DEPARTMENT OF THE NAVY
OFFICE OF THE SECRETARY
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WASHINGTON, DC 20350-1000

SECNAVINST 4855.3B
ASN (RDA)
22 Dec 2005

SECNAV INSTRUCTION 4855.3B

From: Secretary of the Navy

Subj: PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)

Ref: (a) Code of Federal Regulations of 01 JUL 04, Title 41,
            Volume 2, Chapter 101, Part 101-26, Subpart 101-26.8,
            Subject: Discrepancies or Deficiencies in Department
            of Defense (DOD) Shipments, Material, or Billings
        (b) SECNAVINST 5000.2C
        (c) Department of the Navy (DON) Acquisition and
            Capabilities Guidebook of February 2005
        (d) NAVSO P-3683B, Navy and Marine Corps Product Data
            Reporting and Evaluation Program (PDREP) Manual
        (e) Defense Logistics Agency Directive/Instruction,
            DODD/I 4155.24/SECNAVINST 4855.5 (Series), DOD Product
            Quality Deficiency Report Program

1. Purpose. To provide for the implementation of the Department
of the Navy (DON) Product Data Reporting and Evaluation Program
(PDREP) required by references (a) through (e).

2. Cancellation. SECNAVINST 4855.3A.

3. Background.

    a. PDREP and its Automated Information System (AIS) are
utilized by DON activities to collect and evaluate product quality
data, deficiency trends and supplier performance history as
required by references (a) through (c). PDREP enables the
acquisition community to assess and monitor supplier product
quality and past performance. Data contained in the PDREP
database supports classification and evaluation reports of
contractors and suppliers while highlighting material and quality
trends. Resident data includes DON data known as contractor or
supplier performance data and is supplemented by other DOD
activities (Army, Air Force, Defense Logistics Agency (DLA),
Defense Contract Management Agency (DCMA) and Prime Contractors)
past performance information to provide a clear picture of
contractor and vendor performance.

b.   The PDREP AIS provides access to the resident data for use by acquisition, quality and technical activities within DON and other departments and agencies inside and outside DOD. Within the PDREP AIS the Contractor Evaluation System (CES) and the Red/Yellow/Green (R/Y/G) Classification Program provide access to reports on contractors and suppliers concerning product quality and performance.

4. Policy.

a.   PDREP and the associated AIS will be the central DON database to collect, screen and provide discrepancy, product quality deficiency and contractor/supplier performance data to those activities responsible for design, development, purchase, production, supply, maintenance, contract administration and other acquisition functions as appropriate.

b.   All personnel in the DON can be authorized access to the PDREP AIS to report product quality deficiency data in accordance with reference (c) and (d) for items procured within the reporting DON Systems Commands and the U.S. Marine Corps.

c.   PDREP will provide authorized personnel access to the PDREP AIS to support reporting of product quality deficiencies in accordance with reference (c), (d) and (e) for items procured from other DON SYSCOMS, the U. S. Navy and U. S. Marine Corps or another DOD component, also known as across component lines.

d.   PDREP will provide authorized personnel the ability to access PDREP AIS via secured Internet access to support making product quality performance metrics, reports and information available to DON and DOD activities.

e.   PDREP team personnel at the Naval Sea Logistics Center will give priority attention and initiate action to address repetitive material problems identified by DON activities and PDREP data.

f.   PDREP will provide authorized personnel access to the PDREP AIS to enable review of contractor and supplier quality and past performance data and support the source selection process, contract award process, post award process and product substitution fraud investigations.

g.   PDREP team personnel will work in partnership with all activities within the DON PQDR Process Partnership Committee to provide continuous DON PQDR process improvements.

