



Product Quality Deficiency Report (PQDR)

Screening Point Processing

User Guide
10 October 2023

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Click link and the hold 'CTRL' key to follow link

FOREWORD

This user guide provides information about the Product Data Reporting and Evaluation Program - Automated Information System (PDREP-AIS) and is intended to assist users with the Product Quality Deficiency Report (PQDR) module functionality. This document does not cover specific policy or procedure and is designed to work in concurrence with existing processes. This guide does not replace or amend any Department of Defense (DoD) instructions, regulations, and/or policies. Revisions to this guide are made after application changes have been implemented. Date of last amendment is located on the title page. Though this 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 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) or For Official Use Only (FOUO) markings are intended for instructional use of the system to highlight features. No material within this document is CUI.

Refer to the appropriate PQDR instructions and manuals for information about DoD PQDR program requirements.

INTRODUCTION

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

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

Getting Access

- **First Time Users**

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

- **Existing PDREP Users**

Existing PDREP users may request additional or updated access privileges by submitting an updated SAAR. To do this, log into the PDREP-AIS and hover over your name in the upper right corner of the page and select 'Access Change Request'. Update the SAAR and enter a

narrative to describe requested changes, read and acknowledge the User Agreement and click 'Sign and Submit Account Change Request' button to complete the submission.

Contact us

To report an issue, ask a question, or submit suggestions for improvement to software may be made by active users within PDREP-AIS by hovering over the 'Help' link on the PDREP-AIS main menu or selecting the web master email link located at the bottom of every PDREP-AIS webpage.

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

NSLC Portsmouth Help Desk

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

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

E-Mail: usn.pnsy.navsealogcen.mbx.ptsmh@us.navy.mil

Mailing Address

Naval Sea Logistics Center Portsmouth

Bldg. 153, 2nd Floor

Portsmouth Naval Shipyard

Portsmouth, NH 03804-5000

Additional Resources available on the NSLC Portsmouth Homepage

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

- [FAQ](#) – On the PDREP website under References, the Frequently Asked Questions page gives quick answers to the most commonly received inquiries. Your question(s) may be easily answered there.
- [Guides & Manuals](#) – This area of the PDREP website (under References) houses the PDREP-AIS' technical documents. These comprehensive guides serve to offer directive on operational tasks and enable users to pinpoint or problem solve without expert assistance. These manuals do not instruct on policy or process and are instead stepwise instructions on using the PDREP-AIS application. Relevant process and policy are however referenced in the beginning of each of these manuals.
- [Online Training](#) – Computer-based distance learning may be accessed through the Reference fly-out of the PDREP website. Instruction takes place remotely via instructor-led directive, module simulation, video-conferencing, application demonstration, or recorded lesson.

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

REFERENCES

- [DFARS 246.7](#) Defense Federal Acquisition Regulation Supplement 246.704, Authority for use of warranties
- [DLMS 4000.25](#) Chapter 24, Appendices 7.27-7.28, Product Quality Deficiency Report Program
- [DoD Instruction 5000.2](#) Operation of the Defense Acquisition System
- [DoD Instruction 5000.79](#) Defense-Wide Sharing and Use of Supplier and Product Performance Information (PI)
- [DoD Instruction 5200.48](#) Controlled Unclassified Information (CUI)
- [FAR 46.7](#) Federal Acquisition Regulation 46.7, Warranties
- [NAVSO P3683](#) Navy Standard Operating Procedure 3683 (NAVSO P-3383), Navy and Marine Corps Product Data Reporting and Evaluation Program
- [NAVFAC 4855.1](#) Naval Facilities Engineering Command Instruction 4855.1, Product Data Reporting and Evaluation Program
- [NAVSEA 4855.39](#) Naval Sea Systems Command Instruction 4855.39, Implementation of the Product Data Reporting and Evaluation Program
- [SECNAV Instruction 4855.3](#) Secretary of the Navy Instruction 4855.3, Product Data Reporting and Evaluation Program
- [SECNAV Instruction 4855.5](#) Secretary of the Navy Instruction 4855.5, Product Quality Deficiency Report Program
- [SPAWAR 4440.12A](#) Space and Naval Warfare Systems Command Instruction 4440.12, Management of Operating Materials and Supplies, Government Furnished Property, and Inventory

1 ACCESS INSTRUCTION

Access to the functionality of the PQDR application is determined by the User's Access Level. PDREP has several Access Levels for PQDRs. Creation of records are DoDAAC specific, in that, the user can only create records associated with their DoDAAC. For specific access levels see **Table 1.1**.

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.	
Originator Point	No Access	User has no access to the application.
	View Access	Read Only Access to record history, SF 368, and SF1227 for records within user's DoDAAC.
	Non-Management Access	Access to records created by the user for the user's DoDAAC.
	Management Access	Access to records created by the user and records created at the user's DoDAAC.
	Full Access	Program Administrator
Screening Point	No Access	User has no access to the application.
	Non-Management Access	Access to records created by the user for the user's DoDAAC.
	Management Access	Access to records created by the user and records created at the user's DoDAAC.
	Full Access	Program Administrator
Action Point	No Access	User has no access to the application.
	Non-Management Access	Access to records created by the user for the user's DoDAAC.
	Management Access	Access to records created by the user and records created at the user's DoDAAC.
	Full Access	Program Administrator
Support Point	No Access	User has no access to the application.
	Non-Management Access	Access to records created by the user for the user's DoDAAC.
	Management Access	Access to records created by the user and records created at the user's DoDAAC.
	Full Access	Program Administrator
Local Purchase	No Access	User has no access to this capability.
	Full Access	Access to process Local Purchase PQDRs.


Table 1.1

2 MAIN PDREP APPLICATION SCREEN

Once you have logged in, the PDREP Home page will display (See **Figure 2.1**). 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,
[Home](#) • [Help](#) ▶ [Maintenance Message](#)
Last Logon: NOV 08, 2023 07:30 AM
[User Profile](#) ▶ • [Logout](#)

APPLICATIONS	Recently Accessed Record(s)		
ADMIN Links ▶	Record Type	Record Control Number	Last Accessed Date/Time
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 (RIMS) ▶			
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			
DCIS Summary Report			

DB Stat

Available Connections: 2
Borrowed Connections: 23
Total Connections: 25
Connections Created: 25
Connections Closed: 0
Abandoned Connections: 0
Pending Requests: 1
Remaining Pool Capacity: 175
Peak Connections: 23
Peak Connection Wait Time (msec): 79
Average Borrowed Connections: 4
Average Connection Wait Time (msec): 0
Cumulative Connections Borrowed: 1140463

PDREP-AIS Version : 6.0.28.355, Build Date : 11/07/2023

Figure 2.1

2.1 FINDING THE FLY OUTS

Hover the 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 2.2**).

The screenshot displays the PDREP (Product Data Reporting and Evaluation Program) web application interface. At the top, a green banner reads "This system contains CUI". Below this is the PDREP logo and the full name of the program. The page includes a welcome message, navigation links (Home, Help, Maintenance Message), and the user's last login information (NOV 08, 2023 07:30 AM). A main navigation menu is organized into sections: APPLICATIONS, SEARCHES, and REPORTS. The APPLICATIONS section lists various tools like ADMIN Links, SPPI Bulletins, CSR, MIR, PQDR, LOD, RIM, SAA, SAM, and SDR. The SEARCHES section includes CAGE, DODAAC, External Links, FSC, GIDEP, NAVSUP Level I/SUBSAFE Stock Search, NSN, PDREP Search, Requisition, Routing Identifier Code, UII Search, and User Search. The REPORTS section includes Contractor Profile, Material Profile, and DCIS Summary Report. A dropdown menu is open under the "Search" link in the APPLICATIONS section, listing options such as Ad Hoc Reports, Clone PQDR, Create New PQDR, RCN Search, Advanced QDR Search, DCMA Search, NIIN/Contract Search, End Item Search, MIR PQDR Search, and DCMA Exhibit/Suspense Search. A table titled "Recently Accessed Record(s)" is visible in the background, with columns for Record Type, Record Control Number, and Last Accessed Date/Time. At the bottom of the page, the version and build date are listed: PDREP-AIS Version : 6.0.28.355, Build Date : 11/07/2023.

Figure 2.2

2.2 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 2.2**).

3 PQDR AD HOC

3.1 AD HOC TOOL

Please refer to the PDREP Ad Hoc Tool User Guide for assistance using the PQDR Ad Hoc Tool.

