



DEPARTMENT OF THE NAVY
OFFICE OF THE SECRETARY
1000 NAVY PENTAGON
WASHINGTON, D.C. 20350-1000

SECNAVINST 4855.3A
ASN(RDA)
9 July 1998

SECNAV INSTRUCTION 4855.3A

From: Secretary of the Navy

Subj: PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)

Ref: (a) DoD 5000.2-R, Mandatory Procedures for Major Defense Acquisition Programs (MDAPs) and Major Automated Information System (MAIS) Acquisition Program of 15 Mar 96 (NOTAL)
(b) SECNAVINST 5000.2B, Implementation of Mandatory Procedures for Major and Non-Major Defense Acquisition Programs and Major and Non-Major Information Technology Acquisition Programs of 6 Dec 96
(c) NAVSO P-3683, Navy and Marine Corps PDREP Manual of 15 Sep 97
(d) SECNAVINST 4855.5A, Directive Product Quality Deficiency Report Program 20 Jul 93

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) and (b).

2. Cancellation. SECNAVINST 4855.3 of 31 Mar 87 (PDREP), SECNAV 4855.6 of 3 Feb 88 (SECNAV PQDR), NAVSEAINST 4855.7A of 14 Apr 89, NAVSEAINST 4355.2A of 19 Jun 91 and NAVSUPINST 4400.189 of 14 Sep 90.

3. Background. PDREP and its Automated Information System (AIS) are utilized by DON activities to collect and evaluate product quality performance, deficiency trend data, and supplier performance history as required by references (a) and (b). PDREP provides access to this data for use by the acquisition and technical community in assessing supplier product quality and past performance.

4. Policy

a. PDREP will maintain a Navy AIS database in accordance with reference (c) that will collect, screen, and provide product quality deficiency and contractor/supplier performance data to those activities responsible for design, development, purchasing, production, supply, maintenance, contract administration and other acquisition functions as appropriate.

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b. To report product quality deficiency data in accordance with reference (c) for items within DON, and reference (d) for items from other DoD components.

c. To make available product quality performance information to DON procurement officials via electronic means.

d. To give priority attention and initiate action to address repetitive material problems identified by DON users.

e. To make maximum use of the reported product quality deficiency data and contractor/supplier performance data in the contract award process and product substitution fraud investigations. The data will also be used to aid in the post award process to assure continuing contract product quality.

f. To utilize a DON PDREP working group for program input and continuous improvement.

5. Scope

a. This instruction establishes requirements for DON activities to report product and supplier performance data, including deficiencies, on all new and newly reworked material and software used in the DON.

b. This instruction requires: (1) the reporting of results of surveys, audits, technical receipt inspections, or other actions, either proactive or reactive, taken to evaluate the quality of contractor past performance, and (2) investigation of product substitution fraud and Safety Alerts.

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 included in this instruction. 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, which have an effective system reporting to PDREP, are considered in compliance with this instruction. Specifically excluded from this instruction are medical and subsistence materials that are covered by other directives.

d. The provisions of this instruction apply to all DON organizations. This instruction and reference (c) take precedence over any DON issuances conflicting with them, except for conflicting guidance pertaining to contracting. The Federal Acquisition Regulation (FAR), the Defense Federal Acquisition Regulation Supplement (DFARS), and the Navy Acquisition Procedures Supplement (NAPS) shall take precedence over this instruction and reference.

6. Action

a. Assistant Secretary of the Navy (Research, Development and Acquisition) (ASN(RD&A)) is the designated Secretary of the Navy (SECNAV) PDREP program authority and shall:

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

(2) Develop and maintain metrics to monitor PDREP program performance.

b. Program Executive Officers, Direct Reporting Program Managers, Commanders of the Naval System Commands (SYSCOMS) and Marine Corps Systems Commands (MARCORSYSCOM) shall:

(1) Process quality deficiency reports in accordance with references (c) and (d) for their systems/equipment. Provide the PDREP Functional Manager a list of contact points for product deficiency report processing for their systems/equipments. Exceptions to the use of references (c) and (d) will be coordinated with PDREP Functional Manager, and approved/disapproved by ASN(RD&A).

(2) Provide product quality performance information to PDREP.

(3) Insure that personnel are trained in the processing of quality information per reference (c).

(4) Develop or revise internal policies and procedures, as necessary, to implement PDREP and program elements identified in reference (c).

(5) Shall appoint a PDREP Coordinator with the responsibility for the operation and oversight of PDREP within the SYSCOM. The PDREP Coordinator function is applicable to SYSCOMS and MARCORSYSCOM only. The SYSCOM PDREP Coordinator

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shall be identified to ASN(RD&A) within 30 days of date of issue of this instruction and whenever any changes are made. The SYSCOM PDREP Coordinator shall:

(a) Provide oversight and evaluation of compliance with this instruction. Report status, and 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, Defense Contract Management Administration Office (DCMAO) and other Department of Defense (DoD) activities related to SYSCOM material. Provide the list to the PDREP Functional Manager.

(6) Serve as the PDREP Red/Yellow/Green (RYG) Program and Report of Discrepancy (ROD) Manager. Function applicable to Commander, Naval Supply Systems Command (COMNAVSUPSYSCOM) only.

(7) Assist the SYSCOM Inspector General, the Navy Inspector General, and the Naval Criminal Investigative Service in investigations of alleged product substitution.

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

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

e. PDREP Functional Manager. Commander, Naval Sea Systems Command (NAVSEA 04) 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 database (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 Red/Yellow/Green program in support of the COMNAVSUPSYSCOM.

(5) Provide guidance, technical assistance, and requested PDREP and RYG training to 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 (c).

(8) Serve as the Navy budgeting activity for PDREP in support of ASN(RD&A).

(9) Serve as the chairperson of the DON PDREP Working Group.

(10) Provide program managers and SYSCOM managers with 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 reference (c).

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

(13) Ensure that product deficiency data for new and newly reworked material on all programs are handled in accordance with the requirements of this instruction.

(14) Ensure that other performance data relating to the ability of contractors to provide quality material are provided as required by this instruction.

f. DON PDREP Working Group. The DON PDREP Working Group shall:

(1) Recommend technical improvements for the DON PDREP and Product Quality Deficiency Reporting (PQDR) System to the PDREP Functional Manager.

(2) Be composed of representatives from: SYSCOMS (Quality and Head of Contracting Activity (HCA)), Program

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Executive Offices, Program Managers and Direct Reporting Program Managers.

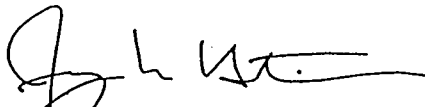
(3) Meet as required.

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

7. Reports and Forms

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

b. SF 364, Report of Discrepancy (NSN 7540-00-159-4442) and SF 368, Product Quality Deficiency Report (NSN 7540-00-133-5541) are available from the General Services Administration.


Jerry MacArthur Hultin
Secretary of the Navy
Acting

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