5. Scope.

a.   This instruction establishes requirements for all DON activities to report contractor and supplier performance data, including discrepancies, deficiencies, non-conformances and premature failures attributable to the contractor or supplier through poor workmanship, improper material or deficient manufacturing, repair or overhaul. This instruction applies to all new, newly reworked and prematurely failed in-service material, products and software regardless of value or warranty period. It applies to materials inspected and accepted at source, inspected at source and accepted at destination, or inspected and accepted at destination. It also applies to local purchases, credit card purchases and purchases made by Acquisition Program Managers.

b.   This instruction requires reporting of both positive and negative contractor performance data. This data must include, but not be limited to, the reporting of survey results (i.e. pre-award, post award, product oriented survey data, and Supplier Audit Program (SAP) audits), technical receipt inspection results, contract award and contract delivery data, investigation and evaluation of Naval Sea Logistics Center Bulletins, GIDEP Alerts and Safety Alerts in addition to discrepancy and deficiency reports.

c.   Material and software covered by this instruction encompass weapons, platforms, operational and shore-based support systems hardware and software procurements and reprocurements. All phases of the acquisition and logistics support process including development, production, maintenance, spares and inventory management, transportation of product and related services are covered by this instruction.

d.   Deficiency reporting currently performed under the Naval Nuclear Propulsion Program, Fleet Ballistic Missile Weapon System and Strategic Weapon Systems is considered in compliance with this instruction. Programs having an effective system reporting to PDREP AIS are considered in compliance with this instruction. Specifically excluded are medical and subsistence materials covered by other directives.

e.   DON SYSCOMS having reporting programs, which effectively report contractor and supplier performance data to the PDREP AIS, will be considered to be in compliance with this instruction. One such example is the Naval Aviation Maintenance Discrepancy Reporting Program (NAMDRP) at Naval Air Systems Command (NAVAIR).

f.   The Federal Acquisition Regulation (FAR), the Defense Federal Acquisition Supplement (DFARS) and the NAVY Acquisition

Procedures Supplement (NAPS) shall take precedence over this instruction. Exceptions to this instruction and the use of references (c) through (e) will be coordinated with the PDREP Functional Manager (Commander, Naval Sea Systems Command, SEA 04L) and approved by the Assistant Secretary of the Navy (Research, Development and Acquisition) (ASN (RD&A)).

6. <u>Action.</u>

a. ASN (RD&A) is the designated Secretary of the Navy (SECNAV) PDREP program authority. Within ASN (RD&A), the Deputy Assistant Secretary of the Navy (Logistics) (DASN (L)) is the primary office of responsibility and shall:

(1) Provide program guidance and policy regarding PDREP and its use.

(2) Require the development and review of metrics to monitor PDREP program performance and the effect of AIS improvements.

b. Program Executive Officers (PEOs), Direct Reporting Program Managers (DRPMs), Commanders of the Naval System Commands (SYSCOMs) and the Commanding General, Marine Corps Logistics Command (MARCORLOGCOM) shall:

(1) Process Product Quality Deficiency Reports (PQDRs) in accordance with this instruction and references (c) through (e) for their cognizant systems/equipment.

(2) Provide the PDREP Functional Manager, points of contact responsible for processing PQDRs on assigned systems and equipment.

(3) Ensure required contractor and supplier product quality and performance information data is entered into PDREP.

(4) Train appropriate personnel in the reporting and processing of deficiencies per references (c) through (e).

(5) Develop or revise internal policies and procedures, as necessary, to implement PDREP and program elements identified in this instruction and references (c) through (e).

(6) Appoint a PDREP Coordinator and assign responsibility for the operation and oversight of PDREP within the PEO/DRPM/SYSCOM/MARCORLOGCOM. The PDREP Coordinators shall be identified to ASN(RD&A) (DASN (L)) and the PDREP Functional Manager within 30 days of date of issue of this instruction and

whenever any changes are made. Detailed SYSCOM responsibilities can be found in reference (d). The PDREP coordinators shall:

(a) Provide oversight and evaluation of compliance with this instruction. Report status, progress and action recommendations to the PDREP Functional Manager.

(b) Provide guidance and training to ensure effective and efficient program operations.

(c) Establish and maintain a list of contact points for product deficiency report processing at Screening Points, Action Points, Systems Commands, Navy offices, Defense Logistics Agency (DLA) Headquarters, DLA Centers, DCMA Offices (DCMAO) and other Department of Defense (DOD) activities related to SYSCOM material. Provide the list to the PDREP Functional Manager.

c. Chief of Naval Operations (N41) shall serve as resource sponsor for the PDREP program.

d. Fleet commanders, type commanders and shore commanders shall provide interim guidance within 60 days and update their instructions to incorporate the provisions of this instruction within 1 year of the date of this instruction.

e. Commander, Naval Sea Systems Command (SEA 04L) shall serve as the PDREP Functional Manager and shall:

(1) Support the ASN(RD&A) PDREP Program authority.

