will be received.
-  **Print:** This command will send document to the printer.



**Figure 10.10**

## 11 CAR CONTRACTOR ACTIONS PAGE

The current process requires a government representative to input the contractor's actions. In the future, a contractor may be able to enter their data after a reviewer or Functional Specialist has transmitted the CAR to them. The Contractor Action page is made up of several sections that require specific criteria to allow the section to be visible and editable (see **Figure 11.1** and **Figure 11.2**).

CAR Worklist	Create New CAR	Transfer CAR	Edit CAR	ACC	Review CAR	CAR Contractor Actions	CAR Notes	CAR Ad Hoc Reports	CAR Search	CAR History
<b>Corrective Action Plan (CAP)</b>										
Instructions (M) denotes a mandatory field 1. Complete all mandatory fields 2. Select Save to save CAP Data 3. Select Approve CAP to send Approval Notification 4. Select Reject CAP to send Rejection Notification 5. Select Close CAR to send CAR Closed Notification										
LEVEL III			CAR Number:		Cage	Year	S/N	PDREP- 2023- 0061 P		
<b>Contractor Action Plan Details</b>										
Deficiency Number: 1      Deficiency Classification: Major										
Category:										
Type:										
Critical Characteristic/Process: NO										
Non-compliance Description:										
TEST										
Contractual Requirement:										
CONTRACT TEST										
Contractor Procedure:										
(CM) Root Cause Code: <input type="text" value="-SELECT-"/>										
(CM) Root Cause Description: <input type="text" value="-SELECT-"/>										
Request Extended CAP Due Date To: <input type="text"/>										
CAP Extension Request Reason: <input type="text"/>										
Contractor's CAR Response Requirements: <ul style="list-style-type: none"><li>• Root cause of the deficiency</li><li>• Actions taken to correct the current specific deficiency</li><li>• Corrective Action taken or planned to eliminate deficiency</li><li>• Action taken to prevent recurrence of the deficiency</li><li>• Determination of whether other processes are affected by the identified root cause</li><li>• Determination of whether other financials costs/products/services are affected by the identified root cause, including product already delivered to the customer</li><li>• Action taken to correct the weakness which allowed deficient financial costs/products/services to be provided to the government for acceptance</li></ul>										
(M) Contractor CA Implementation Date: <input type="text"/>										
(M) Corrective Action Plan Details: <input type="text"/>										
(CM) KTR Submitted Date: <input type="text"/>										
Back    Save Contractor Action Plan Details Section    Add/View Attachments										

**Figure 11.1**

GOV CAR-CAP Actions	
(CM) CAP Response Received by Gov. Date:	<input type="text"/>
(CM) CAP Acceptor POC:	<input type="text" value="sarah.derick@navy.mil"/>
(CM) CAP Acceptable:	<input type="text" value="-SELECT-"/>
CAP Approved Date:	<input type="text"/>
(CM) CAP Rejection Date:	<input type="text"/>
CAP Due Date:	09/30/2023
(CM) Revised CAP Due Date:	<input type="text"/>
(CM) Revised CAP 2nd Due Date:	<input type="text"/>
(CM) CAP Extended Due Date:	<input type="text"/>
CAP Rejection Details	
CAP Rejection Date:	Revised CAP Due Date:
(CM) CAP Rejection Explanation:	
<input type="text"/>	
(CM) Revised CAP Received Date:	<input type="text"/>
(CM) Revised CAP Acceptable:	<input type="text" value="-SELECT-"/>
(CM) Revised CAP Acceptable Date:	<input type="text"/>
(CM) Revised CAP Rejection Date:	<input type="text"/>
Revised CAP POC:	<input type="text" value="sarah.derick@navy.mil"/>
(CM) Revised CAP Rejection Explanation:	
<input type="text"/>	
Corrective Action Implementation	
Planned Verification Date:	<input type="text"/>
(M) Verification Date:	<input type="text"/>
(CM) Verification Results/Comments:	
<input type="text"/>	
Planned Validation Date:	<input type="text"/>
(M) Validation Date:	<input type="text"/>
(CM) Validation Results/Comments:	
<input type="text"/>	
<input type="button" value="Save All"/> <input type="button" value="Back"/> <input type="button" value="Add/View Attachments"/> <input type="button" value="Approve CAP"/> <input type="button" value="Reject CAP"/> <input type="button" value="Escalate CAR"/> <input type="button" value="Close CAR"/>	

Figure 11.2

## 11.1 Corrective Action Plan (CAP) – Contractor Submittal

When the Contractor’s CAP is provided to the Functional Specialist (or any team member), the contractors CAP will be added as an attachment to the CAR, and comments will be documented on the Contractor Action page within the Corrective Action Plan Details section (see **Figure 11.3**).

**Contractor Action Plan Details**

Deficiency Number: 1      Deficiency Classification: Major

Category:  
Type:  
Critical Characteristic/Process: NO  
Non-compliance Description:

TEST  
Contractual Requirement:  
CONTRACT TEST  
Contractor Procedure:

(CM) Root Cause Code:    
(CM) Root Cause Description:    
Request Extended CAP Due Date To:    
CAP Extension Request Reason:

---

**Contractor's CAR Response Requirements:**

- Root cause of the deficiency
- Actions taken to correct the current specific deficiency
- Corrective Action taken or planned to eliminate deficiency
- Action taken to prevent recurrence of the deficiency
- Determination of whether other processes are affected by the identified root cause
- Determination of whether other financials costs/products/services are affected by the identified root cause, including product already delivered to the customer
- Action taken to correct the weakness which allowed deficient financial costs/protucts/services to be provided to the government for acceptance

---

(M) Contractor CA Implementation Date:    
(M) Corrective Action Plan Details:

(CM) KTR Submitted Date:

**Figure 11.3**

## Figure 11.3: Data Fields

### Corrective Action Plan

- **Deficiency Number:** When multiple deficiencies are present, be careful to properly enter the correct data in the correct deficiency number.
- **Deficiency Classification:** Selection populated is initially made via the 'Create New CAR' page.
- **Category:** (Non-editable and auto-populated) When more than one deficiency exists, each deficiency will be numbered and placed in a row under the corresponding data field.
- **Type:** (Non-editable and auto-populated) When more than one deficiency exists, each deficiency will be numbered and place in a row under the corresponding data field.
- **Critical Safety Item:** (Non-editable and auto-populated) When more than one deficiency exists, each deficiency will be numbered and place in a row under the 'Root Cause Description' data field.
- **Non-compliance Description:** (Non-editable and auto-populated) When more than one deficiency exists, each deficiency will be numbered and place in a row under the corresponding data field.
- **Contractual Requirement:** (Non-editable and auto-populated) When more than one deficiency exists, each deficiency will be numbered and place in a row under the corresponding data field.
- **Contractor Procedure:** (Non-editable and auto-populated) When more than one deficiency exists, each deficiency will be numbered and place in a row under the corresponding data field.
- **Root Cause Code:** Select the Root Cause code matching the Root Cause provided by the contractor. This field must be filled in to close the CAR.
- **Root Cause Description:** Select the Root Cause Description matching the Root Cause provided by the contractor. This field must be filled in to close the CAR.
- **Request Extended CAP Due Date To:** The date the contractor is requesting to serve as an extension of the due date.
- **CAP Extension Request Reason:** This text box is used to capture the contractor's reason for why an extension has been requested.



- **Contractor’s CAR Response Requirements:** A list of items the contractor must address within the contractor’s response.
- **(M) Contractor CA Implementation Date:** The date provided by the contractor to implement the corrective action.
- **Corrective Action Plan Details:** Text field addressing the Root Cause corrective actions and the contractor’s CAP details.
- **(M) KTR Submitted Date:** Date the contractor submitted the CAP. By entering the date, the Status will update to CAP –Submitted. Date and Status change will be recorded in the record’s history. This date cannot be set to a future date (beyond the current date).

## 11.2 CAP – Government Actions

Contractor CAP’s are reviewed and approved by government representatives, who also verify and validate the CAP was implemented and effective.

GOV CAR-CAP Actions	
(CM) CAP Response Received by Gov. Date:	<input type="text"/>
(CM) CAP Acceptor POC:	<input type="text" value="user.guide@navy.mil"/>
(CM) CAP Acceptable:	<input type="text" value="-SELECT-"/>
CAP Approved Date:	<input type="text"/>
(CM) CAP Rejection Date:	<input type="text"/>
CAP Due Date:	09/30/2023
(CM) Revised CAP Due Date:	<input type="text"/>
(CM) Revised CAP 2nd Due Date:	<input type="text"/>
(CM) CAP Extended Due Date:	<input type="text"/>
CAP Rejection Details	
CAP Rejection Date:	Revised CAP Due Date:
(CM) CAP Rejection Explanation:	
<div style="border: 1px solid black; height: 80px;"></div>	
(CM) Revised CAP Received Date:	<input type="text"/>
(CM) Revised CAP Acceptable:	<input type="text" value="-SELECT-"/>
(CM) Revised CAP Acceptable Date:	<input type="text"/>
(CM) Revised CAP Rejection Date:	<input type="text"/>
Revised CAP POC:	<input type="text" value="user.guide@navy.mil"/>
(CM) Revised CAP Rejection Explanation:	
<div style="border: 1px solid black; height: 80px;"></div>	

Figure 11.4

## Figure 11.4: Data Fields

### GOV CAR-CAP Actions:

- **(CM) CAP Response Received by Gov. Date:** Date the government representative received the CAP. This date cannot be set to a future date (beyond the current date).
- **(CM) CAP Acceptor POC:** The name of the POC is auto-populated based on login. The field is editable.
- **(CM) CAP Acceptable:** A drop down selection where the functional specialist will select either 'Yes' or 'No'.
- **(CM) CAP Approved Date:** The date the Functional Specialist concurs with the CAP. Status is updated to 'CAP Approved'. Status change and date are recorded in the worklist history. Entry in this field will display the 'CAP Acceptable' button that enables the correspondence page with CAP Acceptable letter auto-populated. This date cannot be set to a future date (beyond the current date).
- **(CM) CAP Rejection Date:** The date the Functional Specialist non-concurs with CAP when date is entered, the CAP Rejected Details section will be displayed. Status will update to 'CAP Rejected'. Status change and date will be recorded in the worklist history. Entry in this field will display the 'CAP Rejected' button that opens the correspondence page with CAP Rejected letter auto-populated. This date cannot be set to a future date (beyond the current date).
- **CAP Due Date:** Auto-populated based on the CAP Due Date on the CAR New/Edit Page. If more time is needed, use extension date field after the contractor responds.
- **(CM) Revised CAP Due Date:** Functional Specialist will enter a date the contractor is required to provide a revised CAP after rejection.
- **(CM) Revised CAP Second Due Date:** Functional Specialist will enter a date the contractor is required to provide a revised CAP after the revised CAP rejection.
- **(CM) CAP Extended Due Date:** The date the contractor is given as the extension due date if an extension is requested.

### CAP Rejection Details Section:

- **(CM) CAP Rejection Date-** view only field: Auto-populated from CAP Rejection Date.
- **(CM) Revised CAP Due Date-** view only field: Auto-populated from Revised CAP Due Date.
- **(CM) CAP Rejected Explanation:** Text Box to enter reason why CAP is rejected, the explanation will auto-populate in the CAP Rejection letter.

- **(CM) Revised CAP Received Date:** The date the revised CAP is received by the government representative. This date cannot be set to a future date (beyond the current date).
- **(CM) Revised CAP Acceptable:** A drop down selection where the functional specialist will select either 'Yes' or 'No'.
- **(CM) Revised CAP Acceptable Date:** Add date if revised CAP is acceptable. Status will be updated to 'CAP Approved'. Status change and date will be recorded in the worklist history. Entry in this field will display the Revise CAP Acceptable button that enables the correspondence page with CAP Acceptable letter auto-populated. This date cannot be set to a future date (beyond the current date).
- **(CM) Revised CAP Rejection Date:** Add date if revised CAP is Rejected. Status will update to 'CAP Rejected'. Status change and date will be recorded in the worklist history. This date cannot be set to a future date (beyond the current date).
- **Revised CAP POC:** The name of the POC is auto-populated based on login. The field is editable.
- **(CM) Revised CAP Rejection Explanation:** Text field that addresses why the revised CAP was rejected.

Corrective Action Implementation	
Planned Verification Date: <input type="text"/>	(M) Verification Date: <input type="text"/>
(CM) Verification Results/Comments:	
<div style="border: 1px solid black; height: 80px;"></div>	
Planned Validation Date: <input type="text"/>	(M) Validation Date: <input type="text"/>
(CM) Validation Results/Comments:	
<div style="border: 1px solid black; height: 80px;"></div>	

Figure 11.5

### Figure 11.5: Data Fields

- **Planned Verification Date:** The date scheduled to perform the verification of the CAP. CAP must be accepted before entering date.
- **(M) Verification Date:** Enter the date the Corrective Action was verified as implemented. A Planned Verification Date should be entered prior to entering the Verification Date. Adding a date will update record status to CA Verified. The status change and date will be recorded in the worklist history. The Verification Date can be the same as the Validation date but it cannot be after the validation date or in the future.
- **(CM) Verification Results/Comments:** Enter the verification results in text box. Mandatory field once the Verification date has been entered.
- **Planned Validation Date:** The date that the Validation is planned should be entered prior to entering the Validation Date.
- **(M) Validation Date:** Enter the date the Corrective Action was validated as effectively addressing the root cause. The Validation Date can be the same as the Verification Date but it cannot be before the verification date. Adding the Validation Date will update the status to CA Validated. The status change and date will be recorded in the worklist history.
- **(CM) Validation Results/Comments:** Enter the Validation results in text box. Mandatory field once the Validation date has been entered.

### 11.3 CAP Buttons – Before CAP Rejection



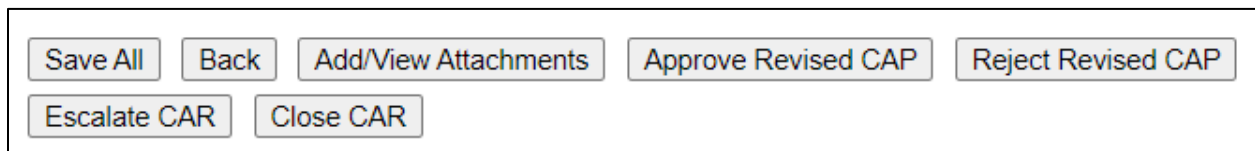
Figure 11.6

#### Figure 11.6: Buttons available (before Accepting/Rejecting CAP)

- **Save All:** The Save button may be used at any time to save the record as a draft, to allow the user to return to it later or perform occasional saves of data previously entered.
- **Back:** Allows the user to move from the current page to the CAR worklist, does not save any data entered.
- **View/Add Attachments:** The Add/View Attachment button allows uploading, viewing, and deleting of attachments. See **Section 19.1** for complete details on uploading and viewing attachments.

- **Approve CAP:** This button opens the CAR Correspondence page with the CAP Acceptable template in the message box. See **Section 11.5** for details.
- **Reject CAP:** This button opens the CAR Correspondence page with the CAP Rejected template in the message box. See **Section 11.6** for details.
- **Escalate CAR:** Closes the CAR record. Status is updated to Closed – Escalated. Status change is recorded in the history & opens create new CAR page. A Functional Specialist can escalate a CAR after transmitting it to the KTR using the CAR Contractor Actions Tab. Only Contracting Officer users may escalate Level III or Level IV CARs. See **Section 13** for more details.
- **Close CAR:** Closes the CAR record. Status is updated to CLOSED – COMPLETED and recorded in the history. See **Section 11.10** for details.

## 11.4 CAP Buttons – After CAP Rejection



**Figure 11.7**

**Figure 11.7:** Buttons available (after Rejecting CAP)

- **Approve Revised CAP:** This button opens the CAR Correspondence page with the Revise CAP Acceptable template in the message box.
- **Reject Revised CAP:** This button opens the CAR Correspondence page with the Revised CAP Rejected template in the message box.

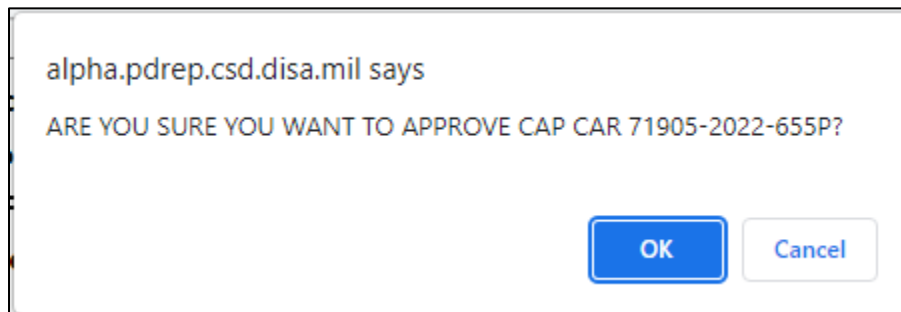
## 11.5 CAP Acceptable

To accept the CAP:

- A. The Gov. User first completes the (CM) fields, (M) fields and adds the CAP narrative in the Contractor Action Plan (CAP) Details Section with the Gray background, adding any attachments as necessary by clicking the Add/View Attachments. Finally, clicking the 'Save Contractor Action Plan Details Section' button.
- B. This changes the CAR Status to CAP SUBMITTED.

**NOTE:** *The Gov. User is simply acting as the voice of the KTR adding the information that was relayed to them and the Gov. User is NOT arbitrarily adding data to these fields.*

- C. The Gov. user will then add the following fields in the GOV CAR-CAP Actions Section:
- (CM) CAP Response Received by Gov. Date: Date the Gov. User received the CAP from the KTR.
  - (CM) CAP Acceptable: This will be YES if accepting the CAP.
  - CAP Approved Date: Date CAP is Approved (may differ from CAP Response Received by Gov. Date).
  - Click the 'Save All' button at the bottom of the page.
- D. To complete the CAP Approval form, the Gov. User will then click the 'Approve CAP' button at the bottom of the page.
- E. A pop-up will display to confirm the action on the page:



**Figure 11.8**

- Click 'OK' to approve the CAP and move to the correspondence page.
  - Click 'Cancel' to return to the Contractor Actions page without approving the CAP.
- F. To notify the contractor that the submitted CAP is approved:
1. After the user selects OK on the Acceptance pop-up, the correspondence page with the CAP Acceptable template in the message box.
  2. The letter will be auto-populated from the CAR record, but it is editable (see **Figure 11.9**).