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Product Data Reporting and Evaluation Program

Welcome,

Last Logon: NOV 08, 2023 07:30 AM

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

APPLICATIONS	Recently Accessed Record(s)		
	Record Type	Record Control Number	Last Accessed Date/Time
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	DB Stat
CAGE ▶	Available Connections: 2 Borrowed Connections: 23 Total Connections: 25 Connections Created: 25 Connections Closed: 0 Abandoned Connections: 0 Pending Requests: 1 Remaining Pool Capacity: 175 Peak Connections: 23 Peak Connection Wait Time (msec): 79 Average Borrowed Connections: 4 Average Connection Wait Time (msec): 0 Cumulative Connections Borrowed: 1140463
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	
DCIS Summary Report	

PDREP-AIS Version : 6.0.28.355, Build Date : 11/07/2023

Figure 3.1

3.2 QUERYING THE AD HOC

The Ad Hoc query generator can be used to generate a variety of reports; all results are downloadable to MS Excel spreadsheets. On screen instructions are available as a reminder on how to create the Ad Hoc query. The web page provides a method for users to choose a record type to query, select specific data elements from that record, and base the query on criteria like date range or code used in the record to get results (See **Figure 3.2**).

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

The screenshot displays the 'PQDR Ad hoc Report' web 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 title is 'PQDR Ad hoc Report'. Below the title, there are two sections of instructions. The first section, 'Instructions', provides steps for using a previously saved report. The second section, 'Please follow these steps to create new ad hoc report:', provides steps for creating a new report. Below the instructions, there are several input fields and buttons. 'My Ad hocs:' has a dropdown menu set to 'BIC IMPORT_EXPORT RCN' and buttons for 'Open My Ad hoc' and 'Manage My Ad hocs'. 'Select Data Record:' has a dropdown menu set to 'Product Quality Deficiency Reports' and a 'Get Data Elements' button. 'Row Count:' has an unchecked checkbox. 'maximum rowcount:' has a text input field set to '20000' and a note '(Maximum size : 20,000)'. 'Select Columns:' has a list of data elements: '*Report Control Number (RCN)', 'A9 Indicator', 'Action Office', 'Action Officer Ack Date', 'Action Officer Control Number', 'Action Officer Major Command', 'Action Point Ack Date', 'Action Point City', 'Action Point Country', and 'Action Point DODAAC'. There are 'Add Columns' and 'Delete Columns' buttons next to this list. 'Selected Data Elements' has a large empty box with the text 'No columns selected'. At the bottom, there is a 'Data Element:' dropdown menu and an 'Add Where' button.

Figure 3.2

4 PQDR WORKLIST

The PQDR Worklist pages are used to filter the list of PQDRs based on access role, status, DoDAAC, and User Code.

4.1 ACCESSING THE PQDR WORKLIST

To access PQDR Worklist select the *PQDR Worklist* Link from one of the sub-link options from the PQDR in the PDREP Applications (See **Figure 4.1**) and the PQDR Worklist page will display (See **Figure 4.2**).

This system contains CUI

PDREP
Product Data Reporting and Evaluation Program

Welcome, Last Logon: NOV 08, 2023 07:30 AM
[Home](#) • [Help](#) • [Maintenance Message](#) [User Profile](#) • [Logout](#)

APPLICATIONS	Recently Accessed Record(s)		
	Record Type	Record Control Number	Last Accessed Date/Time
ADMIN Links ▶			
SPPI Bulletins (SB) ▶			
Customer Service Request (CSR) ▶			
Material Inspection Record (MIR) ▶			
Product Quality Deficiency Report (PQDR) ▶	Ad Hoc Reports		
QALI/Letter of Delegation (LOD) ▶	Clone PQDR		
Receipt Inspection Management System (RIM)	Create New PQDR		
Supplier Audit & Assessments (SAA) ▶	Search ▶		
Supply Action Module (SAM) ▶	Worklist		
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
- DCIS Summary Report

DB Stat

Available Connections: 16 Borrowed Connections: 18 Total Connections: 34 Connections Created: 34 Connections Closed: 0 Abandoned Connections: 0 Pending Requests: 1 Remaining Pool Capacity: 166 Peak Connections: 28 Peak Connection Wait Time (msec): 38979 Average Borrowed Connections: 7 Average Connection Wait Time (msec): 0 Cumulative Connections Borrowed: 1392499

PDREP-AIS Version : 6.0.28.355, Build Date : 11/07/2023

Figure 4.1

4.2 WORKLIST SETTINGS

The Worklist settings will default as shown in **Figure 4.2**, with the Activity set to your primary DODAAC and the User Code set to your PDREP User ID. Under Show Worklist For, select the desired role; ORIGINATOR, SCREENING POINT, ACTION POINT, or SUPPORT POINT. If you want to see only PQDRs currently assigned directly to you, click Display Standard Worklist button. If you want to see all PQDRs assigned to your activity (DoDAAC) then you may remove your User Code and then click Display Standard Worklist button.

The screenshot shows the 'PQDR Worklist' interface. At the top, there is a navigation bar with the following tabs: 'PQDR Worklist', 'Create New PQDR', 'PQDR Search/Reports', 'PQDR Ad hoc Reports', and 'PQDR Clone'. Below the navigation bar, the main content area is titled 'PQDR Worklist'. It 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](#)
- Show Worklist For:** SCREENING POINT (dropdown menu)
- Status:** CURRENT WORKLIST (dropdown menu)
- From Date:** 11/18/2019 (calendar icon)
- To Date:** 11/18/2022 (calendar icon)
- DODAAC:** (text input field)
- User Code:** (text input field)
- Sort:** RECEIVED DATE - ASC (dropdown menu)
- Organization Code:** (text input field)
- Display Standard Worklist** (button)
- or select from your personalized PQDR Worklists below** (text)
- Instructions:**
 - To use previously saved Worklists:
 1. Select the worklist from my Worklists
 2. Click Open my Worklist
 3. To create a new worklist select Create New Worklist
 4. To delete previously saved worklist select Manage my Worklists
- my Worklists:** Autofill Testing RCNs (dropdown menu), Open my Worklist (button), Create New Worklist (button), Manage my Worklists (button)

Figure 4.2

- 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 4.3**.

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'. Below the tabs is a search and filter section with the following fields and options:

- Show Worklist For:** SCREENING POINT (dropdown)
- Status:** CURRENT WORKLIST (dropdown)
- From Date:** 11/18/2019 (calendar icon)
- To Date:** 11/18/2022 (calendar icon)
- DODAAC:** (text input)
- User Code:** (text input)
- Sort:** RECEIVED DATE - ASC (dropdown)
- Organization Code:** (text input)

Buttons include 'Display Standard Worklist' and 'or select from your personalized PQDR Worklists below'. Below the search section are instructions for using personalized worklists and a 'my Worklists' section with buttons for 'Autofill Testing RCNs', 'Open my Worklist', 'Create New Worklist', and 'Manage my Worklists'.

Below the search section, the 'Result count: 14' and 'Worklist Download: Click here to download data in spreadsheet' are visible. The main data table is as follows:

CAT	Received	History & Corresp.	RCN	SF-368	Vendor Cage	Manufacture Cage	C SI	NSN	Nomenclature	Requisition No.	Contact/Phone	Last Action	Last Corr Date	Last Corr From	Status	Days Overdue	Delete
II	10/08/2020	View		SF-368			YES		MATERIAL, SUPER SECRET			SCREENING POINT FROM ORIGINATOR	10/08/2020		ACTIVE		
II	03/05/2021	View		SF-368			NO		MISCELLANEOUS ITEMS			SCREENING POINT FROM ORIGINATOR	04/04/2022		ACTIVE		
II	03/05/2021	View		SF-368			NO		MISCELLANEOUS ITEMS			SCREENING POINT FROM ORIGINATOR	03/05/2021		ACTIVE		
II	05/25/2021	View		SF-368			YES		RETAINER,NUT AND BOLT			SCREENING POINT FROM ORIGINATOR	05/25/2021		ACTIVE		

Figure 4.3

Figure 4.3 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 PQDR was forwarded to the Action Point level.

- **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 Screening Point page for the PQDR. This is the page from which most Screening 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 and Manufacture Entity):** The CAGE code of the contractor to whom the deficiency has been attributed to will appear here if one has been supplied. Clicking on the CAGE code in this column will redirect you to the NIIN/Contract Search page and allow you to search for other PQDRs attributed to this CAGE code (which will be filled in automatically on the search page) or by other criteria. Note on Vendor CAGE/Vendor Liability: Vendor CAGE code is the party held responsible contractually for supplying the deficient material. If the PQDR is Vendor Liable, the PQDR will affect the SPRS Score of the Vendor CAGE Code identified.
- **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;
 1. **COG:** (Optional) Two-character Cognizance Symbol of the deficient item. When used, the COG identifies the inventory manager for the deficient item.
 2. **FSC:** (Required) Four-digit Federal Supply Class of the deficient item.
 3. **NIIN:** (Optional) Nine-digit National Item Identification Number of the deficient item.
 4. **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).

