



Product Quality Deficiency Report (PQDR)

Originator Processing & PQDR Submission

User Guide

29 January 2025

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Click link to navigate to a specific section of the guide

FOREWORD

This user guide provides information concerning the Product Data Reporting and Evaluation Program - Automated Information System (PDREP-AIS) and is intended to assist users with the Product Quality Deficiency Report 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. All Controlled Unclassified Information (CUI) markings are intended for instructional use of the system to highlight features. No material within this document is CUI.

REFERENCES

- Code of Federal Regulations, 41 CFR 101-26.803-1 - Reporting discrepancies or deficiencies.
- Federal Acquisition Regulation Parts 9, 13, 15, 42, 46
- Defense Federal Acquisition Regulation Supplement Parts 209, 242, 246 and 252
- Defense Logistics Management Standards 4000.25, Chapter 24
- Defense Logistics Agency Regulations 4155.24
- Secretary of Navy Manual M-5000.2
- Secretary of Navy Instruction 5000.2E
- Secretary of Navy Instruction 4855.3
- Secretary of Navy Instruction 4855.5
- DoD 5000.2
- DoDI 5200.48 and DoDI 52.0049
- NAVSO P3683
- AR 702-7-1
- AF(I) 21-115
- DCMA Manual 2301-06r

INTRODUCTION

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

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

Obtaining Access:

- **First Time Users**

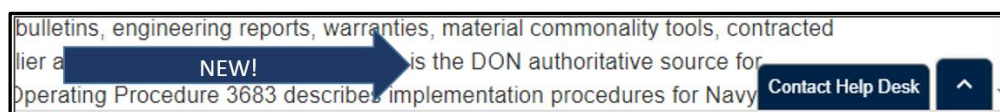
First time users are required to submit an on-line PDREP-AIS System Authorization Access Request (SAAR) form. Instructions are available on the PDREP home page as linked above. Click on the [Request Access](#) link located in the top ribbon for instructions on filling out an access request form. When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

- **Existing PDREP Users**

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

NSLC Portsmouth Help Desk

Contact us via submitting a help desk ticket either via the "Contact Help Desk" button in the lower right corner of our PDREP website or via the "Help" menu within the PDREP-AIS Application. You do not need access to a PDREP-AIS application to submit a JIRA Help Desk ticket.



Mailing Address

Naval Sea Logistics Center Portsmouth
Bldg. 153, 2nd Floor
Portsmouth Naval Shipyard
Portsmouth, NH 03804-5000

Additional Resources available on the NSLC Portsmouth Homepage

To aid the PDREP-AIS user, the following resources are available to use as needed:

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

[Guides and Manuals](#) – This area of the PDREP website (References Tab Dropdown) 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 how to use 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.

This system contains CUI

PDREP
Product Data Reporting and Evaluation Program

Welcome,
Home • **Help** ▶

Last Logon: User Profile ▶ • Logout

ADMIN Links ▶

- Contact Help Desk with comment, question, or feedback
- Batch Upload ▶
- SPPI Bulletins (S)
- Contract Award ▶
- Controlled Indus
- Customer Servic
- Engineering Ref
- Material Inspect
- Product Quality I
- QAL/Letter of D
- Report Inspectional Environmental System (RIES) ▶

Make a User Access or User Account Change

View the user guides for help

View the FAQs to see if the answer to my question is there

Suggest a change to software or report a problem with the website

Recently Accessed Record(s)		
Record Type	Record Control Number	Last Accessed Date/Time

ACCESS LEVELS

Access to the functionality of the PQDR application is determined by the User's Access Level. PDREP maintains several Access Levels to work within the PQDR application.

If a user requires a change to their access level they will need to process a Change of Access request. This is available in the upper right of any PDREP Main page off the HELP fly out.

Navy users

Role	Functions
No Access	If a user does not have access to the PDREP-PQDR application, the program link will not appear on the user's PDREP Main Menu.
View Only	User is permitted to search and view data in the PQDR application. No ability to edit existing records or create new records.
Non-Management	User is permitted to search and view data in the PQDR application. Provides functionality to create and edit PQDR records entered by the individual as long as their primary or secondary DODAAC in the PDREP user profile match the previously entered PQDR records.
Management	User is permitted to search and view data in the PQDR application. Provides functionality to create and edit any PQDR record as long as their primary or secondary DODAAC in their PDREP user profile match the previously entered PQDR records.
Full Access	Access reserved for PDREP administrators only. User is permitted to search and view data in the PQDR application. System administrators have the capability to create and edit any PQDR record. Record deletion is possible for all records.
Local Purchase	Navy Only. Full Access or No Access. Allows the origination point to submit PQDRs for locally purchased items off contract / requisition.

DCMA / ARMY users

Role	Functions
No Access	If a user does not have access to the PDREP-PQDR application, the program link will not appear on the user's PDREP Main Menu.
View Only	User is permitted to search and view data in the PQDR application. No ability to edit existing records or create new records.
Non-Management	User is permitted to search and view data in the PQDR application. Provides functionality to create and edit PQDR records entered by the individual as long as their primary DODAAC in the PDREP user profile match the previously entered PQDR records.
Management	User is permitted to search and view data in the PQDR application. Provides functionality to create and edit any PQDR record as long as their primary DODAAC in their PDREP user profile match the previously entered PQDR records.
Full Access	Access reserved for PDREP administrators only. User is permitted to search and view data in the PQDR application. System administrators have the capability to create and edit any PQDR record. Record deletion is possible for all records.

1 MAIN PDREP APPLICATION SCREEN

Once you have logged in, the PDREP Home page will display (See **Figure 1.1**). You may not see all of the options listed depending on your level of access.

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

This system contains CUI

**Product Data Reporting and Evaluation Program**

Welcome, AD HOC (BETA) GUIDE

Last Logon: APR 17, 2024 05:20 PM

[Home](#) • [Help](#) • [User Profile](#) • [Logout](#)

APPLICATIONS

ADMIN Links ▶

Batch Upload ▶

SPPI Bulletins (SB) ▶

Contract Award and Delivery Data (CAD) ▶

Controlled Industrial Material (CIM) Search ▶

Customer Service Request (CSR) ▶

Engineering Referral System (ERS) ▶

Material Inspection Record (MIR) ▶

Product Quality Deficiency Report (PQDR)▶

Receipt Inspection Management System (RIMS) ▶

Supplier Audit & Assessments (SAA) ▶

Supply Action Module (SAM)▶

Supply Discrepancy Report (SDR) ▶

Surveillance Plan (SP) ▶

Survey (Pre/Post Award) ▶

Test Records ▶

Warranty ▶

SEARCHES

CAGE ▶

DODAAC ▶

External Links ▶

FSC ▶

NAVSUP Level I/SUBSAFE Stock Search ▶

NSN ▶

PDREP Search

Requisition ▶

Routing Identifier Code ▶

Ull Search

User Search▶

REPORTS

Army PQDR Report

Contractor Profile

Material Profile

Recently Accessed Record(s)

Record Type	Record Control Number	Last Accessed Date/Time
-------------	-----------------------	-------------------------

PDREP-AIS Version : 6.0.29.771, Build Date : 04/17/2024

Figure 1.1

1.1 FINDING THE FLY OUTS

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

1.2 SELECTING THE FLY OUT

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

This system contains CUI

PDREP
Product Data Reporting and Evaluation Program

Welcome, AD HOC (BETA) GUIDE
Home • Help

Last Logon: APR 17, 2024 05:20 PM
User Profile • Logout

APPLICATIONS		Recently Accessed Record(s)		
		Record Type	Record Control Number	Last Accessed Date/Time
ADMIN Links ▶				
Batch Upload ▶				
SPPI Bulletins (SB) ▶				
Contract Award and Delivery Data (CAD) ▶				
Controlled Industrial Material (CIM) Search ▶				
Customer Service Request (CSR) ▶				
Engineering Referral System (ERS) ▶				
Material Inspection Record (MIR) ▶				
Product Quality Deficiency Report (PQDR) ▶	Ad Hoc Reports			
Receipt Inspection Management System (RIM)	Clone PQDR			
Supplier Audit & Assessments (SAA) ▶	Create New PQDR			
Supply Action Module (SAM) ▶	Search ▶			
Supply Discrepancy Report (SDR) ▶	Worklist			
Surveillance Plan (SP) ▶				
Survey (Pre/Post Award) ▶				
Test Records ▶				
Warranty ▶				
SEARCHES				
CAGE ▶				
DODAAC ▶				
External Links ▶				
FSC ▶				
NAVSUP Level I/SUBSAFE Stock Search ▶				
NSN ▶				
PDREP Search				
Requisition ▶				
Routing Identifier Code ▶				
UII Search				
User Search ▶				
REPORTS				
Army PQDR Report				
Contractor Profile				
Material Profile				

Sub-links

PDREP-AIS Version : 6.0.29.771, Build Date : 04/17/2024

Figure 1.2

2 PQDR AD HOC

2.1 AD HOC TOOL

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

The Ad hoc query generator can be used to generate a variety of reports; all results are downloadable to MS Excel spreadsheets, the link will be available on the return query screen. 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. Queries should contain a record control number, or a date time frame.

Users can adjust queries by returning to the Ad hoc Report page. Results can be downloaded into spreadsheet format when complete. A user can save a query that they will be utilizing frequently.

For additional instruction, 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/guides_manuals.htm

(see **Figure 2.1**) or can be found by clicking the User Guides selection under the Help menu on the top of any PDREP window (see **Figure 2.2**).

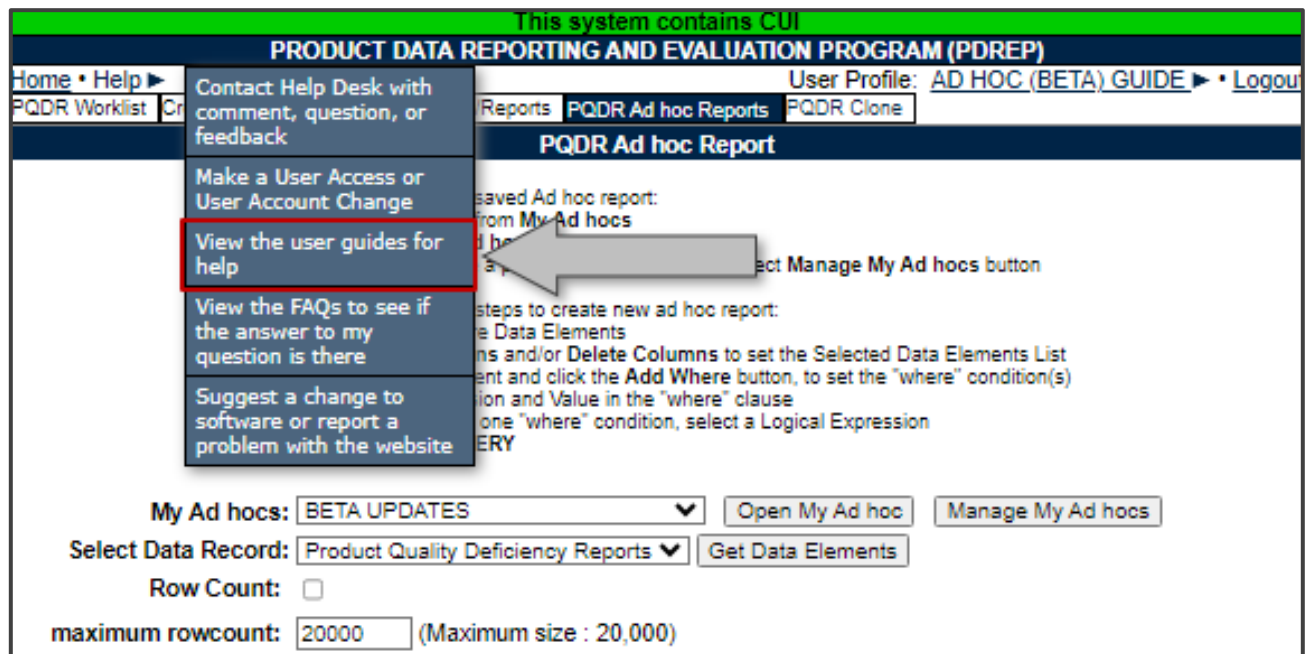


Figure 2.1

Guides and Manuals

PDREP Guides and Manuals

General

- [Attaching a file in PDREP](#) September 2021
- [Customer Service Request \(CSR\)](#) June 2019
- [Search Tools](#) May 2022
- [User Access Request](#) October 2023

PDREP Tools

- [ADHOC Search](#) September 2022
- [Contract Award & Delivery \(CAD\) Data Application](#) October 2023
- [Contractor Profile](#) May 2020
- [DoD Corrective Action Request \(CAR\)](#) January 2024
- [Engineering Referral System \(ERS\)](#) January 2024
- [Material Inspection Records \(MIR\)](#) October 2023
- [Quality Assurance Letter of Instruction \(QALI\)](#) January 2024
- [Receipt Inspection Management System \(RIMS\)](#) January 2024
- [SPPI Bulletin \(SB\)](#) January 2024
- [Supply Action Module \(SAM\)](#) October 2023
- [Supplier Audit and Assessment \(SAA\)](#) January 2024
- [Supply Discrepancy Report \(SDR\)](#) October 2023
- [Survey, Special Quality, & Test Records Applications](#) October 2023

Other Programs

- [Exhibit & Shipment Tracking](#) January 2024
- [PDREP Prime Contractor](#) January 2020
- [Warranty & Source of Repair Tracking](#) January 2024

Product Quality Deficiency Reports (PQDR)

- [Originator Documents](#)
 - [Originator Instructions](#) October 2023
 - [Local Purchase Instructions](#) October 2023
- [Screening Point Documents](#)
 - [Screening Point Instruction](#) October 2023
 - [Army Master Screener Instruction](#) January 2024
- [Action Point Documents](#)
 - [Action Point Instructions](#) October 2023
 - [Army Action Officer Instruction](#) October 2023
- [Support Point Documents](#)
 - [1227 Instructions](#) January 2024
 - [QAR Investigation](#) October 2023
 - [DRPM Investigation](#) January 2024

DCMA Tools

- [DCMA Corrective Action Request \(CAR\)](#) January 2024
- [DCMA Letter of Delegation \(LOD\)](#) January 2024
- [DCMA Supplier Risk System \(SRS\)](#) January 2022
- [DCMA Surveillance Plan \(SP\) KTR Details](#) January 2024
- [DCMA Surveillance Plan \(SP\) Records](#) January 2024
- [DCMA Surveillance Plan \(SP\) Scheduler](#) January 2024

Figure 2.2

3 PQDR WORKLIST

The PQDR Worklist page is used to filter the list of PQDRs based on access role, status, DODAAC, and User Code. (See **Figure 3.1**)

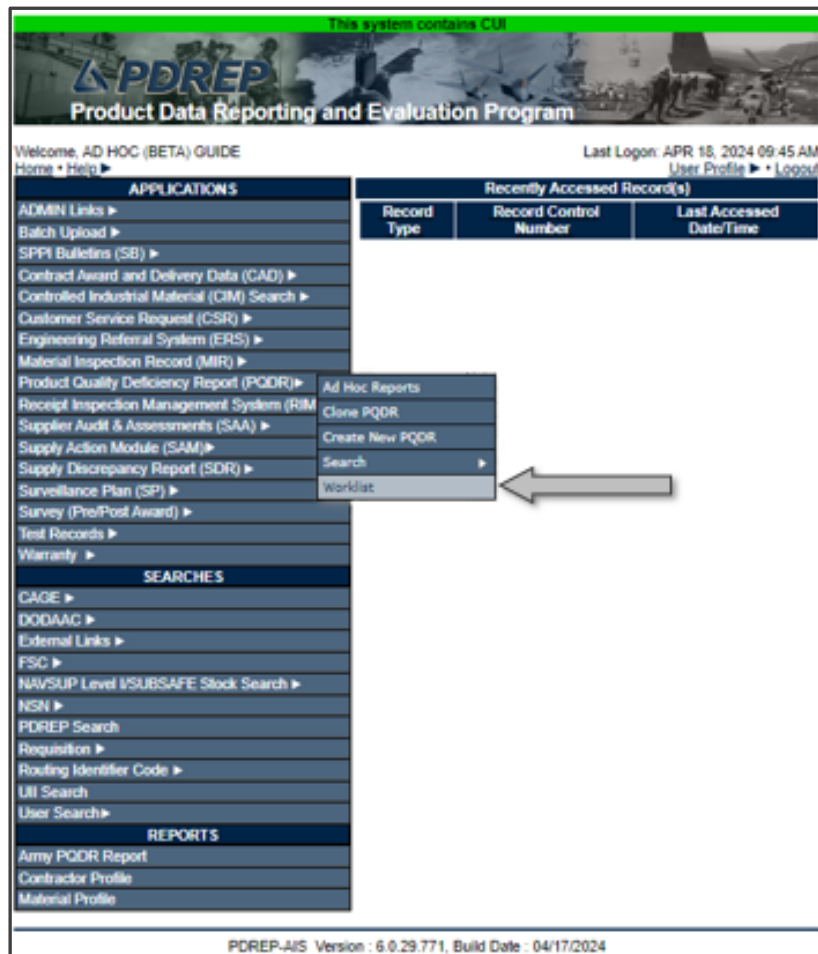


Figure 3.1

3.1 ACCESSING THE PQDR WORKLIST

To access PQDR Worklist select the PQDR Worklist Link from the PQDR fly-out in the REP Applications (See **Figure 3.1**) and the PQDR Worklist page will display (See **Figure 3.2**).