**ARMY Correspondence**

**Instructions**

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

---

**Correspondence**


To: :Contractor.Email

To:

CC:

---

**Content**



September 05, 2023

SUBJECT: Corrective Action Plan(CAP) - Acceptable

REFERENCE: CAR# PDREP-2023-0061P

TO: POC  
TITLE  
PDREP CO  
NSLC PORTSMOUTH  
PORTSMOUTH, NH 03804

The submitted CAP has been accepted for CAR PDREP-2023-0061P received 09/05/2023. Closure of the CAR will occur upon successful completion of verification and validation of corrective/preventive actions.

Please communicate any status and/or progress updates relevant to the subject CAP.

Sincerely,

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

All Attachments

PDREP-2023-0061P-CAR-Ktr-Transmit.pdf

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

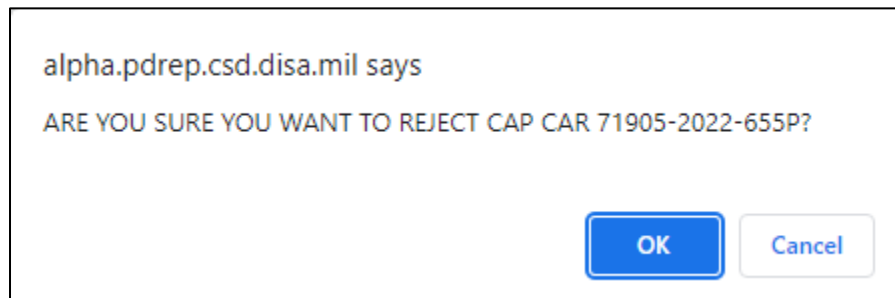
**Figure 11.9**

3. When the email is sent, the status will automatically update to 'CAP Approved' and the transaction will be saved in the records history.
4. When the KTR receives the Email, it will have a pdf attachment named 'RCN'-CAP-Accepted. This same letter can be found in the History & Correspondence under the Correspondence column and underlined identifying it as a link.

## 11.6 CAP Rejected

To Reject a CAP:

- A. The Gov. User rejects the CAP based off the information that the KTR relayed to them and as a result from the data that was added to the Contractor Action Plan (CAP) Details Section.
- B. The Gov. user will complete the following fields in the GOV CAR-CAP Actions Section:
  - (CM) CAP Response Received by Gov. Date: Date the Gov. User received the CAP from the KTR.
  - (CM) CAP Acceptable: 'NO' if the CAP is REJECTED.
  - (CM) CAP Rejection Date: Date the CAP is Rejected.
  - (CM) Revised CAP Due Date: Date the revised CAP is due. **This can be no more than 10 days beyond the CAP Rejection Date.**
  - (CM) CAP Rejection Explanation: Why the CAP is being rejected.
  - Click the 'Save All' button at the bottom of the page.
- C. To complete the CAP Rejection form, the Gov. user will then click the 'Reject CAP' button at the bottom of the page.
- D. A pop-up will display to confirm the action on the page:



**Figure 11.10**

- Click 'OK' to reject the CAP and move to the correspondence page.
- Click 'Cancel' to return to the Contractor Actions page without rejecting the CAP.

To notify the contractor that the submitted CAP is rejected.



- E. After the user selects click OK on the Rejection pop-up, the correspondence page with the CAP Rejection template in the message box.
- F. The letter will be auto-populated from the CAR record, but it is editable (see **Figure 11.11**).

**ARMY Correspondence**

**Instructions**

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

**Correspondence**

To: Contractor.Email

To:

CC:

Contractor.Email

**Content**

September 05, 2023

SUBJECT: Corrective Action Plan (CAP) - Rejection

REFERENCE: CAR# PDREP-2023-0061P

TO: POC  
TITLE  
PDREP CO  
NSLC PORTSMOUTH  
PORTSMOUTH, NH 03804

The submitted CAP has not been accepted for CAR# PDREP-2023-0061P received 09/05/2023. As such, this CAP is rejected and requesting that a revised CAP be submitted.

REASON FOR REJECTION: EXPLANATION FOR CAP REJECTION.

Please provide a revised CAP by 09/12/2023.

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

All Attachments

PDREP-2023-0061P-CAR-Ktr-Transmit.pdf

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

**Figure 11.11**

- G. When the email has been sent, it will automatically update the status to 'CAP REJECTED' and record the transaction in the history.
- H. When the KTR receives the Email, it will have a pdf attachment named 'RCN'-CAP-Rejected. This same letter can be found in the History & Correspondence under the Correspondence column and underlined identifying it as a link.

- I. Once the CAP has been rejected, the CAP Response section will be inactive. Any updated CAP submission must be entered with in the CAP Rejection Details section (Figure 11.12).

GOV CAR-CAP Actions	
(CM) CAP Response Received by Gov. Date: 08/09/2023	
(CM) CAP Acceptor POC: S	@NAVY.MIL (CM) CAP Acceptable: No
CAP Approved Date:	(CM) CAP Rejection Date: 08/16/2023
CAP Due Date: 09/02/2023	(CM) Revised CAP Due Date: 08/23/2023
(CM) Revised CAP 2nd Due Date:	(CM) CAP Extended Due Date:
CAP Rejection Details	
CAP Rejection Date: 08/16/2023	Revised CAP Due Date: 08/23/2023
(CM) CAP Rejection Explanation:	
<div style="border: 1px solid black; height: 80px;"></div>	
(CM) Revised CAP Received Date:	(CM) Revised CAP Acceptable -SELECT-
(CM) Revised CAP Acceptable Date:	(CM) Revised CAP Rejection Date:
Revised CAP POC:	
(CM) Revised CAP Rejection Explanation:	
<div style="border: 1px solid black; height: 80px;"></div>	

Figure 11.12

## 11.7 Revised CAP Acceptable

To Accept a Revised CAP.

- A. The CARs Status would be CAP REJECTED and the (CM) CAP Acceptable: field would be 'NO'.
- B. The user completes the following fields in the CAP Rejection Details SECTION:
  - (CM) Revised CAP Received Date: Date of input.
  - (CM) Revised CAP Acceptable: YES

- (CM) Revised CAP Acceptable Narrative: Text field to enter the reason the revised CAP is acceptable (**Figure 11.13**). This text will display on the correspondence.
- (CM) Revised CAP Acceptable Date: Date Revised CAP was accepted.

(CM) Revised CAP Received Date:  (CM) Revised CAP Acceptable:

(CM) Revised CAP Acceptable Narrative:

(CM) Revised CAP Acceptable Date:  (CM) Revised CAP Rejection Date:

**Figure 11.13**

- C. User clicks the 'APPROVE REVISED CAP' button.
- D. A pop-up will display to confirm the action on the page:

alpha.pdrep.csd.disa.mil says

ARE YOU SURE YOU WANT TO APPROVE REVISED CAP CAR  
71905-2022-358P?

**Figure 11.14**

- Click 'OK' to approve the revised CAP and move to the correspondence page.
  - Click 'Cancel' to return to the Contractor Actions page without approving the CAP.
- E. To notify the contractor that the submitted Revised CAP is approved:
1. After the user selects click OK on the Approve Revised CAP pop-up, the correspondence page with the Revised CAP acceptable template in the message box.
  2. The letter will be auto-populated from the CAR record, but it is editable (see **Figure 11.15**).

**ARMY Correspondence**

**Instructions**

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

---

**Correspondence**

To: Contractor.Email

To:

CC:

Contractor.Email

---

**Content**

W6QK ACC-PICA

BUILDING 10 PHIPPS RD

PICATINNY ARSENAL, NJ 07806-5000 US

09/05/2023

September 05, 2023

SUBJECT: REVISED CORRECTIVE ACTION PLAN (CAP) - Adequate

REFERENCE: CAR# PDREP-2023-0061P

TO: POC  
TITLE  
PDREP CO  
NSLC PORTSMOUTH  
PORTSMOUTH, NH 03804

From: ALPHA (ALPHA) USER

The submitted Revised CAP for Corrective Action Request (CAR) PDREP-2023-0061P received 08/03/2023 as adequate. Justification: REVISED CAP ACCEPTED. The CAR will be closed upon completion of verification and validation.

Please communicate any status and/or progress updates relevant to the subject CAP.

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

All Attachments

PDREP-2023-0061P-CAR-Ktr-Transmit.pdf

PDREP-2023-0061P-CAP-Rejected.pdf

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

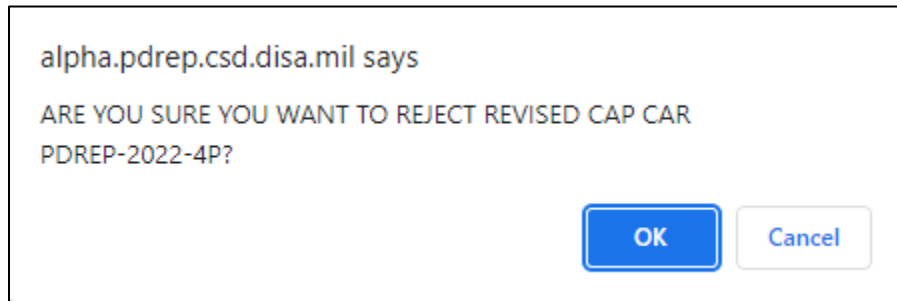
**Figure 11.15**

3. When the email has been sent, it will automatically update the status to the CAR as CAP APPROVED and the transaction will be saved in the records history.
4. When the user receives the Email, it will have a pdf attachment named RCN-CAP-Accepted.

## 11.8 Revised CAP Rejected

To Reject a Revised CAP:

- A. The CARs Status would be CAP REJECTED and the (CM) CAP Acceptable: field would be 'NO'
- B. The user completes the following fields in the CAP Rejection Details SECTION:
  - (CM) Revised CAP Received Date: Date of input.
  - (CM) Revised CAP Acceptable: NO.
  - (CM) Revised CAP Rejection Date: Date revised CAP is rejected.
  - (CM) Revised CAP Rejection Explanation: Narrative as to why it was rejected.
- C. User clicks the 'REJECT REVISED CAP' button.
- D. A pop-up will display to confirm the action on the page:



**Figure 11.16**

- Click 'OK' to reject the revised CAP and move to the correspondence page.
  - Click 'Cancel' to return to the Contractor Actions page without rejecting the CAP.
- E. To notify the contractor that the submitted Revised CAP is approved:
    1. After the user selects click OK on the Reject Revised CAP pop-up, the correspondence page with the Revised CAP rejection template in the message box.
    2. The letter will be auto-populated from the CAR record, but it is editable (see **Figure 11.17**).

**ARMY Correspondence**

**Instructions**

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

---

**Correspondence**

To: Contractor.Email

To:


CC:

Contractor.Email ▲

▼

---

**Content**



W6QK ACC-PICA

BUILDING 10 PHIPPS RD

PICATINNY ARSENAL, NJ 07806-5000 US

September 05, 2023

TO: POC  
TITLE  
PDREP CO  
NSLC PORTSMOUTH  
PORTSMOUTH, NH 03804

RE: CAR# PDREP-2023-0061PTO:

The submitted Revised CAP has not been accepted for CAR# PDREP-2023-0061P. As such, this CAP is rejected.

REASON FOR REJECTION: ENTER REASON HERE

SINCERELY,  
GUIDE (ALPHA) USER

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

All Attachments ▲

PDREP-2023-0061P-CAR-Ktr-Transmit.pdf

PDREP-2023-0061P-CAP-Rejected.pdf ▼

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

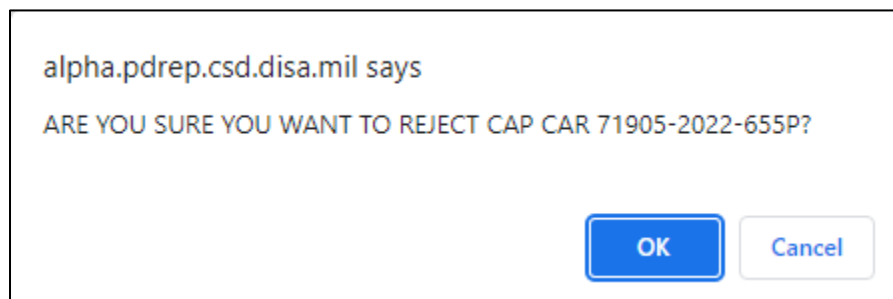
**Figure 11.17**

3. When the email has been sent, it will automatically update the status to 'CAP REJECTED' and record the transaction will be saved in the records history.
4. When the user receives the Email, it will have a pdf attachment named RCN-CAP-Rejected.

## 11.9 Rejecting a CAP After it Has Been Already Approved

To Reject an approved CAP.

- A. The CARs Status would be CAP APPROVED and the (CM) CAP Acceptable: field would be 'YES' and there would be a date in the CAP Approved Date: field.
- B. The user would have to change the fields that were previously *ACCEPTING* the CAR (outlined in **Section 11.6**) to reflect a CAP that is not approved:
  - Change the (CM) CAP Acceptable: dropdown to 'NO'.
  - Remove the date in the CAP Approved Date: field and add a date in the (CM) CAP Rejection Date: field.
  - Add (CM) Revised CAP Due Date: Date revised CAP is due.
  - Add the (CM) CAP Rejection Explanation: Why the CAP is being rejected.
  - Click 'Save All' and click the 'REJECT CAP' button.
- C. A pop-up will display to confirm the action on the page:



**Figure 11.18**

- Click 'OK' to reject the CAP and move to the correspondence page.
  - Click 'Cancel' to return to the Contractor Actions page without rejecting the CAP.
- D. After the user selects click OK on the Rejection pop-up, the correspondence page with the CAP Rejection template in the message box.
  - E. The letter will be auto-populated from the CAR record, but it is editable.

- F. When the email has been sent, it will automatically update the status to 'CAP REJECTED' and record the transaction in the history.
- G. When the KTR receives the Email, it will have a pdf attachment named 'RCN'-CAP-Rejected. This same letter can be found in the History & Correspondence under the Correspondence column and underlined identifying it as a link.

## 11.10 CAR Closed

To notify the contractor that the submitted CAP has been verified and validated

- A. Select the 'Close CAR' button to open the correspondence page with the closed CAR template in the message box.
- B. The letter will be auto-populated from the CAR record, but it is editable (see **Figure 11.19**).
- C. When the email has been sent, it will automatically update the status to 'Closed – Complete' and the transaction will be saved in the records history.
- D. When the user receives the email, it will have a pdf attachment named RCN-CAP-Completed.



ARMY Correspondence	
<p><b>Instructions</b></p> <ol style="list-style-type: none"> <li>1. Enter To Email Address and click Add To Email List</li> <li>2. Enter CC Email Address and click Add CC Email List if required</li> <li>3. Enter/Modify the content if required</li> <li>4. Click Send to send the CAR Letter</li> </ol>	
Correspondence	
<p>To: Contractor.Email</p> <p>To: <input type="text"/></p> <p>CC: <input type="text"/></p>	<p><input type="button" value="Add To Email list"/></p> <p><input type="button" value="Add CC Email list"/></p>
<p>Contractor.Email</p> <p><input type="text"/></p> <p><input type="button" value="Delete"/></p>	
Content	
	<input type="text"/>
	<input type="text" value="W6QK ACC-PICA"/>
	<input type="text" value="BUILDING 10 PHIPPS RD"/>
	<input type="text" value="PICATINNY ARSENAL, NJ 07806-5000 US"/>
	<input type="text" value="09/05/2023"/>
<p>September 05, 2023</p> <p>POC TITLE PDREP CO NSLC PORTSMOUTH PORTSMOUTH, NH 03804</p> <p>RE: CAR# PDREP-2023-0061P</p> <p>TO: POC</p> <p>This letter is to inform you that the CAP associated with the referenced CAR has been successfully verified and validated. This CAR is officially closed.</p> <p style="text-align: right;">Sincerely, ALPHA (ALPHA) USER</p>	
<p><b>List of attachments :</b> 2 attachment(s) associated with this CAR.</p> <p>All Attachments</p> <p>PDREP-2023-0061P-CAR-Ktr-Transmit.pdf</p> <p>PDREP-2023-0061P-CAP-Rejected.pdf</p> <p>To send all attachments select the first options 'All Attachments'. To select, or deselect, multiple attachments, press and hold CTRL key and click on attachment name.</p> <p><input type="button" value="Preview"/> <input type="button" value="Send"/> <input type="button" value="Back"/></p>	

**Figure 11.19**

Step-by-step instructions for this correspondence are the same as the 'Transmit to Contractor' correspondence (see **Section 10**).

## 12 WITHDRAWING A CAR

- Only a Contracting Officer (Warranted 1102 user access) may withdraw a CAR after it is transmitted and it requires a specific WN-Withdrawal Note type (see **Figure 12.1**) which is found in the CAR Notes, Note Type dropdown list.
- The Withdraw CAR button is located on the Edit CAR page. Withdrawing the CAR will close it and changes the status to 'CAR WITHDRAWN'.
- A Contracting Officer may withdraw a CAR that is in any status after the Transmitted status including Closed-Completed status, so long as they are associated with the same Team Code as the record.

### 12.1 Withdrawal Note

- A. While in the CAR record being withdrawn, click on the 'CAR Notes' tab to add a Withdrawal Note (see **Figure 12.1**) and the CAR notes page will be displayed as shown in **Figure 12.2**.

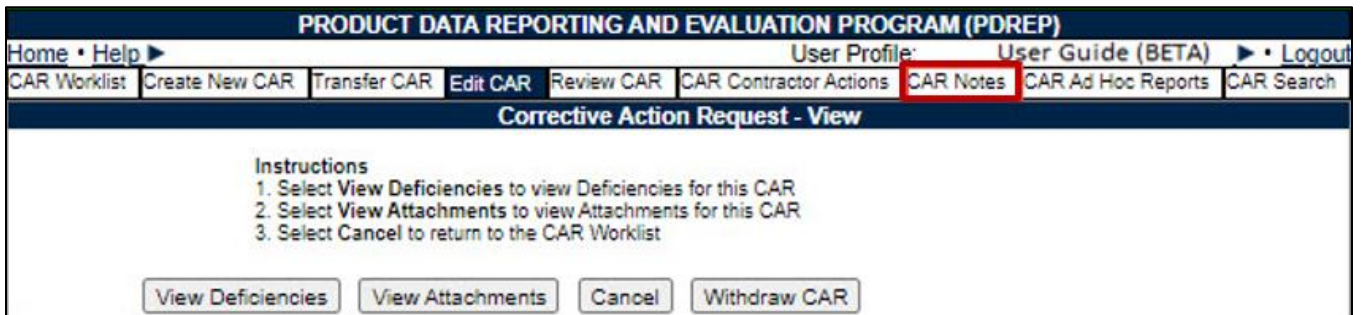


Figure 12.1

- B. Click on the 'Add Note/Brief' button in **Figure 12.2** and the Add Note/Reference page will appear as shown in **Figure 12.3** only when the Contract Specialist user is associated with the same Team Code as the record.