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.

- **Nomenclature:** Item description associated with the NIIN.
- **Requisition Number:** This information is key for receiving activity refunds 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: N45112/0/233/4567).
- **Contact/Phone:** The name and telephone number (if provided) of the point of contact who forwarded the PQDR to the current Work List 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. 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 yet been released to Screening point are considered DRAFTs and can be removed by selecting the hyper-linked word DRAFT.

4.3 PERSONALIZED PQDR WORKLIST

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

The screenshot displays 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:** A list of four steps: 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. A link for 'For additional help' is provided.
- Search Filters:**
 - 'Show Worklist For:' dropdown menu set to 'SCREENING POINT'.
 - 'From Date:' text box with '11/18/2019' and a calendar icon.
 - 'To Date:' text box with '11/18/2022' and a calendar icon.
 - 'DODAAC:' text box.
 - 'User Code:' text box.
 - 'Sort:' dropdown menu set to 'RECEIVED DATE - ASC'.
 - 'Organization Code:' text box.
- Buttons:** 'Display Standard Worklist' and 'or select from your personalized PQDR Worklists below'.
- my Worklists Section:**
 - Instructions:** To use previously saved Worklists: 1. Select the worklist from my Worklists, 2. Click Open my Worklist, 3. To create a new worklist select Create New Worklist, 4. To delete previously saved worklist select Manage my Worklists.
 - Buttons: 'Autofill Testing RCNs' (dropdown), 'Open my Worklist', 'Create New Worklist', and 'Manage my Worklists'.

A black arrow points from the 'Organization Code' text box to the 'Create New Worklist' button.

Figure 4.4

- A. To create a personalized PQDR Worklist, click *Create New Worklist*, see **Figure 4.4**.
- B. If it is advisable to know the number of rows before running the query for the first time, check the 'Get Row Count' check box. The initial query will return only the number of rows returned for the specified parameters. This is especially handy to check if there are more than 20,000 records that match your query. Remember to uncheck the 'Get Row Count' box when you are ready to retrieve the actual data set.
- C. After selecting Create New Worklist select the desired Data Elements for the Worklist (See **Figure 4.5**).

The screenshot shows the 'PQDR Worklist' application window. 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:**
 - To use a previously saved Worklist Report:
 1. Select a worklist from **My Worklists**
 2. Click **Open My Worklist** button
 3. To share or delete a previously saved worklist, select the **Manage My Worklists** button
 - Please follow these steps to create new Worklist Report:
 1. Select one or more Data Elements
 2. Click **Add Columns** and/or **Delete Columns** to set the Selected Data Elements List
 3. Select Data Element and click the **Add Where** button, to set the "where" condition(s)
 4. Enter the Expression and Value in the "where" clause
 5. To add more than one "where" condition, select a Logical Expression
 6. Click on **RUN QUERY**
- Report Title:** Data Record: PRODUCT QUALITY DEFICIENCY REPORT
- My Worklists:** Autofill Testing RCNs (dropdown) [Open My Worklist] [Manage My Worklists]
- Row Count:** (checkbox)
- maximum rowcount:** 20000 (Maximum size : 20,000)
- Select Columns:** A list of Data Elements including:
 - *Report Control Number (RCN)
 - A9 Indicator
 - Action Office
 - Action Officer Ack Date
 - Action Officer Control Number
 - Action Officer Major Command
 - Action Point Ack Date
 - Action Point City
 - Action Point Country
 - Action Point DODAAC
- Buttons:** [Add Columns], [Delete Columns], [Add Where], [Back]
- Selected Data Elements:** A box containing the text 'No columns selected'.

Figure 4.5

D. Selecting of Data Elements:

1. Selecting one Data Element will give you only the results on that individual element.
2. Multiple Data Elements may be selected in the column together by using the CTRL or Shift key.
3. Once Data Elements have been selected, click Add Columns to move them to the Selected Data Elements box. Data Elements can be removed from the Selected Data Elements box by selected them and clicking Delete Columns (See **Figure 4.6**).

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

PQDR Worklist

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

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

Report Title:
Data Record: PRODUCT QUALITY DEFICIENCY REPORT

My Worklists: Autofill Testing RCNs ▾ | Open My Worklist | Manage My Worklists

Row Count:

maximum rowcount: 20000 (Maximum size : 20,000)

Select Columns:

Data Elements
A9 Indicator
Action Office
Action Officer Ack Date
Action Officer Control Number
Action Officer Major Command
Action Point Ack Date
Action Point City
Action Point Country
Action Point DODAAC
Action Point DSN Number

Add Columns | Delete Columns

Selected Data Elements

*Report Control Number (RCN) ▲
Origination Point Activity
Date (Submitted)
Days Open
Status Literal
Screening Point DODAAC
Screening Point UserID ▼

Data Element: *Report Control Number (RCN) ▾ | Add Where | Back

Figure 4.6

4. Data Elements can be prioritized in the Selected Data Elements box by selecting data element and using the Up and Down arrows to the right of the box.
5. Data Elements can be prioritized in the drop down next to the 'Add Where' Button.
6. After Data Elements have been selected click Add Where to go to the Worklist report query screen where values and expressions can be placed to retrieve desired report results (See **Figure 4.7A**).
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 4.7B**).

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

PQDR Worklist

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

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

Report Title:
Data Record: PRODUCT QUALITY DEFICIENCY REPORT

My Worklists: Autofill Testing RCNs | Open My Worklist | Manage My Worklists

Row Count:
 maximum rowcount: 20000 (Maximum size : 20,000)

Select Columns:

Data Elements	Selected Data Elements
A9 Indicator	*Report Control Number (RCN)
Action Office	Origination Point Activity
Action Officer Ack Date	Date (Submitted)
Action Officer Control Number	Days Open
Action Officer Major Command	Status Literal
Action Point Ack Date	Screening Point DODAAC
Action Point City	Screening Point UserID
Action Point Country	
Action Point DODAAC	
Action Point DSN Number	

Data Element: Days Open | Add Where

Data Element	Data Type	Expression	(M) Value	Logical Expression	Delete	^	v
Origination Point Activity	CHAR(6)	=	N45112	AND	<input type="checkbox"/>	<input type="radio"/>	
Days Open	NUMBER	>	30	- Select -	<input type="checkbox"/>	<input type="radio"/>	

Run Query | Reset | Back

Figures 4.7A

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

Ad hoc Query Result

Print | Back

Save Worklist to Profile

Row Count: 278

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

Product Quality Deficiency Reports - Record							
RCN	*Report Control Number (RCN)	Origination Point Activity	Origination Point UserID	Originator UserID	Date (Submitted)	Days Open	Status Literal
				KC/	08/2	4059	ACTIVE
				ATF	01/1	5378	DEFECT UNDER INVESTIGATION
				ATF	01/1	5378	DEFECT UNDER INVESTIGATION
				KC/	07/2	2455	CLOSED

Figures 4.7B

5 SCREENING POINT ACTIONS

The Screening Point is the information owner of the PQDR, and as such, it their responsibility to maintain the data collected throughout the PQDR process. The Screening Point validates the investigation and corrective action processes for completeness before closing the PQDR.

5.1 ACCESSING THE PQDR

The Screening Point can either enter the RCN directly on the PQDR Search, RCN Search page (See **Figure 5.1** and **Figure 5.2**) or look up the PQDR on the Worklist page (See **Figure 4.1** and **Figure 4.3**) and click on the subject RCN. Once the new PQDR has been selected by either method, the PQDR Base Page will display (See **Figure 5.5**).