This system contains CUI

PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)

Home • Help User Profile: Logout

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

PQDR Worklist

Instructions
 1. Select **Show Worklist for**
 2. Select **Status** for the PQDR list
 3. Enter DODAAC and/or User Code.
 4. Add additional information as required to reduce the Worklist result set.
[For additional help](#)

Show Worklist For: ORIGINATOR Status: CURRENT WORKLIST
 From Date: 05/22/2020 To Date: 05/22/2023
 DODAAC: User Code:
 Sort: RECEIVED DATE - ASC Organization Code:
 Display Standard Worklist
 or select from your personalized PQDR Worklists below

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

my Worklists Open my Worklist Create New Worklist Manage my Worklists

PDREP-AIS Version : 6.0.26.91, Build Date : 02/28/2023

Figure 3.2

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

- A. The Status setting of CURRENT WORKLIST will return only PQDRs currently assigned to the role selected in **Show Worklist for**. Other available statuses include:
1. **ALL:** Returns all PQDRs assigned to the designated activity and/or user code for investigation, whether the investigation is active or already completed and whether the PQDR is open or closed.
 2. **OPEN:** Returns all PQDRs assigned to the designated activity and/or user code for investigation, whether the investigation is active or already completed but where the PQDR has not yet been closed by the Screening Point. This includes PQDRs forwarded to a Support Point but not yet returned.
 3. **CLOSED:** Returns all PQDRs previously assigned to the designated activity and/or user code for investigation but where the PQDR has been closed by the Screening Point.
 4. **EXHIBIT WORKLIST:** Returns data if the Exhibit Request Date is populated and the Exhibit Return Date is not, regardless of record status (Open, Closed).

- B. The date range for the Worklist defaults to the present date minus three years but can be changed if needed. The Worklist can also be sorted by a variety of criteria but defaults to listing PQDRs in ascending order by the date on which the PQDR was first entered into PDREP.
- C. The Worklist can also be run for a specific team by entering the designator for that team in Organization Code. The results will include any PQDR currently assigned to a PDREP user for action whose user profile contains the exact Organization Code specified in the search.
- D. When you have selected the criteria, click Display Standard Worklist to view all PQDRs matching the criteria entered. The Worklist results will appear as in **Figure 3.3**.

The screenshot shows the 'PQDR Worklist' interface. At the top, there's a navigation bar with 'Home', 'Help', and 'PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)'. Below this, there are tabs for 'PQDR Worklist', 'Create New PQDR', 'PQDR Search/Reports', 'PQDR Ad hoc Reports', and 'PQDR Clone'. The 'PQDR Worklist' tab is active.

On the left, there are instructions for using the worklist. Below the instructions, there are search filters: 'Show Worklist For' (set to 'ORIGINATOR'), 'Status' (set to 'ALL'), 'From Date' (05/22/2020), 'To Date' (05/22/2023), 'DODAAC', 'User Code', 'Sort' (set to 'RECEIVED DATE - ASC'), and 'Organization Code'. A 'Display Standard Worklist' button is present.

Below the search filters, there are instructions for using previously saved worklists. At the bottom of the search section, there are buttons for 'my Worklists', 'Open my Worklist', 'Create New Worklist', and 'Manage my Worklists'.

Below the search section, there's a 'Result count: 889' and a link to 'Worklist Download: Click here to download data in spreadsheet'.

The main part of the interface is a table with the following columns: CAT, Received, History & Correspondence, RCN, SF-368, Vendor Cage, Manufacture Cage, CSI, NSN, Nomenclature, Requisition No., Contact/Phone, Last Action, Last Corr Date, Last Corr From, Status, Days Overdue, and Delete. The table contains three rows of data:

CAT	Received	History & Correspondence	RCN	SF-368	Vendor Cage	Manufacture Cage	CSI	NSN	Nomenclature	Requisition No.	Contact/Phone	Last Action	Last Corr Date	Last Corr From	Status	Days Overdue	Delete
II	05/26/2020	View		SF-368	344K9		NO		RETAINER PACKING			CLOSED	01/20/2021		STOCK SCREENED PQDR		
II	05/26/2020	View		SF-368	#UNKN		NO		TUBE METALLIC			CLOSED	10/16/2020		INVALID PQDR		
II	05/27/2020	View		SF-368	1A737		NO		INSULATION PIPE FITTING C			CLOSED	08/25/2020		CANCELLED RECORD		

Figure 3.3

Figure 3.3 Data Fields

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

Received: The date when the Draft PQDR was created.

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

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

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

CAGE (Vendor Entity): The CAGE code of the contractor to whom the deficiency has been attributed to will appear here if one has been supplied. Clicking on the CAGE code in this column will redirect you to the NIIN/Contract Search page and allow you to search for other PQDRs attributed to this CAGE code (which will be filled in automatically on the search page) or by other criteria.

Note on Vendor CAGE/Vendor Liability: Vendor CAGE code is the party held responsible contractually for supplying the deficient material. If the PQDR is Vendor Liable, the PQDR will affect the SPRS Score of the Vendor CAGE Code identified.

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

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

- a. **COG:** (Optional) Two-character Cognizance Symbol of the deficient item. When used, the COG identifies the inventory manager for the deficient item.
- b. **FSC:** (Required) Four-digit Federal Supply Class of the deficient item.
- c. **NIIN:** (Optional) Nine-digit National Item Identification Number of the deficient item.
- d. **SMIC:** (Optional) Two-character Special Material Identification Code for the deficient item. When used, the SMIC identifies items requiring stricter controls to ensure technical integrity (e.g. Navy Nuclear).

Nomenclature: Item description associated with the NIIN.

Requisition Number: This information is key for receiving activity refunds, repair or replacement on DFAS items; typically found with deficient material paperwork or product packaging. It is most often made up of a 6-digit DODAAC, a single digit year, 3-digit Julian calendar date and a 4-digit serial number. (ex. N4511202334567).

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

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

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

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

Status: Displays the current PQDR status.

Days Overdue: This value is based on the **Show Worklist for** level selected.

Action Point and Support Point process levels: this displays the relationship between the current date and the Action Point Suspense Date. A negative number, e.g. -30 indicates the number of days remaining until the current suspense expires. A positive number, e.g. 10 indicates the number of days since the current suspense expired. A blank in this column indicates either that no suspense date has been set or that the current suspense expires today. **Delete:** Any PQDRs that have not been released to Screening Point are considered DRAFTs and can be removed by selecting the hyperlinked word 'Delete'. . PQDRs that are in DRAFT status more than 30 days are removed.

3.2 PERSONALIZED PQDR WORKLIST

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

The screenshot shows the 'PQDR Worklist' application interface. At the top, there are navigation tabs: 'PQDR Worklist', 'Create New PQDR', 'PQDR Search/Reports', 'PQDR Ad hoc Reports', and 'PQDR Clone'. The main content area is titled 'PQDR Worklist' and contains the following elements:

- Instructions:**
 1. Select Show Worklist for
 2. Select Status for the PQDR list
 3. Enter DODAAC and/or User Code.
 4. Add additional information as required to reduce the Worklist result set.[For additional help](#)
- Search Filters:**
 - Show Worklist For:
 - From Date:
 - DODAAC:
 - Status:
 - To Date:
 - User Code:
 - Sort:
 - Organization Code:
- Buttons:**
 - Display Standard Worklist
 - or select from your personalized PQDR Worklists below
- my Worklists Section:**
 - Instructions:
 1. Select the worklist from my Worklists
 2. Click Open my Worklist
 3. To create a new worklist select Create New Worklist
 4. To delete previously saved worklist select Manage my Worklists
 - my Worklists:
 - Buttons: Open my Worklist, Create New Worklist, Manage my Worklists

A large grey arrow points from the 'Organization Code' field towards the 'my Worklists' section.

Figure 3.4

- To create a personalized PQDR Worklist, click Create New Worklist (see **Figure 3.4**).
- If it is advisable to know the number of rows before running the query for the first time, check the 'Get Row Count' check box. The initial query will return only the number of rows returned for the specified parameters. This is especially handy to check if there are more than 20,000 records that match your query. Remember to uncheck the 'Get Row Count' box when you're ready to retrieve the actual data set.

- C. After selecting Create New Worklist select the desired Data Elements for the Worklist (See **Figure 3.5**). Functionally, this works the same as the ad hoc process. For additional instruction, 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/guides_manuals.htm

The screenshot displays the 'PQRD Worklist' interface within the 'PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)'. The interface includes a navigation bar with links like 'Home', 'Help', 'PQRD Worklist', 'Create New PQRD', 'PQRD Search/Reports', 'PQRD Ad hoc Reports', and 'PQRD Clone'. A 'User Profile' section with a 'Logout' link is also present. The main content area is titled 'PQRD Worklist' and contains 'Instructions' for creating a new report, a 'Report Title' field set to 'PRODUCT QUALITY DEFICIENCY REPORT', a 'Row Count' field with a 'maximum rowcount' of 20000, and a 'Select Columns' section. This section features a list of 'Data Elements' such as 'Report Control Number (RCN)', 'A9 Indicator', and 'Action Office'. Below this list are 'Add Columns' and 'Delete Columns' buttons. To the right is a 'Selected Data Elements' box, which currently shows 'No columns selected'. At the bottom, there is a 'Data Element' dropdown menu and 'Add Where' and 'Back' buttons. The footer indicates 'PDREP-AIS Version : 6.0.26.91, Build Date : 02/28/2023'.

Figure 3.5

D. Selecting of Data Elements:

1. Selecting one Data Element will give you only the results on that individual element.
2. Multiple Data Elements may be selected in the column together by using the CTRL or Shift key.
3. Once Data Elements have been selected, click Add Columns to move them to the Selected Data Elements box. Data Elements can be removed from the Selected Data Elements box by selecting them and clicking Delete Columns (See **Figure 3.5**).
4. Data Elements can be prioritized in the Selected Data Elements box by selecting data element and using the Up and Down arrows to the right of the box.

5. Data Elements can be prioritized in the drop down next to the 'Add Where' Button.
6. After Data Elements have been selected click Add Where to go to the Worklist report query screen where values and expressions can be placed to retrieve desired report results (See **Figure 3.6**).
7. At Worklist report screen, values must be place in to run query. Once query has been run, it can be saved to your profile as a personalized Worklist (See **Figure 3.7** and **Figure 3.8**).

This system contains CUI

PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)

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

[PQDR Worklist](#) | [Create New PQDR](#) | [PQDR Search/Reports](#) | [PQDR Ad hoc Reports](#) | [PQDR Clone](#)

PQDR Worklist

Instructions
Please follow these steps to create new Worklist Report:

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

Report Title:

Data Record: PRODUCT QUALITY DEFICIENCY REPORT

Row Count: ☐

maximum rowcount: (Maximum size : 20,000)

Select Columns:

Data Elements

*Report Control Number (RCN)
A9 Indicator
AFP CAGE City
AFP CAGE Code
AFP CAGE Country Code
AFP CAGE Country Literal
AFP CAGE Name
AFP CAGE State Code
AFP CAGE State Literal
AFP COG

Add Columns

Delete Columns

Selected Data Elements

Originator Name
Originator Email Address
Originator UserID
Originators DoDAAC

↑

^
v

Data Element: Originator Email Address ▼ Add Where Back

PDREP-AIS Version : 6.0.26.91, Build Date : 02/28/2023

Figure 3.6

This system contains CUI

PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)

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

[PQDR Worklist](#) |
 [Create New PQDR](#) |
 [PQDR Search/Reports](#) |
 [PQDR Ad hoc Reports](#) |
 [PQDR Clone](#)

PQDR Worklist

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

Report Title:
Data Record: PRODUCT QUALITY DEFICIENCY REPORT
Row Count: ☐
maximum rowcount: (Maximum size : 20,000)

Select Columns:

Data Elements
 *Report Control Number (RCN)
 A9 Indicator
 AFP CAGE City
 AFP CAGE Code
 AFP CAGE Country Code
 AFP CAGE Country Literal
 AFP CAGE Name
 AFP CAGE State Code
 AFP CAGE State Literal
 AFP COG

Selected Data Elements

Originator Name
 Originator Email Address
 Originator UserID
 Originators DoDAAC

Data Element: Originators DoDAAC

Data Element	Data Type	Expression	(M) Value	Logical Expression	Delete	^	v
Originators DoDAAC	CHAR(6)	= 	 	- Select - 	<input type="checkbox"/>	<input type="radio"/>	

Examples of where condition for different expressions

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

PDREP-AIS Version : 6.0.26.91, Build Date : 02/28/2023

Figure 3.7

This system contains CUI

PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)

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

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

Ad hoc Query Result

Row Count: 8648

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

Product Quality Deficiency Reports - Record

RCN	Originator Name	Originator Email Address	Originator UserID	Originators DoDAAC
N39040				N39040
N39040				N39040
N39040				N39040


Figure 3.8

4 CREATING A NEW PQDR

4.1 ACCESSING CREATE NEW PQDR

The most common originator task is to create a new PQDR in PDREP. To access Create New PQDR either select the Create New PQDR Link from the PQDR fly-out in the PDREP Applications (See **Figure 4.1**) or by selecting the Create New PQDR tab after viewing the PQDR splash page (See **Figure 4.2**) The Create New PQDR page should display (See **Figure 4.3**). The DODAAC and access level (Section D) of the user determines whether all or some of the tabs shown will appear.

This system contains CUI

**Product Data Reporting and Evaluation Program**

Welcome, [Home](#) • [Help](#) Last Logon: MAY 22, 2023 09:01 AM
[User Profile](#) • [Logout](#)

APPLICATIONS

[ADMIN Links](#) ▶
[SPPI Bulletins \(SB\)](#) ▶
[Customer Service Request \(CSR\)](#) ▶
[Material Inspection Record \(MIR\)](#) ▶
[Product Quality Deficiency Report \(PQDR\)](#) ▶
[QALI/Letter of Delegation \(LOD\)](#) ▶
[Receipt Inspection Management System \(RIM\)](#) ▶
[Supplier Audit & Assessments \(SAA\)](#) ▶
[Supply Action Module \(SAM\)](#) ▶
[Supply Discrepancy Report \(SDR\)](#) ▶

SEARCHES

[CAGE](#) ▶
[DODAAC](#) ▶
[External Links](#) ▶
[FSC](#) ▶
[GIDEP](#) ▶
[NAVSUP Level I/SUBSAFE Stock Search](#) ▶
[NSN](#) ▶
[PDREP Search](#)
[Qualified Product List](#) ▶
[Requisition](#) ▶
[Routing Identifier Code](#) ▶
[UII Search](#)
[User Search](#)▶

REPORTS

[Contractor Profile](#)
[Material Profile](#)

Recently Accessed Record(s)

Record Type	Record Control Number	Last Accessed Date/Time
USR		2023-05-22 10:38:27.0

DB Stat

[Ad Hoc Reports](#)
[Clone PQDR](#)
[Create New PQDR](#)
[Search](#) ▶
[Worklist](#)

←

PDREP-AIS Version : 6.0.26.91, Build Date : 02/28/2023

Figure 4.1

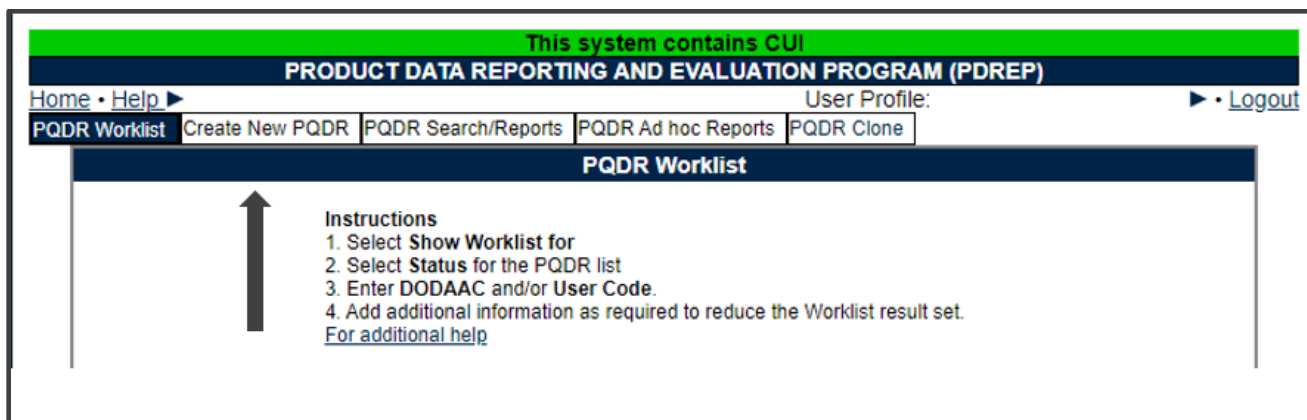


Figure 4.2

4.2 CREATE NEW PQDR SCREEN

- A. An **(M)** by any data field indicates it is a mandatory field.
- B. Clicking the yellow question mark next to any field name links displays information about that data field.