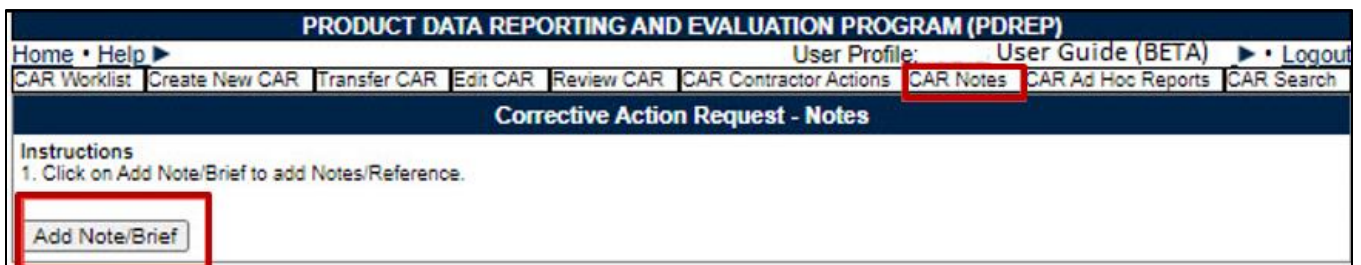
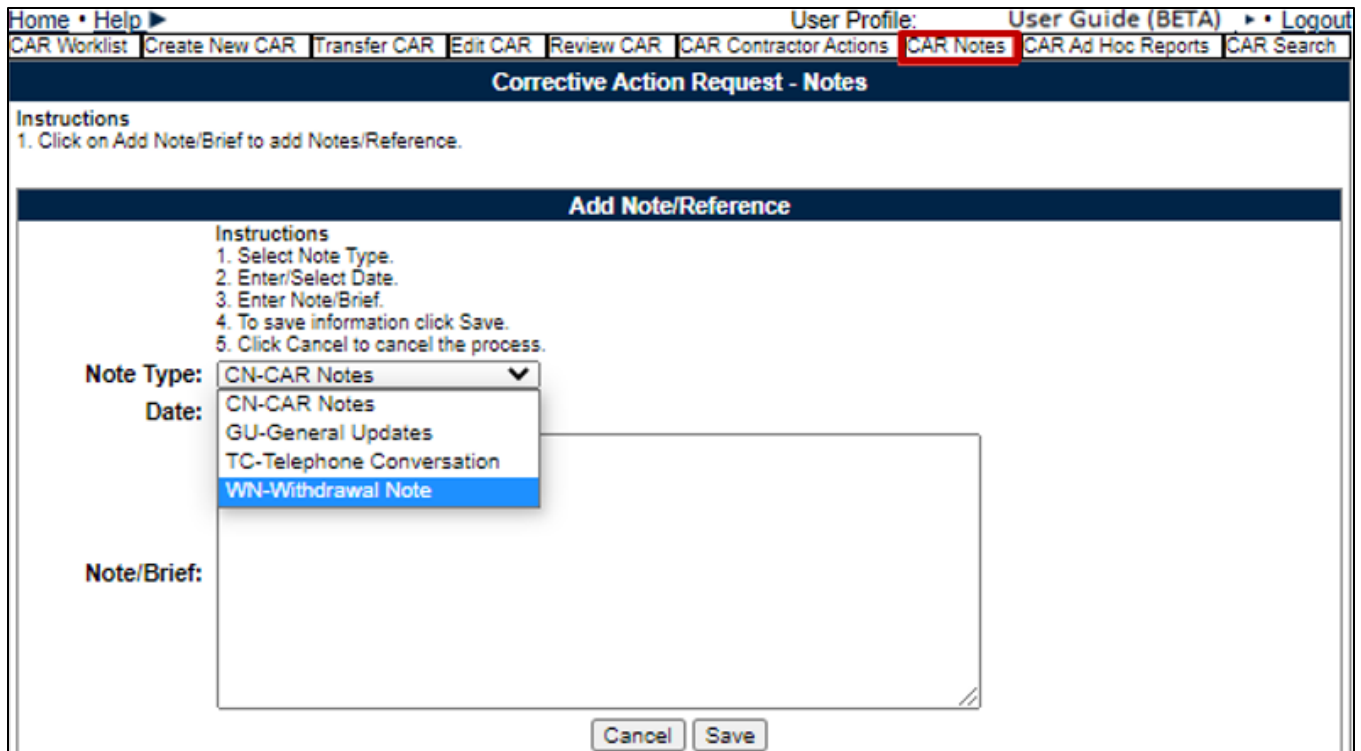
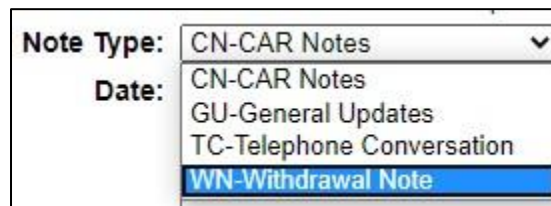


Figure 12.2



**Figure 12.3**

C. Select 'WN-Withdrawal Note' from the drop down list under Note Type.



**Figure 12.4**

D. The date is auto-populated but editable. Enter the reason the CAR has been withdrawn and click 'Save' (see **Figure 12.5**).

**Figure 12.5**

## 12.2 Withdrawing CAR

- A. The 'Withdraw CAR' button is located on the Edit CAR page. The CAR Note(s) available message is shown indicating the required CAR note has been written as a WNI-Withdrawal Note Type (see **Figure 12.6**).

**Figure 12.6**

- B. Click on the 'Withdraw CAR' button and the Correspondence page will display with a withdrawal letter template that is editable (see **Figure 12.6**).
- C. If a Withdrawal Note has not been written, an error message will be displayed (see **Figure 12.7**).

• A Withdrawal Note must be entered with the reason for withdrawing this CAR.

**Figure 12.7**

**Correspondence**

To: Contractor.Email

To:  Add To Email list


CC:  Add CC Email list

Contractor.Email ▲  
▼

Delete

---

**Content**



W6QK ACC-PICA  
BUILDING 10 PHIPPS RD  
PICATINNY ARSENAL, NJ 07806-5000 US

September 05, 2023

SUBJECT: CORRECTIVE ACTION REQUEST - WITHDRAWN

**Figure 12.8**

### 12.3 Withdrawing a Closed-Completed CAR

A Contracting Officer can withdraw a Closed-Completed CAR by using the same method and rules they would when they withdrew a CAR that was still in the CAR Module workflow and by using the RCN link in their worklist.

- A. The Contracting Officer will find the RCN they want to withdraw within their worklist (see **Figure 12.9**).

CAR Worklist											
CAR #	Level	Prime CTR CAGE	Action	Contract Number(s)	Updated By	Updated Date ^	Status	Linked Records	Days Active	History & Correspondence	Delete Record?
<a href="#">PDREP-2022-0210P</a>	LEVEL I	PDREP	<a href="#">Send Message</a>	CONTRACT	S	12/29/2022	CLOSED - COMPLETED		0	<a href="#">View</a>	

**Figure 12.9**

- B. They will click on the RCN that is displayed as a link under the CAR # column.
- C. This will bring the Contract Officer to the Edit CAR page where they will see the Withdraw CAR button.
- D. Add a WN-Withdrawal Note Type and return to the Edit CAR page to click the Withdraw CAR button.

E. Finally, the Contracting Officer will complete the correspondence and use the Email functionality to Email the WITHDRAWN CAR letter (see **Figure 12.10**).

**ARMY Correspondence**

**Instructions**

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

---

**Correspondence**


To: S @US.NAVY.MIL

To:

CC:

---

**Content**



September 05, 2023

SUBJECT: CORRECTIVE ACTION REQUEST - WITHDRAWN

REFERENCE: CAR# PDREP-2023-0061P

TO: POC  
TITLE  
PDREP CO  
NSLC PORTSMOUTH  
PORTSMOUTH, NH 03804

This letter is to inform you that the CAR and/or CAP associated with the referenced CAR has been withdrawn. this CAR is considered closed

SINCERELY,  
ALPHA (ALPHA) USER

---

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

All Attachments

PDREP-2023-0061P-CAR-Ktr-Transmit.pdf

PDREP-2023-0061P-CAP-Rejected.pdf

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

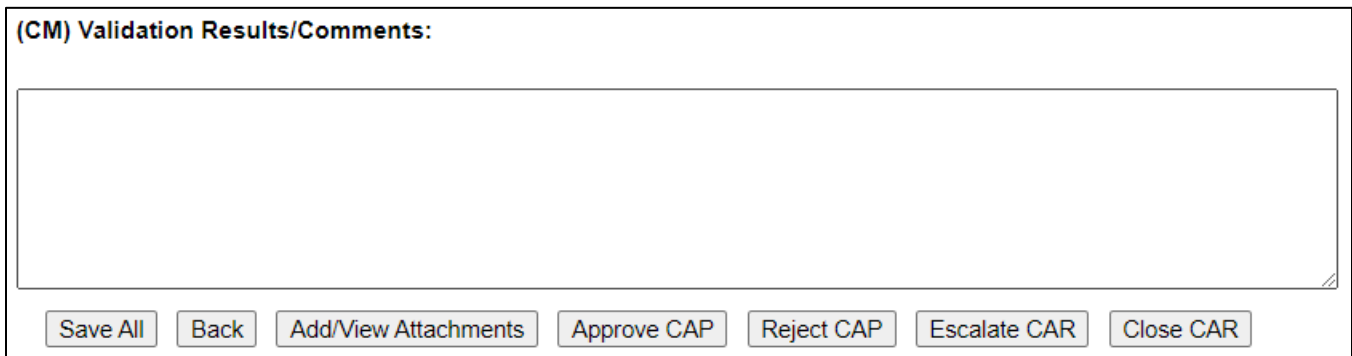
**Figure 12.10**

## 13 ESCALATE CAR

Only Contracting Officer users may escalate Cars. This is available in the event the contractor does not provide an acceptable CAP within the accepted time frame or is unable to revise the CAP to an acceptable format within a policy requirement. The CAR may be escalated to the next higher level (or de-escalated) to increase the severity of the CAP.

### 13.2 Escalated Records

On the CAR Contractors Action page, when appropriate within policy, click the Escalate CAR button.

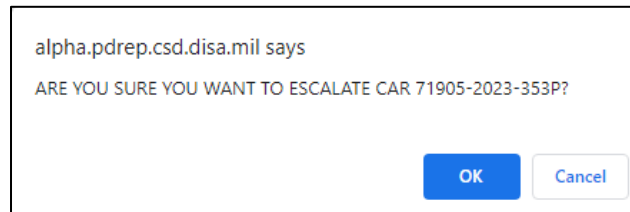


(CM) Validation Results/Comments:

Save All Back Add/View Attachments Approve CAP Reject CAP Escalate CAR Close CAR

**Figure 13.1**

A pop-up button will display to confirm you want to Escalate the CAR.



alpha.pdrep.csd.disa.mil says  
ARE YOU SURE YOU WANT TO ESCALATE CAR 71905-2023-353P?

OK Cancel

**Figure 13.2**

Click Cancel to return to the CAR Contractor Actions page, or OK to Escalate the CAR.

OK will return you to the CAR Edit Page. The record will be View Only and show the New Draft CAR under the "Selected Escalated CAR" dropdown (Figure).

CAR Worklist	Create New CAR	Transfer CAR	Edit CAR	ACO	CAR Contractor Actions	CAR Notes	CAR Ad Hoc Reports	CAR Search	CAR History
Corrective Action Request - View									
<p><b>Instructions</b></p> <p>1. Select <b>View Deficiencies</b> to view Deficiencies for this CAR</p> <p>2. Select <b>View Attachments</b> to view Attachments for this CAR</p> <p>3. Select <b>Cancel</b> to return to the CAR Worklist</p>									
View Deficiencies			View Attachments			Cancel			
General Information									
<b>LEVEL II</b>		CAR Number:		Cage		Year		S/N	
				71905-2023-0353P					
Review Required:		<input type="checkbox"/>		Contractor Business System Indicator:		<input type="checkbox"/>			
Escalated:		<input type="checkbox"/>							
Selected Escalated CAR:		71905-2023-0353X							
Sub-Loc Notification:		<input type="checkbox"/>							

**Figure 13.3**

Return to the CAR Worklist and there will be 2 versions of the record:

- The original CAR in CLOSED-ESCALATED status
- A new DRAFT CAR with an X suffix to identify it is based on an escalated record.

Both Records will show as “Linked Records” on the worklist and in the ad hoc.

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

CAR Worklist											
CAR #	Level	Prime CTR CAGE	Action	Contract Number(s)	Updated By	Updated Date	Status	Linked Records	Days Active	History & Correspondence	Delete Record?
71905-2023-0353P	LEVEL II	71905	<a href="#">Send Message</a>		SDERI	04/18/2023	CLOSED - ESCALATED	71905-2023-0353X	0	<a href="#">View</a>	
71905-2023-0353X	LEVEL II	71905	<a href="#">Send Message</a>		SDERI	04/18/2023	DRAFT	71905-2023-0353P	1	<a href="#">View</a>	<a href="#">Delete</a>

**Figure 13.4**

The new X-suffix record will have the same Create/Edit CAR page information and all Deficiencies and Attachments from the original record. The record will display at the same level as the original. The level may be changed on the Edit CAR page.



CAR Worklist	Create New CAR	Transfer CAR	Edit CAR	ACO	CAR Notes	CAR Ad Hoc Reports	CAR Search	CAR History
Corrective Action Request - Create/Edit								
<p><b>Instructions</b>  <b>(M)</b> denotes a mandatory field  1. Enter Prime, Subcontractor and POP CAGE CODE information, if known  2. Enter Prime Contractor DODAAC  3. Enter Contract/P.O/O.I information, if known  4. Enter Contract Recipient POC and Email Address for Transmit/Notification  5. Select Add/View Deficiencies to add up to 5 Deficiencies  6. Enter/Select CAP Due Date in MM/DD/YYYY format  (For CAR Level I, CAP Due Date is not required.)</p>								
<p>Add/View or Edit Deficiencies   Save   Cancel   View/Add Attachments   Save &amp; Exit</p>								
General Information								
LEVEL II ▾			<b>CAR Number:</b>			<b>Cage Year S/N</b> 71905-2023-0353X		
Review Required: <input type="checkbox"/> Contractor Business System Indicator: <input type="checkbox"/>								
Escalated: <input type="checkbox"/>								
<b>(M)Originator Name:</b> GUIDE (ALPHA) USER								
<b>(M)Phone Number:</b> 207-438-6491								
<b>(M)Email:</b> USER.GUIDE@NAVY.MIL								
DoDAAC: S0101A								
<b>Activity Name:</b> DEFENSE CONTRACT MANAGEMENT AGENCY								
<b>Address:</b> 1910 THIRD AVE N								
<b>City, State, Zip:</b> BIRMINGHAM, AL 35203-3514								

Figure 13.5

The first Deficiency will be Blank to allow entering the reason for the escalation (Figure 13.6).

CAR Worklist	Create New CAR	Transfer CAR	Edit CAR	ACO	CAR Notes	CAR Ad Hoc Reports	CAR Search	CAR History
CAR Deficiency Data Entry								
<p><b>Instructions</b>  <b>(M)</b> denotes a mandatory field  1. Select Add Deficiency to add a new Deficiency  2. Complete all mandatory fields  3. Select Save or Save and Exit to add the Deficiency to the CAR  4. Select Delete Deficiency to delete the currently displayed Deficiency</p>								
LEVEL II			<b>CAR Number:</b>			<b>Cage Year S/N</b> 71905-2023-0353X		
<b>Deficiency Number:</b> 1 ▾ <b>(M) NC Observation Date:</b> <input type="text"/>								
The following is a list of DCMA Acquisition Functional areas adding deficiencies related to their field:								
<b>(M) Assigned Functional Area:</b> -SELECT- ▾								
<b>(M) Key Contract Requirement:</b>								
-SELECT- ▾								

Figure 13.6

Follow the workflow based on the CAR level to process the Escalated CAR. If multiple CARs are being escalated and linked to a new CAR, see the next section for instructions to link multiple CARs.

### 13.2 Linking Escalated Records

To link a new DRAFT CAR with an existing record(s) in CLOSED-ESCALATED status, create the new record and locate the Escalated checkbox on the Edit CAR page (Figure)

CAR Worklist	Create New CAR	Transfer CAR	<b>Edit CAR</b>	ACO	Review CAR	CAR Notes	CAR Ad Hoc Reports	CAR Search	CAR History
<b>Corrective Action Request - Create/Edit</b>									
<p><b>Instructions</b>  <b>(M)</b> denotes a mandatory field            1. Enter Contract Recipient POC and Email Address for Transmit/Notification            2. Enter Issuing DODAAC            3. Enter Contract/P.O./O.I information, if known            4. Select <b>Add/View Deficiencies</b> to add up to 5 Deficiencies            5. Enter/Select CAP Due Date in MM/DD/YYYY format            (For CAR Level I, CAP Due Date is not required.)</p>									
Add/View or Edit Deficiencies			Save	Cancel	View/Add Attachments		Save & Exit		
<b>General Information</b>									
LEVEL III <input type="button" value="v"/>				<b>CAR Number:</b>		<b>Cage Year S/N</b> 98897- 2023- 0021 P			
<b>Review Required:</b> <input checked="" type="checkbox"/>									
<b>Contractor Business System Indicator:</b> <input type="checkbox"/>									
<b>Escalated:</b> <input type="checkbox"/>									
<b>Sub-Loc Notification:</b> <input type="checkbox"/>									

Figure 13.7

Check the box to populate a list of available records in CLOSED-ESCALATED status that have the same Prime CAGE as the current record.