This system contains CUI

PDREP
Product Data Reporting and Evaluation Program

Welcome, Last Logon: NOV 08, 2023 07:30 AM
[Home](#) • [Help](#) ▶ [Maintenance Message](#) [User Profile](#) ▶ [Logout](#)

APPLICATIONS		Recently Accessed Record(s)		
		Record Type	Record Control Number	Last Accessed Date/Time
ADMIN Links ▶				
SPPI Bulletins (SB) ▶				
Customer Service Request (CSR) ▶				
Material Inspection Record (MIR) ▶				
Product Quality Deficiency Report (PQDR) ▶	Ad Hoc Reports			
QALI/Letter of Delegation (LOD) ▶	Clone PQDR			
Receipt Inspection Management System (RIM)	Create New PQDR			
Supplier Audit & Assessments (SAA) ▶	Search ▶			
Supply Action Module (SAM) ▶	Worklist			
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
- DCIS Summary Report

Search Dropdown Menu:

- RCN Search
- Advanced QDR Search
- DCMA Search
- NIIN/Contract Search
- End Item Search
- MIR PQDR Search
- DCMA Exhibit/Suspense Search

System Status:

- Peak Connection Wait Time (msec): 38979
- Average Borrowed Connections: 7
- Average Connection Wait Time (msec): 0
- Cumulative Connections Borrowed: 1392499

PDREP-AIS Version : 6.0.28.355, Build Date : 11/07/2023

Figure 5.1

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 - RCN Search				
Instructions (M) denotes a mandatory field 1. Enter at least the first 8 characters of your search				
(M) RCN Number/Requisition Number: <input type="text"/>				
<input type="button" value="Search"/>				

Figure 5.2

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

PQDR Worklist	Create New PQDR	PQDR Search/Reports	PQDR Ad hoc Reports	PQDR Clone
Screening Point Data Entry				
CHOOSE LEVEL	RCN: N45112 Category: CATEGORY II Location of PQDR: SCREENING POINT FROM ORIGINATOR			
Originator Screening Point Action Point Support Point	NSN: Status: ACTIVE			
QUICK VIEWS	<div style="border: 1px solid black; padding: 5px; display: inline-block;"> Acknowledge PQDR Send Originator Acknowledgement of Receipt </div>			
View SF-368 (HTML) View SF-368 (PDF) View Exhibit Tag View Points of Contact History User Guides	Release PQDR Re-Assign/Transfer to new POC within DoDAAC Redirect to an External DoDAAC Incorrect Recipient Activity - Return to Originator (NOTE: Use only when PQDR does not belong to your activity)			
SEND MESSAGE TO	Session Tracking:			
Originator Other	<input type="button" value="Back"/>			
ATTACHMENTS	View/Upload Files (0)			
EXHIBIT TRACKING	Exhibit Tracking Create DD-1348			

Figure 5.3

5.2 SENDING ACKNOWLEDGEMENT

The Screening Point should acknowledge receipt of PQDR and review the data or reassign/redirect immediately upon receipt of the PQDR. Click the Send Originator Acknowledgement of Receipt link (See **Figure 5.3 above**). The Send Message page will be displayed (See **Figure 5.4**). Autofill capability is added to quickly return and activity and enrolled users emails associated with the selected activity.

Send Message

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

Email address of Originator Recipient:

Select Recipient by Activity:

Select Recipient Email:

PQDR POC:

CC:

(M) Choose Correspondence Type:

Type Message:

(Please limit the size of message to 4000 characters)

Attach SF-368:

Figure 5.4

- A. A message will be sent to inform the Originator of the PQDR acceptance. The Send Message form displays to provide the opportunity to add comments.
- B. PQDR POC is available to add other process owners to Forward Messaging. This capability will not allow duplicate recipients, therefore, if the Originator is already selected as a recipient, this function will create an error advising they have already been chosen.
- C. After sending the acceptance message the Screening Point PQDR Base Page will display (See **Figure 5.5**).

PQDR Worklist Create New PQDR PQDR Search/Reports PQDR Ad hoc Reports PQDR Clone	
CHOOSE LEVEL	Screening Point Data Entry
Originator Screening Point Action Point Support Point	RCN: _____ NSN: _____ Category: CATEGORY II Status: ACTIVE Location of PQDR: SCREENING POINT FROM ORIGINATOR Screening Point - Editable Fields You may enter Screening Point data by selecting the links below Blocks 1- 21 View/Edit Screening Point Data Close this PQDR View/Add Notes or Reference Briefs Correspondence Choose an option when you have completed entering in your data Screening Point Letters Release PQDR Re-Assign/Transfer to new POC within DoDAAC Redirect to an External DoDAAC Forward to Action Point Incorrect Recipient Activity - Return to Originator (NOTE: Use only when PQDR does not belong to your activity)
QUICK VIEWS	
View SF-368 (HTML) View SF-368 (PDF) View Exhibit Tag View Points of Contact History User Guides	
SEND MESSAGE TO	
Originator Other	
ATTACHMENTS	
View/Upload Files (0)	
EXHIBIT TRACKING	
Exhibit Tracking Create DD-1348	
	Session Tracking: _____

Figure 5.5

NOTE: In many cases, the only action required by the Screening Point may be to review the PQDR for correctness and to forward it to an Action Point for investigation or to close the PQDR. The Screening Point may however add or edit information in Blocks 1-21 and in the View/Edit Screening Point Data.

5.3 SCREENING POINT – EDITABLE FIELDS

A. Edit Blocks 1-21 Data

1. To enter or edit mandatory fields from the SF368 as entered by the Originator click the Blocks 1-21 link from the Screening Point base page (See **Figure 5.7**).
2. The PQDR Originator Data Entry Blocks 1-21 will display. For detailed explanation of Blocks 1-21 please refer to the PQDR Originator instructions located on the PDREP Main Menu under Guides and Manuals.

B. View/Edit Screening Point Data

1. To add or edit information, click the View/Edit Screening Point Data link from the Screening Point base page (See **Figure 5.6**)

PQDR Worklist Create New PQDR PQDR Search/Reports PQDR Ad hoc Reports PQDR Clone	
CHOOSE LEVEL Originator Screening Point Action Point Support Point	Screening Point Data Entry
QUICK VIEWS View SF-368 (HTML) View SF-368 (PDF) View Exhibit Tag View Points of Contact History User Guides	<p>RCN: _____ NSN: _____</p> <p>Category: CATEGORY II Status: ACTIVE</p> <p>Location of PQDR: SCREENING POINT FROM ORIGINATOR</p> <p>Screening Point - Editable Fields</p> <p>You may enter Screening Point data by selecting the links below</p> <p>Blocks 1 - 21</p> <p>View/Edit Screening Point Data</p> <p>Close this PQDR</p> <p>View/Add Notes or Reference Briefs</p> <p>Correspondence</p> <p>Choose an option when you have completed entering in your data</p> <p>Screening Point Letters</p> <p>Release PQDR</p> <p>Re-Assign/Transfer to new POC within DoDAAC</p> <p>Redirect to an External DoDAAC</p> <p>Forward to Action Point</p> <p>Incorrect Recipient Activity - Return to Originator</p> <p>(NOTE: Use only when PQDR does not belong to your activity)</p>
SEND MESSAGE TO Originator Other	
ATTACHMENTS View/Upload Files (0)	
EXHIBIT TRACKING Exhibit Tracking Create DD-1348	
	<p>Session Tracking: _____</p>

Figure 5.6

2. The PQDR Screening Point Fields page displays (See **Figure 5.7** and **Figure 5.8**). This page allows the Screening Point to enter supplemental information about the PQDR such as stock screening or alert information, control numbers, Navy Local Routing Codes, Suspension Codes and other information. Please consult local policy for detailed information regarding the use of these fields.
3. Note that as of January 2023, per ADC 1411 a system generated requisition number is no longer acceptable to receive credit or replacement for DLA supplied items (see **Figure 5.9**).

PQDR Screening Point Fields

Instructions
(M) denotes a mandatory field
1. Enter mandatory fields
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
5. To cancel the process, click Cancel

Note : All modifications to Originator data (SF-368 blocks) must be done in the Originator data entry pages

Cancel Save Save and Exit

(M) Status: A-ACTIVE

Demilitarization Code: NONE
Controlled Item Inv. Code: NONE
Funding Code:
Signal Code:
Supplemental Activity:

Stock Screening Type: <SELECT>
Stock Screening Date:
Defective Material Reference:
ICP/RIC Code:
LRC Code:
TYCOM:
SYSCOM:

(M) 1a. Originator Activity Name:
Address:
City, State, Zip:
1b. Originator Name:
Telephone No.:
Email:

(M) Date (submitted): 01/04/2022
(M) 2a. Screening Point:
(M) 2b. Name: USER (BETA) GUIDE
(M) Telephone No.:
(M) Email:

Screening Point Released Date:
DODIC/NALC (ammunition)
Screening Point Control No:
Screening Point Receipt Date: 01/04/2022
Action Point Due Date:
Case Reopened Date:

Figure 5.7

Screening Point Rebuttal Date:

Exhibit Required Ship Date:

12c. Last Repair Facility: (CAGE or DoDAAC)

(M) 13b. Requisition No: Generate Requisition Number

Requisition No. not provided/known

Action PQDR RCN:
Previous PQDR RCN:
Suspension Status: <SELECT> Add

Alert Notification:
(If checked, Alert Narrative is required)

Alert Narrative:
(max 200 characters)

Screening Point Comments:
(max 2000 characters)

Results of Depot Surveillance:
(max 2000 characters)

Cancel Save Save and Exit

Figure 5.8

C. Army only Screening Points

Product failed before expected life expectancy, Weapon Systems Group and Weapon Systems Code (See **Figure 5.9**).