Figure 4.3

Figure 4.3 Data Fields

- **(M) RCN:** Enter a record control number (RCN); the system suggests the next available RCN for your DODAAC. The RCN consists of your reporting activity DODAAC, Year, and Serial Number. These three fields are auto filled, this can be changed. As a reference, the last RCN used by the reporting activity and the individual are listed. RCNs may only be used once. The IT system prefills the RCN serial numbering sequences with serial number '0001' when there are no previous RCNs for the current year in PDREP.
 - **Requisition Number:** The requisition number is optional for non-DLA supplied items, it is highly suggested to provide this and it will speed up processing of your PQDR. Enter the 14-character Requisition Number, if the Requisition Number has a Suffix; enter the Suffix as the 15th character at the end of the Requisition Number.
 - **FSC and NIIN:** are optional fields on *this* page; however, FSC is a mandatory field in Block 5. The FSC and NIIN will provide some auto fill capability within the PQDR.
 - **DoD Unique Item Identifier (UII):** is an optional field. Item unique identification is a DoD requirement enabling life cycle traceability. All UIIs are maintained in the DoD's Item Unique Identification (IUID) Registry Database which is external to PDREP. To add a UII, type, cut and paste special (from another application on your computer), or scan the 2D barcode(s) of material being reported into the DoD Unique Item Identifier field. PDREP will verify the UII with the IUID Registry to ensure only valid UIIs are entered into the PQDR and that other similar markings or barcodes cannot be entered.
 - i. To add a UII manually, select the Manual Entry radial button and enter the UII into the 'DoD Unique Item Identifier' field, then click the Add UII button.
 - ii. To add an UII using a scanner, select the Scan Barcodes radial button, and then scan the 2D barcodes on the material or associated supply documentation.
 - iii. If the scanned UIIs are not contained in the DoD IUID Registry, the system will notify you and request you to correct or remove the incorrect UIIs.
 - iv. There may be many barcodes on supply documentation, boxes, and material; it is quite possible to scan incorrect marks that are not UIIs. The UII will be verified by PDREP prior to adding it onto any PDREP record.
- C. Click the Create New PQDR button to create and auto-populate the PQDR (See **Figure 4.3**).
- D. The PQDR will be auto-populated based on the User Profile information, Requisition Number, FSC-NIIN, and/or UII information provided. Please be patient as the system verifies the UIIs and auto-fills the new record with associated data.

4.3 CREATING THE NEW PQDR

It is important to provide as much available information about any deficiency. Mandatory fields in PQDR are marked with **(M)** and some additional fields may be required depending upon entries into other fields. The IT system will provide an error if any are missed and will direct the user to the location that is required. It may not be possible to conduct a thorough investigation on records that do not contain enough pertinent information. Recurrence of preventable defects, lack of credit, or non-replacement for deficient items and future potential failures of critical materiel after installation could be prevented with the submission of a PQDR.

4.4 PQDR DATA FIELDS

NOTE: Where a data entry field corresponds to a block on the SF368, the block number is provided next to the field name.

The screenshot displays the 'Create New PQDR' form. At the top, a blue header bar contains the title 'Create New PQDR'. Below the header, a section titled 'Instructions' lists seven steps: 1. Enter mandatory fields (M) denotes a mandatory field; 2. Enter optional fields, if information is known; 3. Correct format for Date Elements is MM/DD/YYYY or use Calendar; 4. To save the record, click Save Draft; 5. To forward PQDR to a Screening Point, click Submit PQDR; 6. To cancel the process, click Cancel; 7. Selecting underlined items will provide help for that item. Below the instructions are buttons: 'Cancel', 'Add/View Attachments', 'Save Draft', 'Process As Local Purchase', and 'Submit PQDR'. The form fields include: 'Last Used RCN by' and 'Last Used RCN for Activity' (both with 'None found' values); 'Product Type' (dropdown menu set to 'OTHER'); 'Category' (radio buttons for 'CAT I' and 'CAT II', with 'CAT I' selected); 'Category 1 Justification Code' (radio buttons for 'SAFETY', 'READINESS', 'PRODUCTION', and 'OTHER'); 'Category 1 Justification' (text area); 'Sub-Category' (dropdown menu set to '<SELECT>'); 'Report Control Number' (fields for 'Activity', 'Year' (set to '21'), and 'S/N' (set to '0001')); and 'Date' (set to '03/01/2021'). A callout box points to the 'Category' field, showing a detailed view of the 'Category' and 'Sub-Category' dropdown menus.

Figure 4.4

Figure 4.4 Data Fields

Some data fields populate for specific components and SYSCOMS, this guide provides a comprehensive list of all Blocks 1-21 inputs and you may not see something that is listed below, this is expected.

(M) Product Type: (Army, NAVAIR, Air Force specific): Aviation, Missile, Other - additional reporting by weapons system and determines fault codes that are structured around the selection. NAVAIR, AIR FORCE and ARMY personnel ONLY will see this option.

(M) Category: This defaults to CAT II. The PQDR should only be identified as CAT I if the failure of the deficient item could cause serious damage or harm to equipment or personnel. When CAT I is selected a Category I Justification is required.

Category I Justification Code (Army specific): This block only appears if CAT I is selected. If the PQDR was classified as Category I then a justification is required.

Category I Justification: This block only appears if CAT I is selected. If the PQDR was classified as Category I then a justification is required.

NOTE: PQDRs submitted as a result of a DLA Audit are always treated as CAT II

(M) Sub-Category: This field is used to describe the nature of PQDR or the record type associated the PQDR submission.

(M) Report Control Number: The serialized RCN consists of the six-character DODAAC of the originating activity, the 2-digit year, and an auto filled four-digit serial number. Each PQDR must have a unique RCN, no duplications are allowed. The page displays the last RCN created by you for your current activity, and last RCN generated by your activity's DODAAC.

(M) Date: This is the date the record is created (auto-populated with date the PQDR was initiated).

The screenshot displays a web form for PQDR submission. It includes sections for 'From SYSCOM' (a dropdown menu), 'DODAAC' (a text field), 'Activity Name', 'Address', 'City, State, Zip', 'Originator' (with fields for Name, Telephone Number, and Email Address), and 'Origination Point' (with fields for Name, Telephone Number, and Email Address). There is also a checkbox for 'Use Originator's Profile address as Originator Address'.

Figure 4.5

1a. (M) From SYSCOM: The SYSCOM field defaults to the SYSCOM listed in the user's profile; if necessary, this is editable. The activity name, address, city, state, and ZIP will default to the address for the activity (DODAAC) in your User Profile. In addition, if you have a different physical address in your User Profile than the default for the DODAAC

you may check 'Use Originator's Profile address as Originator Address' and use the address from your User Profile instead.

1b. (M) Originator: This is the person who discovered the deficiency. The Originator's Profile address can be selected by using the checkbox option if this is the location of the deficiency.

1c. Origination Point: The Origination Point is the person who is submitting the PQDR. This person can be the same as the Originator, however some activities have a consolidated Origination Point that submits PQDRs on behalf of everyone at the activity.

Exhibit Holder: (Army specific) This is the name of the POC where the exhibit resides if different from originator.

Credit Recipient: (Army specific) This is the credit recipient if different than Origination Point.

(M) 3. Description Of Deficiency

DETAILED DESCRIPTION OF DEFICIENCY HERE

Supporting Documentation

Steps Taken To Make Parts Serviceable

Aviation Malfunction Defect Codes

- 717 - ACCIDENT DAMAGE
- 127 - ADJUSTMENT OR ALIGNMENT IMPROPER
- 002 - AIR LEAK (ARMY, COAST GUARD ONLY)
- 128 - AIR START FAILURE (ARMY ONLY)

DO YOU SUSPECT THIS MATERIEL TO BE COUNTERFEIT? ☐ YES ☐ NO

Funding Code Signal Code Supplemental Activity

Fault Codes

- 717 - ACCIDENT DAMAGE
- 127 - ADJUSTMENT IMPROPER
- 002 - AIR LEAK
- 128 - AIR START FAILURE

Add Fault Code

Where Deficiency Discovered

<SELECT>

Figure 4.6

Figure 4.6 Data Fields

(M) 3. Description of Deficiency: Enter a detailed narrative description of deficiency, referencing any applicable tests, drawings and design specifications.

Supporting Documentation: Enter supporting information such as drawings, specifications, software, hardware, related data, or environmental conditions at the time of defect discovery, and other supporting information.

Steps Taken to Make Parts Serviceable (Army specific): List of steps taken by the PQDR's Originator to make the part serviceable before submitting the PQDR.

(M) DO YOU SUSPECT THIS MATERIEL TO BE COUNTERFEIT? If you suspect counterfeit materiel, answer the question by clicking YES, PDREP will automatically select the 5AS - COUNTERFEIT MATERIEL, SUSPECT designation.

Funding Code: (Army specific) Available from your G6 and important to ensure your unit receives credit for this PQDR.

Signal Code: (Army specific) Available from your G6 and important to ensure your unit receives credit for this PQDR.

Supplemental Activity: (Army specific) Available from your G6 and important to ensure your unit receives credit for this PQDR.

Fault Codes: (Army specific) Related to Product Type listed earlier in the SF 368; these are related to the selection of non-Aviation products.

Where Deficiency Discovered: Select an appropriate code from the drop down list.

The screenshot shows a web form with the following fields and labels:

- (M) 4. Date Deficiency Was Discovered:** A date input field containing "03/01/2021" with a calendar icon to its right.
- 5. Deficient Item National Stock Number (NSN):** A section containing four input fields labeled "COG", "(M)FSC", "NIIN", and "SMIC". To the right of these fields is a "Lookup FSC" button.
- Below the NSN fields, there are two labels: "Critical Safety Item" with a value of "N" below it, and "Army CSI CAI".
- (M) Material Level Code:** A dropdown menu currently showing "21-NOT APPLICABLE" with a downward arrow.

Figure 4.7

Figure 4.7 Data Fields

(M) 4. Date Deficiency Was Discovered: Defaults to the current date but should be edited if discovery date differs.

5. Deficient Item National Stock Number (NSN): The NSN is made from the COG (Cognizance Symbol, used by Navy only), FSC (Federal Supply Class), NIIN (National Item Identification Number) and SMIC (Special Material Identification Code, used by Navy only). These are auto filled from the NIIN and is editable. At a minimum, an FSC must be supplied to process a PQDR. The 'Lookup FSC' button is a link to an external website that allows the Originator to research the FSC codes.

Local Stock Number (LSN): Use as alternate when National Stock Number (NIIN) is unknown.

Navy Item Control Number (NICN): (Navy Only) Use as alternate when National Stock Number (NIIN) is unknown.

Critical Safety Item: Auto-fills from the NIIN and may not be edited.

Army CSI: (Army specific) Non Editable and auto filled Army designator for Critical Safety Items.

Army CAI: (Army specific) Non Editable and auto filled Army designator for Critical Activity Items.

(M) Material Level Code: Select the appropriate Quality Assurance level of the material from the drop down list.

The screenshot shows a web form titled "(M) 6. Deficient Item Nomenclature". It contains several input fields and buttons. At the top is a large text box for the item nomenclature. Below it are two smaller text boxes for "Procurement Group Code (PGC)" and "DODIC/NALC (ammunition)". Further down are fields for "Unit Cost" (containing "0") and "Unit of Issue" (a dropdown menu with "<SELECT>" selected). To the right of these is a "Credit Card Buy Indicator" checkbox. Below the "Unit of Issue" field is a "Job Order-Keop" section with a text box and a minus sign. Underneath are three sections for report control numbers: "ER Report Control Number", "MIR Report Control Number", and "SAM Report Control Number", each with a text box, a minus sign, and an "Add" button. At the bottom are fields for "Shipper's DODAAC/CAGE Code" (with "Lookup DODAAC" and "Lookup CAGE" buttons), "GBL Number", and "Manufacturing/ Material Specification".

Figure 4.8

Figure 4.8 Data Fields

(M) 6. Deficient Item Nomenclature: Auto fills based on the NIIN (or FSC if NIIN not filled in) and may be edited if nomenclature is not auto populated.

Procurement Group Code (PGC): This is a DLA field that auto-fills from the NIIN if the deficient material is a clothing item.

DODIC/NALC (ammunition): Used to identify the Department of Defense Identification Code (DODIC) or Naval Ammunition Logistics Code (NALC) for ammunition components.

Unit Cost: May be filled automatically from the NIIN if one was provided. Add or edit the correct Unit Cost if known.

Unit of Issue: Select the unit (e.g. EA-Each, LO-Lot, etc.) in which the item is issued. This will also be automatically filled if a valid NIIN was provided.

Credit Card Buy Indicator: Check the credit card indicator if the deficient material was acquired through a local credit card purchase.

Estimated Repair Cost: Enter an estimated repair cost, if known.

Job Order-Keop: Enter the Job Order number and the designator for the operation KEOP if the material is designated for use in a specific job order. This is typically used by naval shipyards.

ER Report Control Number: (Navy only) Link to an ERS record by providing the RCN_ACTIVITY, RCN_NUMBER of the ERS record you want to link to. If an ERS record is not found a UNR record is added.

MIR Report Control Number: (Navy only) To associate a Material Inspection Report (MIR) or Acceptance Inspection Discrepancy Report (AIDR) with the deficient item, enter the MIR/AIDR Serial Number and click Add MIR. To remove a MIR/AIDR, left click on the MIR number to highlight it and click the Remove MIR button.

SAM Report Control Number: (Navy only) Links to a SAM record by providing the SAM_RCN_ACTIVITY, SAM_RCN_NUMBER of the SAM record you want to link to.

Shipper's DODAAC/CAGE Code: Enter the Shipper's DODAAC or CAGE Code if known or click Lookup CAGE or Lookup DODAAC. The Lookup buttons provide a search tool to find the DODAAC or CAGE if the Name of the shipper is known.

GBL Number: Enter the Government Bill of Lading (GBL) number from shipping paperwork if provided.

Manufacturing Material Specification: Capture the manufacturing/material specification. This will allow search of deficiencies by specification in support of product quality data analysis.

7. Operating Time at Failure
 <SELECT> (Specify hours, days, cycles, etc.)
Time Since New
 <SELECT>
Time Since Last Overhaul
 <SELECT>

8. Deficient Item Part Number

9. Vendor CAGE Code (Contracted Supplier)

a. Manufacturer CAGE Code

10. Quantity
(M) a. Received b. Inspected (M) c. Deficient d. In Stock
 0 0 0 0

DoD Unique Item Identifier
☒ Manual Entry ☐ Scan Barcodes

Figure 4.9

Figure 4.9 Data Fields

7. Operating Time at Failure: If the deficient item was already installed or used, specify in the appropriate units (e.g. hours, cycles, etc.). There are two new codes to be added to this drop down per ADC 1007E: T8 and T9.

8. Deficient Item Part Number: Enter if known.

9. Vendor CAGE Code: Enter if known or select Lookup. This should be the CAGE of the vendor or repair facility that supplied the deficient item. The Lookup button provides a search tool to find the CAGE if the name of the Vendor is known.

Note on Vendor CAGE/Vendor Liability: Vendor CAGE code is the party held contractually responsible for **supplying** the deficient material. If the PQDR is Vendor Liable, the PQDR will affect the SPRS Score of the Vendor CAGE Code identified.

Manufacturer CAGE Code: Enter if known or click Lookup. This should be the CAGE of the manufacturer of the deficient item. The Lookup button provides a search tool to find the CAGE if the name of the Manufacturer is known.

10. Quantity (M) a. Received b. Inspected (M) c. Deficient d. In Stock: Enter the quantities received, inspected, deficient and remaining in stock (e.g. the number of the same item currently in inventory from the same manufacturer or supplier, if known).

DOD Unique Identification Identifier (UII): Enter (scan or add manually) the UII here if the deficient item has a government-issued Unique Item Identifier (UII).

11. <u>Serial, Lot, Batch Number</u>		
Serial Number	Lot/Batch Number	Lot/Batch Type
<input type="text"/>	<input type="text"/>	<SELECT> ▼
(M) 12. a. <u>Item</u>		
<SELECT> ▼	<u>Repairable Item</u>	
	Unknown ▼	
b. <u>Date MFRD/Repaired/Overhauled</u>		
<input type="text"/>	MFRD/Repaired/Overhauled	
	<SELECT> ▼	
c. <u>Last Repair Facility (CAGE or DoDAAC)</u>		
<input type="text"/>	Lookup DODAAC	Lookup CAGE
(M) 13. a. <u>Contract Number</u>		
<input type="text"/>	Delivery Order Number	Contract Line Item No.
	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Contract No. not provided or is unknown		
<input type="checkbox"/> Performance Based Logistics		
b. <u>Requisition/Document Number</u>		
<input type="text"/>		
<input type="checkbox"/> Requisition No. not provided or is unknown		
c. <u>Purchase Order Number</u>		
<input type="text"/>		

Figure 4.10

Figure 4.10 Data Fields

11. Serial Number: If a serial number was supplied with the material enter it here. If needed, fields can be added for additional batch or lot numbers associated with the serial number.

Lot/Batch Number: If a lot or batch number was supplied with the material then enter it here. If needed, fields will be added to accommodate for additional numbers.

Lot/Batch Number Type: Choose whether the number (if any) supplied is a Batch, Lot, Serial or Heat number.

(M) 12. a. Item: Select whether the deficient item is New, Overhauled, Repaired, or choose Unknown.

Repairable Item: Select Yes, No, or Unknown. If the item is identified as Repairable then a serial number will be required. Mandatory for Navy Activities. **NOTE: Defaults to 'Unknown' for Army users. Non-Navy activities are not required to supply this information.**

b. Date MFRD/Repaired/Overhauled: Enter if known.

MFRD/Repaired/Overhauled: Select whether the date in Block 12b applies to when the item was Manufactured, Repaired, or Overhauled.

c. Last Repair Facility (CAGE or DODAAC): Enter the DODAAC or CAGE of the last repair facility. The Lookup buttons provide a search tool to find the DODAAC or CAGE if the Name of the last repair facility is known.