General Information		
LEVEL III ▼	CAR Number:	Cage Year S/N PDREP- 2023- 0053 P
Review Required: <input checked="" type="checkbox"/>		
Contractor Business System Indicator: <input type="checkbox"/>		
Escalated: <input checked="" type="checkbox"/>		
Escalated CAR RCN:	-SELECT- ▼	Add
Sub-Loc Notification:	-SELECT-	
(M)Originator Name:	PDREP-2022-0196P	
	PDREP-2023-0003O	

**Figure 13.8**

Select the appropriate record to be linked and click the Add button. The selected record will display in the Selected Escalated CAR dropdown list and on the Linked Records field in the worklist and ad hoc. Multiple records may be linked.

To remove a linked record, select the record in the Selected Sub-Loc table to be removed and click the Remove button. Records can only be removed and/or added before the Prime CAR is transmitted.

General Information		
LEVEL III ▼	CAR Number:	Cage Year S/N PDREP- 2023- 0053 P
Review Required: <input checked="" type="checkbox"/>		
Contractor Business System Indicator: <input type="checkbox"/>		
Escalated: <input checked="" type="checkbox"/>		
Escalated CAR RCN:	-SELECT- ▼	Add
Selected Escalated CAR:	PDREP-2022-0196P	Remove
	PDREP-2023-0003O	
Sub-Loc Notification: <input type="checkbox"/>		

**Figure 13.9**

Deficiencies from linked Closed-Escalated CAR will auto-copy onto the DRAFT record ONLY when first creating the CAR. Deficiencies are NOT automatically removed when an Escalated CAR is un-linked (removed from Selected Escalated CAR list).

When you click Add/View Deficiencies, the first deficiency will be blank. Enter the non-compliance information and click 'Save Deficiency'.

Any deficiencies from linked Sub-Loc Notification(s) will pre-populate as Deficiency 2, 3, etc. Be sure to review all deficiencies before transmitting the CAR.

If you are linking multiple Escalated records, you may delete the unnecessary DRAFT records on the Worklist via the Delete hyperlink (**Figure 13.10**).

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

CAR Worklist											
CAR #	Level	Prime CTR CAGE	Action	Contract Number(s)	Updated By	Updated Date	Status	Linked Records	Days Active	History & Correspondence	Delete Record?
71905-2023-0393P	LEVEL I	71905	<a href="#">Send Message</a>	PNYBR9M2GR		05/16/2023	CLOSED - COMPLETED		0	<a href="#">View</a>	
71905-2023-0395P	LEVEL II	71905	<a href="#">Send Message</a>	PNYBR9M2GR		05/16/2023	CLOSED - ESCALATED	71905-2023-0395X	0	<a href="#">View</a>	
71905-2023-0395X	LEVEL II	71905	<a href="#">Send Message</a>	PNYBR9M2GR		05/16/2023	DRAFT	71905-2023-0395P	1	<a href="#">View</a>	<a href="#">Delete</a>

**Figure 13.10**

## 14 CAR VIEW / ADD NOTES

- The CAR 'View/Add Notes' page provides access to input or view additional content pertaining to the CAR record. The information is SYSCOM/DoDAAC specific and will not appear on any report or correspondence. This functionality was specifically developed as an area where workflow notes or telephone conversations could be documented.

**NOTE:** Although the information stored is not available to individuals outside of PDREP, content provided is not exclusive to the originator of the material.

### 14.1 To Enter a Note(s)

- A. Click the 'View/Add Notes' tab as illustrated in **Figure 14.1**.
  - a. The 'Add Note/Brief' button will not populate unless your user profile is associated with the same Region and Team Code as the record.

The screenshot shows the 'PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)' interface. At the top, there is a navigation bar with 'Home • Help' and 'User Profile: USER (ALPHA) GUIDE • Logout'. Below this is a menu bar with options: 'CAR Worklist', 'Create New CAR', 'Transfer CAR', 'Edit CAR', 'Review CAR', 'CAR Contractor Actions', 'CAR Ad Hoc Reports', and 'CAR Notes' (which is highlighted with a red box). The main content area is titled 'Corrective Action Request - Notes' and contains an 'Instructions' section with the text: '1. Click on Add Note/Brief to add Notes/Reference.' At the bottom of this section, there is a button labeled 'Add Note/Brief'.

**Figure 14.1**

- B. Click the 'Add Note/Brief' to add or view a note. The 'Add Note/Reference' section becomes visible and may be edited (see **Figure 14.2**).

**Figure 14.2**

**Figure 14.2: Data Fields**

- A. **Note Type:** Select note option from the drop down. An example of this may be seen in **Figure 14.3**.

**Figure 14.3**

- B. **Date:** Default to entry date.
- C. **Note/Brief:** Write desired note in this area.
- D. Once all data fields have been selected, click the Save button to save the note. The note will be displayed in the 'View/Add Notes' page (see **Figure 14.4**).
- E. The 'Delete' button will only be available to the notes originator. All other users will have the capability to view the note.

Corrective Action Request - Notes				
<b>Instructions</b> 1. Click on Add Note/Brief to add Notes/Reference.				
Reference Code	Date	Note/Brief	Added By	Delete
CAR Notes	23-JUN-20	WRITE THE NOTE HERE	RM1	Delete
Add Note/Brief				

**Figure 14.4**

- F. To delete a note, click the 'Delete' button.
- G. A message will display confirming selection (see **Figure 14.5**).
- H. Selecting 'OK' will delete the note while selecting 'Cancel' will return the user to the previous screen.

beta.pdrep.csd.disa.mil says

Are you sure you want to delete this item ?

**Figure 14.5**

- I. The Updated Date will update on the worklist when a note is added to a record.

## 14.2 Viewing a Record's Note(s)

On the 'Edit' page, those records containing note(s) will be indicated through a display message stating 'CAR Note(s) available' as shown in **Figure 14.6**. To view an attachment, select the hyperlink that corresponds.

**CAR Note(s) available**

**Figure 14.6**

## 15 CAR SEARCH

The CAR module contains customized searches for users to easily access the record they need. In addition to this, the results displayed will have the CAR Record Control Number (RCN) in hyperlink form so that the user may directly access that record. Search criteria entered will be saved and kept for the entire user's session. Custom search queries shall be developed similar to the functionality that exists in other PDREP modules. Access to the Search webpage will be through the fly out menu or by clicking on the 'Search' tab. The user will be able to search based off a Date Range, CAGE Code, Company Name or CAR number.

Figure 15.1 represents the CAR search screen. Figure 15.7 represents the result of a possible search.

### 15.1 Accessing CAR Search

To access CAR Search, click the 'CAR Search' tab in the CAR module. CAR Search can also be accessed through the CAR 'Ad Hoc Reports' fly out on the PDREP Main menu as shown in Figures 15.1 and Figure 15.2.



Figure 15.1

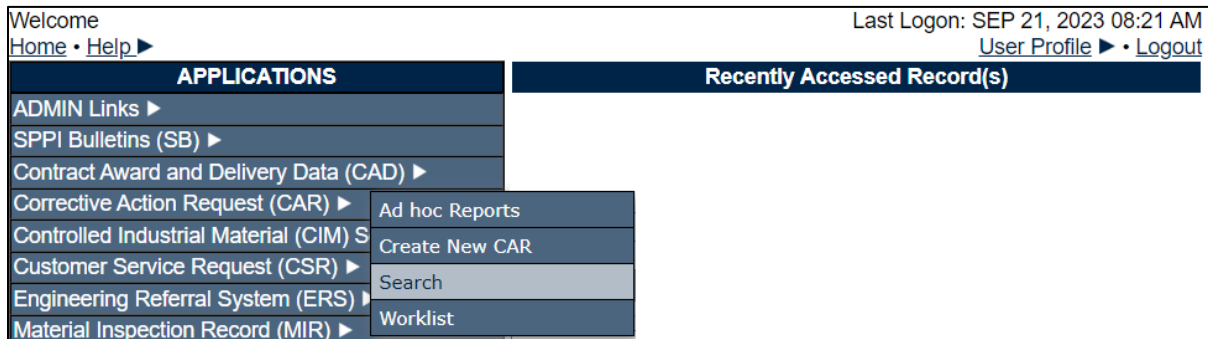


Figure 15.2

The Search settings will default as shown in Figure 15.3. The date range is a mandatory field that may be manually altered but defaults to the current calendar day minus three years. CAGE Code, Company Name and Control Number are also marked as mandatory fields, but only one is needed to generate search results.

### 15.2 CAR Search Parameters

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

Home • Help ▶ User Profile: ▶ • Logout

CAR Worklist Create New CAR CAR Ad Hoc Reports **CAR Search**

**PDREP - Corrective Action Request Search**

Instructions (M) denotes a mandatory field  
 1. Enter Start Date and End Date  
 2. Enter optional fields, if information is known  
 3. Enter partial or complete Control Number  
 4. Click Search

(M) Start Date:

(M) End Date:

(M) CAGE CODE:

OR (M) Company Name:

OR (M) Delivery Number/Task Number:

OR (M) Control Number:

OR (M) Contract Number:

Status:  ▼

**Figure 15.3**

**Figure 15.3: Data Fields**

- **CAGE Code:** This selection will display only records for the specified CAGE code (See Figure 15.4).



CAR Worklist | Create New CAR | Transfer CAR | CAR Ad Hoc Reports | **CAR Search**

**PDREP - Corrective Action Request Search**

Instructions (M) denotes a mandatory field  
 1. Enter Start Date and End Date  
 2. Enter optional fields, if information is known  
 3. Enter partial or complete Control Number  
 4. Click Search

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

(M) CAGE CODE:

OR (M) Company Name:

OR (M) Delivery Number/Task Number:

OR (M) Control Number:

Status:

Total number of rows: 204  
 Search Result Download: Click [here](#) to download data in spreadsheet format.

CAR Search											
CAR #	Level	Prime CTR CAGE	Received	View PDF	Contract Number ^	Updated By	Updated Date	Status	Days Active	History & Correspondence	
<a href="#">PDREP-2022-0093P</a>	LEVEL I	PDREP		<a href="#">View PDF</a>	USSESERGUIDE	J	08/17/2023	DRAFT	518	<a href="#">View</a>	
<a href="#">PDREP-2022-0204P</a>	LEVEL III	PDREP		<a href="#">View PDF</a>	USERGUIDE	J	08/17/2023	ESCALATED	0	<a href="#">View</a>	
<a href="#">PDREP-2022-0174P</a>	LEVEL II	PDREP		<a href="#">View PDF</a>	USERGUIDE	J	08/17/2023	DRAFT	364	<a href="#">View</a>	
<a href="#">PDREP-2023-0061P</a>	LEVEL III	PDREP		<a href="#">View PDF</a>	USERGUIDE	S	09/05/2023	CAP REJECTED	2	<a href="#">View</a>	

**Figure 15.4**

- **Company Name:** This selection allows the user to search based on the company's name. A partial name will also provide a return (see **Figure 15.5**).

CAR Worklist | Create New CAR | Transfer CAR | CAR Ad Hoc Reports | **CAR Search**

**PDREP - Corrective Action Request Search**

Instructions (M) denotes a mandatory field  
 1. Enter Start Date and End Date  
 2. Enter optional fields, if information is known  
 3. Enter partial or complete Control Number  
 4. Click Search

(M) Start Date: 09/06/2020 (M) End Date: 09/06/2023

(M) CAGE CODE:

**OR (M) Company Name:** Raytheon

OR (M) Delivery Number/Task Number:

OR (M) Control Number:

Status: -SELECT-

Total number of rows: 204  
 Search Result Download: [Click here to download data in spreadsheet format.](#)

CAR Search										
CAR #	Level	Prime CTR CAGE	Received	View PDF	Contract Number	Updated By	Updated Date	Status	Days Active	History & Correspondence
PDREP-2022-0093P	LEVEL I	PDREP		<a href="#">View PDF</a>	USSESRGUIDE	J	08/17/2023	DRAFT	518	<a href="#">View</a>
PDREP-2022-0204P	LEVEL III	PDREP		<a href="#">View PDF</a>	USERGUIDE	J	08/17/2023	ESCALATED	0	<a href="#">View</a>
PDREP-2022-0174P	LEVEL II	PDREP		<a href="#">View PDF</a>	USERGUIDE	J	08/17/2023	DRAFT	364	<a href="#">View</a>
PDREP-2023-0061P	LEVEL III	PDREP		<a href="#">View PDF</a>	USERGUIDE	S	09/05/2023	CAP REJECTED	2	<a href="#">View</a>

**Figure 15.5**

- **Delivery Number/Task Number:** This section allows the user to filter by a full or partial Delivery Number or Task Number (**Figure 15.6**).

CAR Worklist | Create New CAR | Transfer CAR | CAR Ad Hoc Reports | **CAR Search**

**PDREP - Corrective Action Request Search**

Instructions (M) denotes a mandatory field  
 1. Enter Start Date and End Date  
 2. Enter optional fields, if information is known  
 3. Enter partial or complete Control Number  
 4. Click Search

(M) Start Date: 09/06/2020 (M) End Date: 09/06/2023

(M) CAGE CODE:

OR (M) Company Name:

**OR (M) Delivery Number/Task Number:** Order-123

OR (M) Control Number:

Status: -SELECT-

Total number of rows: 204  
 Search Result Download: [Click here to download data in spreadsheet format.](#)

CAR Search										
CAR #	Level	Prime CTR CAGE	Received	View PDF	Contract Number	Updated By	Updated Date	Status	Days Active	History & Correspondence
PDREP-2022-0093P	LEVEL I	PDREP		<a href="#">View PDF</a>	USSESRGUIDE	J	08/17/2023	DRAFT	518	<a href="#">View</a>
PDREP-2022-0204P	LEVEL III	PDREP		<a href="#">View PDF</a>	USERGUIDE	J	08/17/2023	ESCALATED	0	<a href="#">View</a>
PDREP-2022-0174P	LEVEL II	PDREP		<a href="#">View PDF</a>	USERGUIDE	J	08/17/2023	DRAFT	364	<a href="#">View</a>
PDREP-2023-0061P	LEVEL III	PDREP		<a href="#">View PDF</a>	USERGUIDE	S	09/05/2023	CAP REJECTED	2	<a href="#">View</a>

**Figure 15.6**

- **Control Number:** This selection allows the user to filter by the full RCN/CAR # or partial RCN/CAR #. When used, the Control Number will override the date range selected (see **Figure 15.7**).

CAR Worklist | Create New CAR | Transfer CAR | CAR Ad Hoc Reports | **CAR Search**

**PDREP - Corrective Action Request Search**

Instructions (M) denotes a mandatory field  
 1. Enter Start Date and End Date  
 2. Enter optional fields, if information is known  
 3. Enter partial or complete Control Number  
 4. Click Search

(M) Start Date: 09/06/2020 (M) End Date: 09/06/2023

(M) CAGE CODE:

OR (M) Company Name:

OR (M) Delivery Number/Task Number:

**OR (M) Control Number: PDREP-2023-0055P**

Status: -SELECT-

---

Total number of rows: 204  
 Search Result Download: [Click here to download data in spreadsheet format.](#)

CAR Search										
CAR #	Level	Prime CTR CAGE	Received	View PDF	Contract Number ^	Updated By	Updated Date	Status	Days Active	History & Correspondence
<a href="#">PDREP-2022-0093P</a>	LEVEL I	PDREP		<a href="#">View PDF</a>	USSESRGUIDE	J	08/17/2023	DRAFT	518	<a href="#">View</a>
<a href="#">PDREP-2022-0204P</a>	LEVEL III	PDREP		<a href="#">View PDF</a>	USERGUIDE	J	08/17/2023	ESCALATED	0	<a href="#">View</a>
<a href="#">PDREP-2022-0174P</a>	LEVEL II	PDREP		<a href="#">View PDF</a>	USERGUIDE	J	08/17/2023	DRAFT	364	<a href="#">View</a>
<a href="#">PDREP-2023-0061P</a>	LEVEL III	PDREP		<a href="#">View PDF</a>	USERGUIDE	S	09/05/2023	CAP REJECTED	2	<a href="#">View</a>

**Figure 15.7**

- **Contract Number:** This selection allows the user to filter by the full or partial Contract Number (see **Figure 15.8**).

CAR Worklist | Create New CAR | CAR Ad Hoc Reports | **CAR Search**

**PDREP - Corrective Action Request Search**

Instructions (M) denotes a mandatory field  
 1. Enter Start Date and End Date  
 2. Enter optional fields, if information is known  
 3. Enter partial or complete Control Number  
 4. Click Search

(M) Start Date: 12/06/2020 (M) End Date: 12/06/2023

(M) CAGE CODE:

OR (M) Company Name:

OR (M) Delivery Number/Task Number:

OR (M) Control Number:

**OR (M) Contract Number: ARMY**

Status: -SELECT-

---

Total number of rows: 30  
 Search Result Download: Click [here](#) to download data in spreadsheet format.

CAR Search										
CAR #	Level	Prime CTR CAGE	Received	View PDF	Contract Number	Updated By	Updated Date	Status	Days Active	History & Correspondence
<a href="#">71905-2023-0782P</a>	LEVEL II	71905		<a href="#">View PDF</a>	ARMYREGRESSION	SDERI	12/04/2023	CAP REJECTED	3	<a href="#">View</a>
<a href="#">71905-2023-0781P</a>	LEVEL I	71905		<a href="#">View PDF</a>	ARMYCARTEST1	SDERI	12/04/2023	CLOSED - COMPLETED	0	<a href="#">View</a>
<a href="#">PDREP-2023-0069P</a>	LEVEL I	PDREP		<a href="#">View PDF</a>	ARMYCONTRACT	SDERI	12/01/2023	CLOSED - COMPLETED	0	<a href="#">View</a>
<a href="#">07070-2023-0098P</a>	LEVEL I	07070		<a href="#">View PDF</a>	ARMY	SDERI	12/01/2023	CLOSED - COMPLETED	0	<a href="#">View</a>

**Figure 15.8**

- **Status:** This function allows the user to filter for a specific status. Status criteria will default to ALL. At least one other filter is required for this search to generate results (see **Figure 15.9**).