The screenshot shows a form with the following elements:

- TYCOM: 8 - ARMY
- Product Failed Before Expected Life Expectancy:
- Weapon Systems Group: <SELECT>
- Weapon Systems Code: <SELECT>

Figure 5.9

5.4 VIEW/ADD NOTES OR REFERENCE BRIEFS

The View/Add Notes and Reference Brief link from the Screening Point base page 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 report or correspondence. They are frequently used for things like workflow notes or documenting telephone conversations regarding a PQDR. Although they are not visible outside of PDREP, the notes are visible to PDREP users at the originator's DoDAAC, not just the user who entered the note.

- A. To enter notes or reference briefs, click the View/Add Notes or Reference Briefs link on the Screening Point Data Entry base page (See **Figure 5.7**). The form illustrated in **Figure 5.10** displays.

The screenshot shows a form titled "View/Add Notes or Reference Briefs" with the following content:

Instructions

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

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

Buttons: Cancel, Add Note/Brief

Figure 5.10

- B. Click the Add Note/Brief to complete this action.
- C. The 'Add Note/Reference' section becomes visible and may be edited (See **Figure 5.11**). Several Note/Reference Brief types are available to select from. Entering pertinent information here, rather than as an attached .pdf is more secure and conforms to DoDI 5200.48 CUI requirements.

View/Add Notes or Reference Briefs

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

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

Add Note/Reference

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

Note Type: APPENDIX-PDREP NOTE ▼

Date: APPENDIX-PDREP NOTE

Note/Brief:

APPENDIX-PDREP NOTE
CONVERSATION-CONVERSATION
DRAWING-TECHNICAL DRAWING CHANGE
ECP-ENGINEERING CHANGE PROPOSAL
EMAIL-EMAIL
ER-ENGINEERING REFERRAL
GS-GENERAL STATUS UPDATE
LI-LUBRICATION INSTRUCTION
LI PENDING-LUBRICATION INSTRUCTION PENDING
MAINT ADV-MAINTENANCE ADVISORY
MFR-MEMO FOR RECORD
MI-MODIFICATION INSTRUCTION
MI PENDING-MODIFICATION INSTRUCTION PENDING
OTC-OTHER TREND CODE

Figure 5.11

5.5 CORRESPONDENCE

Screening Point Letters

- A. Click the Screening Point Letters link beneath the Correspondence heading on the Screening Point Data Entry base page (See **Figure 5.7**).
- B. The PQDR Correspondence form displays (See **Figure 5.11**).

PQDR Correspondence

Choose Correspondence to Send: <SELECT> ▼ Generate

Correspondence Date	Correspondence	Suspension Date	Edit
01/18/2022	LI		
01/18/2022	FC		
11/21/2022	AC	11/21/2022	Edit

Cancel

Figure 5.12

- C. If no investigation will be conducted because the report does not meet PQDR criteria or because the deficient item is a GSA item, then the Screening Point will

close the PQDR and inform the Originator of this action by using either the 'CLOSING ACTION ON PQDR' or one of the GSA letters.

- D. If an investigation was conducted and stock screening is directed, then the Screening Point would send the 'SCREENING LETTER AND FISC NOTIFICATION'.

5.6 RELEASE PQDR

A. Re-Assign/Transfer to New POC within DODAAC

Use this function to either reassign a PQDR to another individual Screening Point within your activity.

1. From the Screening Point Data Entry base page, click the Re-Assign/Transfer to New POC within DODAAC link (See **Figure 5.7**). The Reassign PQDR from Screening Point to Screening Point will display form (See **Figure 5.13**). This option preselects the activity to match the activity the current POC is affiliated.

Reassign PQDR within Screening Point	
<input type="button" value="Cancel"/> <input type="button" value="Forward PQDR"/>	
Send To	
Choose Screening Point Activity:	N45112
Choose Screening Point E-mail Address:	(Focal Point) BETA (BETA) USER - <input type="button" value="v"/>

Figure 5.13

2. Additional recipients can be allocated by adding an email recipient and selecting the Add CC option. Utilizing a predetermined Distribution list can also be selected by highlighting the specific list and selecting the checkbox.
3. Attaching the SF368 is preselected as Yes. This can be scrolled to the off position.

B. Redirect to an External DODAAC

Use this function to redirect the PQDR to an entirely different Screening Point activity as required.

1. From the Screening Point Data Entry base page, click the Redirect to an External DODAAC (See **Figure 5.7**). The Reassign PQDR from Screening Point to Screening Point form will display (See **Figure 5.14**).

Reassign PQDR from Screening Point to Screening Point	
<input type="button" value="Cancel"/> <input type="button" value="Forward PQDR"/>	
Send To	
Choose Screening Point Activity:	<input type="text"/>
Choose Screening Point E-mail Address:	<input type="text"/>

Figure 5.14

2. Choose the activity (DoDAAC) of the individual Screening Point. This field will auto populate based on initial inputs.
3. Once the Screening Point Activity has been selected, the Choose Screening Point E-mail Address selection box will display beneath the Activity. Select the email address to receive the record. Only users with the appropriate access will display for selection.
4. Additional recipients can be allocated by adding an email recipient and selecting the Add CC option. Utilizing a predetermined Distribution list can also be selected by highlighting the specific list and selecting the checkbox.
5. Attaching the SF368 is preselected as Yes. This can be scrolled to the off position.

C. Forward to Action Point:

If an investigation should be conducted by an Action Point, this function will complete the forwarding action. Click the Forward to Action Point link and the Forward PQDR from Screening Point to Action Point page will display (See **Figure 5.15**).

Forward PQDR from Screening Point to Action Point	
<input type="button" value="Cancel"/> <input type="button" value="Forward PQDR"/>	
Send To	
Choose Action Point Activity:	<input type="text"/>
Choose Action Point E-mail Address:	(Focal Point) <input type="text"/>

Figure 5.15

1. Select the DODAAC of the Action Point from the Choose Action Point Activity selection box. The Choose Action Point E-mail Address list will display (See **Figure 5.25**). The remainder of this function will be the

same as reassigning to another Screening Point but if the Action Point is outside your activity, accept the default for the Action Point activity.

2. Additional recipients can be allocated by adding an email recipient and selecting the Add CC option. Utilizing a predetermined Distribution list can also be selected by highlighting the specific list and selecting the checkbox.
3. Attaching the SF368 is preselected as Yes. This can be scrolled to the off position.

D. Incorrect Recipient Activity- Return to Originator

This function should be used if the PQDR was forwarded to the wrong Screening Point activity and the correct activity to which the PQDR should be reassigned is unknown.

This function may also be used if the PQDR was unintentionally released to the Screening Point and needs to be returned to the Originator's control. This link functions in the same manner as the other forwarding actions but the Originator's activity and e-mail address are pre-populated and not editable.

5.7 SEND MESSAGE TO

The available recipients in this section will vary according to the level to which the PQDR has been previously forwarded. For example, upon receipt by the Screening Point the available links would be Originator for direct messages to the PQDR Originator or 'Other' for all other recipients. The page that displays is nearly identical to the forwarding page previously discussed and the same conventions should be followed. After forwarding, the available recipient links may include 'Action', 'Support', etc.

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

6 OTHER PQDR BASE PAGE FEATURES

The PQDR Base Page (See **Figure 5.8**) 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 as the result of an RCN search. Actions available from the base page are described in **Section 6.1**.



Figure 6.1

6.1 QUICK VIEWS

The links in the Quick Views section of the PQDR Base Page (see **Figure 6.1**) provide a way to quickly review the various forms associated with a PQDR as follows:

- A. **View SF-368 (HTML):** Displays the SF-368 form in a new window as web-formatted text. This is the quickest way to retrieve an SF-368 for review but may not be suitable for printing.
- B. **View SF-368 (PDF):** Displays the SF-368 form in a new window as an Adobe Acrobat PDF document. This is the version most representative of the paper SF-368 form and is suitable for printing.
- C. **View 1227 (HTML):** This link is only available to non-SUPPORT POINT activities after a SUPPORT POINT investigation has been conducted and displays the DLA-1227 (Report of Investigation Results) form in a new window as web-formatted text. This is the quickest way to retrieve a 1227 for review but may not be suitable for printing. This form is visible to SUPPORT POINT users while the investigation is still in progress at the SUPPORT POINT level.
- D. **View 1227 (PDF):** This link is only available to non-SUPPORT POINT activities after a SUPPORT POINT investigation has been conducted and displays the DLA-1227 (Report of Investigation Results) form in a new window as an Adobe Acrobat PDF document. This is the version most representative of the paper 1227 form and is suitable for printing. This form is visible to SUPPORT POINT users while the investigation is still in progress at the SUPPORT POINT level.
- E. **View Exhibit Tag:** Displays a DD2332 exhibit tag form for attachment to an exhibit to the PQDR investigation if desired.
- F. **View Points of Contact:** Displays all points of contact assigned to date who may be participating in the PQDR investigation. This will include the Originator, Screening, Action and Support Point individuals as well as any Government, Contractor, Subcontractor and Shipper investigators assigned.
- G. **History:** Displays a comprehensive history of all forwarding actions and correspondence to date for the subject PQDR. The text of all e-mail messages

will display on the History page, and a link is provided to any formal letter correspondence sent from PDREP so that the correspondence can be reviewed and reprinted if needed.