(M) 13. a. Contract Number, Delivery Order Number, and Contract Line Item No.: Enter if known or check the box to indicate not provided/unknown. If needed, fields will be added for additional numbers.

b. Requisition/Document Number: Enter if known or check the box to indicate not provided/unknown. This will be populated by the information entered on the PQDR Create New splash screen. A requisition number is required to receive credit, repair, or replacement. Constructed requisition numbers, provided by Screening Points are approved only for information only PQDR submissions.

c. Purchase Order Number: Enter if known and applicable

The screenshot shows a web form with the following fields and labels:

- (M) 14. Government Furnished Material**: A dropdown menu with "No" selected.
- 15. a. Item Under Warranty**: A dropdown menu with "No" selected.
- b. Warranty Expiration Date**: A date input field with a calendar icon.
- 16. End Item EIC/WUC/TAMCN**: A text input field.
- 17. a. Next Higher Assembly NSN**: A section containing four input fields labeled **COG**, **FSC**, **NIIN**, and **SMIC**.
- b. Nomenclature**: A long text input field.
- c. Part Number**: A text input field.
- d. Serial Number**: A text input field.
- Next Higher Assembly CAGE**: A text input field.

Figure 4.11

Figure 4.11 Data Fields

(M) 14. Government Furnished Material: Select whether the deficient item was furnished by the government to a contractor for use in the contractor's manufacturing or assembly process.

15. a. Item Under Warranty: Select whether the item is Under Warranty if known.

b. Warranty Expiration Date: This date is required if the deficient item is under warranty.

16. End Item EIC/WUC/TAMCN: Enter the Navy Equipment Identification Code (EIC), Air Force Work Unit Code (WUC), or USMC Table of Authorized Materiel Control Number (TAMCN) where the deficient item is used.

17. a. Next Higher Assembly NSN: If the item is used in another assembly before being used in the end item, enter information about the Next Higher Assembly's (NHA) COG, FSC, NIIN and SMIC. If a next higher assembly NIIN is supplied, then clicking Auto Fill NSN will complete the NSN if the complete NSN exists in PDREP.

- b. Nomenclature** (*Next Higher Assembly*): Enter description of the NHA.
- c. Part Number** (*Next Higher Assembly*): Enter the part number of the NHA.
- d. Serial Number** (*Next Higher Assembly*): Enter the serial number of the NHA.
- Next higher Assembly CAGE**: Enter the CAGE for Next Higher Assembly CAGE.

18. a. End Item NSN

COG (M)FSC (M)NIIN SMIC

☐ End Item not provided or is unknown

b. Nomenclature

c. Type/Model d. Serial Number Part Number

End Item CAGE Engine Model Engine Serial Number

19. Current Disposition of Deficient Item (the Exhibit)

H-HOLDING EXHIBIT

Figure 4.12

Figure 4.12 Data Fields

18. a. End Item NSN: COG (Cognizance Code), **(M) FSC** (Federal Supply Class), **(M) NIIN** (National Item Identification Number), SMIC (Special Material Identification Code); Enter as much information as is known about the end item or program where the deficient item would be installed or used (e.g. SSN 706, USS Albuquerque, or F-16). If an end item NIIN is supplied, then clicking Auto Fill NSN will complete the end item NSN if the complete NSN exists in PDREP. If no End Item is provided, check the box to indicate not provided/unknown.

b. Nomenclature: Enter description of the end item.

c. Type/Model: Enter the type or model of the end item.

d. Serial Number: Enter the serial number of the end item.

Part Number: Enter the part number of the end item.

End Item CAGE: Enter the CAGE for the end item.

Engine Model, Engine Serial Number: Enter if applicable.

19. Current Disposition of Deficient item (the Exhibit): Defaults to H- Holding. This can be changed if needed. In most cases, if an investigation is expected the Originator is directed to hold the deficient item(s) pending an exhibit request from the Action Point.

20. Location of Deficient Material
(DODAAC/CAGE)

Location of Exhibit Narrative (Provide details as to where the material is currently stored.)

Material Return Address

Store as Hazardous Material ☐

Figure 4.13

Figure 4.13 Data Fields

20. Location of Deficient Material: Enter the appropriate DODAAC or CAGE Code. Adding a location here, will force the Current Disposition of Deficient item (the Exhibit) to display on the main data entry pages of the PQDR.

Location of Exhibit Narrative: Amplifying information on the location of the exhibit, if required.

Material Return Address: Default entry is from the originator's profile. Alter if necessary.

Store as Hazardous Material: Check if material is stored as hazardous.

21. Action Requested

<SELECT> ▼

(M) Status

A -ACTIVE ▼

Detail A: How safety personnel or activity mission is affected

Detail B: Number of similar deficiencies in like items reported by the originating activity

Detail C: How deficiency was detected or confirmed

Detail D: Storage and handling information

Detail F: Recommendations

Detail G: Aircraft Model

Detail H: Bureau/Tail/Hull Number

Figure 4.14

Figure 4.14 Data Fields

21. Action Requested: Select a code that best describes your expectations/ recommendation for the handling of this PQDR.

NOTE: *If material return or replacement is requested, please supply an accurately detailed Material Return Address after selecting your recommendation.*

(M) Status: Defaults to A-ACTIVE. If the PQDR is for Information Only, the status should be set to AI. If the PQDR was entered because of Defective Material Summary or is a stock screening request, the status should be set to A9.

NOTE: The Following options are only populated when the Product Type from Figure 4.4 is selected to be Aviation or Missile related.

Detail A: How safety personnel or activity mission is affected

Detail B: Number of similar deficiencies in like items reported by the originating activity

Detail C: How deficiency was detected or confirmed

Detail D: Storage and handling information

Detail F: Recommendations

Detail G: Aircraft Model

Detail H: Bureau/Tail/Hull Number

4.5 BUTTONS

Buttons available on the Create New PQDR form are described in **Figure 4.15 Buttons**. Click the Save Draft or Cancel button to exit the form.

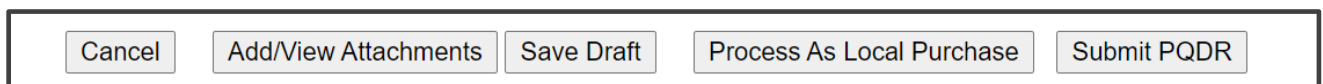


Figure 4.15

Figure 4.15 Buttons

Cancel: The Cancel button returns you to the previous screen. If data was not saved using the Save Draft button, any data typed on the page is NOT saved. If the Save Draft button had been clicked at any time, then any data entered before the Save Draft will have been retained.

Add/View Attachments: This button enables the user to attach typical word processing documents and pictures to the PQDR for submission.

Save Draft: The Save Draft button may be used at any time to save your work as a draft to return to it later or perform occasional saves of data previously entered. Once a PQDR has been submitted and is no longer a draft this button will change its display to a Save button. Save button permits the originator to make corrections or update fields they may have been left blank on the PQDR after it was already submitted.

Process As Local Purchase: AUTHORIZED NAVY USERS ONLY. If the deficient item was acquired via a local purchase and not from the supply system (no contract / or requisition), then the originator may process as a Local Purchase PQDR to conduct any required investigation and disposition activities directly with the local supplier.

Submit PQDR: This button is clicked when you are ready to complete the PQDR submission process. Clicking this button will lead you through the process of forwarding your PQDR to an appropriate screening point. This button changes its display to read Save and Exit after the PQDR is submitted to a screening point. The Save and Exit button permits the originator to make corrections or update fields they may have left blank on the PQDR after it is submitted and exit back to the Originators Point Data Entry base page.

5 ORIGINATOR POINT DATA ENTRY - PQDR BASE PAGE

The PQDR Base Page (See **Figure 5.1**) is the primary working page for a PQDR after it has been entered into PDREP. Originators may continue to update the information on a PQDR even after it has been released for screening and investigation. When the originator updates a record that is at a different level (i.e. screening or action points), it is advised that correspondence be sent to the point of contact on the record informing them of the change. The base page also provides Originators and others with a method of reviewing PQDR status, sending relevant correspondence and identifying the investigating parties.

To access the Base Page, click on an *RCN number* from the Worklist or result of an RCN search. Actions available from the base page are described in **Section 5.1**.

5.1 ORIGATION POINT – EDITABLE FIELDS

This system contains CUI

PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)

Home • Help ► User Profile: ► • Logout

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

CHOOSE LEVEL

- Originator
- Screening Point
- Action Point
- Support Point

QUICK VIEWS

- View SF-368 (PDF)
- View Exhibit Tag
- View Points of Contact
- History
- User Guides

SEND MESSAGE TO

- Supervisor
- Other

ATTACHMENTS

- View/Upload Files (0)

EXHIBIT TRACKING

- Exhibit Tracking
- Create DD-1348

Originator Point Data Entry

RCN: NSN: 9999
Category: CATEGORY II Status: DRAFT
Aviation PQDR: YES
Location of PQDR: ORIGINATOR

Origination Point - Editable Fields
(You may enter Origination Data using the SF-368 block order)
[Blocks 1- 21](#)

[View/Add Notes or Reference Briefs](#)

Correspondence
Choose an option when you have completed entering in your data
[Assign Myself \(\) as Screening Point](#)
[Release PQDR](#)
[Forward to Screening Point](#)

Session Tracking:

[Back](#)

PDREP-AIS Version : 6.0.26.4177, Build Date : 05/22/2023

Figure 5.1

A. **Blocks 1-21**

The Blocks 1-21 (See **Figure 5.1**) link opens the same data entry page that was used to create the PQDR. Updates to the original PQDR information can be made from this page even after PQDR release, depending on the user's service rules set by their respective Process Owners.

NOTE: After the record is released from Originator Point, Block 3 is no longer editable but the User can append description. Appendages include date/time stamp along with User's name and DODAAC.

B. View/Add Notes or Reference Briefs

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

NOTE: Click any component of the NSN to go to the NIIN/Contract Search page with the selected NSN component pre-filled. This page searches for PQDRs based on any combination of NSN components, CAGE, contract or requisition number and dates.

5.2 CORRESPONDENCE

A. Assign Myself as Screening Point

The Assign Myself as Screening Point link is used to assign the current user as the Screening Point for the PQDR (See **Figure 5.2**). The application validates the originators submitted information and opens the Assign Myself as Screening Point window (See **Figure 5.3**) where the action can be confirmed or canceled. Originators will not typically use this function unless they are also a Screening Point activity.

This system contains CUI

PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)

Home • Help ► User Profile: ► • Logout

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

CHOOSE LEVEL Originator Screening Point Action Point Support Point	Originator Point Data Entry RCN: NSN: 9999 Category: CATEGORY II Status: DRAFT Aviation PQDR: YES Location of PQDR: ORIGINATOR Origination Point - Editable Fields (You may enter Origination Data using the SF-368 block order) Blocks 1- 21 View/Add Notes or Reference Briefs Correspondence Choose an option when you have completed entering in your data Assign Myself () as Screening Point ← Release PQDR Forward to Screening Point
---	--

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

SEND MESSAGE TO
 Supervisor
 Other

ATTACHMENTS
 View/Upload Files (0)

EXHIBIT TRACKING
 Exhibit Tracking
 Create DD-1348

Session Tracking:

PDREP-AIS Version : 6.0.26.4177, Build Date : 05/22/2023

Figure 5.2

This system contains CUI

PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)

Home • Help ► User Profile: ► • Logout

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

RCN: NSN: 9999
 Location of PQDR: ORIGINATOR

Assign Myself As Screening Point

Instructions
 1. Clicking **Save** will promote this PQDR to the Screening Point level
 2. To cancel the process, click **Cancel**

RCN: N45112- 210089 Preparation Date: 05/22/2023

SCREENING POINT FIELDS

Screening Point Activity:
 Screening Point Code:
 Screening Point Name:
 Screening Point Phone Number:
 Screening Point Email Address:
 SYSCOM Code:

PDREP-AIS Version : 6.0.26.4177, Build Date : 05/22/2023

Figure 5.3

B. Processing as Local Purchase PQDR

AUTHORIZED NAVY USERS ONLY. If the deficient item was acquired via a local purchase and not from the supply system where no contract is utilized in the purchasing process, then the originator may assign themselves as Screening and Action Point to conduct any required investigation and disposition activities directly with the local supplier. Reference the PQDR Local Purchase User Guide for more information.

The screenshot displays the PDREP web application interface. At the top, a green banner reads "This system contains CUI." Below it, a dark blue header contains the text "PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)". The navigation bar includes links for "Home", "Help", "User Profile: PQDR (BETA) USER GUIDE", and "Logout". A red warning message states: "Unclassified Naval Nuclear Propulsion Information (U-NNPI/NOFORN) is NOT authorized." Below this, the "RCN:" field is populated with "Location of PQDR: ORIGINATOR" and the "NSN:" field is empty. The main content area is titled "Process As Local Purchase" and contains instructions: "2. To cancel the process, click Cancel" and "Instructions: 1. Clicking Save will promote this PQDR to the Action Point level, and redirect the user to the Action Point base page". Below the instructions, the "RCN:" field is empty and the "Preparation Date:" is "02/02/2022". The "SCREENING POINT FIELDS" section includes: "Screening Point Activity:", "Screening Point Code:", "Screening Point Name:" (populated with "PQDR (BETA) USER GUIDE"), "Screening Point Phone Number:", "Screening Point Email Address:", "Screening Point Release Date: 02/02/2022", "Screening Point Receipt Date: 02/02/2022", and "SYSCOM Code:". The "ACTION POINT FIELDS" section includes: "Action Point Activity:", "Action Point Code:", "Action Point Name:" (populated with "PQDR (BETA) USER GUIDE"), "Action Point Phone Number:", "Action Point Email Address:", and "Action Point Due Date: 03/04/2022". At the bottom right, there are "Cancel" and "Save" buttons.

Figure 5.4

- C. Click the Save button on this page to assign the Originator as both the Screening and Action Points for this PQDR.

5.3 RELEASE PQDR (aka submitting)

This system contains CUI

PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)

Home • Help ▶ User Profile: ▶ • Logout

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

CHOOSE LEVEL

- Originator
- Screening Point
- Action Point
- Support Point

QUICK VIEWS

- View SF-368 (PDF)
- View Exhibit Tag
- View Points of Contact History
- User Guides

SEND MESSAGE TO

- Supervisor
- Other

ATTACHMENTS

- View/Upload Files (0)

EXHIBIT TRACKING

- Exhibit Tracking
- Create DD-1348

Originator Point Data Entry

RCN: NSN: 9999
Category: CATEGORY II Status: DRAFT
Location of PQDR: ORIGINATOR

Origination Point - Editable Fields
(You may enter Origination Data using the SF-368 block order)
[Blocks 1- 21](#)

[View/Add Notes or Reference Briefs](#)

Correspondence
Choose an option when you have completed entering in your data
[Assign Myself \(\) as Screening Point](#)
Release PQDR
[Forward to Screening Point](#) ←

Session Tracking:

[Back](#)

PDREP-AIS Version : 6.0.26.4177, Build Date : 05/22/2023

Figure 5.5

A. Forward to Screening Point

Only after a PQDR is submitted to a Screening Point is it considered 'Released'. Click the Forward to Screening Point link on the base page (See **Figure 5.5**) or the Submit PQDR button on the Block 1-21 data entry page. The Forward PQDR from Originating Point to Screening Point form will display (See **Figure 5.6**).

This system contains CUI

PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)

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

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

RCN:
NSN: 9999

Location of PQDR: ORIGINATOR

Forward PQDR from Originating Point to Screening Point

[Where do I send this PQDR?](#)

Send To

Screening Point Activity
 Screening Point Email

Send Copy

CC:

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

Include Distribution List:

☐

▲

▼

PDREP-AIS Version : 6.0.26.461, Build Date : 05/18/2023

Figure 5.6

The **Screening Point activity** will default according to the SYSCOM of the originator, and item COG. All Navy PQDRs, with the exception of NAVAIR, will default to N00104. All Marine Corps PQDRs will default to M90368. Many Screening Point selections are prefilled to a focal point, however, if you are unsure of which Screening Point to select, click 'Where do I send this PQDR?' (Located beneath the Forward PQDR button at the top of the form) and the following page will open in a new window (See **Figure 5.7**).

Where do I send this PQDR?		
Send to:	For:	Example of COGs:
Naval Air Warfare Center Weapons Division - N60530	Air-launched missiles, bombs, guns, ammunition, and related handling equipment	8U, 2E, 2T, 8E
NAVAIR - N00019	Items which are used in aircraft operations (includes aircraft, avionics, and related ground support equipment but not air-launched missiles and ordnance)	0R, 1R, 2M, 2V, 2W, 4M, 4R, 4V, 5R, 6K, 6R, 6V, 7R, 8M, 8N
NAVSUP - N00104	All other Navy PQDRs	0O, 2F, 2J, 2S, 2Z, 6T, 8S, 8T, 1H, 3H, 4Y, 6D, 6X, 7E, 7G, 7H, 7Z, 1I, 3C, 3N, 3G, 5M, ALL 9-COGS
MARINES - M90368	All Marine PQDRs	All COGs
NAVSUP - N00104	Unknown	Unknown
For Air Force where the Screening Point Email Address is blank:		
harold.guzman@hill.af.mil	Hill AFB (FA2021)	
patricia.langlois@tinker.af.mil	Tinker AFB (FB2039)	
lisa.snipes@robins.af.mil	Robins AFB (FA2095)	
bryan.ullery@wpafb.af.mil	Wright Patterson AFB (FA2035)	
Army PQDRs		
usarmy.ria.ardec.mail.ardec-qdrs@mail.mil	TACOM-ROCK ISLAND (W91AS2)	
usarmy.detroit.rdecom.mbx.tardec-product-qual-deficienc@mail.mil	TACOM-WARREN MI (W81D19)	
usarmy.apg.cecom.mbx.lrc-leo-b16-pqdr-support-team@mail.mil	CECOM ABERDEEN PROVING GROUND MD (W15GK8)	
usarmy.ria.jmc.mbx.qdr@mail.mil	JMC ROCK ISLAND IL (W52P1J)	
usarmy.ria.ecbc.mbx.qa@mail.mil	ECBC CHEM BIO ITEMS ROCK ISLAND IL (W912F1)	
angela.j.hunter.civ@mail.mil	TACOM NATICK MA (W58HZ1)	
william.m.morgan.civ@mail.mil	AMCOM REDSTONE ARSENAL AL (W81D17)	
dorothy.oconnell@us.army.mil	TACOM ABERDEEN PROVING GROUND MD (W901MM)	
DLA PQDRs		
bsm.pqdrs@dla.mil	DEFENSE LOGISTICS AGENCY (SL4701)	

Figure 5.7

NOTE: For Marine Corps PQDRs, the Originator is generally responsible for providing information about the deficient item to the MMO, where the PQDR is generally entered into PDREP. It is important to distinguish between the MMO (originating point) and the Screening Point.