CAR Worklist | Create New CAR | Transfer CAR | CAR Ad Hoc Reports | **CAR Search**

**PDREP - Corrective Action Request Search**

Instructions (M) denotes a mandatory field  
 1. Enter Start Date and End Date  
 2. Enter optional fields, if information is known  
 3. Enter partial or complete Control Number  
 4. Click Search

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

(M) CAGE CODE:

OR (M) Company Name:

OR (M) Delivery Number/Task Number:

OR (M) Control Number:

Status:

---

Total number of rows: 3  
 Search Result Download: Click [here](#) to download data in spreadsheet format.

CAR Search										
CAR #	Level	Prime CTR CAGE	Received	View PDF	Contract Number	Updated By	Updated Date	Status	Days Active	History & Correspondence
<a href="#">PDREP-2023-0059P</a>	LEVEL I	PDREP		<a href="#">View PDF</a>	ARMY2TEST	S	09/06/2023	DRAFT PENDING REVIEW	29	<a href="#">View</a>
<a href="#">PDREP-2022-0186P</a>	LEVEL II	PDREP		<a href="#">View PDF</a>	PLACEHOLDER12	J	08/17/2023	DRAFT PENDING REVIEW	322	<a href="#">View</a>
<a href="#">PDREP-2020-0005P</a>	LEVEL II	PDREP		<a href="#">View PDF</a>	123456789	J	08/17/2023	DRAFT PENDING REVIEW	983	<a href="#">View</a>

**Figure 15.9**

- After the search criteria has been entered, select the 'Search' button to view all related CARs.
- The default Search will reflect the CARs by CAR #. You may sort ANY of the columns by clicking on the heading. In **Figure 15.10**, the column is sorted by the CAR Level from greatest to least.

CAR Search										
CAR #	Level	Prime CTR CAGE	Received	View PDF	Contract Number	Updated By	Updated Date	Status	Days Active	History & Correspondence
98897-2022-0025E	LEVEL III	98897		<a href="#">View PDF</a>	S5102AANDREP	S	09/29/2022	DRAFT	111	<a href="#">View</a>
98897-2022-0024P	LEVEL III	98897		<a href="#">View PDF</a>	PRIMETEST	S	09/29/2022	DRAFT	111	<a href="#">View</a>
98897-2022-0019D	LEVEL III			<a href="#">View PDF</a>	SAVETEST	S	09/08/2022	DRAFT SUB-LOC CAR NOTIFICATION	132	<a href="#">View</a>
98897-2022-0017D	LEVEL III			<a href="#">View PDF</a>	PRIMECAGE2 SUB	S	09/07/2022	DRAFT SUB-LOC CAR NOTIFICATION	133	<a href="#">View</a>
98897-2022-0014P	LEVEL III	98897		<a href="#">View PDF</a>	NEWFIELDS	S	08/19/2022	DRAFT	152	<a href="#">View</a>
98897-2022-0037E	LEVEL II	99999		<a href="#">View PDF</a>	TEST	S	12/22/2022	DRAFT	28	<a href="#">View</a>
98897-2022-0036P	LEVEL II	98897		<a href="#">View PDF</a>	CONTRACT	S	01/11/2023	ESCALATED	0	<a href="#">View</a>
98897-2022-0035P	LEVEL II	98897		<a href="#">View PDF</a>	LEVEL3TERST	S	01/09/2023	DRAFT PENDING REVIEW	28	<a href="#">View</a>
98897-2022-0033D	LEVEL II			<a href="#">View PDF</a>	SUB TEST	S	11/23/2022	DRAFT SUB-LOC CAR NOTIFICATION	57	<a href="#">View</a>
98897-2022-0032D	LEVEL II			<a href="#">View PDF</a>	SUBTEST TESTING	R	11/22/2022	SUB-LOC CAR ACKNOWLEDGED	0	<a href="#">View</a>
98897-2022-0030P	LEVEL II	98897		<a href="#">View PDF</a>	TEST TYPO	S	10/31/2022	DRAFT	79	<a href="#">View</a>
98897-2022-0029P	LEVEL II	98897		<a href="#">View PDF</a>	FUNCTAREA	S	10/17/2022	DRAFT	93	<a href="#">View</a>
98897-2022-0028P	LEVEL II	98897		<a href="#">View PDF</a>	EMAILTEST	S	11/21/2022	DRAFT	98	<a href="#">View</a>
98897-2022-0026P	LEVEL II	98897		<a href="#">View PDF</a>	CONTRACT	S	10/05/2022	DRAFT REVIEWED	110	<a href="#">View</a>
98897-2022-0021D	LEVEL II			<a href="#">View PDF</a>	ALLFIELDS MULTIPRIME SUBTEST	S	09/12/2022	SUB-LOC CAR ACKNOWLEDGED	0	<a href="#">View</a>
98897-2022-0018D	LEVEL II			<a href="#">View PDF</a>	BETALINK SUBLINK	S	09/08/2022	SUB-LOC CAR ACKNOWLEDGED	0	<a href="#">View</a>
98897-2022-0016D	LEVEL II			<a href="#">View PDF</a>	PRIMECAGE SUBCAGE	S	09/07/2022	DRAFT SUB-LOC CAR NOTIFICATION	133	<a href="#">View</a>
98897-2022-0015D	LEVEL II	PDREP		<a href="#">View PDF</a>	LINKDISPLAY SUBTESTLINK	S	09/06/2022	SUB-LOC CAR ACKNOWLEDGED	0	<a href="#">View</a>
98897-2022-0012P	LEVEL II	98897		<a href="#">View PDF</a>	CONTRACT	S	07/21/2022	DRAFT PENDING REVIEW	184	<a href="#">View</a>
98897-2022-0011E	LEVEL II	98897		<a href="#">View PDF</a>	CONTACT	S	07/18/2022	CLOSED - COMPLETED	0	<a href="#">View</a>
98897-2022-0008D	LEVEL II			<a href="#">View PDF</a>	CONTRACT SUBTEST	S	06/14/2022	SUB-LOC CAR NOTIFICATION TRANSMITTED	218	<a href="#">View</a>
98897-2022-0038D	LEVEL I			<a href="#">View PDF</a>	CONTRACT234 SUBNUM	S	12/30/2022	SUB-LOC CAR ACKNOWLEDGED	0	<a href="#">View</a>
98897-2022-0034D	LEVEL I			<a href="#">View PDF</a>		S	11/28/2022	DRAFT SUB-LOC CAR NOTIFICATION	51	<a href="#">View</a>
98897-2022-0023D	LEVEL I			<a href="#">View PDF</a>	PRIMEC SUB	S	09/29/2022	DRAFT SUB-LOC CAR NOTIFICATION	111	<a href="#">View</a>

Figure 15.10

## 16 CAR TRANSFER

CAR records may be transferred from DoDAAC to DoDAAC. Any user within that DoDAAC will have access to edit and work the record, based on their user profile permissions (KS and KO users).

An example of the CAR transfer page is shown in **Figure 16.1**.

CAR Worklist	Create New CAR	<b>Transfer CAR</b>	CAR Ad Hoc Reports	CAR Search
<b>Transfer - Corrective Action Plan</b>				
<b>Instructions</b> (M) denotes a mandatory field				
<b>TO SEARCH FOR A RCN</b>				
1. User only needs to complete the FROM section to SEARCH for an RCN.				
2. Select (M) Transfer: FROM Region to Region OR FROM Team to Team				
3. Enter the (M) CAGE Code:				
4. Enter the (M) DoDAAC:				
5. Enter the current (M) Operational Unit (Region): (Region code that the RCN is in now)				
6. Enter the current (M) ORG/Team: (Team code that the RCN is in now)				
7. Click the SEARCH Button				
<b>TO TRANSFER A RCN</b>				
1. Select the box that correlates to the RCN being transferred or click the SELECT ALL button.				
2. The following fields indicate where the RCN is being TRANSFERRED TO:				
3. Enter the (M) DoDAAC:				
4. Select a (M) Operational Unit (Region):				
5. Select a (M) ORG/Team:				
6. Click the TRANSFER SELECTED button.				
<b>SEARCH FOR RECORDS TO TRANSFER:</b>				
FROM				
(M) CAGE Code: <input type="text"/>				
(M) DoDAAC: <input type="text" value="W9125F"/>				
<input type="button" value="Search"/>				
TO				
(M) DoDAAC: <input type="text"/>				

**Figure 16.1**

### Figure 16.1: Data Fields

#### FROM

- **(M) CAGE Code:** Enter the CAGE Code of a record that need to be transferred. Only one set of CAGE records will be transferred at one time.
- **(M) DoDAAC:** Auto-populated from user's login information.
- **Search:** Search button will return the CAR records based on filters selected.

#### TO



- **(M) DoDAAC:** The receiving DODAAC.

CAR Worklist	Create New CAR	Transfer CAR	CAR Ad Hoc Reports	CAR Search															
<b>Transfer - Corrective Action Plan</b>																			
<p><b>Instructions</b>  <b>(M)</b> denotes a mandatory field</p> <p><b>TO SEARCH FOR A RCN</b></p> <ol style="list-style-type: none"> <li>1. User only needs to complete the FROM section to SEARCH for an RCN.</li> <li>2. Select (M) Transfer: FROM Region to Region OR FROM Team to Team</li> <li>3. Enter the (M) CAGE Code:</li> <li>4. Enter the (M) DoDAAC:</li> <li>5. Enter the current (M) Operational Unit (Region): (Region code that the RCN is in now)</li> <li>6. Enter the current (M) ORG/Team: (Team code that the RCN is in now)</li> <li>7. Click the SEARCH Button</li> </ol> <p><b>TO TRANSFER A RCN</b></p> <ol style="list-style-type: none"> <li>1. Select the box that correlates to the RCN being transferred or click the SELECT ALL button.</li> <li>2. The following fields indicate where the RCN is being TRANSFERRED TO:</li> <li>3. Enter the (M) DoDAAC:</li> <li>4. Select a (M) Operational Unit (Region):</li> <li>5. Select a (M) ORG/Team:</li> <li>6. Click the TRANSFER SELECTED button.</li> </ol>																			
<b>SEARCH FOR RECORDS TO TRANSFER:</b>																			
<p>FROM</p> <p><b>(M) CAGE Code:</b> <input type="text" value="PDREP"/></p> <p><b>(M) DoDAAC:</b> <input type="text" value="W9125F"/></p> <p><input type="button" value="Search"/></p> <p>TO</p> <p><b>(M) DoDAAC:</b> <input type="text" value="W56KGY"/></p> <p>TOTAL Result count: 2</p> <p>SEARCH RESULTS</p> <table border="1"> <thead> <tr> <th>CAR #</th> <th>Level</th> <th>Status</th> <th>Modification Date</th> <th>Select ALL</th> </tr> </thead> <tbody> <tr> <td><a href="#">PDREP-2023-0066D</a></td> <td>LEVEL III</td> <td>DRAFT SUB-LOC CAR NOTIFICATION</td> <td>09/06/2023</td> <td><input type="checkbox"/></td> </tr> <tr> <td><a href="#">PDREP-2023-0067P</a></td> <td>LEVEL IV</td> <td>DRAFT</td> <td>09/06/2023</td> <td><input type="checkbox"/></td> </tr> </tbody> </table> <p><input type="button" value="Transfer Selected"/></p>					CAR #	Level	Status	Modification Date	Select ALL	<a href="#">PDREP-2023-0066D</a>	LEVEL III	DRAFT SUB-LOC CAR NOTIFICATION	09/06/2023	<input type="checkbox"/>	<a href="#">PDREP-2023-0067P</a>	LEVEL IV	DRAFT	09/06/2023	<input type="checkbox"/>
CAR #	Level	Status	Modification Date	Select ALL															
<a href="#">PDREP-2023-0066D</a>	LEVEL III	DRAFT SUB-LOC CAR NOTIFICATION	09/06/2023	<input type="checkbox"/>															
<a href="#">PDREP-2023-0067P</a>	LEVEL IV	DRAFT	09/06/2023	<input type="checkbox"/>															

**Figure 16.2**

**Figure 16.2:** Data Fields  
Record Return Headings:

- **CAR #:** Hyperlink to view the record.
- **Level:** Displays the records level for the CAR.



- **Status:** Displays the last status for the CAR record.
- **Modification Date:** Displays the date of the CAR's last modification.
- **Select All:** Clicking this button will select all records. A second click will deselect all records.
- **Transfer Selected:** Button transfers selected records.

## 16.1 Contracting Officer Transfers

The Contracting Officer role transfers all open Level III and IV CAR's. Records will appear on both Originator and Receiver's work list, only the receiver will have capabilities until record is completed. History and data reports will record all transfer(s).

## 16.2 Transferring Records

The user enters the mandatory fields to search for record(s) and select the records in need of transfer. The "Select All" button will select all records (see **Figure 16.3**). Clicking the Transfer Records button will cause a PDREP message box to display (see **Figure 16.4**). The user will verify that records can be transferred by clicking the OK.

Note that all fields must be entered in order to complete a Transfer.

CAR Worklist | Create New CAR | Transfer CAR | CAR Ad Hoc Reports | CAR Search

### Transfer - Corrective Action Plan

**Instructions**  
**(M) denotes a mandatory field**

**TO SEARCH FOR A RCN**

1. User only needs to complete the FROM section to SEARCH for an RCN.
2. Select (M) Transfer: FROM Region to Region OR FROM Team to Team
3. Enter the (M) CAGE Code:
4. Enter the (M) DoDAAC:
5. Enter the current (M) Operational Unit (Region): (Region code that the RCN is in now)
6. Enter the current (M) ORG/Team: (Team code that the RCN is in now)
7. Click the SEARCH Button

**TO TRANSFER A RCN**

1. Select the box that correlates to the RCN being transferred or click the SELECT ALL button.
2. The following fields indicate where the RCN is being TRANSFERRED TO:
3. Enter the (M) DoDAAC:
4. Select a (M) Operational Unit (Region):
5. Select a (M) ORG/Team:
6. Click the TRANSFER SELECTED button.

---

**SEARCH FOR RECORDS TO TRANSFER:**

FROM

(M) CAGE Code:   
(M) DoDAAC:

TO

(M) DoDAAC:

TOTAL Result count: 2  
SEARCH RESULTS

CAR #	Level	Status	Modification Date	Select ALL
<a href="#">PDREP-2023-0066D</a>	LEVEL III	DRAFT SUB-LOC CAR NOTIFICATION	09/06/2023	<input checked="" type="checkbox"/>
<a href="#">PDREP-2023-0067P</a>	LEVEL IV	DRAFT	09/06/2023	<input type="checkbox"/>

**Figure 16.3**

beta.pdrep.csd.disa.mil says

Are you sure you want to transfer these CAR(s)?

**Figure 16.4**

## 17 CAR WORKLIST

### 17.1 Accessing the CAR Worklist

To load the CAR Worklist, hover over the CAR program link and select 'Worklist' from the fly-out menu (see **Figure 2.2**). From there, the CAR Worklist will display. For those users already working in the CAR module, select the 'CAR Worklist' tab at the top of the page as seen in **Figure 17.1**.

- A. The Worklist User Code and DODAAC fields will automatically populate based on the user's profile settings. Date range is the only mandatory field when returning search results. The date range will default to the last 365 days but may be changed manually.
- B. Additional search fields such as CAGE Code, Level, NSN, Part Number, Contract Number and Status allow for further filtration of the search criteria.

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

Home • Help ▶ User Profile: ▶ • Logout

CAR Worklist Create New CAR Transfer CAR CAR Ad Hoc Reports CAR Search

**PDREP - Corrective Action Request Worklist**

Instructions (M) denotes a mandatory field

1. Enter mandatory fields
2. Enter optional fields, if information is known
3. Click Display Worklist

(M)Start Date: 09/06/2022 (M)End Date: 09/06/2023

CAGE CODE: LEVEL: ALL

NSN: Part Number:

Contract Number: Status: -SELECT-

User Code: USER DoDAAC: W9125F

Display Worklist

PDREP-AIS Version : 6.0.27.121, Build Date : 09/05/2023

**Figure 17.1**

#### Figure 17.1 Data Fields

- **(M) Start Date:** Starting point of date range. This mandatory field automatically generates to one-year prior but is editable.
- **(M) End Date:** Ending point of date range. This mandatory field automatically generates to the current date but is editable.

- **CAGE CODE:** The CAGE code of the contractor to whom the Corrective Action has been attributed to. This field is restricted to five characters and does not validate against the PDREP database. (Only Field that is NOT Case Sensitive).
- **LEVEL:** The level (from I-IV) assigned to the CAR. This data field defaults to 'ALL' but users may also search by specified level.
- **National Stock Number (NSN):** National Stock Number of the material. Subsidiary fields are provided for the Cognizant symbol (COG), Federal Stock Class (FSC), National Item Identification Number (NIIN), and Special Material Identification Code (SMIC). A complete NSN is required to search.
- **Part Number:** Enter the complete part number of the material recorded, partial part numbers will not display records.
- **Contract Number:** The identification number of the contract. A full or partial contract number may be entered to return results.
- **Status:** This search field will pull results relating to the CAR's current status. Not all statuses will apply to non-DCMA users. A user may return results for all statuses by using the '-Select-' option or filter results by selecting one of the 36 available status:
  - **Draft:** preliminary creation of a corrective action.
  - **Draft Reviewed:** preliminary version reviewed by reviewer, then returned to originator, or transmitted by reviewer.
  - **Draft Pending Review:** preliminary version awaiting review by reviewer.
  - **CAR Transmitted:** record has been sent/transmitted to KTR.
  - **CAP Submitted:** Corrective Action Plan has been sent by the KTR.
  - **CAP Rejected:** Corrective Action Plan has been rejected; new plan needed.
  - **CAP Approved:** Corrective Action Plan has been approved.
  - **CA Verified:** Follow up on CAP, Actions actually being taken by KTR.
  - **CA Validated:** Assure that positive results came from the CAP.
  - **CA Completed:** Corrective Action Plan has been completed by the KTR.
  - **CAR Withdrawn:** A decision was made by the Contract Specialist to rescind a CAR transmitted to the KTR.
  - **Closed – Escalated:** CAR level is escalated or de-escalated by one or more levels with the initial CAR closed and a new CAR to be written.
  - **Closed – Completed:** Data is not editable; record is visible and requires no further action.
  - **Forwarded to ACO:** Record is sent to Administrative Contracting Officer (ACO).
  - **Draft Sub-Loc CAR Notification:** preliminary notification version of a CAR written by a subsidiary location, also known as a sub-location (non-prime KTR).