- H. **User Guides:** Link takes you directly to the appropriate application user guide.

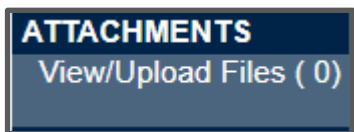


Figure 6.2

6.2 ATTACHMENTS

- A. Files of various types that support the PQDR or the investigation can be attached to a PQDR in PDREP.
- B. Click the View/Upload files link to see any files that have been attached to the PQDR to date (See **Figure 6.2**). The number of currently attached files will appear in parentheses. To attach new files, click the View/Upload Files link and then click Add Attachments and follow the instructions on the page. The maximum file size for any single attachment is 10 megabytes.
- C. To remove a selected attachment from the list of correspondence use control 'click of the mouse'. For more information on process specifics, please see the Attachment Tool user guide

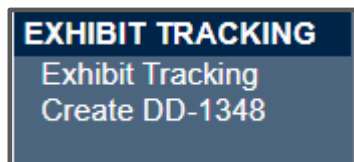


Figure 6.3

6.3 EXHIBIT TRACKING

- A. The shipment and receipt of exhibits associated with the PQDR investigation can be tracked here. Click the Exhibit Tracking link (See **Figure 6.3**) and follow the instructions on the page if you wish to track exhibits.
- B. **For ARMY:** ADD/UPDATE SHIPMENT TRACKING link is only available to Action Point/Action Officer to the assigned user or Action Officer which has management access to the assigned Activity.
- C. **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.

6.4 USER INFORMATION

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

6.5 SESSION TRACKING

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

6.6 PQDR RETRACTION

A PQDR can be retracted up to the point that the Action Point acknowledges it. Once it has been acknowledged the Screening Point can no longer retract it (See **Figure 6.4**).

The screenshot displays the 'Screening Point Data Entry' page. At the top, there are navigation tabs: 'PQDR Worklist', 'Create New PQDR', 'PQDR Search/Reports', 'PQDR Ad hoc Reports', and 'PQDR Clone'. The left sidebar contains several menu 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' (Originator, Action Point, Other), 'ATTACHMENTS' (View/Upload Files (0)), and 'EXHIBIT TRACKING' (Exhibit Tracking, Create DD-1348). The main content area shows 'RCN: Category: CATEGORY I' and 'NSN: Status: ACTIVE'. Below this, it states 'Location of PQDR: ACTION POINT FROM SCREENING POINT' and 'Screening Point - Editable Fields'. There are several links: 'Blocks 1- 21', 'View/Edit Screening Point Data', and 'View/Add Notes or Reference Briefs'. Under 'Correspondence', there is a link for 'Screening Point Letters'. A link for 'Re-Assign/Transfer to new POC within DoDAAC' is also present. The 'Retract PQDR' button is highlighted with a red box. At the bottom, there is a 'Session Tracking:' section and a 'Back' button.

Figure 6.4

7 SCREENING POINT CLOSING ACTIONS

Either upon receipt of investigation results from the Action Point or upon review of a PQDR that does not require investigation; the Screening Point will review and enter closing codes and investigation results and close the PQDR. If an Action Point investigation was conducted then the codes and investigation results narrative will be pre-populated for the Screening Point to review, edit or supplement as necessary.

7.1 ACCESSING THE CLOSING ACTIONS

Click on 'Close this PQDR' on the Screening Point main page and the Close PQDR page displays (See **Figure 7.1**).

Figure 7.1 Data Fields

- **(M) Status:** Select any applicable status code beginning with 'C' to close the PQDR.
- **Screening Point Comments:** The narrative here provides the screening point a chance to enter their comments related to this PQDR investigation.
- **(M) Deficiency Responsibility Code:** Identifies the party found responsible for the deficiency. Vendor or contractor liability is indicated solely by the code of 'A-PRIVATE CONTRACTOR'. All other codes indicate some degree of government liability or that the responsibility is unknown.
- **Severity of Defect:** This Code corresponds to the severity of any defect found or confirmed as described in the investigation results.
- **(M) Broad Cause Code:** This code should correspond with the broad cause of the deficiency.
- **Detailed Cause Code:** This code allows for further supporting info to be added that supports the Broad Cause Code.
- **Preventive Action Code:** This code provides recommendation to avert potential future PQDRs.
- **(M) Corrective Action Taken:** Identifies the corrective action taken by the contractor and/or government investigators.
- **Final Exhibit Disposition Code:** Guidance for how to manage the exhibit.
- **(M) Cost Code:** This code should identify the party who will bear the cost of the deficiency.
- **(M) Credit Code:** Identifies whether fiscal credit is granted to the Originator.
- **(M) Defect Verified Ind.:** Was the defect verified by the government investigator.
- **Credit Memo:** This field is displayed for information purposes and will contain any credit memo reference entered by DLA.

Close PQDR

Instructions
(M) denotes a mandatory field
1. Change Status to CLOSE (any code beginning with C) to CLOSE this PQDR.
Grayed out Status codes are discontinued and shown for historical purposes only.

(M) Status: A -ACTIVE ▼

Screening Point Comments:
(max 2000 characters)

(M) Deficiency Responsibility Code: <SELECT> ▼

Severity of Defect: <SELECT> ▼

(M) Broad Cause Code: <SELECT> ▼

Detailed Cause Code: <SELECT> ▼

Preventive Action Code: <SELECT> ▼

(M) Corrective Action Code: <SELECT> ▼

Final Exhibit Disposition Code: <SELECT> ▼

(M) Cost Code: <SELECT> ▼

(M) Credit Code: <SELECT> ▼

(M) Defect Verified Ind: <SELECT> ▼

Credit Memo: N/A
Case Reopened Date: N/A

Investigation Results:

Alert Notification:

Alert Narrative:

Results of Depot Surveillance:

Screening Point Activity:
Action Point Activity: N/A
Support Point Activity: N/A
Screening Point Receipt Date:
Screening Point Release Date: N/A
Screening Point Rebuttal Date: N/A
Action Point Rebuttal Date: N/A
Closed Date:

Action to Support Date: N/A
Action to Screening Date: N/A
Support Point Receipt Date: N/A
Support Point Release Date: N/A

Figure 7.1

- **Case Reopened Date:** If a previously closed PQDR is reopened then the date on which it was last reopened will display here.
- **Investigation Results:** The narrative here should provide a comprehensive set of findings from any investigation conducted. It is typically supplied by the Action Point but can be edited by the Screening Point.
- **DLA Credit Code (DLA only):** Optionally identifies any credit action initiated by DLA if the deficient item was DLA managed.
- **Alert Notification and Narrative:** This optional indicator and narrative can be used to recommend to NAVSUP that the deficiency be reported on the monthly Defective Material Summary.
- **Results of Depot Surveillance:** If a stock screen or depot surveillance was initiated as a result of this PQDR then the results may be recorded here.
- **Other Fields:** The remainder of this page contains date and reference fields that are maintained by the system and generally should not be manipulated here.

Once the PQDR has been closed the Screening Point should notify the Originator of the closing actions, investigation results and provide disposition instructions for any exhibits to the investigation. Screening Points should consult local policy for guidance regarding any additional closing requirements.

8 HOW TO REOPEN CLOSED PQDR

If further information is needed and the PQDR needs to be reopened the following procedure will need to be followed.

8.1 ACCESSING REOPEN ACTION

- A. Click on 'Reopen this PQDR' (See **Figure 8.1**) and the Close PQDR page displays (See **Figure 8.2**).