- B. After choosing the Screening Point Activity, a dropdown will appear and a list of users for the selected activity will display. The system will default to a central PQDR mailbox for the activity. You should accept the default rather than selecting an individual Screening Point user. This is necessary so the Screening Point for the activity can correctly review and assign the PQDR.
- C. If you wish to add CC addresses, then you may either type them into the CC: box and click Add CC (this must be done one address at a time) or use the Show Add CC List button to display a lookup of existing PDREP users by activity.
- D. Once the recipients have been chosen, enter any desired comments into the Message: box.
- E. They Include Distribution List option allows you to copy the message to a previously established list of addressees. This list is created under the User Profile, and detailed instructions are covered in the PDREP User Profiles guide available at the website.

- F. Unless otherwise directed, accept the defaults for Attach PQDR Info: (defaults to Yes) and Send in format (defaults to SF368).
- G. Click Forward PQDR to complete the forwarding action and to release the PQDR to the Screening Activity. Click Cancel to cancel this action.

NOTE: *Only after a PQDR is submitted to a Screening Point is it considered 'Released'.*

5.4 SEND MESSAGE TO

This system contains CUI

PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)

Home • Help ▶ User Profile: ▶ • Logout

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

CHOOSE LEVEL

- Originator
- Screening Point
- Action Point
- Support Point

QUICK VIEWS

- View SF-368 (PDF)
- View Exhibit Tag
- View Points of Contact
- History
- User Guides

SEND MESSAGE TO

- Supervisor
- Other

ATTACHMENTS

- View/Upload Files (0)

EXHIBIT TRACKING

- Exhibit Tracking
- Create DD-1348

Originator Point Data Entry

RCN: Category: CATEGORY II NSN: 9999 Status: DRAFT

Location of PQDR: ORIGINATOR

Origination Point - Editable Fields
(You may enter Origination Data using the SF-368 block order)
[Blocks 1- 21](#)

[View/Add Notes or Reference Briefs](#)

Correspondence
Choose an option when you have completed entering in your data
[Assign Myself \(\) as Screening Point](#)
Release PQDR
[Forward to Screening Point](#)

Session Tracking:

[Back](#)

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Figure 5.8

Before the release of the PQDR for screening, the only links available here are Supervisor and Other links (See **Figure 5.8**). The page that displays is nearly identical to the forwarding page previously discussed and the same conventions should be followed. After the PQDR is released, the available recipient links will change to 'Screening' for direct e-mail messages to the Screening Point and 'Other' for all other recipients.

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

5.5 QUICK VIEWS

This system contains CUI

PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)

Home • Help ► User Profile: ► • Logout

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

CHOOSE LEVEL

- Originator
- Screening Point
- Action Point
- Support Point

QUICK VIEWS

- View SF-368 (PDF)
- View Exhibit Tag
- View Points of Contact History
- User Guides

SEND MESSAGE TO

- Supervisor
- Other

ATTACHMENTS

- View/Upload Files (0)

EXHIBIT TRACKING

- Exhibit Tracking
- Create DD-1348

Originator Point Data Entry

RCN: NSN: 9999
 Category: CATEGORY II Status: DRAFT
 Location of PQDR: ORIGINATOR

Origination Point - Editable Fields
 (You may enter Origination Data using the SF-368 block order)
[Blocks 1- 21](#)

[View/Add Notes or Reference Briefs](#)

Correspondence
 Choose an option when you have completed entering in your data
[Assign Myself \(\) as Screening Point](#)
Release PQDR
[Forward to Screening Point](#)

Session Tracking:

[Back](#)

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Figure 5.9

The links in the Quick Views (**see Figure 5.9**) section of the PQDR Base Page provide a way to quickly review the various forms associated with a PQDR as follows;

- A. **View SF-368 (PDF):** Displays the SF-368 form in a new window as an Adobe Acrobat PDF document. This is the version most representative of the paper SF-368 form and is suitable for printing.
- D. **View 1227 (PDF):** This link is only available to non-SUPPORT POINT activities after a SUPPORT POINT investigation has been conducted and displays the DLA-1227 (Report of Investigation Results) form in a new window as an Adobe Acrobat PDF document. This is the version most representative of the paper 1227 form and is suitable for printing. This form is visible to SUPPORT POINT users while the investigation is still in progress at the SUPPORT POINT level.

- E. **View Exhibit Tag:** Displays a DD2332 exhibit tag form for attachment to an exhibit to the PQDR investigation if desired.
- F. **View Points of Contact:** Displays all points of contact assigned to date who may be participating in the PQDR investigation. This will include the Originator, Screening, Action and Support Point individuals as well as any Government, Contractor, Subcontractor and Shipper investigators assigned.
- G. **History:** Displays a comprehensive history of all forwarding actions and correspondence to date for the subject PQDR. The text of all e-mail messages will display on the History page, and a link is provided to any formal letter correspondence sent from PDREP so that the correspondence can be reviewed and reprinted if needed.
- H. **User Guides:** Link takes the user to the Guides and Manuals page off the PDREP main page.

5.6 ATTACHMENTS

This system contains CUI

PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)

Home • Help ► User Profile: ► • Logout

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

CHOOSE LEVEL

- Originator
- Screening Point
- Action Point
- Support Point

QUICK VIEWS

- View SF-368 (HTML)
- View SF-368 (PDF)
- View Exhibit Tag
- View Points of Contact
- History
- User Guides

SEND MESSAGE TO

- Supervisor
- Other

ATTACHMENTS

- View/Upload Files (0)

EXHIBIT TRACKING

- Exhibit Tracking
- Create DD-1348

Originator Point Data Entry

RCN: Category: CATEGORY II NSN: Status: DRAFT

Location of PQDR: ORIGINATOR

Origination Point - Editable Fields
(You may enter Origination Data using the SF-368 block order)
[Blocks 1- 21](#)

[View/Add Notes or Reference Briefs](#)

Correspondence
Choose an option when you have completed entering in your data
[Assign Myself \(\) as Screening Point](#)
[Release PQDR](#)
[Forward to Screening Point](#)

Session Tracking:

[Back](#)

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Figure 5.10

- A. Files of various types that support the PQDR or the investigation can be attached to a PQDR in PDREP (see **Figure 5.10**).
- B. Click the View/Upload files link to see any files that have been attached to the PQDR to date. The number of currently attached files will appear in parentheses. To attach new files, click the View/Upload Files link, then click Add Attachments, and follow the instructions on the page. The maximum file size for any single attachment is 10 megabytes. To remove a selected attachment from the list of correspondence use control 'click of the mouse'.

For more information about the attaching a file in the attachment module, please use the following link to access the associated user guide:

https://www.pdrep.csd.disa.mil/pdrep_files/reference/guides_manuals/pdf/AttachFileInPDREP.pdf

5.7 EXHIBIT TRACKING

This system contains CUI

PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)

Home • Help ► User Profile: ► • Logout

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

CHOOSE LEVEL

- Originator
- Screening Point
- Action Point
- Support Point

QUICK VIEWS

- View SF-368 (HTML)
- View SF-368 (PDF)
- View Exhibit Tag
- View Points of Contact
- History
- User Guides

SEND MESSAGE TO

- Supervisor
- Other

ATTACHMENTS

- View/Upload Files (0)

EXHIBIT TRACKING

- Exhibit Tracking ←
- Create DD-1348

Originator Point Data Entry

RCN: _____ NSN: _____

Category: CATEGORY II Status: DRAFT

Location of PQDR: ORIGINATOR

Origination Point - Editable Fields

(You may enter Origination Data using the SF-368 block order)

[Blocks 1- 21](#)

[View/Add Notes or Reference Briefs](#)

Correspondence

Choose an option when you have completed entering in your data

[Assign Myself \(_____ \) as Screening Point](#)

Release PQDR

[Forward to Screening Point](#)

Session Tracking:

[Back](#)

PDREP-AIS Version : 6.0.26.91, Build Date : 02/28/2023

Figure 5.11

The shipment and receipt of exhibits associated with the PQDR investigation can be tracked here. After receiving the request to ship from the PQDR Action Point POC, select the Exhibit Tracking link and follow the instructions on the page if you wish to track exhibits (see **Figure 5.11**) or add Exhibit shipment details. Exhibit shipment should not occur until a request to ship has been received from the listed Action Point on the record.

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

5.8 USER INFORMATION

The screenshot displays the PDREP-AIS interface. At the top, a green banner reads "This system contains CUI". Below it, the title "PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)" is centered. The navigation bar includes links for "Home", "Help", "PQDR Worklist", "Create New PQDR", "PQDR Search/Reports", "PQDR Ad hoc Reports", and "PQDR Clone". On the right, the "User Profile:" dropdown menu is open, showing options: "View Profile", "Edit Profile", "Edit Distribution List", "Edit Point of Contacts", and "Access Change Request".

The main content area is titled "Originator Point Data Entry". It displays the following information:

- RCN:** Category: CATEGORY II
- NSN:** Status: DRAFT
- Location of PQDR:** ORIGINATOR
- Origination Point - Editable Fields** (You may enter Origination Data using the SF-368 block order)
[Blocks 1- 21](#)
- [View/Add Notes or Reference Briefs](#)
- Correspondence**
Choose an option when you have completed entering in your data
[Assign Myself \(\) as Screening Point](#)
- Release PQDR**
[Forward to Screening Point](#)

At the bottom of the main content area, there is a "Session Tracking:" label and a "Back" button.

The left sidebar contains several sections:

- CHOOSE LEVEL**
 - Originator
 - Screening Point
 - Action Point
 - Support Point
- QUICK VIEWS**
 - View SF-368 (HTML)
 - View SF-368 (PDF)
 - View Exhibit Tag
 - View Points of Contact
 - History
 - User Guides
- SEND MESSAGE TO**
 - Supervisor
 - Other
- ATTACHMENTS**
 - View/Upload Files (0)
- EXHIBIT TRACKING**
 - Exhibit Tracking
 - Create DD-1348

The footer of the page indicates "PDREP-AIS Version : 6.0.26.91, Build Date : 02/28/2023".

Figure 5.12

Hover your mouse pointer over the User Profile link located on the upper right portion of the screen and a list of sub-links for the User profile will appear. Selecting any of the sub-links will allow the user to go directly to that page within the User Profile (see **Figure 5.12**).

5.9 SESSION TRACKING

The screenshot displays the PDREP web application interface. At the top, a green banner reads "This system contains CUI". Below it, the title bar says "PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)". Navigation links include "Home", "Help", "User Profile", and "Logout". A menu bar contains "PQDR Worklist", "Create New PQDR", "PQDR Search/Reports", "PQDR Ad hoc Reports", and "PQDR Clone".

The left sidebar has several sections:

- CHOOSE LEVEL**: Originator, Screening Point, Action Point, Support Point.
- QUICK VIEWS**: View SF-368 (HTML), View SF-368 (PDF), View Exhibit Tag, View Points of Contact, History, User Guides.
- SEND MESSAGE TO**: Supervisor, Other.
- ATTACHMENTS**: View/Upload Files (0).
- EXHIBIT TRACKING**: Exhibit Tracking, Create DD-1348.

The main content area is titled "Originator Point Data Entry". It shows fields for "RCN:" (Category: CATEGORY II), "NSN:" (Status: DRAFT), and "Location of PQDR: ORIGINATOR". Below these are links for "Origination Point - Editable Fields", "View/Add Notes or Reference Briefs", "Correspondence", "Assign Myself () as Screening Point", "Release PQDR", and "Forward to Screening Point".

At the bottom of the main area, there is a "Session Tracking:" label with a horizontal arrow pointing left and a "Back" button.

The footer indicates "PDREP-AIS Version : 6.0.26.91, Build Date : 02/28/2023".

Figure 5.13

Session tracking maintains a record of all PQDRs viewed during the current login session. It also allows the User to quickly switch between records by selecting the linked RCN (see Figure 5.13).

6 PQDR DRAFT DELETE

6.1 DELETE FROM WORKLIST

A PQDR that has been saved in draft status may be deleted via the worklist (See **Figure 6.1**).

The screenshot shows the 'PQDR Worklist' interface. At the top, there's a navigation bar with 'Home', 'Help', and 'Logout'. Below it, a 'PQDR Worklist' section contains search filters: 'Show Worklist For' (set to 'ORIGINATOR'), 'Status' (set to 'CURRENT WORKLIST'), 'From Date' (05/23/2020), 'To Date' (05/23/2023), 'DODAAC', 'User Code', 'Sort' (set to 'RECEIVED DATE - ASC'), and 'Organization Code'. There are buttons for 'Display Standard Worklist', 'my Worklists', 'Open my Worklist', 'Create New Worklist', and 'Manage my Worklists'. Below the filters, a table lists PQDRs. The first row is highlighted, and a 'Delete' button is visible in the 'Delete' column. A black arrow points to this button.

CAT	Received	History & Corresp.	RCN	SF-368	Vendor Cage	Manufacture Cage	CSI	NSN	Nomenclature	Requisition No.	Contact/Phone	Last Action	Last Corr Date	Last Corr From	Status	Days Overdue	Delete
II	05/22/2023	View		SF-368			NO		GASKET			ORIGINATOR	05/22/2023	PDREP	DRAFT		Delete

Figure 6.1

- A. After searching for PQDR draft, select delete, where you will be prompted to confirm this action (See **Figure 6.2**).

A confirmation dialog box with the text 'says' at the top, followed by 'Are you sure you want to delete RCN ?'. At the bottom, there are two buttons: 'OK' (blue) and 'Cancel' (grey).

Figure 6.2

- B. The Delete PQDR screen will display (See **Figure 6.3**). Fill in the mandatory (M) fields and select 'Delete PQDR' to complete the action.

This system contains CUI

PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)

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

DELETE PQDR

Instructions

1. All fields are required

2. Date format is (MM/DD/YYYY)

3. Enter a short Narrative describing the reason for deleting this PQDR


4. Press Delete PQDR to finish deleting this PQDR

RCN:

(M) Delete Requested By:

(M) Requestor's Email:

(M) Requestor's Phone:

(M) Request Date: 

Deleted By:

Deleted Date: 05/23/2023

Current Location: ORIGINATOR

(M) Narrative:

PDREP-AIS Version : 6.0.26.462, Build Date : 05/23/2023

Figure 6.3

C. Once the record is deleted, you will be redirected back to the PQDR Worklist screen.


7 PQDR SEARCH/REPORTS

PQDR contains customized searches for users to easily access the record they need. In addition to this, the results displayed will have the Report Control Number (RCN) of the records in hyperlink form so that the user can directly access that record. Search criteria entered will be saved and kept for the entire user session.

7.1 ACCESSING PQDR SEARCH

To access PQDR Search/Reports either select the PQDR Search/Reports Link from one of the sub-link options from the PQDR in the PDREP Applications (See **Figure 7.1**) or by selecting the PQDR Search/Reports tab after viewing the PQDR Worklist (See **Figure 7.2**) and the PQDR Search/Reports page should display (See **Figure 7.3**).