- **Sub-Loc CAR Notification Transmitted:** Corrective Action has been written by a sub-location (non-prime KTR) and sent/transmitted to the Prime Functional Specialist (FS) for acknowledgment.
- **SUB-LOC CAR ACKNOWLEDGED:** Place of Performance Notification has been acknowledged by the Prime.
- **SUB-LOC CAR WITHDRAWN:** Contract Specialist has decided to withdraw the Place of Performance Notification.
- **Return to Originator:** CAR has been reviewed by the Contracting Officer (ACO) user and returned to the originator.
- **OASIS Draft:** preliminary creation of an OASIS CAR.
- **OASIS Draft Pending Review:** OASIS preliminary version awaiting review.
- **OASIS Draft Reviewed:** OASIS preliminary version reviewed, then returned to originator, or transmitted by reviewer.
- **OASIS Draft I-W:** CAR has a ticket number input on the create/edit page.
- **OASIS CAR Transmitted:** OASIS CAR has been transmitted to the Contractor because the CB Response was Rejected.
- **OASIS CAP Submitted:** OASIS Corrective Action Plan has been sent by the KTR.
- **OASIS CAP Rejected:** OASIS Corrective Action Plan has been rejected; new plan needed.
- **OASIS CAP Approved:** OASIS Corrective Action Plan has been approved.
- **OASIS CB Closed:** OASIS record has been closed by CB.
- **OASIS DCMA Closed:** OASIS record has been closed after DCMA contractor action plan process complete.
- **OASIS CA Verified:** OASIS Follow up on OASIS CAP, Actions actually being taken by KTR.
- **OASIS CA Validated:** Assure that positive results came from the OASIS CAP
- **OASIS Forwarded to ACO:** OASIS Record is sent to Administrative Contracting Officer (ACO).
- **HN Draft:** preliminary creation of a Host Nation record.
- **HN Pending Response:** status after a deficiency has been added to the Host Nation record.
- **HN Closed-Completed:** Host Nation record has been closed and all information available entered.
- **User Code:** Auto-populated based on the users' profile. This field is editable or may be excluded. When the User Code is searched with no other filter, the worklist results will include all CARs written by the user.

- **DODAAC:** The Department of Defense Activity Address Code is a six-position code that uniquely identifies a Department of Defense unit, activity, or organization. This field will automatically populate based off the user's profile and may be edited or excluded.
- C. To initiate a CAR worklist data pull, a user will enter criteria for which they would like to yield results using a minimum of the (M) mandatory fields plus one other non-mandatory field. After desired entries have been completed, selecting the 'Display Worklist' button will then return all matching records. Results will reside beneath the worklist data fields and will remain there until another worklist is generated or the user logs out of PDREP. A sample set of results is shown in **Figure 17.2**.
- D. The Worklist automatically arranges returned records by Level and then by record numbers. Each column header may be selected to sort by ascending order. When the same header is selected again, results will populate in descending order.

## 17.2 Worklist Search Results

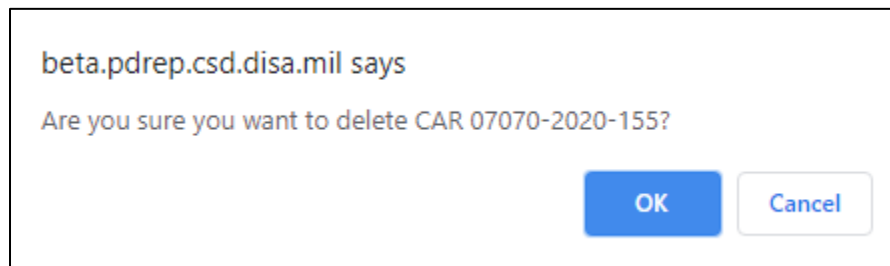
CAR Worklist	Create New CAR	Transfer CAR	CAR Ad Hoc Reports	CAR Search							
<b>PDREP - Corrective Action Request Worklist</b>											
<p>Instructions (M) denotes a mandatory field</p> <ol style="list-style-type: none"> <li>1. Enter mandatory fields</li> <li>2. Enter optional fields, if information is known</li> <li>3. Click <b>Display Worklist</b></li> </ol>											
(M)Start Date: <input type="text" value="09/06/2022"/>		(M)End Date: <input type="text" value="09/06/2023"/>									
CAGE CODE: <input type="text"/>		LEVEL: <input type="text" value="ALL"/>									
NSN: <input type="text"/>		Part Number: <input type="text"/>									
Contract Number: <input type="text"/>		Status: <input type="text" value="-SELECT-"/>									
User Code: <input type="text" value="USER"/>		DoDAAC: <input type="text" value="W9125F"/>									
<input type="button" value="Display Worklist"/>											
Total number of rows: 4											
Worklist Download: Click <a href="#">here</a> to download data in spreadsheet format											
CAR Worklist											
CAR #	Level	Prime CTR CAGE	Action	Contract Number(s)	Updated By	Updated Date	Status	Linked Records	Days Active	History & Correspondence	Delete Record?
<a href="#">PDREP-2023-0067P</a>	LEVEL IV	PDREP	<a href="#">Send Message</a>		SDERI	09/06/2023	DRAFT		1	<a href="#">View</a>	<a href="#">Delete</a>
<a href="#">PDREP-2023-0066D</a>	LEVEL III		<a href="#">Send Message</a>		SDERI	09/06/2023	DRAFT SUB-LOC CAR NOTIFICATION		1	<a href="#">View</a>	<a href="#">Delete</a>
<a href="#">PDREP-2023-0065P</a>	LEVEL II	PDREP	<a href="#">Send Message</a>		SDERI	09/06/2023	DRAFT		1	<a href="#">View</a>	<a href="#">Delete</a>
<a href="#">35351-2023-0004P</a>	LEVEL I	35351	<a href="#">Send Message</a>	ARMYDODAAC	SDERI	09/06/2023	CLOSED - COMPLETED		0	<a href="#">View</a>	

**Figure 17.2**

### Figure 17.2 Data Fields

- **CAR #:** Each Corrective Action Request will be issued a unique record control number (RCN). It is made up of the CAGE Code, four-digit year, and sequential number with an alpha suffix and now standardized with hyphens. Clicking the CAR serial number link brings you to the Edit CAR Tab.

- **Level:** The level (I-IV) assigned to the CAR as identified in policy.
- **Prime CTR CAGE:** The CAGE Code of the Prime Contractor for who the CAR is issued to.
- **Action:** Send Message
  - Selecting the 'Send message' link under the Action column, will open the Email correspondence application and allows the user to send the CAR (along with any attachments) to any recipient. This action will be documented in the worklist history.
- **Contract Number:** The identification number of the contract for which the corrective action was issued.
- **Updated By:** User ID of the person who last updated the record.
- **Updated Date:** The date the last update was made to the record.
- **Status:** Current status of the record.
- **Linked Records:** The RCN of any Prime CAR and Escalated (or POP Notification for DCMA) records that are linked to show causality.
- **Days Active:** The Days Active are updated based on the status of the record. The dates will update based on the table in [Appendix III](#).
- **History & Correspondence:** Select the 'View' hyperlink to access the Corrective Action Request History & Correspondence page associated with the record (see **Section 18**).
- **Delete Record:** When the 'Delete' hyperlink is selected; a verification message box will display (see **Figure 17.3**). 'OK' will delete the record making it no longer accessible while 'Cancel' will return the user to the Worklist. The delete functionality is available to any member of the Originators team for DRAFT CARs until the CAR is transmitted. After transmittal, the hyperlink will no longer display.



**Figure 17.3**

**NOTE:** *The SCO role cannot delete CAR's, even if they have created them. However, their team members have the option to delete up to the point of Transmittal. Once deleted, a CAR cannot be re-opened. This is true for all access levels.*

## 18 CAR HISTORY PAGE

CAR history page will display a comprehensive history of all correspondences sent, all status changes for the subject CAR and Points of Contacts.

The page is accessible by the hyperlink on the worklist (**Figure 18.1**) or the History Tab available within the record (**Figure 18.2**).

CAR Worklist											
CAR #	Level	Prime CTR CAGE	Action	Contract Number(s)	Updated By	Updated Date	Status	Linked Records	Days Active	History & Correspondence	Delete Record?
71905-2022-0875P	LEVEL I	71905	<a href="#">Send Message</a>	F9003591SZ	S	12/30/2022	DRAFT		11	<a href="#">View</a>	<a href="#">Delete</a>
98897-2022-0038D	LEVEL I		<a href="#">Send Message</a>	CONTRACT234 SUBNUM	S	12/30/2022	SUB-LOC CAR ACKNOWLEDGED		0	<a href="#">View</a>	
99999-2023-0001P	LEVEL I	99999	<a href="#">Send Message</a>		S	01/04/2023	OASIS DRAFT		0	<a href="#">View</a>	
CPARS-2023-0001P	LEVEL I	CPARS	<a href="#">Send Message</a>	ALPHATEST	S	01/09/2023	OASIS DRAFT		0	<a href="#">View</a>	
PDREP-2022-0210P	LEVEL I	PDREP	<a href="#">Send Message</a>	CONTRACT	S	12/29/2022	CLOSED - COMPLETED		0	<a href="#">View</a>	
07070-2023-0001D	LEVEL II		<a href="#">Send Message</a>	DCARTEST SUBTEXT	P	01/04/2023	SUB-LOC CAR NOTIFICATION TRANSMITTED		6	<a href="#">View</a>	
98897-2022-0035P	LEVEL II	98897	<a href="#">Send Message</a>	LEVEL3TERST	S	01/09/2023	DRAFT PENDING REVIEW		20	<a href="#">View</a>	<a href="#">Delete</a>

**Figure 18.1**

CAR Worklist	Create New CAR	Transfer CAR	Edit CAR	CAR Contractor Actions	CAR Notes	CAR Ad Hoc Reports	CAR Search	CAR History
--------------	----------------	--------------	----------	------------------------	-----------	--------------------	------------	-------------

**Figure 18.2**

**Figure 18.3** represents CAR history & correspondence page.



Corrective Action Request - History & Correspondence						
<input type="button" value="Print"/> <input type="button" value="Back"/>						
Points of Contact						
CAR Control Number: 71905-2022-0872E						
Functional Specialist: ALPHA (ALPHA) 207 S.						
Reviewer:						
Prime Contractor: 81316 PORTSMOUTH NAVAL SHIPYARD 207-438-4570						
Sub Contractor:						
Correspondence/Status History						
Date	Status	Status changed by	Sender's Email	Correspondence	Message	Recipient's Email
2022-12-29 08:35:02.0			S MIL	<a href="#">TRANSMIT TO CONTRACTOR</a>		S .MIL
2022-12-29 08:35:01.0	CAR TRANSMITTED	S				
2022-12-29 08:23:56.0			S MIL	FORWARD TO ACO	DECEMBER 29, 2022 CORRECTIVE ACTION REQUEST (CAR) CAR# 71905-2022-0872E REQUIRES ACO ACTION. FUNCTIONAL AREA FOR DEFICIENCY: ENGINEERING SINCERELY, ALPHA (ALPHA) USER, DCMA REGION PD - PDREP-AIS PM TEAM REP	S MIL
2022-12-29 08:23:55.0	FORWARDED TO ACO	S				
2022-12-29 08:20:01.0	DRAFT	S				

Figure 18.3

## 18.1 Points of Contacts

The section of the page will contain points of contact for the CAR. It will provide names and email addresses of those individuals (see **Figure 18.4**).

Points of Contact	
CAR Control Number: 07070-2020-0169P	
<b>Functional Specialist:</b> FRANKLIN ROSE 207-438- user.guide@navy.mil	
<b>Reviewer:</b> FRANKLIN ROSE 207-438- user.guide@navy.mil	
<b>Prime Contractor:</b> 07070 NAVY UNITED STATES DEPARTMENT OF 850-234-4301	
<b>Sub Contractor:</b>	

**Figure 18.4**

## 18.2 Correspondence & History Table

The history table displays in descending order the status updates and correspondences sent for the record (see **Figure 18.5**).

Correspondence/Status History						
Date	Status	Status changed by	Sender's Email	Correspondence	Message	Recipient's Email
2022-12-29 08:35:02.0			S MIL	TRANSMIT TO CONTRACTOR		S MIL
2022-12-29 08:35:01.0	CAR TRANSMITTED	S				
2022-12-29 08:23:56.0			S MIL	FORWARD TO ACO	DECEMBER 29, 2022 CORRECTIVE ACTION REQUEST (CAR) CAR# 71905-2022-0872E REQUIRES ACO ACTION. FUNCTIONAL AREA FOR DEFICIENCY: ENGINEERING SINCERELY, ALPHA (ALPHA) USER, DCMA REGION PD - PDREP-AIS PM TEAM REP	S MIL
2022-12-29 08:23:55.0	FORWARDED TO ACO	S				
2022-12-29 08:20:01.0	DRAFT	S				

**Figure 18.5**

**Figure 18.5 data fields:**

- **Date:** Date and time stamp of the history entry.
- **Status:** Records any status change on the record.
- **Status changed by:** User ID that made the change to the record.
- **Sender's Email:** Sender's email address for correspondence or messages.
- **Correspondence:** Correspondence hyperlink for any Correspondence sent.
  - Any Correspondence letters sent from the CAR module are found in the Correspondence column as a link and when clicked are displayed as a pdf that can be printed or downloaded (see **Figure 18.6**).

**NOTE:** Historical letters prior to the May 22, 2021, publish may not show up in the history as a viewable link.

Correspondence/Status History						
Date	Status	Status changed by	Sender's Email	Correspondence	Message	Recipient's Email
2022-12-29 09:29:46.0			S MIL	CAP EXTENDED DUE DATE	CAP DUE DATE EXTENDED TO 01/06/2023. REASON: EXTENSION REQUEST REASON ENTERED HERE.	N/A
2022-12-29 08:35:02.0			S MIL	<a href="#">TRANSMIT TO CONTRACTOR</a>		S MIL

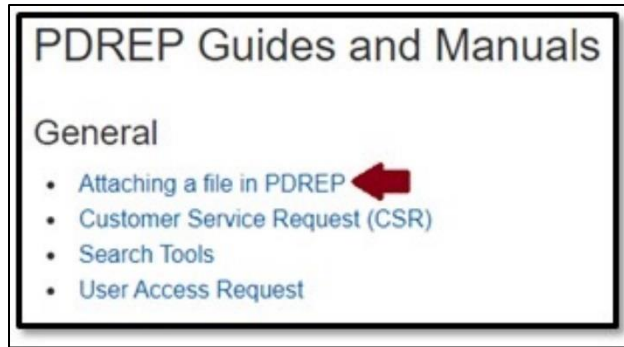
**Figure 18.6**

- **Message:** Displays messages sent from within the application.
- **Recipient's Email:** Email address of the recipient's email for any correspondence or messages.

## 19 ADDITIONAL FUNCTIONALITY

### 19.1 Add / View Attachments

The Add/View Attachment button allows uploading, viewing, and deleting of attachments. To Add or View Attachments, click the Add/View Attachments button. For further instructions, please follow the guide to Attaching a File in PDREP, found [here](#) (see **Figure 19.1**).



**Figure 19.1**

## **20 SUMMARY**

This concludes the Corrective Action Request (CAR) 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 CAR 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 CAR module or this guide should be directed to the PDREP Customer Support Desk.

Contact information for the support desk is provided below.

### **NSLC Portsmouth Help Desk**

Commercial Phone: (207) 438-1690 / DSN 684-1690

FAX: (207) 438-6535 / DSN 684-6535

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

## APPENDIX I - TABLES

### Status

Status
DRAFT
DRAFT REVIEWED
DRAFT PENDING REVIEW
CAR TRANSMITTED
CAP SUBMITTED
CAP REJECTED
CAP APPROVED
CA VERIFIED
CA VALIDATED
CA COMPLETED
CAR WITHDRAWN
CLOSED - ESCALATED
CLOSED - COMPLETED
FORWARD TO ACO
DRAFT SUB-LOC CAR NOTIFICATION
SUB LOC CAR NOTIFICATION TRANSMITTED
OASIS DRAFT
OASIS DRAFT I-W
SUB-LOC CAR ACKNOWLEDGED
SUB-LOC CAR WITHDRAWN
RETURN TO ORIGINATOR
OASIS DRAFT PENDING REVIEW
OASIS DRAFT REVIEWED
OASIS CB CLOSED
OASIS CAP SUBMITTED
OASIS CAP REJECTED
OASIS CAP APPROVED
OASIS DCMA CLOSED
OASIS CAR TRANSMITTED
OASIS CA VERIFIED
OASIS CA VALIDATED
HN DRAFT
HN RESPONSE PENDING
HN CLOSED-COMplete

## Deficiency Classification (Def. Class)

Deficiency Classification (Def. Class)
Major (FAR 46.101)
Minor (FAR 46.101)
Critical (FAR 46.101)
Significant (DFARS 252.242-7005)
Non-Significant
Unknown

## Root Cause Table

Root Cause Code (RCC)	RCC Literal		Description RCC	Description Literal
C.1	Machine	C.1 Machine	C.1.1	Machine or equipment related
			C.1.2	Fixture related
			C.1.3	Tool related
C.2	Management	C.2 Management	C.2.1	Training was insufficient or inadequate
			C.2.2	Responsibilities not defined or not understood
			C.2.3	Resources competencies were inadequate
			C.2.4	Communication issues
			C.2.5	Planning and controls were insufficient
			C.2.6	Instructions or requirements were insufficient or inadequate
C.3	People	C.3 People	C.3.1	Instruction or requirements were not followed
			C.3.2	Wrong decision was made
			C.3.3	A reading error was made
			C.3.4	Material handling error
			C.3.5	Known defect or issue not reported or inadequately reported
C.4	Material	C.4 Material	C.4.1	Material did not comply with specification
			C.4.2	Material shelf life expired
			C.4.3	Contamination of product
C.5	Method	C.5 Method	C.5.1	Validation of process was insufficient
			C.5.2	Manufacturing process capability was insufficient or inadequate
			C.5.3	Packaging, labeling, or identification of material was inadequate
			C.5.4	Design process was inadequate
			C.5.5	Procedure/work instruction is not clear; contains errors or missing
C.6	Environment	C.6 Environment	C.6.1	Natural disaster
			C.6.2	Information technology system failure
			C.6.3	Fire or power outage
			C.6.4	Unpredictable event
			C.6.5	Environmental conditions were inadequate
			C.6.6	Lighting conditions were inadequate
			C.6.7	Ergonomic conditions were poor