The screenshot shows a web application interface for PQDR management. At the top, there are navigation tabs: 'PQDR Wizard', 'Create New PQDR', 'PQDR Search/Reports', 'PQDR Ad hoc Reports', and 'PQDR Clone'. Below the tabs is a sidebar menu with 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' (Originator, Action Point, Other), 'ATTACHMENTS' (View/Upload Files (0)), and 'EXHIBIT TRACKING' (Exhibit Tracking, Create DD-1348). The main content area is titled 'Screening Point Data Entry' and contains the following information: 'RCN: Category: CATEGORY II', 'NSN: Status: CORRECTED AND VERIFIED on 09/16/2022', 'Location of PQDR: CLOSED', 'Suspend Message: THIS PQDR WAS CLOSED', 'Screening Point - Editable Fields', a button labeled 'Reopen this PQDR', a link 'View/Add Notes or Reference Briefs', 'Correspondence' section with a note 'Choose an option when you have completed entering in your data' and a link 'Screening Point Letters', and 'Session Tracking:' with a 'Back' button at the bottom.

Figure 8.1

Close PQDR

Instructions
(M) denotes a mandatory field
1. Change Status to CLOSE (any code beginning with C) to CLOSE this PQDR.
Grayed out Status codes are discontinued and shown for historical purposes only.

Cancel Save Save and Notify Originator

(M) Status: AG-CASE/PQDR REOPENED

Screening Point Comments:
(max 2000 characters)

M.D. F... Responsibility: C...

Figure 8.2

- B. The Status field will automatically select AG-CASE/PQDR REOPENED. Click on save or save and Notify Originator to reopen PQDR.

9 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.
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 UserID	PDREP UserID 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.

PDREP ADHOC Display Name	Other Term(s) or Alias's possibly used in PDREP or other IT systems; Description
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.
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
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

PDREP ADHOC Display Name	Other Term(s) or Alias's possibly used in PDREP or other IT systems; Description
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 Sub screener Date:Date forwarded (delegated) from Master Screener to a Sub Screener (Army Screening Point) within the same activity or to a Screening Point outside the Army.
Army Mstr Screener DoDAAC	Army Master Screener DoDAAC: The Army Master Screener's Activity or DODAAC.
Army Mstr Screener UserID	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	
Army Product Type Literal	Army Product Type Code Literal: Literal describing the associated code.
Army SubScr to Mstr Scr Dt	Army Subscreeener 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.

PDREP ADHOC Display Name	Other Term(s) or Alias's possibly used in PDREP or other IT systems; Description
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.
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.
Credit Code	A code designating the type of restitution that will be authorized for the deficient material.

PDREP ADHOC Display Name	Other Term(s) or Alias's possibly used in PDREP or other IT systems; Description
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
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.

PDREP ADHOC Display Name	Other Term(s) or Alias's possibly used in PDREP or other IT systems; Description
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.
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.
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.

PDREP ADHOC Display Name	Other Term(s) or Alias's possibly used in PDREP or other IT systems; Description
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.
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.

PDREP ADHOC Display Name	Other Term(s) or Alias's possibly used in PDREP or other IT systems; Description
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.
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.
Invoice Number	Invoice Number of the deficient material from DD250.

PDREP ADHOC Display Name	Other Term(s) or Alias's possibly used in PDREP or other IT systems; Description
Item (New/Repaired/Overhauled)	Indicates whether or not the defective/deficient item/commodity is new, repaired, or overhauled.
Item Under Warranty	Indicates whether the item is covered by an established or formal warranty. (Y)es or (N)o or (U)nkown.
Job Order	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.
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.

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

PDREP ADHOC Display Name	Other Term(s) or Alias's possibly used in PDREP or other IT systems; Description
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. Qty deficient X Unit Cost.
Repair Facility Indicator	Indicates whether the Manufacturer's CAGE code entered for the deficient material refers to a Repair Facility.
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.
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.

PDREP ADHOC Display Name	Other Term(s) or Alias's possibly used in PDREP or other IT systems; Description
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.
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.
Support Point Completed Date	Date the support point completed all actions related to the PQDR investigation.

PDREP ADHOC Display Name	Other Term(s) or Alias's possibly used in PDREP or other IT systems; Description
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
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.
Ull Contract DoDAAC	The Unique Item Identification Number's related Contract DoDAAC
Ull 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.

PDREP ADHOC Display Name	Other Term(s) or Alias's possibly used in PDREP or other IT systems; Description
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.
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.

10 REFERENCE CODES

CODE	DESCRIPTION
CAUSE	
A	NORMAL WEAR AND TEAR & COMPONENT (WORN OUT)
C	CONTRACT ERROR
D	TECHNICAL DATA PACKAGE (TDP)/DESIGN ERROR
M	MAINTENANCE ERROR
N	CONTRACTOR NONCOMPLIANCE
P	PART APPLICATION
S	SHELF-LIFE PROBLEM
U	MISUSE OF ITEM
V	OPERATED BEYOND LIFE LIMITS
X	UNDETERMINED
Z	INVALID REPORT
CORRECTIVE ACTION	
A	TO BE REPAIRED/REPLACED BY CONTRACTOR AT NO COST TO GOVERNMENT
B	REPAIRED BY USING ACTIVITY - NOT CONTRACTOR REPRESENTATIVE
C	TO BE REPAIRED/REPLACED BY GOVT - DEPOT/OVERHAUL FACILITY
D	EXHIBIT(S) SCRAPPED WITHOUT REPLACEMENT
E	USE-AS-IS
F	TO BE REPAIRED/REPLACED BY CONTRACTOR AT GOVERNMENT EXPENSE
G	EXHIBIT NOT REQUIRED, TURN IN THROUGH NORMAL SUPPLY
H	CONSIDERATION REQUESTED
I	NO CORRECTIVE ACTION - ACCEPTABLE RISK
X	NO CORRECTIVE ACTION
Z	INVALID REPORT
COST	
C	COST TO GOV'T (COMMERCIAL SUPPLIER)
G	COST TO GOV'T (GOV'T MFGR/SUPPLIER)
N	NO COST TO GOV'T (COMMERCIAL SUPPLIER)
U	UNDETERMINED
Z	NO COST TO GOV'T (GOV'T MFGR/SUPPLIER)
CREDIT	
C	NO CREDIT (COMMERCIAL SUPPLIER)
F	REPAIRED BY USER
G	NO CREDIT (GOV'T SUPPLIER)
N	CREDIT (COMMERCIAL SUPPLIER)
P	VENDOR REPLACEMENT
R	VENDOR REPAIR
S	SOURCE OF SUPPLY REPLACEMENT
T	SOURCE OF SUPPLY REPAIR
U	UNKNOWN
W	CREDIT AUTHORIZED
X	NO CREDIT AUTHORIZED
Z	CREDIT (GOV'T SUPPLIER)
DEFECT VERIFIED	
N	DEFECT NOT VERIFIED
O	OTHER THAN REPORTED
U	UNABLE TO TEST FOR DEFECT
Y	DEFECT VERIFIED
DETAILED CAUSE CODE	
1AA	INCORRECT MATERIAL
1AB	POOR WORKMANSHIP
1AC	WELDING
1AD	PROTECTIVE COATING
1AE	IMPROPER MARKING
1AF	IMPROPER INSTALLATION
1AG	DIMENSIONAL NONCONFORMANCE
1AH	MANUFACTURING PROCESS

CODE	DESCRIPTION
1AI	INADEQUATE SOLDERING
1AJ	IMPROPER LUBRICATION
1AK	DOCUMENTATION MISSING
1AL	MISSING HARDWARE
1AM	DAMAGED (VISUAL)
1AN	COMPONENT FAILURE
1AP	BRAZING
1AQ	BONDING
1AR	PITTING
1AS	HEAT TREAT
1AT	PLATING
1AU	CHEMICAL FILM
1AV	IMPREGNATION
1AW	KITTING
1AX	MACHINING (CUTTING, GRINDING, ETC.)
1AY	CLEANING
1AZ	CLEAN ROOM
2AA	INCORRECT TECHNICAL DATA PACKAGE
2AB	INCOMPLETE TECHNICAL DATA PACKAGE
2AC	OUTDATED TECHNICAL DATA PACKAGE
2AD	INADEQUATE TEST PROCEDURES
2AE	INCORRECT MECHANICAL DESIGN
2AF	INCORRECT ELECTRICAL DESIGN
2AG	INADEQUATE CONFIGURATION CONTROL
2AH	WORK INSTRUCTIONS
2AI	ELECTRICAL OPERATIONAL MALFUNCTION
2AJ	ELECTRICAL DEFECTIVE MATERIAL
2AK	ELECTRONIC OPERATIONAL MALFUNCTION
2AL	ELECTRONIC DEFECTIVE MATERIAL
2AM	MECHANICAL OPERATIONAL MALFUNCTION
2AP	NON-ELECTRO/MECH DESIGN DEFICIENCY
2AR	PRESERV/PACKAGING
3AA	INADEQUATE QA REQUIREMENTS
3AB	WRONG ITEM
3AC	PROCURED TO WRONG DRAWING REVISION
3AD	IMPROPER MAINTENANCE PROCEDURE
3AE	INCOMPLETE OVERHAUL
3AF	IMPROPER TORQUE
3AG	MRB
3AH	COMPUTER (SOFTWARE) QUALITY ASSURANCE
3AI	AUTOMATIC TEST EQUIPMENT
3AJ	CALIBRATION
3AK	ELECTRONIC TESTING
3AL	MECHANICAL TESTING
3AM	NDT
3AN	FINAL INSPECTION
3AP	CHEMICAL ANALYSIS
4AA	EXPIRED SHELF-LIFE
4AB	INAPPROPRIATE SHELF-LIFE
4AC	IMPROPERLY EXTENDED SHELF-LIFE
4AD	TECHNICAL MANUAL ERROR
4AE	IMPROPER FIELD FIX
4AF	NORMAL WEAR AND TEAR
4AG	ESD
5AA	PURCHASING
5AB	VENDOR CERTIFICATION
5AC	RECEIVING INSPECTION
5AD	CORRECTIVE ACTION
5AE	SEGREGATION OF NONCONFORMING MATERIAL
5AF	GEM/GFE/GFP
5AG	LACK OF CLEANLINESS