(2) Develop, maintain and administer the PDREP AIS.

(3) Coordinate PDREP across all SYSCOMs and ensure that all business sensitive information is secure.

(4) Provide functional, administrative, technical support and training for the PDREP and subset Red/Yellow/Green (R/Y/G) program in support of the Commander, Naval Supply Systems Command.

(5) Provide guidance, technical assistance, and requested PDREP and R/Y/G training to PEOs, SYSCOMs, program managers and support activities.

(6) Provide a means of electronic data exchange to support transfer of data to PDREP.

(7) Manage PDREP and approve changes to reference (d).

(8) Serve as the Navy budgeting activity for PDREP in

support of ASN (RD&A) and CNO (N41).

(9) Serve as the primary NAVSEASYSCOM member of the DON PQDR Process Partnership Committee.

(10) Provide program managers and SYSCOM managers with access to PDREP data to resolve product substitution fraud cases, as requested.

(11) Develop or revise internal policies and procedures, as necessary, to implement PDREP elements identified in this instruction and reference (d).

(12) Budget and plan for manpower requirements for PDREP and support of the PDREP AIS.

(13) Ensure the reporting of all material discrepancies, deficiencies, non-conformances and premature failures on new, newly reworked and in-service material are processed in accordance with the requirements of this instruction and its references.

(14) Ensure that all performance data relating to the ability of contractors and suppliers to provide quality material resides in the PDREP AIS as required by this instruction and its references.

f. DON PDREP Working Group. The DON PDREP Working Group will be composed of representatives from the SYSCOMs (Quality and Head of Contracting Activity (HCA)), Direct Reporting Program Managers (DRPMs)and Program Executive Offices. The Working Group shall:

(1) Recommend technical improvements for PDREP and the PDREP AIS to the PDREP Functional Manager.

(2) Establish subordinate working groups to review specific areas of the PDREP as required.

(3) Coordinate PQDR related issues with the DON PQDR Partnership Committee.

g. The Naval Sea Logistics Center Detachment Portsmouth shall:

(1) Develop, maintain and administer the PDREP AIS.

(2) Serve as the PDREP Deputy Functional Manager.

(3) Serve as the PDREP AIS Program Manager.

(4) Provide material and product technical quality

resource expertise to SEA-04L and PDREP users.

   (5) Serve as the PDREP Red/Yellow/Green Classification Program Functional Manager.

   (6) Support the PDREP Functional Manager and the ASN (RD&A) PDREP Program authority.

   (7) Provide guidance, technical assistance, and training for PDREP, Contractor Evaluation System (CES), Red/Yellow/Green Classification (R/Y/G) Program and Supplier Audit Program (SAP) to DON.

   (8) Provide the means for the electronic data exchange, interchange and transfer of data into and out of the PDREP AIS.

   (9) Serve as a member of the DON PQDR Partnership Committee.

   (10) Ensure all performance data relating to contractors and supplier's ability to provide quality material is entered in the PDREP AIS as required by this instruction.

   (11) Update reference (d) as required.

  h. DON PQDR Process Owner (NAVSUP) shall:

   (1) Report to DASN (L) who will serve as the ASN (RD&A) lead for quality.

   (2) Coordinate Product Quality Deficiency Report (PQDR) process improvements to the PDREP AIS with the PDREP Functional Manager.

   (3) Serve as the DON representative on DOD PQDR working groups and process improvement teams.

   (4) Convene the DON PQDR Partnership Committee meetings as required.

7. <u>Reports and Reporting.</u>

  a. Reports generated as a result of this instruction are exempt from reports controlled by SECNAVINST 5214.2B.

  b. The PDREP AIS and procedures for gaining access are found at URL: www.nslcptsmh.navsea.navy.mil. The PDREP AIS provides access to the Supply Discrepancy Report (SDR), Product Quality

Deficiency Report (PQDR) as well as all contractor and material performance web applications residing on the PDREP AIS.

    c. The PDREP Customer Support Help Desk is available at DSN 684-1690, x486 or commercial 603-431-9460, x486.

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