Root Cause Code (RCC)	RCC Literal		Description RCC	Description Literal
C.7	Measurement	C.7 Measurement	C.7.1	Inspection tool inadequate
			C.7.2	Un-calibrated inspection tool used
			C.7.3	Calibration error
			C.7.4	Instruments, displays, or controls were inadequate
			C.7.5	Transcription error while recording result
			C.7.6	Verification method was inadequate
			C.7.7	Inspection criteria was inappropriate or unclear



## APPENDIX II

### Days Active Table

CAR Type	Status	Counting Initiated From	'Days Active' on Worklist	Counting Resets When...
All	DRAFT; DRAFT REVIEWED; DRAFT PENDING REVIEW; FORWARDED TO ACO; DRAFT SUB-LOC CAR NOTIFICATION; OASIS DRAFT; OASIS DRAFT PENDING REVIEW; OASIS DRAFT REVIEWED; HN DRAFT; HN RESPONSE PENDING	Record <b>"Added/Create Date"</b>	Start at 1 & count up 1, 2, 3...  Level 1 & 2 turn RED on day 10 and continue counting.  Level 3 & 4 turn RED on day 30 and continue counting.	<u>Status</u> : CAR Transmitted  <u>Date</u> : Transmitted Date
P & E; O	CAR TRANSMITTED; OASIS CAR TRANSMITTED	<b>"Transmitted Date"</b> on Edit CAR Page	Start at 1 & count up 1, 2, 3...  Day 45 turn RED and continue counting.	<u>Status</u> : CAP Submitted  <u>Date</u> : KTR Submitted Date; or Request Extended CAP Due Date To
P & E; O	CAR TRANSMITTED – Extending CAP	<b>"CAP Extended Due Date"</b> on CAP Page. Date can only be up to 10 days beyond the "CAP Due Date" field.	Continue counting days from Transmitted Date.  Turn RED when reach CAP Extended Due Date.	<u>Status</u> : CAP Submitted  <u>Date</u> : KTR Submitted Date
P & E; O	CAP SUBMITTED; OASIS CAP SUBMITTED	<b>"KTR Submitted Date"</b> on CAP Page.	Start at 1 & count up 1, 2, 3...  Turns RED at day 10 and continue counting.	<u>Status</u> : CAP Approved <b>or</b> CAP Rejected  <u>Date</u> : CAP Approved Date; CAP Rejection Date
P & E; O	CAP APPROVED; OASIS CAP APPROVED	<b>First Check "Revised CAP Acceptable Date" then check "CAP Approved Date"</b> on CAP Page.	Start at 1 & count up 1, 2, 3  Turns RED at day 30 and continue counting.	<u>Status</u> : CA Verified (or CAP Rejected)  <u>Date</u> : Verification Date (or CAP Rejection Date)
P & E; O	CAP REJECTED; OASIS CAP REJECTED	<b>"CAP Rejection Date"</b> on CAP page.	Start at 1 & count up 1, 2, 3...  Turns RED at day 10 and continue counting.	<u>Status</u> : CAP Approved <b>or</b> CAP Rejected

CAR Type	Status	Counting Initiated From	'Days Active' on Worklist	Counting Resets When...
				Date: Revised CAP Acceptable Date; Revised CAP Rejection Date
P & E; O	CAP REJECTED – Revised CAP Rejected	<b>“Revised CAP Rejection Date”</b> on CAP page.	Start at 1 & count up 1, 2, 3... Turns RED at day 10 and continue counting.	Status: CAP Approved Date: Revised CAP Acceptable Date
P & E; O	CA VERIFIED; OASIS CA VERIFIED	<b>“Verification Date”</b> on CAP page.	Start at 1 & count up 1, 2, 3... Day 90 turn RED and continue counting.	Status: CA Validated or CLOSED-COMPLETED
O	OASIS DRAFT I-W Status turns RED on day 31.	Record <b>“Added/Created Date”</b>	Count days from record creation.	
D	SUB-LOC CAR NOTIFICATION TRANSMITTED	<b>“Status Change Date”</b> when status= SUB-LOC CAR NOTIFICATION TRANSMITTED	Start at 1 & count up 1, 2, 3... Turn RED on day 5 and continue counting.	Status: Sub-Loc CAR Acknowledged Date: Acknowledgement Date
D	SUB-LOC CAR ACKNOWLEDGED		0	
All	CA VALIDATED; CLOSED-COMPLETED; CAR WITHDRAWN; CLOSED-ESCALATED; SUB-LOC CAR ACKNOWLEDGED; SUB-LOC CAR WITHDRAWN; OASIS CA VALIDATED; OASIS CB CLOSED; OASIS DCMA CLOSED; HN CLOSED-COMPLETED		0	

## APPENDIX III

### Data Dictionary

Ad Hoc Element Name	Primary Web Page Name	Web Page Label	Definition	Field type	Number of characters
*Record Control Number (RCN)	Edit CAR Web Page	CAR Number	PDREP-AIS Record Control Number. Also known as the CAR Number.	CHAR	20
ACO User Code	ACO Web Page	Background	PDREP-AIS user code of user assigned as the ACO.	VARCHAR 2	12
ACO User SYSCOM Code	ACO Web Page	Background	SYSCOM code of the PDREP-AIS user assigned as the ACO.	CHAR	6
ACO User SYSCOM Code Literal	ACO Web Page	Background	SYSCOM code literal of the PDREP-AIS user assigned as the ACO.	VARCHAR 2	50
Added Date	Edit CAR Web Page	Background	Date CAR was added to the PDREP-AIS.	DATE	7
Added User Code	Edit CAR Web Page	Background	User ID of person or entity that added the CAR to the PDREP-AIS.	VARCHAR 2	12
Added User SYSCOM Code	Edit CAR Web Page	Background	SYSCOM Code of person or entity that added the CAR to the PDREP-AIS.	CHAR	6
Added User SYSCOM Code Literal	Edit CAR Web Page	Background	SYSCOM Literal of person or entity that added the CAR to the PDREP-AIS.	VARCHAR 2	50
Additional Cage Code	Edit CAR Web Page	Additional CAGE Numbers	Data field for CAGE code other than prime CAGE that is affected by CAR	CHAR	5
Agency Dir Concur Date	ACO Web Page	Agency Director Concurrence	Agency Director Concurrence occurred	DATE	7
Agency Dir Concur Ind	ACO Web Page	Agency Director Concurrence	Indicates documents were attached related to Agency Director Concurrence.	CHAR	1
Alt Govt Poc	Edit CAR Web Page	CAR POC	Add Government representative name if other than person logged in, used for CAR letter to KTR	VARCHAR 2	100
Applicable Programs	Edit CAR Web Page	Applicable Programs	List of selectable DAI, NSEO, and PMBI Programs	NUMBER	22
CA Planned Validation Date	Contractor Actions Web Page	Planned Validation Date	Date the CAP was scheduled to be Validated.	DATE	7
CA Planned Verification Date	Contractor Actions Web Page	Planned Verification Date	Date the CAP was scheduled to be Verified.	DATE	7
CA Validation Date	Contractor Actions Web Page	Validation Date	Date CA was Validated.	DATE	7

Ad Hoc Element Name	Primary Web Page Name	Web Page Label	Definition	Field type	Number of characters
CA Validation Results	Contractor Actions Web Page	Validation Results	Remarks regarding Validation.	VARCHAR 2	4,000
CA Verification Date	Contractor Actions Web Page	Verification Date	Date CA was Verified.	DATE	7
CA Verification Results	Contractor Actions Web Page	Verification Results	Remarks regarding Verification	VARCHAR 2	4,000
CAP Accept Ind	Contractor Actions Web Page	CAP Acceptable	Indicates the CAP was accepted, and not rejected.	CHAR	1
CAP Acceptor POC	Contractor Actions Web Page	CAP Acceptor POC	Person that accepted the CAP.	VARCHAR 2	100
CAP Approved Date	Contractor Actions Web Page	CAP Approved Date	The date the Functional Specialist concurs with CAP.	DATE	7
CAP Details	Contractor Actions Web Page	Corrective Action Plan Details	Text field that addresses Root Cause Corrective Action, CAP details.	VARCHAR 2	4,000
CAP Due Date	Contractor Actions Web Page	CAP Due Date	Date CAP is required to be responded to by the contractor.	DATE	7
CAP Ext Req Narr	Contractor Actions Web Page	CAP Extension Request Reason	Rationale provided by the contractor requesting an extension.	VARCHAR 2	4,000
CAP Extended Due Date	Contractor Actions Web Page	Request Extended CAP Due Date To	The date the KTR is given as the extension due date.	DATE	7
CAP Reject Narr	Contractor Actions Web Page	CAP Rejection Explanation	Explanation of why the CAP was rejected.	VARCHAR 2	4,000
CAP Rejected Date	Contractor Actions Web Page	CAP Rejection Date	Date CAP was rejected.	DATE	7
CAP Response Received Date	Contractor Actions Web Page	CAP Response Received by Gov. Date	Date CAP response received	DATE	7
CAP Submitted Date	Contractor Actions Web Page	KTR Submitted Date	Date CAP was submitted.	DATE	7
Category Code	Deficiency Web Page	Category	Code for a high-level description of deficiency that is based on the Assigned Functional Area selection. Used for metric tracking.	NUMBER	22
Category Code Literal	Deficiency Web Page	Category	Literal is a high-level description of deficiency that is based on the Assigned Functional Area selection. Used for metric tracking.	VARCHAR 2	1,000
CB Rejections Narrative	Contractor Actions Web Page	CB Rejections Reason	Rejection details if CB Response is Rejected. Must be entered is Rejected in order to transmit OASIS CAR to Contractor.	VARCHAR 2	4,000

Ad Hoc Element Name	Primary Web Page Name	Web Page Label	Definition	Field type	Number of characters
CB Response	Contractor Actions Web Page	CB Response	CB Response to OASIS CAR.	VARCHAR 2	4,000
CB Response Date	Contractor Actions Web Page	CB Response Date	Date CB Response to OASIS CAR.	DATE	7
CBS Ind	Edit CAR Web Page	Contractor Business System Indicator	Check box if discrepancy was found during CBS related audit. When checked the contractor business system data fields in the reviewer page will visible and mandatory – response required dropdown must be YES	CHAR	1
CMO Commander/Deputy Notification Date	ACO Web Page	CMO Commander/Deputy Notification Completed	Date when CMO Commander/Deputy Notification occurred.	DATE	7
CMO Commander/Deputy Notification Ind	ACO Web Page	CMO Commander/Deputy Notification Completed	Indicates documents were attached related to the CMO Commander/Deputy Notification Concurrence.	CHAR	1
Comm Complete Ind	ACO Web Page	Communication Process Complete	Date when ACO Communication Process was completed.	CHAR	1
Contract Number	Edit CAR Web Page	Contract Number	Contracts affected by discrepancy(s), mandatory one contract added	VARCHAR 2	20
Contractual Requirement	Deficiency Web Page	Contractual Requirement	Text box to enter Contractual requirement, TDP, SOW, FAR, etc.	VARCHAR 2	4,000
Correspond From DoDAAC	Correspondence/History Webpage	Background	DODAAC of the user sending correspondence.	CHAR	6
Correspond From Email Address	Correspondence/History Webpage	Sender's Name and Email	Email address of the user sending correspondence.	VARCHAR 2	100
Correspond From User Code	Correspondence/History Webpage	Background	User ID of user sending correspondence.	VARCHAR 2	12
Correspond To Email Address	Correspondence/History Webpage	Recipient's Name and Email	Email address of person to receive correspondence.	VARCHAR 2	100
Correspondence Code	Correspondence/History Webpage	Background	Code used to capture correspondence.	NUMBER	22
Correspondence Code Literal	Correspondence/History Webpage	Correspondence	Literal of code used to capture correspondence.	VARCHAR 2	20
Correspondence Date	Correspondence/History Webpage	Date	Date correspondence took place.	VARCHAR 2	8
Correspondence Narrative	Correspondence/History Webpage	Message	Narrative of correspondence sent.	VARCHAR 2	4,000

Ad Hoc Element Name	Primary Web Page Name	Web Page Label	Definition	Field type	Number of characters
Critical Safety Item	Deficiency Web Page	Critical Safety Item	Indicator of a critical safety item - Y= yes or N = no	CHAR	1
CTR Dir Concur Date	ACO Web Page	Contracts Director Notification Completed	Date when Contracts Director Concurrence occurred.	DATE	7
CTR Dir Concur Ind	ACO Web Page	Contracts Director Notification Completed	Indicates documents were attached related to Contracts Director Concurrence.	CHAR	1
DCMA Region Id	Edit CAR Web Page	Operational Unit (Region) Contract	UIC Code for the Region of Administrative Office of Prime contract for CAR (PH, P2,P3, P4,P6,P7,P8, PC or P9)	CHAR	1
DCMA Region Literal	Edit CAR Web Page	Background	Literal for the Region of Administrative Office of Prime contract for CAR	VARCHAR 2	30
Def Class Code	Deficiency Web Page	Background	Classification of the nonconformance/deficiency Code for the choices are 1, 2, 3, 4, 5 and 6. The choice of 5is only available for 1102s working CBS CARS Unknown, Critical, Major, Minor, Significant, Non-Significant. "Significant "and "Non-Significant" will be associated with 1102 Job Series and the CBS indicator.	NUMBER	22
Def Class Code Literal	Deficiency Web Page	Def. Class	Classification of the nonconformance/deficiency Choices are Critical, Major, Minor, Unknown, Significant and Non-Significant. The choice of significant is only available for 1102s working CBS CARS Unknown, Critical, Major, Minor, Significant, Non-Significant. "Significant" and "Non-Significant" will be associated with 1102 Job Series and the CBS indicator.	VARCHAR 2	50
Def Class Sub Code	Deficiency Web Page	Background	Used only with specific Functional Areas, to provide more detailed info about the defect class.	NUMBER	22
Def Class Sub Code Literal	Deficiency Web Page	Def. Class Sub Code Literal	Used only with specific Functional Areas, to provide more detailed info about the defect class.	VARCHAR 2	50
Defect Narrative	Deficiency Web Page	Non-compliance Description	User enters detailed description of the departure from contractual requirement	VARCHAR 2	4,000
Deficiency Number	Deficiency Web Page	Deficiency Number	Deficiency record you are viewing or editing	NUMBER	22

Ad Hoc Element Name	Primary Web Page Name	Web Page Label	Definition	Field type	Number of characters
Delivery Sched Impact Ind	Edit CAR Web Page	Delivery Schedule Impact Possible	Yes/No dropdown if impacts schedule, User should notify IS of CAR, Future req. system will auto-populate IS from POC list on CAR notification email CC line	CHAR	1
DoD ACO Review	ACO Web Page	Management had reviewed in accordance with Agency policy.	Checkbox to indicate management has reviewed the CAR in accordance with Agency policy.	CHAR	1
DoD ACO Review Date	ACO Web Page	Management had reviewed in accordance with Agency policy.	Date field management reviewed the CAR in accordance with Agency policy.	DATE	7
DoD CBS considered	ACO Web Page	Has all actions of the DFARS Subpart 242.70, "Contractor Business Systems" been Considered?	Checkbox to indicate all CBS actions have been considered.	CHAR	1
DoD CBS considered Date	ACO Web Page	Has all actions of the DFARS Subpart 242.70, "Contractor Business Systems" been Considered?	Date field to indicate when all CBS actions were considered complete.	DATE	7
DoD Contracting Office Name	Edit CAR Web Page	Contracting Office Name	Associated Contracting office to Issuing Office DoDAAC	CHAR	6
DoD Delivery Order/Task Order	Edit CAR Web Page	Delivery Order/Task Order	Field to enter the Delivery Order or Task Order Number on DoD CARs	VARCHAR2	25
DoD Issuing Office DoDAAC	Edit CAR Web Page	Issuing Office DoDAAC	DoDAAC of the issuing Office (DoD CAR field same as Prime Contract CMO DoDAAC	CHAR	5
DoD Service Code	Deficiency Web Page	Service Code	Dropdown to select the Service Code associated with the deficiency	CHAR	1
Escalated By User Code	Contractor Actions Web Page	Background	PDREP-AIS User ID of the user that escalated the CAR.	VARCHAR2	12
Escalated Date	Contractor Actions Web Page	Background	Date the CAR is escalated.	DATE	7
ETOOLS Control Number	Edit CAR Web Page	Background	ETOOLS Record Control Number	VARCHAR2	50
Executive Summary Narrative	Edit CAR Web Page	Executive Summary	Used to capture high level description of overall CAR Data, if populated will be used in contractor letter	VARCHAR2	4,000
Final Determination Issue Date	ACO Web Page	Final Determination Issued	Date when Final Determination was Issued	DATE	7

Ad Hoc Element Name	Primary Web Page Name	Web Page Label	Definition	Field type	Number of characters
Forward To CMO DoDAAC	Edit CAR Web Page	CMO DoDAAC	DoDAAC entered when forwarding a POP Notification	CHAR	6
Forward To FS DoDAAC	Edit CAR Web Page	Background	DoDAAC of the assigned Prime Functional Specialist(s)	CHAR	6
Forward To FS Email	Edit CAR Web Page	Prime FS Email	Email address of the assigned Prime Functional Specialist(s)	VARCHAR 2	100
Forward To FS Name	Edit CAR Web Page	Prime FS Name	Name of the assigned Prime Functional Specialist(s)	VARCHAR 2	100
Forward To FS Region	Edit CAR Web Page	Background	Region of the assigned Prime Functional Specialist(s)	VARCHAR 2	30
Forward To FS Team Code	Edit CAR Web Page	Background	User Code of the assigned Prime Functional Specialist(s)	VARCHAR 2	12
Forward To FS User Code	Edit CAR Web Page	Background	Team Code of the assigned Prime Functional Specialist(s)	CHAR(12)	6
Init Determination Sent Date	ACO Web Page	Initial Determination Sent (with Draft CAR)	Date when Initial Determination was sent with Draft CAR	DATE	7
Item Identifier(s)	Deficiency Web Page	Item Nomenclature	Name of part or Document related to the deficiency. Multiple items are allowed	VARCHAR 2	50
KCR Activity	Deficiency Web Page	Key Contract Activity	Drop down based on the Surveillance Event selected, choose Surveillance Activity from the dropdown. The Surveillance Sub-Activity data field may then populate if relevant to the selection.	CHAR	300
KCR Assigned Functional Area	Deficiency Web Page	Assigned Functional Area	The literal associated with the Functional Area that the deficiency was found.	VARCHAR 2	150
KCR Assigned Functional Area Code	Deficiency Web Page	Background	The code associated with the Functional Areas that the deficiency was found.	NUMBER	22
KCR Event	Deficiency Web Page	Key Contract Event	Drop down based on the KCR number & Description selected, choose the Surveillance Event from the dropdown. The Surveillance Activity data field may then populate if relevant to the selection.	CHAR	300
KCR Functional Area Details	Deficiency Web Page	Function Area Details	The literal associated with the detailed description for the Assigned Functional Area that found deficiency or originating CAR - only available for Contracts.	VARCHAR 2	50