This system contains CUI

 **Product Data Reporting and Evaluation Program**

Welcome, Last Logon: MAY 22, 2023 01:25 PM
[Home](#) • [Help](#) [User Profile](#) • [Logout](#)

APPLICATIONS

[ADMIN Links](#) ▶
[SPPI Bulletins \(SB\)](#) ▶
[Customer Service Request \(CSR\)](#) ▶
[Material Inspection Record \(MIR\)](#) ▶
[Product Quality Deficiency Report \(PQDR\)](#) ▶
[QALI/Letter of Delegation \(LOD\)](#) ▶
[Receipt Inspection Management System \(RIM\)](#) ▶
[Supplier Audit & Assessments \(SAA\)](#) ▶
[Supply Action Module \(SAM\)](#) ▶
[Supply Discrepancy Report \(SDR\)](#) ▶

SEARCHES

[CAGE](#) ▶
[DODAAC](#) ▶
[External Links](#) ▶
[FSC](#) ▶
[GIDEP](#) ▶
[NAVSUP Level I/SUBSAFE Stock Search](#) ▶
[NSN](#) ▶
[PDREP Search](#)
[Requisition](#) ▶
[Routing Identifier Code](#) ▶
[UII Search](#)
[User Search](#) ▶

REPORTS

[Contractor Profile](#)
[Material Profile](#)

Recently Accessed Record(s)

Record Type	Record Control Number	Last Accessed Date/Time
Ad Hoc Reports		
Clone PQDR		
Create New PQDR		
Search ▶	RCN Search	
Worklist	Advanced QDR Search	
	DCMA Search	
	NIIN/Contract Search	
	End Item Search	
	MIR PQDR Search	
	DCMA Exhibit/Suspense Search	

PDREP-AIS Version : 6.0.26.462, Build Date : 05/23/2023

Figure 7.1

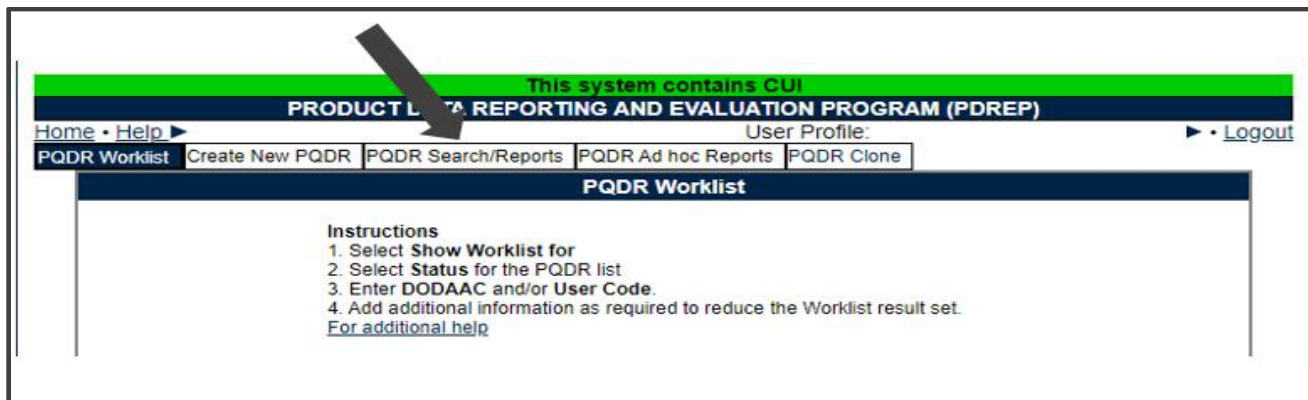


Figure 7.2

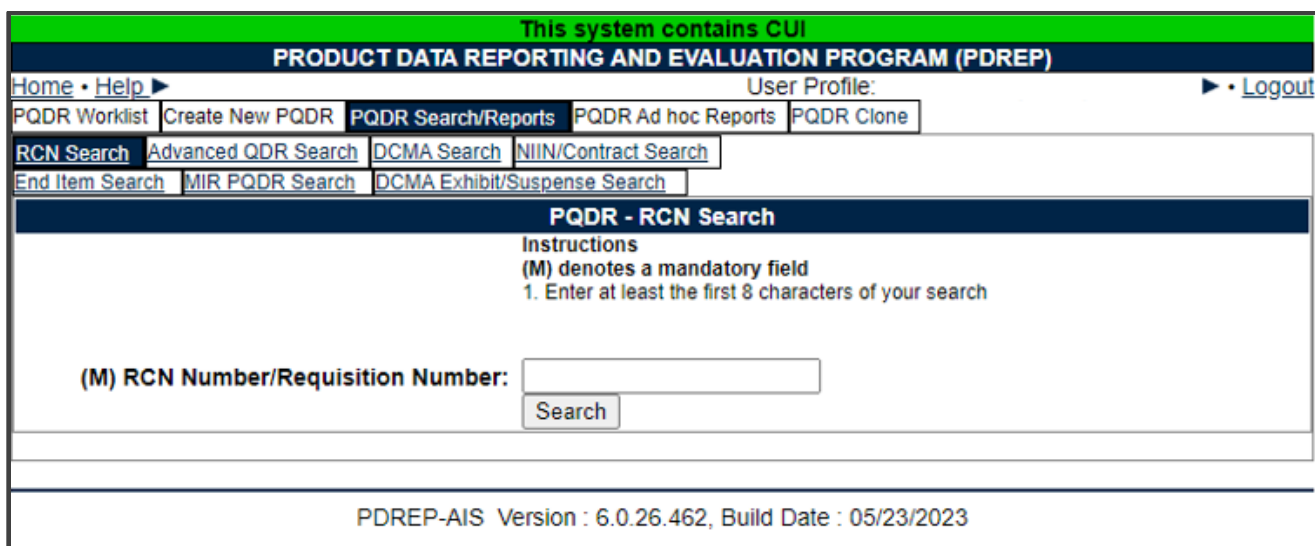


Figure 7.3

7.2 EXAMPLE OF PQDR SEARCH/REPORTS

Sub tabs allow searching by: RCN Search, Advanced QDR Search, DCMA Search, NIIN/Contract, DCMA Exhibit/Suspense Search, End Item Search or MIR PQDR Search (See **Figure 7.4**) For this example Advanced QDR Search has been selected.

This system contains CUI

PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)

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

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

[RCN Search](#)
[Advanced QDR Search](#)
[DCMA Search](#)
[NIIN/Contract Search](#)

[End Item Search](#)
[MIR PQDR Search](#)
[DCMA Exhibit/Suspense Search](#)

PQDR - Advanced QDR Search

Instructions
 (M) denotes a mandatory field
 1. Level only applies when Activity or User ID is entered. You must enter data in at least 2 fields.
 2. You must enter DODAAC, Control Number, User ID, NIIN, or Serial/Lot/Batch no., in addition to Start and End Date

(M) Start Date:

Status:

DODAAC:

Control Number:

User ID:

DoDIC:

(M) End Date:

Level:

NIIN:

Serial/Lot/Batch no:

Sort:

PDREP-AIS Version : 6.0.26.91, Build Date : 02/28/2023

Figure 7.4

- A. Fields designated with a (M) are required to obtain search results. These fields are Start Date and End Date.
- B. Enter additional parameters in the fields to further restrict the search results. At least one non-mandatory field must be entered.
- C. When all the desired criteria has been entered, click the Search button to return results. A sample result set is displayed in **Figure 7.5**.

This system contains CUI

PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)

Home • Help ▶
User Profile: ▶ • Logout

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

RCN Search
Advanced QDR Search
DCMA Search
NIIN/Contract Search

End Item Search
MIR PQDR Search
DCMA Exhibit/Suspense Search

PQDR - Advanced QDR Search

Instructions
(M) denotes a mandatory field
 1. Level only applies when Activity or User ID is entered. You must enter data in at least 2 fields.
 2. You must enter DODAAC, Control Number, User ID, NIIN, or Serial/Lot/Batch no., in addition to Start and End Date

(M) Start Date:

Status:

DODAAC:

Control Number:

User ID:

DoDIC:

(M) End Date:

Level:

NIIN:

Serial/Lot/Batch no:

Sort:

Advanced QDR Search Download: Click [here](#) to download data in spreadsheet

RCN	Preparation Date	Originator	Screening Point	Action Point	Support Point	NSN	Control Number	History	SF-368
	05/08/2023					00-5310-000000000-00		View	View
	10/22/2021					00-8305-000000000-00		View	View
	04/22/2022					9B-5305-000000000-00		View	View
	05/04/2022					00-8010-000000000-00		View	View

Figure 7.5


- D. Selecting an RCN hyperlink in the result set will open the PQDR, the other hyperlinks will display information based on its heading.

8 PQDR CLONE

8.1 ACCESSING PQDR CLONE

To clone a PQDR either select *PQDR Clone* from the PDREP APPLICATIONS Page (See **Figure 8.1**) or by selecting PQDR Clone Tab after viewing the Worklist (See **Figure 8.2**) and the PQDR – Clone PQDR page should display (See **Figure 8.3**).

This system contains CUI

**Product Data Reporting and Evaluation Program**

Welcome, [Home](#) • [Help](#) Last Logon: MAY 23, 2023 11:15 AM
[User Profile](#) • [Logout](#)

APPLICATIONS

[ADMIN Links](#) ▶
[SPPI Bulletins \(SB\)](#) ▶
[Customer Service Request \(CSR\)](#) ▶
[Material Inspection Record \(MIR\)](#) ▶
[Product Quality Deficiency Report \(PQDR\)](#) ▶
[QALI/Letter of Delegation \(LOD\)](#) ▶
[Receipt Inspection Management System \(RIM\)](#) ▶
[Supplier Audit & Assessments \(SAA\)](#) ▶
[Supply Action Module \(SAM\)](#) ▶
[Supply Discrepancy Report \(SDR\)](#) ▶

SEARCHES

[CAGE](#) ▶
[DODAAC](#) ▶
[External Links](#) ▶
[FSC](#) ▶
[GIDEP](#) ▶
[NAVSUP Level I/SUBSAFE Stock Search](#) ▶
[NSN](#) ▶
[PDREP Search](#)
[Qualified Product List](#) ▶
[Requisition](#) ▶
[Routing Identifier Code](#) ▶
[Ull Search](#)
[User Search](#) ▶

REPORTS

[Contractor Profile](#)
[Material Profile](#)

Recently Accessed Record(s)

Record Type	Record Control Number	Last Accessed Date/Time
-------------	-----------------------	-------------------------

[Ad Hoc Reports](#)
[Clone PQDR](#) ←
[Create New PQDR](#)
[Search](#) ▶
[Worklist](#)

PDREP-AIS Version : 6.0.26.91, Build Date : 02/28/2023

Figure 8.1

This system contains CUI

PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)

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

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

PQDR Worklist

Instructions

1. Select **Show Worklist** for
2. Select **Status** for the PQDR list
3. Enter DODAAC and/or User Code.
4. Add additional information as required to reduce the Worklist result set.

[For additional help](#)

Figure 8.2

This system contains CUI

PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)

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

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

PQDR - Clone PQDR

Instructions

(M) denotes a mandatory field

1. Enter RCN (at least 8 characters) or Requisition Number (at least 6 characters) and click **Search**
2. Or enter MIR (at least 8 characters) and click **Search**

(M)RCN Number/Requisition Number:

(M)MIR Number:

PDREP-AIS Version : 6.0.26.91, Build Date : 02/28/2023

Figure 8.3

- A. Enter the PQDR number you want to clone in RCN Number/Requisition Number block as shown in **Figure 8.4** and click search.

This system contains CUI

PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)

Home • Help ► User Profile: ► • Logout

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

PQDR - Clone PQDR

Instructions
 (M) denotes a mandatory field
 1. Enter RCN (at least 8 characters) or Requisition Number (at least 6 characters) and click **Search**
 2. Or enter MIR (at least 8 characters) and click **Search**

(M)RCN Number/Requisition Number:

(M)MIR Number:

RCN	Status	Category	Requisition No.	Modified by	Modification Date
	A	II			05/17/2023 05:05 A.M.

PDREP-AIS Version : 6.0.26.4182, Build Date : 05/23/2023

Figure 8.4

- B. Click the RCN number that displays which corresponds with the RCN you entered and searched.
- C. The Create New PQDR Screen will be displayed with Blocks 1-21 automatically filled from the selected PQDR in the Clone - PQDR screen. These blocks may be edited to fit the defective material being reported. For descriptions and explanations of Blocks 1-21 see [Section 4.4](#) of this User Guide.
- D. A new and never used Serial number needs to be added to the RCN Serial Number (See **Figure 8.5**).

(M) **Category:** ☐ CAT I ☒ CAT II

Sub-Category:

(M) **Report Control Number:** **Activity** - **Year** - **S/N**

Figure 8.5

9 CUI

DoDI 5200.48 Section 3.3 Handling Requirements, b.

Original classification authorities (OCAs) will determine if aggregated CUI under their control should be classified in accordance with Volume 1 of DoDM 5200.01 and will confirm the relevant SCGs address the compilation.

The PQDR application considers a PQDR RCN aggregate of data, therefore, CUI handling is restricted to within the application. CUI designation is incumbent on the individual submitting an attachment to the RCN. Depending on the applied CUI Marking and Limited Distribution Control (LDC) that is selected, appropriate restrictions will change access for some POCs on the record to see the attached item. If CUI marking and an LDC is assigned to the document, the attachment will be restricted within the confines of the IT system and cannot be emailed.

The user continues to have the ability to download and share where appropriate with encryption.

10 SUMMARY

This concludes the PQDR submission instructions for PQDR Origination Point user guide.

Content provided within this document is maintained by the PDREP-AIS Team at the Naval Sea Logistics Center Portsmouth.

This user guide is intended as a technical reference document to assist users with system navigation and basic operational functionality within PDREP-AIS. Questions, comments, or concerns regarding PQDR application, 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.

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.

11 REFERENCE CODES

CATEGORY	
1	CATEGORY I
2	CATEGORY II (DAL Audit III)
CURRENT DISPOSTION	
D	DISPOSED OR DESTROYED
H	HOLDING EXHIBIT
O	OTHER
R	REPAIRED
MATERIAL LEVEL	
01	QA-1, QC-22, LEVEL 1 NON-NUCLEAR
02	QA-2, QC-99, CIM
03	QA-3, QC-77, NON-LEVEL
04	QA-A, LEVEL 1 NUCLEAR
05	QA-G, NON-NAVAL NUCLEAR MATERIAL
06	QA-4, QC-33, NON-LEVEL 1 NON-NUCLEAR
07	QA-C, NON-LEVEL 1 NUCLEAR
09	QA-D, NON-LEVEL 2, LEVEL III NUCLEAR (NCM)
10	QA-E, NON-NAVAL NUCLEAR MATERIAL
20	FLIGHT CRITICAL (NAVAIR)
21	NOT APPLICABLE
RECOMMENDATION	
C	CREDIT
E	REPLACEMENT
O	OTHER
R	REPAIR
STATUS	
A	ACTIVE
A9	RESULT OF DMS/AIG SCREENING
AI	INFORMATION
SUBCATEGORY	
AIDR	Acceptance Inspection Deficiency Report

CODR	Conventional Ordnance Deficiency Report
DLAA	DLA Audit
E/HMR	Explosive/Hazardous Material Report
EI	Engineering Investigation
EIR	Equipment Improvement Recommendation
FMS-SDR	Foreign Military Sales - Supply Discrepancy Report
MDR	Material Deficiency Report
MI	Mishap Investigation
MMC	OF-380 Medical Material Complaint
RI	Routine Investigation
RIDL	Receipt Inspection Deficiency Log
SI	Safety Investigation
SWDR	Software Deficiency Report
TPDR	Technical Publication Deficiency Report
TSR	Technical Solution Request
WCA	Warranty Claim Action
WHERE DISCOVERED	
AF	AFTER-FLIGHT
AI	AFTER INSTALLATION
AS	AFTER SEA TRIALS
BF	BEFORE FLIGHT
BS	BEFORE SEA TRIALS
BT	BENCH TEST
CC	CORROSION INSPECTION
DI	DURING INSTALLATION
DS	DURING STEAM TEST
DT	DURING TAXI
FF	IN-FLIGHT
IF	NORMAL OPERATION
LT	LIMITED TECHNICAL INSPECTION
MI	MAINTENANCE INSPECTION
NR	NOT REPORTED
OC	OPERATIONAL CHECK

OR	RECEIPT INSPECTION
OT	OTHER
PF	PRE-FLIGHT INSPECTION
PI	PRIOR TO INSTALLATION
PM	PMS INSPECTION OR DURING PMS
QA	QA INSPECTION
SI	LIGHTING OFF OR STARTING

12 GLOSSARY

PDREP ADHOC Display Name	Other Term(s) or Alias's possibly used in PDREP or other IT systems: Description
Action Office	DLA Field. Action Office responsible for the deficient material.
Action Officer Ack Date	Army Action Officers Acknowledgement Date: Date the Army Action Officer acknowledged receiving the PQDR.
Action Officer Major Command	Major Command related to the Action Officers DoDAAC.
Action Point Ack Date	Action Point Acknowledgement Date: Date the DoD Action Point acknowledged receiving the PQDR.
Action Point Control Number	DLA Case Control Number: A tracking number assigned a quality deficiency report by an Action Point. If DLA investigation, the tracking number will be the CDCS or BSM control number.
Action Point DODAAC	The Department of Defense Activity Address Code (DODAAC) of the activity responsible for the investigation and resolution of the deficiency in the PQDR. SF 368 Block 24a
Action Point DSN Number	7-digit Defense Switched Network phone number of the designated Action Point Investigator.
Action Point Due Date	Date by which a response is due from the Action Point to the Screening Point. Generated date based on the category of the PQDR.
Action Point EMAIL Address	Email of the designated Action Point individual.
Action Point Major Command	Major command of the DoD Action point
Action Point Name	Name of the individual at the Action Point that the PQDR is assigned to.
Action Point Phone Number	Phone number of the assigned Action Point individual.