CODE	DESCRIPTION
5AS	COUNTERFEIT MATERIEL, SUSPECT
9ZZ	NOT APPLICABLE
RESPONSIBILITY	
A	PRIVATE CONTRACTOR
B	PROCUREMENT AGENCY
C	GOVERNMENT MANUFACTURER (ORGANIC FACILITY)
D	DESIGN AGENCY
E	GOVERNMENT OVERHAUL FACILITY
F	USING ACTIVITY
G	GOVERNMENT SUPPLY ACTIVITY
H	UNKNOWN
I	INVALID REPORT
J	BLANK
K	FIELD MAINTENANCE
SEVERITY	
1	CRITICAL
2	MAJOR
3	MINOR
4	UNKNOWN
5	NO DEFECT FOUND
STATUS	
A	ACTIVE
A1	FOLLOW UP BY ORIGINATOR
A2	FOLLOW UP BY SCREENING POINT
A3	FOLLOW UP BY ACTION POINT
A4	FOLLOW UP BY SUPPORT POINT
A5	2ND FOLLOW UP BY ACTION POINT
A6	INFORMATION PQDR MADE ACTIVE
A7	EXHIBIT RECEIVED
A8	INTERIM RESPONSE NO SCREEN/NO ACTION
A9	RESULT OF DMS/AIG SCREENING
AA	ADDITIONAL INFO REQUESTED
AB	NAVWPNEGSSUPPACT INVESTIGATION
AC	60 DAYS INQUIRY ON STATUS
AD	DEFECT UNDER INVESTIGATION
AE	EXHIBIT REQUESTED
AF	EXHIBIT SHIPPED
AG	CASE/PQDR REOPENED
AH	UNACCEPTABLE REPLY
AI	INFORMATION
AJ	FMSO SCREEN W/O IM REQUEST
AK	IM REQUEST SCREEN FMSO DOES NOT
AL	ORIGINATOR TO HOLD EXHIBIT
AM	RETURN FOR DISPOSITION INST.
AN	IM REQUEST FOR ADDITIONAL INFO
AP	ACTION PT INV REPORT SUBMITTED
AR	INTERIM REPLY
AT	REBUTTAL
AU	OTHER
AX	INVESTIGATION EXTENSION REQUEST
C	CLOSED
CA	INVALID PQDR
CB	INVESTIGATED BY TECHNICAL ACTIVITY
CC	NONRESPONSIVE INVESTIGATION
CD	DEFECT PREVIOUSLY INVESTIGATED
CE	ENHANCEMENT
CF	EXHIBIT UNAVAILABLE
CG	INVESTIGATION COMPLETED WITHOUT EXHIBIT (NOT REQUESTED)
CH	NO INVESTIGATION - EXHIBIT DAMAGED
CI	INFORMATION ONLY/RELIABILITY DATA
CJ	INVESTIGATION WITH DAMAGED EXHIBIT

CODE	DESCRIPTION
CK	CONTRACTOR UNWILLING TO INVESTIGATE
CL	CONTRACT CLOSED
CM	NO PROCUREMENT QA
CN	MANUFACTURING SOURCES OR TECHNICAL DATA NO LONGER AVAIL
CO	CHILD PQDR
CP	INVESTIGATION COMPLETED WITH EXHIBIT
CQ	EXHIBIT RETURNED/INVESTIGATION CONDUCTED
CR	STOCK SCREENED PQDR
CS	NO CLOSING DATA RECEIVED FROM EXTERNAL SYSTEM
CT	MISSING NECESSARY INFORMATION
CU	INVESTIGATION COULD NOT VALIDATE DEFECT
CV	CORRECTED AND VERIFIED
CW	ISOLATED INCIDENT/ACCEPTABLE RISK
CX	CANCELLED RECORD
CY	CLOSED UNDER WARRANTY PROVISIONS
CZ	ADMINISTRATIVE CLOSING
STOCK SCREENING	
1	AIG/NAVAL MSG
2	DMS
3	NUCLEAR DMS
4	NAVAL LTR
5	BULLETIN
6	GIDEP ALERT
STOCK SCREENING ACTION	
PC	STOCK SCREEN COMPLETED (NAVY)
PI	STOCK SCREEN INITIATED (NAVY)
PN	STOCK SCREENING NOT RECOMMENDED
PR	STOCK SCREEN RECOMMENDED
SUSPENSION	
SS	WAITING FOR STOCK SCREENING RESULTS
WA	WAITING FOR ACTION POINT INFORMATION
WC	WAITING FOR CONTRACTOR INFORMATION
WD	WAITING FOR DESIGN INFORMATION
WE	WAITING FOR EXHIBIT
WO	WAITING FOR ORIGINATOR INFORMATION
WP	WAITING FOR PM REVIEW
WS	WAITING FOR SCREENING POINT INFORMATION
TYCOM	
A1	SYSCOMS
A2	NAVSPEC ACTIVITIES
A3	ICPS (ASO,SPCC,FMSO)
AF	AIR FORCE
AR	ARMY
B1	NAVPRO
B2	NAVSEC
B3	NAVSUPP
C1	NAVSEA
C2	WPN/ORD ACTIVITIES
C5	NAVSEA ISEA ACTIVITIES
C6	NUSC/NAVOCEAN
D1	DLA
D2	DPRO/DCASPRO/DCMAO
E1	NSRF
F1	NAVMAG
G1	GSA
H1	NASA
H2	HELICOPTER UNITS
I1	COMMUNICATIONS ACTIVITIES(NAVCAMS/NAVCOMM/NAV
J1	MED/DENTAL
K1	NAVAL CONSTRUCTION ACTIVITIES

CODE	DESCRIPTION
K2	PWC
L1	ANTARCTICA ACTIVITIES
M1	MISCELLANEOUS
M2	INFO ONLY QDR (NIINFOO)
M3	DMAT SAN DIEGO
M4	DMAT JAX (MAYPORT)
M5	DMAT PUGET SOUND
M6	DMAT PEARL HARBOR
M7	DMAT NORFOLK
N1	CINCPACFLT ACTIVITIES
N2	CINCLANTFLT ACTIVITIES
N3	AMPHIB BASE
P1	MISC SCHOOL CMD, TRAINING CMD, FLT TRAINING C
Q1	CONTRACTORS
R1	RECRUIT CMDS
S1	MOMAG
S2	MISC. NAVAIR CENTERS
T1	SUBPAC
T2	SUBLANT
T3	SURFPAC
T4	SURFLANT
T5	AIRPAC
T6	AIRLANT
T7	RESERVES
T8	MARINES
T9	NADEP
TA	NEX/NAVRESO ACTIVITIES
TB	NAVSHIPYD
TC	NSC/NSD
TD	SIMA
TE	SUPSHIP
TF	COAST GUARD
TG	USNS SHIPS/MSC ACTIVITIES
TH	NAS
TI	NAVTRASTA/NAVTRACEN/NTC ACTIVITIES
TJ	AIMD
TK	NAVSTA
TL	TRA WINGS/SQDRNS
TM	TRIDENT
TN	NAVFAC
TP	NAVAL REACTOR ACTIVITIES
TX	NECC

11 SUMMARY

This concludes the PQDR Screening Point User Guide.

The PDREP-AIS Team at the Naval Sea Logistics Center Portsmouth maintains content provided within this document.

This user guide is intended as a technical reference document to assist users with system navigation and basic operational functionality within PDREP-AIS. Questions, comments, or concerns regarding the SAM module or this guide should: 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.

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