Ad Hoc Element Name	Primary Web Page Name	Web Page Label	Definition	Field type	Number of characters
KCR Functional Area Details Code	Deficiency Web Page	Background	The code associated with the detailed description for the Assigned Functional Area that found deficiency or originating CAR	NUMBER	22
KCR Number	Deficiency Web Page	Key Contract Requirement	Number associated with Key Contract Requirement	VARCHAR 2	5
KCR Number Description	Deficiency Web Page	Key Contract Requirement	Literal describing a Key Contract Requirement	NUMBER	22
KCR Sub-Activity	Deficiency Web Page	Key Contract Sub-Activity	Based on the Surveillance Activity selected, choose the Surveillance Sub-Activity from the dropdown.	CHAR	300
KTR Email Address	Edit CAR Web Page	Email Address	Contractor POC's email address.	VARCHAR 2	100
KTR Notify Sent Date	ACO Web Page	CMO Notification of Intent to Customers	Date when notification is sent to KTR	DATE	7
KTR Notify Sent Ind	ACO Web Page	CMO Notification of Intent to Customers	Indicates documents were attached related to CMO Notification of Intent to Customers	CHAR	1
KTR Phone Number	Edit CAR Web Page	Phone Number	Contractor POC's phone number.	VARCHAR 2	40
KTR POC	Edit CAR Web Page	KTR POC	The name of the contractor's point of contact POC.	VARCHAR 2	100
KTR POC Title	Edit CAR Web Page	KTR POC Title	The title of the contractor POC.	VARCHAR 2	50
KTR Procedure	Deficiency Web Page	Contractor Procedure	KTRs procedure that controls process or does not address contract requirements to produce expected outcome	VARCHAR 2	4,000
KTR Systems Audit Date	ACO Web Page	Receipt of Business System Analysis Report (BSAR)/Audit	Date when Receipt of Business System Analysis Report (BSAR)/Audit was completed	DATE	7
Level Code	Edit CAR Web Page	Background	Code for the Level assigned to the CAR.	CHAR	1
Level Literal	Edit CAR Web Page	Level	Literal for the Level assigned to the CAR.	VARCHAR 2	10
Linked Record	Edit CAR Web Page	Selected Sub-Loc	Control Number of linked POP Notification(s) and Prime CAR(s).	CHAR	20
Note/Brief Code	Notes Web Page	Background	Code used to capture Note/Brief	CHAR	2
Note/Brief Code Literal	Notes Web Page	Note Type	Literal associated with a description of the Note/Brief captured.	VARCHAR 2	45

Ad Hoc Element Name	Primary Web Page Name	Web Page Label	Definition	Field type	Number of characters
Note/Brief Date	Notes Web Page	Date	Date a Note/Brief was entered.	DATE	7
NSN COG	Deficiency Web Page	COG	Navy Cognizance Code.	CHAR	2
NSN FSC	Deficiency Web Page	FSC	The Federal Supply Class of the National Stock Number (NSN).	CHAR	4
NSN NIIN	Deficiency Web Page	NIIN	The National Item Identifier Code of the NSN.	CHAR	9
NSN Nomenclature	Deficiency Web Page	Nomenclature	Nomenclature to CAR record, will be include in KTR letter, must be clicked to add item name to document, allows adding more than one item to deficiency	VARCHAR 2	50
NSN SMIC	Deficiency Web Page	SMIC	Navy Special Material Identification Code	CHAR	2
Oasis Ind	Edit CAR Web Page	OASIS Indicator	Indicates that a CAR is being processed in OASIS. For AS9100 certificated KTRs. Captures the record as a CAR, ability for FS to take data from OASIS and input into system. Get ticket number upon submission in OASIS	CHAR	1
Oasis Ticket Number	Edit CAR Web Page	OASIS Ticket Number	The Oasis Ticket number for the CAR that is being processed in OASIS.	VARCHAR 2	20
Observed Draft Date	Deficiency Web Page	NC Observation Date	Date Government rep found/witnessed deficiency	DATE	7
Originator DoDAAC	Edit CAR Web Page	DODAAC	The originators Department of Defense Activity Address Code.	CHAR	6
Originator Email Address	Edit CAR Web Page	Email	Email address of the originator.	VARCHAR 2	100
Originator Name	Edit CAR Web Page	Originator name	Plain text name of the originator.	CHAR	50
Originator Phone Number	Edit CAR Web Page	Phone Number	Phone number of the originator.	VARCHAR 2	40
Originator Region	Edit CAR Web Page	Background	Region of the originator.	VARCHAR 2	30
Originator User Code	Edit CAR Web Page	Background	PDREP-AIS user ID of the originator.	VARCHAR 2	12
Originator User SYSCOM Code	Edit CAR Web Page	Background	SYSCOM code Literal of the originator.	CHAR	6

Ad Hoc Element Name	Primary Web Page Name	Web Page Label	Definition	Field type	Number of characters
Originator User SYSCOM Literal	Edit CAR Web Page	Background	Email address of the originator.	VARCHAR 2	50
Panel Review Date	ACO Web Page	HQ CBS Panel Review Completed	Date when HQ CBS Panel Review Completed	DATE	7
Part Number(s)	Deficiency Web Page	Part Number	Part number related to deficiency	VARCHAR 2	80
Pmbi Notified Date	ACO Web Page	PMBI Notification	Date when Portfolio Management & Business Integration Directorate was notified.	DATE	7
POP Locn Cage City	Edit CAR Web Page	City	City auto-populated based on data entered in Prime CAGE data field	VARCHAR 2	30
POP Locn Cage Code	Edit CAR Web Page	POP CAGE	POP Location other than prime where discrepancy was found, will auto-populate CAR letter	CHAR	5
POP Locn Cage Company Name	Edit CAR Web Page	Name	Name auto-populated based on data entered in POP CAGE data field	CHAR	50
POP Locn Cage Country	Edit CAR Web Page	Background	Country auto-populated based on data entered in POP CAGE data field	VARCHAR 2	2
POP Locn Cage State	Edit CAR Web Page	State	State auto-populated based on data entered in POP CAGE data field	VARCHAR 2	2
POP Locn Cage Street	Edit CAR Web Page	Address	Address auto-populated based on data entered in POP CAGE data field	VARCHAR 2	50
POP Locn Cage Zip	Edit CAR Web Page	ZIP Code	ZIP Code auto-populated based on data entered in POP CAGE data field	VARCHAR 2	10
POP Locn Fax Number	Edit CAR Web Page	Fax Number	Facsimile phone number for the place of performance.	VARCHAR 2	40
POP Locn Phone Number	Edit CAR Web Page	Phone Number	Phone number for the place of performance.	VARCHAR 2	40
Prime Contract CMO DoDAAC	Edit CAR Web Page	Prime Contract CMO DODAAC	Text entry field will consist Administrative Office of Prime contract CMO	CHAR	6
Prime Contract CMO DoDAAC City	Edit CAR Web Page	Background	City auto-populated based on data entered in prime DODAAC data field	VARCHAR 2	30
Prime Contract CMO DoDAAC Country	Edit CAR Web Page	Background	Country auto-populated based on data entered in the prime DODAAC data field	VARCHAR 2	2
Prime Contract CMO DoDAAC Name	Edit CAR Web Page	Background	Short name auto-populated based on data entered in the Prime DODAAC data field	CHAR	50

Ad Hoc Element Name	Primary Web Page Name	Web Page Label	Definition	Field type	Number of characters
Prime Contract CMO DoDAAC Name 1	Edit CAR Web Page	Background	Additional name info auto-populated based on data entered in the prime DoDAAC data field	CHAR	50
Prime Contract CMO DoDAAC Name 2	Edit CAR Web Page	Background	Additional name info auto-populated based on data entered in the prime DoDAAC data field	CHAR	50
Prime Contract CMO DoDAAC State	Edit CAR Web Page	Background	State auto-populated based on data entered in the Prime DODAAC data field	VARCHAR 2	2
Prime Contract CMO DoDAAC Street	Edit CAR Web Page	Background	Address auto-populated based on data entered in the prime DODAAC data field	VARCHAR 2	50
Prime Contract CMO DoDAAC Zip Code	Edit CAR Web Page	Background	ZIP code auto-populated based on data entered in the prime DODAAC data field	VARCHAR 2	10
Prime KTR Cage City	Edit CAR Web Page	City, State, Zip Code	City auto-populated based on data entered in Prime CAGE data field	VARCHAR 2	2
Prime KTR Cage Code	Edit CAR Web Page	Prime CAGE	CAGE on Prime contract	CHAR	5
Prime KTR Cage Company Name	Edit CAR Web Page	Company Name	Company name auto-populated based on data entered in Prime CAGE data field	CHAR	50
Prime KTR Cage Country	Edit CAR Web Page	Background	Country auto-populated based on data entered in Prime CAGE data field	VARCHAR 2	2
Prime KTR Cage State	Edit CAR Web Page	City, State, Zip Code	State auto-populated based on data entered in Prime CAGE data field	VARCHAR 2	2
Prime KTR Cage Street	Edit CAR Web Page	Address	Auto-populated based on data entered in Prime CAGE data field	VARCHAR 2	50
Prime KTR Cage ZIP Code	Edit CAR Web Page	City, State, Zip Code	ZIP code auto-populated based on data entered in Prime CAGE data field	VARCHAR 2	10
Proprietary Ind	Deficiency Web Page	Proprietary Information	Data field used to identify the CAR has contractor's proprietary Information	CHAR	1
Region Concur Date	ACO Web Page	Region Commander Concurrence	Date when Region Commander Concurrence occurred	DATE	7
Region Concur Ind	ACO Web Page	Region Commander Concurrence	Indicates documents were attached related to Region Commander Concurrence	CHAR	1
Repeat Finding Ind	Edit CAR Web Page	Repeat Finding	Yes/No dropdown to identify if finding meets business rule definition of repeat find, list CAR Control numbers in discrepancy description text BLK	CHAR	1
Response Due Date	ACO Web Page	Contractor Response Due Date	Date CAP response is required by contractor.	DATE	7

Ad Hoc Element Name	Primary Web Page Name	Web Page Label	Definition	Field type	Number of characters
Response Required Ind	Edit CAR Web Page	Response Required	Yes/No dropdown to identify if response from the contractor is required.	CHAR	1
Review Accepted Ind	Review Web Page	Supervisor Reviewed: Accepted?/Reviewed: Accepted?	Yes/No Dropdown to indicate if the review was accepted or rejected.	CHAR	3
Review Required Ind	Edit CAR Web Page	Supervisor Review Required	Indicates the CAR needs to be reviewed prior to being transmitted to the contractor	CHAR	1
Reviewed By DoDAAC	Review Web Page	Reviewer's Activity	DODAAC of the user that reviewed the CAR before sending to the contractor.	CHAR	6
Reviewed By User Code	Review Web Page	Background	User ID of the user that reviewed the CAR to the contractor.	VARCHAR 2	12
Reviewed By User SYSCOM Code	Review Web Page	Background	SYSCOM Code of the user that reviewed the CAR to the contractor.	CHAR	6
Reviewed By User SYSCOM Literal	Review Web Page	Background	SYSCOM literal of the user that reviewed the CAR to the contractor.	VARCHAR 2	50
Reviewed Date	Review Web Page	Reviewed Date	Date the CAR was reviewed.	DATE	7
Reviewer Narrative	Review Web Page	Reviewer Remarks	Remarks about the CAR entered by the Reviewer.	VARCHAR 2	4,000
Reviewers Name	Review Web Page	Reviewer Name	Plain text name of the person that reviewed the CAR	CHAR	50
Reviewers Phone	Review Web Page	Reviewer Phone	Phone number of the person that reviewed the CAR.	VARCHAR 2	40
Reviewers Team Code	Review Web Page	Reviewer's Team Code	The Reviewers Team Code	CHAR(12)	6
Revised CAP Acceptable	Contractor Actions Web Page	Revised CAP Acceptable	Indicates revised CAP Approved or CAP Rejected.	CHAR	1
Revised CAP Acceptable Date	Contractor Actions Web Page	Revised CAP Acceptable Date	Date the revised CAP was determined acceptable.	DATE	7
Revised CAP Acceptable Narrative	Contractor Actions Web Page	Revised CAP Acceptable Narrative	Narrative field to enter the reason the revised CAP was acceptable.	CHAR	2,000
Revised CAP Due Date	Contractor Actions Web Page	Revised CAP Due Date	Conditionally mandatory based on CAP Acceptable data field. Auto-populated ten day from rejection date when "No" is checked. Name and date will be captured for record history	DATE	7
Revised CAP POC	Contractor Actions Web Page	Revised CAP POC	The person that approved the revised CAP.	VARCHAR 2	100

Ad Hoc Element Name	Primary Web Page Name	Web Page Label	Definition	Field type	Number of characters
Revised CAP Received Date	Contractor Actions Web Page	Revised CAP Received Date	Date the revised CAP was received.	DATE	7
Revised CAP Rejection Date	Contractor Actions Web Page	Revised CAP Rejection Date	Date the revised CAP was rejected.	DATE	7
Revised CAP Rejection Expln	Contractor Actions Web Page	Revised CAP Rejection Explanation	Remarks regarding the rejected revised CAP.	VARCHAR2	4,000
Root Cause Code	Contractor Actions Web Page	Root Cause Code	Code and narrative of the Root Cause.	NUMBER	22
Root Cause Description	Contractor Actions Web Page	Root Cause Description	Detailed description of the Root Cause.	VARCHAR2	255
Sender CAGE	Edit CAR Web Page	Sender CAGE	CAGE of the user sending the POP Notification	CHAR	6
Sender Contract Number	Edit CAR Web Page	Sender Information: Contract Number	Contract Number of the user sending the POP Notification	CHAR	100
Sender DoDAAC	Edit CAR Web Page	Sender DoDAAC	DoDAAC of the user sending the POP Notification	CHAR	6
Sender Subcontract/PO Number	Edit CAR Web Page	Sender Sub/PO Number	Subcontract/Purchase Order Number of the user sending the POP Notification	CHAR	100
Status Code	Correspondence/History Webpage	Background	Code used to capture current Status.	NUMBER	22
Status Date	Correspondence/History Webpage	Status Date	Date Status was current status was updated	DATE	7
Status Literal	Correspondence/History Webpage	Status	The status of the Corrective Action request.	VARCHAR2	45
Subcontract Ind	Edit CAR Web Page	Background	Used to identify a CAR is written by a POP.	CHAR	1
Subcontract PO Number	Edit CAR Web Page	SubContract/Purchase Order (PO) Number	If the deficiency is by a subcontractor, the contract vehicle (PO, work order, etc.) used by the prime contractor will be entered in this data field. If this field has an entry it will require the place of performance to become visible and mandatory	VARCHAR2	50
Subcontract UEI	Edit CAR Web Page	SubContractor UEI	Data field for subcontractors who do not have a CAGE code, user will enter the Unique Entity Identifier, this field will display the Place of Performance data fields	VARCHAR2	12
Team Code	Edit CAR Web Page	Operational Unit (Region and Team)	Current Region/Team with edit permissions for the record.	VARCHAR2	12

Ad Hoc Element Name	Primary Web Page Name	Web Page Label	Definition	Field type	Number of characters
Transmitted By DoDAAC	Edit CAR Web Page	Background	DODAAC of the user that transmitted the CAR to the contractor.	CHAR	6
Transmitted By User SYSCOM Code	Edit CAR Web Page	Background	SYSCOM Code of the user that transmitted the CAR to the contractor.	CHAR	6
Transmitted By User SYSCOM Literal	Edit CAR Web Page	Background	SYSCOM literal of the user that transmitted the CAR to the contractor.	VARCHAR 2	50
Transmitted By User Code	Edit CAR Web Page	Background	PDREP-AIS User ID of the user that transmitted the CAR to the contractor.	VARCHAR 2	12
Transmitted Date	Edit CAR Web Page	Transmitted Date	Date the CAR was transmitted to the contractor.	DATE	7
Transmitted POC	Edit CAR Web Page	Transmitter Name	Plain text name of user that transmitted the CAR.	VARCHAR 2	100
Type Code	Deficiency Web Page	Background	Code for the Specific type of deficiency based on category selected. Based on Category selected	NUMBER	22
Type Code Literal	Deficiency Web Page	Type	Literal for the Specific type of deficiency based on category selected. Based on Category selected	VARCHAR 2	1,000
Type Detail Code	Deficiency Web Page	Background	Code for the detailed description further defining the type of deficiency. Based on the Type selected	NUMBER	22
Type Detail Code Literal	Deficiency Web Page	Type Detail	Literal for the detailed description further defining the type of deficiency. Based on the Type selected	VARCHAR 2	1,000
Update By User Code	Edit CAR Web Page	Background	PDREP-AIS User ID of the user that last made an update the CAR.	VARCHAR 2	12
Update By User Name	Edit CAR Web Page	Background	Name of the user that last made an update the CAR.	CHAR	50
Update By User SYSCOM Code	Edit CAR Web Page	Background	SYSCOM code of the user that transmitted the CAR to the contractor.	CHAR	6
Update by User SYSCOM Literal	Edit CAR Web Page	Background	SYSCOM literal of the user that transmitted the CAR to the contractor.	VARCHAR 2	50
Updated Date	Edit CAR Web Page	Background	Date the CAR was last updated.	DATE	7
Withdrawn Date	Edit CAR Web Page	Background	Date CAR was withdrawn and no further processing required.	DATE	7
Withholds Impl Ind	ACO Web Page	Withholds Implemented	Checked when withholds are implemented. Upload with KTR notification letter.	CHAR	1