PDREP ADHOC Display Name	Other Term(s) or Alias's possibly used in PDREP or other IT systems: Description
Action Point Rebuttal Code	Reason for rebutting the PQDR.
Action Point Rebuttal Date	Date that the Action Point returns a PQDR to the Support Point for further investigation or review.
Action Point Rebuttal Literal	Action Point Rebuttal Code Literal: Literal describing the associated code.
Action Point User ID	PDREP User ID Login of the Action Point POC.
Action PQDR RCN	When multiple PQDRs with identical deficiencies are reported, the Screening Point or Action Point references one as the primary/parent RCN for the investigation. This field contains the RCN DODAAC that reported the deficiency referenced as the parent RCN by the Screening Point or Action Point.
Action Pt to Army Act Off Dt	Action Point to Army Action Officer Date: Date the (non-Army) Action Point completes their portion of the investigation and returns the QDR to the Army Action Officer
Action Pt to Screening Pt Dt	Action Point to Screening Point Date: Date the investigation results and PQDR are submitted to the Screening Point from the Action Point for closure.
Action Pt to Support Pt Dt	Action Point to Support Point Date: Date the PQDR is forwarded by the Action Point to the designated Support Point (DCMA or Gov't Repair Facility) for investigation.
Action Requested	Indicates the action the Originator, has already taken or is requesting on the SF368 Block 21.
Added Activity	DODAAC or User Code of the Activity that added the record to the database.
Added Date	Computer generated date indicating the date the record was entered into PDREP.
AFP CAGE Code	Actual Failed Part CAGE Code: Manufacturers CAGE Code of the Actual Failed Part on the Deficient Item reported.
AFP COG	Actual Failed Part COG: Cognizance Code of the Actual Failed Part on the Deficient Item reported.
AFP FSC	Actual Failed Part FSC: Federal Supply Class of the Actual Failed Part on the Deficient Item reported.
AFP Hours	Actual Failed Part Hours: Number of hours a part was in use prior to failure.
AFP LRA Manufacturer	Actual Failed Part LRA Manufacturer: Last Repair of the Actual Failed Part on the Deficient Item reported.
AFP NIIN	Actual Failed Part NIIN: National Item Identification Number of the Actual Failed Part on the Deficient Item reported.

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

PDREP ADHOC Display Name	Other Term(s) or Alias's possibly used in PDREP or other IT systems: Description
Army Act Off to Mst Scr Dt	Army Action Officer to Master Screener Date: Date the Army Action Officer completes the investigation and returns the QDR to the Master Screener
Army Action Officer DoDAAC	The Department of Defense Activity Address Code (DODAAC) of the Army Action Officer responsible for the investigation and resolution of the deficiency in the PQDR.
Army Action Officer Name	Name of the Army Action Officer.
Army Action Officer UserID	PDREP UserID Login of the Action Officer POC
Army CAI	Army Critical Application Item: Indicates whether the deficient Item reported is considered CAI to Army business process.
Army CSI	Army Critical Safety Item: Indicates whether the deficient Item reported is considered CSI to Army business process.
Army Malfunction Code	How Mal Code: Army How Malfunction Code.
Army Master Scr Major Command	Army Master Screener Major Command: Major Command of the Army master Screener
Army Master Screener Ack Date	Army Master Screener Acknowledge Date: Date the Army master Screener Acknowledged receipt of the PDQR to the originator.
Army Mst Scr Rebuttal Dt	Army Master Screener Rebuttal Date: Date that an Army Master Screener returns a PQDR to the Army Action Officer for further processing. If a record has been forwarded to an Action Officer for investigation, and then returned to the Master Screener for closure, a link to Rebut is displayed.
Army Mst Scr to SubScr Dt	Army Master Screener to Subscreeener Date: Date forwarded (delegated) from Master Screener to a Sub Screener (Army Screening Point) within the same activity or to a Screening Point outside the Army.
Army Mstr Screener DODAAC	Army Master Screener DODAAC: The Army Master Screener's Activity or DODAAC.
Army Mstr Screener User ID	Army Master Screener User ID: Activity or DODAAC of the Master Screener.
Army Mstr Scrn to Act Off Dt	Army Master Screener to Action Officer Date: Date forwarded from the Army Master Screener to an Army Action Officer. The Army Action Officer must be in the same Activity as the Master Screener.
Army Product Type Code	This code is used to delineate which Army specific item the QDR represents.
Army Product Type Literal	Army Product Type Code Literal: Literal describing the associated code.

PDREP ADHOC Display Name	Other Term(s) or Alias's possibly used in PDREP or other IT systems: Description
Army SubScr to Mstr Scr Dt	Army Subscrainer to Master Screener Date: Date a Screening Point returns the QDR to the Master Screener.
Audit Review Date	Date which a PQDR was reviewed or audited for accuracy by quality assurance or other authorized personnel by the screening point.
Aviation CBM Code	Aviation Conditioned Based Maintenance (CBM): Indicates whether a PQDR is related to Aviation Conditioned Based Maintenance (CBM).
Aviation Credit Recommendation	Credit recommendation provided on aviation and missile related PQDRs
Aviation MATCAT	Aviation Material Category: Describes the deficient items material category
Broad Cause Code	Cause Code: A code indicating the cause of the deficiency (Valid codes in QDR Cause).
CAO Suspense Date	Contract Administration Suspense Date: Date by which the next Support Point action is due; data initiated by the Contract Mgmt. Office.
Case Reopened Date	Reopened Date: Date that a closed PQDR is reopened by the Screening Point, usually occurs at the request of the Originator.
CAT 1 Justification	Category 1 Justification: Narrative explaining justification for submitting a category 1 PQDR.
Category	A value of '1' or '2' designating the category of the PQDR. A category 1 PQDR is described as an item that could cause loss of life or catastrophic failure of a major weapon system. Category 2 PQDRs are all those which are not category 1. Category 3 is reserved for DLA use only.
Child PQDR RCN	If a PQDR is a parent, its children PQDRs are listed here.
Close Out Code	The Army Close Out Code.
Closed Date	The date the PQDR was closed by the Screening Point.
CMO Suspense (Overall) Date	The Contract Management Office Overall Suspense Date.
COG	Cognizance Code: COG is a two-character alphanumeric cognizant code of the deficient material that identifies and designates the Inventory Control Point office or agency. It is the first component of the NSN. Not used by the Marine Corps.
Company Name	Supplier Name, Vendor Name: The company name of the supplier that provided the deficient material.

PDREP ADHOC Display Name	Other Term(s) or Alias's possibly used in PDREP or other IT systems: Description
Condition Code	Supply Condition Code: The DoD supply condition code.
Contract Delivery Order Number	The 4-character order number of the contract number under which the deficient material was procured or reworked. Last 4 characters of the contract number.
Contract Line Item Number	Identifies the specific Contract Line item number for the material acquired that contained the deficient item.
Contract Number	The identification number of the contract under which the defective/deficient item/commodity was purchased or reworked. The number is comprised of the 6 position Contract Activity's Department of Defense Activity Address Code (DODAAC), seven position Contract Serial Number, and 4-digit Contract Order Number.
Corrective Action Taken Code	A code indicating the action taken by the Contractor and/or Government investigators to correct the discrepancy/deficiency reported in the PQDR.
Correspondence Code	Correspondence Code related in the history of PQDR related to the correspondence.
Correspondence Date	Correspondence date in the history of PQDR related to the correspondence narrative and correspondence code.
Correspondence From DODAAC	DODAAC of the organization sent a correspondence.
Correspondence From Email	Correspondence From Email Address: Email address related to a specific correspondence in the PQDRs history.
Correspondence Literal	Correspondence Code Literal: The literal related to the code of the same name
Correspondence Narrative	Narrative provided in the history of PQDR related to a specific correspondence date and correspondence code.
Correspondence To DODAAC	DODAAC of the organization sending a correspondence.
Correspondence To Email	Correspondence To Email Address: Email address related to a specific correspondence in the PQDRs history.
Cost Avoidance Date	Date Cost avoidance value was realized.
Cost Avoidance Dollar Value	Cost avoidance as a result of the investigation. Quantity Post investigation x Unit value.
Cost Code	A code designating who bore the cost of the deficiency associated with the PQDR.
Credit Action	Credit action taken on the PQDR.

PDREP ADHOC Display Name	Other Term(s) or Alias's possibly used in PDREP or other IT systems: Description
Credit Code	A code designating the type of restitution that will be authorized for the deficient material.
Credit Date	Material Credit Date: The date credit was issued.
Credited Dollar Value	Total dollar credit granted as a result of the PQDR.
Critical Safety Item	Indicates whether the deficient item is a critical safety item. Based on any service that considers deficient item to be a critical safety item.
Date (Submitted)	The date the SF368 was filled out and submitted to a screening point for processing
Date Deficiency was Discovered	Date indicating when the deficiency was discovered
Days Open	Measures time from the date submitted, to the date closed; if the record is not closed it measures to the time from the date submitted to the current date.
DCMA Process Code	Describes the DCMA process pertaining to the PQDR.
Defect Code	Code entered by the Support Point investigation reflective of the type of defect.
Defect Literal	Defect Code Literal:
Defect Responsibility	A code which indicates the party found responsible for the defect.
Defect Verified Indicator	Indicates whether the defect was verified by a party other than the Originator.
Deficient Item Batch Lot Number	Deficient Item Batch or Lot Number: Batch or lot number associated with the deficient item.
Deficient Item Nomenclature	The name of the deficient item/commodity.
Deficient Item NSN	Nation Stock Number of the Deficient Item. Includes the Navy COG and navy SMIC, if present.
Deficient Item Part Number	The manufacturer's part number of the deficient item.
Deficient Item Serial Number	Serial number associated with the deficient item.
Description of Deficiency	A comprehensive description of the deficiency to include circumstances prior to the failure.
Detailed Cause Code	Defect Attribute Code, Action Point Detailed Cause Code: The Action Points Detailed Cause Code to report defect findings.
Detailed Cause Literal	Detailed Cause Code Literal: The literal related to the code of the same name

PDREP ADHOC Display Name	Other Term(s) or Alias's possibly used in PDREP or other IT systems: Description
DLA Additional Information	DLA Field. Summary investigation results for transmission to CDCS (a DLA legacy system).
DLA Cause Code	DLA Field. Code selection that indicates the cause of the deficiency in the PQDR. Code values in QDR Cause.
DLA Cause Narrative	DLA Field. Explanation of the cause code selected for the PQDR.
DLA Correction Code	DLA Field. First selected code indicating a correction to the cause of the deficiency in the PQDR. Code values in DLA_CORRECTION
DLA Correction Narrative	DLA Field. Explanation of the corrections to the cause of the deficiency.
DLA Credit Code	DLA Field. Code indicates the credit action to be taken by DLA if the deficient item was DLA managed (authorize or not authorize). Valid codes in QDR Credit.
DLA Credit Memo Number	DLA Field. Credit memo number regarding the entered credit value.
DLA Credit Value	DLA field. Value of credit provided to the originator.
DLA Discrepancy Code	DLA Field. Code selection that indicates the nature of the deficiency in the PQDR. Code values in DLA_DISCREPANCY_DETAIL.
DLA Discrepancy Narrative	DLA Field. Explanation of the discrepancy code selected for the PQDR.
DLA Disposition Code	DLA Field. Code selection that indicates the actions to be taken on the deficient material. Code values in DLA_DISPOSITION.
DLA Disposition Narrative	DLA Field. Explanation of the disposition code selected for the PQDR.
DLA Form 1227 Approved By	DCMA Field. Support Point official responsible for approving the 1227 investigation report for release.
DLA Form 1227 Block 12a	DCMA Field. Documents whether the reported deficiency was validated during the investigation or, if the deficiency was not validated, indicates the reason why the defect could not be validated.
DLA Form 1227 Block 12b	DCMA Field. Describes root cause of the deficiency as identified by the contractor or the reason why the root cause could not be determined.

PDREP ADHOC Display Name	Other Term(s) or Alias's possibly used in PDREP or other IT systems: Description
DLA Form 1227 Block 12c	DCMA Field. Documents who was found to be responsible for the deficiency e.g. the contractor, the government purchasing activity, the end user, etc. If responsibility could not be assigned or determined, then this field indicates the reason.
DLA Form 1227 Block 13a	DCMA Field. Documents any corrective action taken or planned by the contractor to address the deficiency under investigation. This should include but not be limited to the contractor's position with regard to repair or replacement of the deficient item(s), which will also be documented in block 16A.
DLA Form 1227 Block 13b	DCMA Field. Documents any actions that the contractor either has taken or will take to prevent future occurrences of this same deficiency
DLA Form 1227 Block 14a	DCMA Field. Documents any corrective action taken or planned by the government investigating agency to address the deficiency under investigation.
DLA Form 1227 Block 14b	DCMA Field. Documents the actions that the government investigating agency either has taken or will take to prevent future occurrences of this same deficiency.
DLA Form 1227 Block 15	DCMA Field. Documents the contractor's evaluation of the impact of the reported deficiency on current production.
DLA Form 1227 Block 16a	DCMA Field. Documents the contractor's position specifically with regard to repair, replacement or other restitution to the government for the item(s) found deficient.
DLA Form 1227 Block 16b	DCMA Field. Documents the contractor's actual or recommended final disposition of the deficient item(s).
DLA Form 1227 Block 17a	DCMA Field. Documents whether potentially deficient quantities of the same item were shipped either previously or subsequent to the shipment in which the deficient item was delivered, destination and shipping dates of other shipments suspected to contain the same deficiency, and required disposition/shipping instructions.
DLA Form 1227 Block 17b	DCMA Field. Documents whether an alert should be sent to the government supply system(s) to alert them to the possibility of additional deficient items. Include notices or field bulletins, recommendations, or reason why stock screening actions are not necessary.
DLA Form 1227 Block 17c	DCMA Field Documents specific findings with regard to monetary credit for the deficient item, comments regarding any credit or no credit actions, and how that credit authorization will be processed (per the Military Standard Billing System).
DLA Form 1227 Block 17d	DCMA Field Documents any other general remarks or comments with regard to the investigation.

PDREP ADHOC Display Name	Other Term(s) or Alias's possibly used in PDREP or other IT systems: Description
DLA Form 1227 Block 18	DCMA Field. Documents any comments regarding distribution of the investigation results or of the supporting documents attached to the PQDR.
DLA Form 1227 Prepared By	DCMA Field Support Point individual that prepared the 1227 investigation report.
DLA Form 1227 Reviewed By	DCMA Field Support Point official that reviewed the 1227 investigation report.
DoD Unique Item Identifier	Government issued unique identification code for government material.
DODIC/NALC	Used to identify ammunition and ammunition components. Used by Army users.
DTL A PERS/MSN AFFECTED	Detail A: How safety personnel or activity mission is affected: Describes, "How safety personnel or activity mission is affected." of the originator for aviation and missile reported PQDRs.
DTL B NO. SIMILAR DEFS	Detail B: Number of similar deficiencies in like items reported by the originating activity: Describes, "Number of similar deficiencies in like items reported by the originating activity." of the originator for aviation and missile reported PQDRs.
DTL C HOW DETECTED	Detail C: How deficiency was detected or confirmed: Describes, "How deficiency was detected or confirmed." of the originator for aviation and missile reported PQDRs.
DTL D STG & HNDLG INFO	Detail D: Storage and handling information: Describes, "Storage and handling information." of the originator for aviation and missile reported PQDRs.
DTL F RECOMMENDATIONS	Detail F: Recommendations: Describes, "Recommendations" of the originator for aviation and missile reported PQDRs.
DTL G AIRCRAFT MODEL	Detail G: Aircraft Model: Describes the Aircraft Model the deficient material was found on.
DTL H BUREAU/TAIL/HULL #	Detail H: Bureau/Tail/Hull Number: The Bureau/Tail/Hull Number of the ship or aircraft.
End Item CAGE	Currently undefined.
End Item EIC/WUC/TAMCN	Air Force Work Unit Code (WUC), Navy Equipment Item Code (EIC), or USMC Table of Authorized Materiel Control Number (TAMCN) code for the work unit or equipment where the deficient item would be used.
End Item Nomenclature	Item name/description of the End Item assembly where the deficient item is used.
End Item NSN	National Stock Number of the end item.

PDREP ADHOC Display Name	Other Term(s) or Alias's possibly used in PDREP or other IT systems: Description
End Item Serial Number	The serial number from the equipment or system in which the deficient item was installed.
End Item Type/Model	TMS/MDS, Type Model Series: The type of major weapon system, item, or commodity the deficient item is used with or on. (e.g. M16A2 rifle, M1A1 Tank, Hawk Guided Missile System).
Engine Model	The Engine Model of an aircraft.
Engineering Activity	Used along with the LAR number to send/note the Cognizant Design Activity and are used in the CDA letter.
Estimated Repair Cost	The estimated cost to repair the deficient item when it can be readily determined ((estimated repair costs + overhead costs) x quantity deficient).
Exhibit Action Marked For	Name and address supplied by the Action Point of the person to whose attention the exhibit should be shipped.
Exhibit Carrier Code	Code indicating the carrier used to ship the exhibit. Code values in QDR Exhibit Carrier.
Exhibit Carrier Literal	Exhibit Carrier Code Literal: Literal describing the associated code.
Exhibit Condition Code	Code that identifies the condition of the exhibit. Values are pulled from the QDR_EXHIBIT_CONDITION table.
Exhibit Condition Literal	Exhibit Condition Code Literal: Literal describing the associated code.
Exhibit Disp Rcvd Instruct Dt	Exhibit Disposition Received Instructions Date: Date the disposition instructions for the exhibit are received by the Support Point.
Exhibit Disp Rqst Instruct Dt	Exhibit Disposition Requested Instructions Date: Date the exhibit request is made by the Support Point.
Exhibit Disposition Code	Exhibit Disposition Literal: Literal describing the associated code.
Exhibit Disposition Code	1) During the investigation, the current action on the exhibit. 2) Post-investigation, the Action's Point recommendation on how to dispose of the exhibit. Code values in QDR Exhibit Disposition.
Exhibit Disposition Date	Date the exhibit disposition letter is sent by the Support Point.
Exhibit Marked For/Attention	Name supplied by the Support Point of the person to whose attention the exhibit should be shipped.
Exhibit Promised Date	Date when the Originator promises to ship the exhibit.

PDREP ADHOC Display Name	Other Term(s) or Alias's possibly used in PDREP or other IT systems: Description
Exhibit Quantity Requested	Quantity of exhibits requested.
Exhibit Received Date	Date when the exhibit receipt letter is generated by the Support Point.
Exhibit Replace Serial Number	Exhibit Replacement Serial Number: Serial number of an item sent to the Originator as a replacement for a PQDR exhibit
Exhibit Request Date	Date when the Support Point sends an exhibit request letter.
Exhibit Required Ship Date	Date the Action Point notifies the Originator to ship the deficient material (exhibit) for use in the investigation.
Exhibit Returned Date	Date on which the Support Point sends the exhibit return letter.
Exhibit Shipment Number	Exhibit tracking Number: Reference number supplied by the carrier used to ship the exhibit.
Exhibit Shipped Date	Date the requested exhibit was shipped.
Exhibit Shipping Doc Literal	Exhibit Shipping Document Code Literal:
Exhibit Shipping Document Code	Indicates the type of shipping document that accompanies the exhibit.
Exhibit Status Code	Current status of the exhibit. Valid entries Open, Closed, Unknown, Not required.
Exhibit Tendered Date	Date the exhibit is made available for delivery.
Findings Code	NAVICP code for the findings of the PQDR investigation.
FSC	Federal Supply Class: The four position Federal Supply Classification (FSC) of the deficient material. The FSC can be found in the Indexes Cataloging Handbook H2. Second Component of the National Stock Number (NSN).
GBL Number	Government Bill of Lading: The Government Bill of Lading (GBL) number from shipping paperwork if provided. Naval Shipyards only would enter the Job Order number and the designator for the operation (KEOP) if the material is designated for use in a specific job order. The Credit Card Buy Indicator should be checked if the material was acquired through a local credit card purchase.
Government Source Inspection	GSI Indicator: Indicates whether the item requires government inspection and acceptance at the contractor facility before the government takes possession of the material. Valid entries Yes, No, Unknown.
Hull Type	Describes the hull type or hull number associated with the PQDR submitter. Used by Navy
Investigation Results	Action points investigation results.

PDREP ADHOC Display Name	Other Term(s) or Alias's possibly used in PDREP or other IT systems: Description
Invoice Number	Invoice Number of the deficient material from DD250.
Item (New/Repaired/Overhauled)	Indicates whether or not the defective/deficient item/commodity is new, repaired, or overhauled.
Item Under Warranty	Indicates whether the item is covered by an established or formal warranty. (Y) Yes or (N)o or (U) Unknown.
Job Order	Shipyards field only indicating the job order number if the deficient material is designated for use in a specific job order.
KEOP	Shipyards field only indicating the operation designator if the deficient material is designated for use in a specific job order.
Ktr/QAR Notified Date	Contractor Notified Date: Date which a contractor was notified that a defect was reported.
Ktr/QAR Suspense Date	Contractor Suspense date: Date which a contractor is expected to respond to support point.
LAR Number	Liaison Action Record number: Used along with the Engineering Activity to send/note the Cognizant Design Activity and are used in the CDA letter.
Last Rework Activity Name	Last Repair Activity name: Short name of the Last repair or Rework facilities organization as related to their DODAAC or CAGE.
Last Repair or Rework Facility	Last Repair Activity: The 5-digit CAGE or 6-digit DODAAC of the Activity or Company that last repaired or overhauled the deficient item (required if Support Point is Gov't Repair Facility).
Location of Deficient Material	The Department of Defense Activity Address Code (DODAAC) of the activity that has possession of the deficient material when the PQDR is released.
Location of Exhibit Narrative	Narrative that details where the deficient material exhibit is stored while held by the Originator.
Location of PQDR Code	Level: Describes whether the originator, screening point, action point, or support that is currently responsible for taking action on the PQDR and the direction of flow. (i.e. screening point from action point)
Location of PQDR Literal	Location of PQDR Code Literal: Literal describing the associated code.
LRC Code	Local Routing Code: Action Point field indicating the Local Routing Code to identify the item manager for action taken on the PQDR.

PDREP ADHOC Display Name	Other Term(s) or Alias's possibly used in PDREP or other IT systems: Description
Manufacture/Repair/Overhaul	Manufactured Repaired or Overhauled: Code indicating whether the date in Block 12b of the SF 368 applies to when the deficient material was received by the Originating Activity, manufactured, repaired or overhauled.
Manufacture/Repair/Overhaul Dt	Manufactured Repaired Overhauled Date: To the date the item was Manufactured, Repaired, or Overhauled and is the date that the processing entered in the Manufactured Item field occurred.
Manufacturers CAGE	Block 9a on the SF368: A five-digit Contract and Government Entity (CAGE) Code of the manufacturer (of the deficient item) as listed in the DLA Cataloging Handbook H4.1 (Name to code), Federal Supply Code for manufacturer (United States and Canada). The CAGE Code may be taken from the markings on the deficient item.
Material Disposition Narrative	Disposition instructions provided by the action point.
Material Level Code	Code indicating the level of essentiality program on which the defective material was purchased (Navy/NAVSEA only).
Material Return Address	Address supplied by the Originator to which any exhibits should be returned or to which replacement materials should be shipped.
MIR Serial Number	Material inspection records record control number related to an associated PQDR.
NAVSUP Disposition Code	Where NAVICP is the Action Point, the code indicating the disposition of the deficient material.
NHA CAGE	Next Higher Assembly CAGE: CAGE Code of the manufacturer of the Next Higher Assembly.
NHA Nomenclature	Item name/description of the Next higher assembly where the deficient item is used.
NHA NSN	National Stock Number of the Next higher Assembly.
NHA Part Number	The part number assigned to the next higher assembly by the vendor.
NHA Serial Number	The serial number assigned to the next higher assembly where the deficient item will be used.
NIIN	National Item Identification Number: A nine-position National Item Identification Number (NIIN) of the deficient material; component of the National Stock Number (NSN).
Notes and Reference Briefs	Notes, briefing, references, or any additional correspondence added to the PQDR.

PDREP ADHOC Display Name	Other Term(s) or Alias's possibly used in PDREP or other IT systems: Description
Operating Time at Failure	Length of time the item was in operation when the deficiency was discovered. Also provide the performance unit (e.g. miles, hours, cycles, or "initial" if the time is 0).
Operating Time at Failure Code	Unit of measure for Operating Time at Failure
Original CAGE Code	Previous CAGE Code that may have been used by the Company listed as the current manufacturer or supplier in Block 7a of the SF368.
Originator DSN Number	7-digit Defense Switched Network phone number of the Originating Point POC.
Originator Email Address	Email address for the Originator of the PQDR.
Originator Name	Name of the POC for the Activity initiating/originating the PQDR.
Originator Phone Number	Phone Number for the Originator of the PQDR.
Originator Rebuttal Date	Date the Originator sends a rebuttal to the results of a PQDR investigation back to the Screening Point.
Originator User ID	PDREP User ID of the Originator of the PQDR.
Originator's Activity	Short name of the originator's organization as related to their DODAAC.
Originators DODAAC	The six position originating Activity DODAAC.
Other Federal Agency Affected	Y' or 'N' indicating if any other Fed Agency are affected by this QDR.
Parent PQDR RCN	If the PQDR is a child of another PQDR, its parent is listed here.
Past Performance Indicator	Indicates the QDR information will be reflected in the PPIRS system. This will ordinarily default to "Yes" and should only be set to "No" if the contractor is found liable but the Screening and Action Officers wish to exclude this finding from the contractor's profile in the DoD PPIRS program.
PLAS Code	DCMA field. 5-character code indicating the acquisition category program and agency liaison information supported by the deficient material. Code values in QDR_PLAS.
Preventive Answer Type	Code indicates whether the Contractor's response with regard to future preventive action was satisfactory to the Government investigator. Valid codes in QDR Preventive Action Type.
Previous Failure Count CAGE	Number of PQDRs previously reported in PDREP under the same FSC/CAGE.

PDREP ADHOC Display Name	Other Term(s) or Alias's possibly used in PDREP or other IT systems: Description
Previous Failure Count NSN	Number of PQDRs previously reported in PDREP under the same NIIN.
Previous PQDR RCN	When a PQDR is reported with deficiencies identical to a previously closed PQDR, the Screening Point or Action Point references that closed PQDR as the primary/parent RCN for the investigation. This field contains the RCN number (year and serial number) of that closed PQDR referenced as the parent RCN.
Procurement Group Code	DLA Field. A Procurement Group Code (PGC) is an internal 5 digit numeric code used to group individual sizes of a standard generic item.
Purchase Order Number	The Purchase Order Number associated with the deficient item.
Quantity Credited	NAVICP field. Quantity actually credited to the Originator.
Quantity Deficient	The number of deficient items found during the inspection. Must be at least 1.
Quantity In Stock	The number of items in stock with the same manufacturer or contract number as the deficient item.
Quantity Inspected	The number of items that were inspected.
Quantity Post Investigation	Final quantity of material corrected or removed from stock as a result of the PQDR.
Quantity Received	The total number of items received in the same batch or lot as the deficient item. Must be at least 1 and greater than or equal to the number deficient.
Recovery Value	Recovery dollar value. Quantity deficient X Unit Cost.
Repair Facility Indicator	Indicates whether the Manufacturer's CAGE code entered for the deficient material refers to a Repair Facility.
Repairable Item	Indicates whether the deficient item can be repaired. Applies only if the originating activity falls within a Navy SYSCOM.
Report Control Number (RCN)	The Report Control Number identifying the PQDR. It is comprised of the six position originating activity DODAAC, a two-digit calendar year, a unique four position serial number.
Reporting SYSCOM	Reporting System Command: A code indicating the System Command/Service of the Origination Point that submitted the PQDR. The SYSCOM Field defaults to the SYSCOM value of the originating activity's DODAAC and can be edited.
Requisition/Document Number	Requisition Number, Document Number: Requisition Number under which the defective material was acquired.

PDREP ADHOC Display Name	Other Term(s) or Alias's possibly used in PDREP or other IT systems: Description
Results of Depot Surveillance	A narrative describing the results of the depot surveillance, if supply depot stock was screened as result of the PQDR.
Screening Point Ack. date	Screening Point Acknowledgement date: Date the screening point acknowledged receipt of the PQDR.
Screening Point Assign Date	Date a PQDR is re-assigned to the Action Point.
Screening Point Comments	A general comments field for Screening Point use only.
Screening Point Control Number	DMN-Document Management Number, Screening Point Case Number: A generated control number assigned by the Screening Point to track the PQDR.
Screening Point DODAAC	DODAAC of the designated Screening Point activity.
Screening Point DSN Number	DoD Defense Network phone number of the designated Screening Point POC.
Screening Point EMAIL Address	Email of the designated Screening Point individual.
Screening Point Name	Name of the designated Screening Point individual.
Screening Point Phone Number	Phone of the designated Screening Point individual.
Screening Point Rebuttal Date	Field displays the date that Screening Point sends a rebuttal to Action Point decision regarding an investigation on PQDR.
Screening Point Receipt Date	Date the designated Screening Point receives the PQDR. Defaults to the date the Originator released the PQDR or Preparation date when initiated in PDREP.
Screening Point Release Date	Date the Screening Point forwards the deficiency report to the Action Point.
Screening Point SYSCOM	Screening Point System Command: A code indicating the System Command/Service of the Screening Point which has cognizance over the PQDR. The SYSCOM Field defaults to the SYSCOM value of the originating activity's DODAAC and can be edited.
Screening Point UserID	PDREP USERID of the designated Screening Point individual.
Severity (of Defect) Code	Severity Code: Indicate the severity of the deficiency.
Shipment Number	Exhibit Tracking Number: The shipment number used to track the shipment of deficient material or PQDR exhibit.
Shipper's DODAAC/CAGE	Shipped From: DODAAC of the shipper that originally shipped the defective material
Signal Code	Used to identify the Signal Code.

PDREP ADHOC Display Name	Other Term(s) or Alias's possibly used in PDREP or other IT systems: Description
SMIC	Special Material Identification Code: A two position Navy Special Material Identification Code from the Federal Supply Catalog ML Management Data List C1 Vol. 2) for the referenced material; usually for a special material application.
Source of Supply (RIC/ICP)	SOS-Source of Supply, RIC-Routing Identifier Code, ICP-Inventory Control Point : Inventory Control Point, Routing Identifier Code used to identify a source of supply for the deficient material reported.
Status	A code indicating the current status of the PQDR (Active, Closed, Follow up, etc.).
Stock Screening Action Code	Action codes are associated with stock screening actions and determine the status of the stock screening during the process.
Stock Screening Alert Type	Indicates the type of stock screening through which the deficiency was discovered. Valid entries in QDR Stock Screening.
Stock Screening Completed Date	The date populated by Action Officer upon notification from the IM of completion of all screening actions.
Stock Screening Date	Date the stock screening was performed.
Stock Screening Decline Date	The date populated by Action Officer upon notification from IM that the request for stock screening is deemed not necessary.
Stock Screening Deficient	A running total of Stock Screening (Quantity Defective) information provided from IM (Item Manager).
Stock Screening Initiated Date	Date the stock screening was performed.
Stock Screening Inspected	A running total of Stock Screening (Quantity Inspected) information provided from Item Manager.
Stock Screening Narrative	A narrative field populated by Action Officer with details related to each response as needed. This field also acts as a journal to indicate and monitor the progression of the screening actions taken.
Stock Screening Request Date	The date when the stock screening request letter is sent to the Item Manager.
Stock Screening Status Date	The date populated by the Action Officer when status or results of ongoing screening action is received from the Item Manager.
Store as Hazardous Material	Indicates whether the deficient material should be handled/stored as hazardous material.
Sub-Category	Describes the nature of a PQDR or other related Record Type.

PDREP ADHOC Display Name	Other Term(s) or Alias's possibly used in PDREP or other IT systems: Description
Support Point Completed Date	Date the support point completed all actions related to the PQDR investigation.
Support Point Control Number	A user-generated control number entered by the Support Point to track the PQDR. The number is comprised of the Support Point DODAAC, the four digit year, and a four digit serial number.
Support Point DODAAC	The Department of Defense Activity Address Code (DODAAC) of the designated Support Point Activity.
Support Point DSN Number	DoD Defense Network phone number of the designated Support Point POC.
Support Point Due Date	Date by which a response is due from the Support Point. Date automatically calculated when forwarded and when interim replies and requests for exhibit are issued.
Support Point EMAIL Address	Email of the designated Support Point individual.
Support Point Name	Name of the designated Support Point individual.
Support Point Phone Number	Phone of the designated Support Point individual.
Support Point Receipt Date	Date the PQDR was forwarded to the Support Point from the Action Point.
Support Point Release Date	Date when the Support Point sends the completed investigation and PQDR to Action Point.
Support Point Team	Support Point activity ultimately responsible for the PQDR or who manages the prime contractor responsible for the PQDR.
Support Point UserID	PDREP USERID of the designated Support Point individual.
Support Pt Acknowledge Dt	Support Point Acknowledgement Date: System-generated, editable date that the Deficiency Report acknowledgement message is sent from Support Point to Action Point.
Support Pt Detailed Cause Code	Code indicating the detailed cause of the deficiency after investigation.
Supporting Documentation	Supporting Documentation - Narrative describing the type of supporting documentation available such as drawings, specs, etc. to support the claim that a deficiency exists.
Time Since Last Overhaul	The amount of time that has passed since the deficient materials last overhaul or reworked.
Time Since Last Overhaul Code	Unit of measure for Time Since Last Overhaul
Time Since New	The amount of time that has passed since the deficient materials entered the stock system
Time Since New Code	Unit of measure for Time Since New

PDREP ADHOC Display Name	Other Term(s) or Alias's possibly used in PDREP or other IT systems: Description
Total Dollar Value	Total Dollar value of deficient material listed on the PQDR
TYCOM Code	Type Command: NAVICP field that identifies the cognizant Type Command of the Originator. Defaults to the Command of the Originator.
UII Contract DODAAC	The Unique Item Identification Number's related Contract DODAAC
UII Contract Serial number	The Unique Item Identification Number related Contract Serial Number
Unique Item Identification Number	The Unique Item Identification Number.
Unit Cost	The dollar value of the defective material (includes dollar and cents). Unit cost x quantity deficient.
Unit of Issue	Code indicating the unit in which the deficient material is issued.
Update Activity	DODAAC or User Code of the Activity that updating the record in the database.
Update Date	Computer generated date indicating the date of the most recent revision to the record.
Vendor CAGE Code	Supplier CAGE, CAGE Code: Use to identify CAGE Code related to the nonconforming materiel issue reported against the contract.
Warranty CAGE	Cage Code of the Warrantee provider.
Warranty Claim Type	Type of claim being made under the existing warrantee.
Warranty Expiration Date	Date the warranty expires on the deficient material.
Warranty Item FSC	Federal Supply Class of the material for which the warrantee claim is being made.
Warranty Item Name	Name of the material for which the warrantee claim is being made.
Warranty Item NIIN	National Item Identification Number of the material for which the warrantee claim is being made.
Warranty Item Serial number	Serial number of the material for which the warrantee claim is being made.
Warranty Part Number	Part number of the material for which the warrantee claim is being made.

PDREP ADHOC Display Name	Other Term(s) or Alias's possibly used in PDREP or other IT systems: Description
Weapon Systems Code	Weapon System Code more specifically identifies an item within a Weapon System Group. It displays only when the record is returned from Action Point level. This is a mandatory field for the Army.
Weapon Systems Group	Weapons System Group the deficient material is assigned to.
Where Deficiency Discovered	Indicates where/when the deficiency was discovered.