



Corrective Action Request (CAR) System

User Guide
10 October 2023

TABLE of CONTENTS

FOREWORD	5
REFERENCES	5
INTRODUCTION	6
1 USER ACCESS	8
1.1 PDREP Access Change Request - DCMA Specific Fields	8
1.2 User Access Roles	12
2 ACCESSING CAR	16
2.1 PDREP Home Page	16
2.2 Finding the Fly Outs	17
2.3 Selecting the Fly Out	17
2.4 CAR Access	17
3 CAR AD HOC REPORTS	18
3.1 Accessing Ad Hoc Reports	18
3.2 Using Ad Hoc Queries	19
4 CREATE NEW CAR	21
4.1 Initiating a New CAR	21
4.2 CAR Levels	24
4.3 CAR – Create/Edit.....	24
5 CAR – DEFICIENCY DATA ENTRY	32
5.1 Adding a Deficiency.....	32
5.2 Supervisor Review Required – Selected.....	42
5.3 Supervisor Review Required – NOT selected	43
6 LI & LII CAR - RESPONSE REQUIRED OPTIONS	44
6.1 No Response Required.....	45
6.2 Response Required.....	49
7 DELEGATED SURVEILLANCE/PLACE OF PERFORMANCE (POP) NOTIFICATION	50
7.1 POP Notification Workflow	50
7.2 POP Deficiency Data Entry	54
7.3 Acknowledge POP Notification	60
7.4 Withdraw POP Notification.....	64
7.5 Linking POP Notifications to Prime CARs.....	64

7.6	Forwarding POP Notification to next FS	68
8	EXCEPTION TO DELEGATED SURVEILLANCE/PLACE OF PERFORMANCE CAR (AS DESCRIBED IN DCMA POLICY)	75
8.1	Exception to Place of Performance Rule	75
9	REVIEW CAR.....	77
9.1	Forward to Reviewer	77
9.2	Reviewer Actions.....	80
9.3	Return to Originator.....	82
10	LEVEL III and IV CARs.....	85
10.1	Supervisor Review Box Checked.....	85
10.2	Forward to ACO	85
10.3	ACO Actions.....	88
10.4	ACO Actions- CBS Records.....	89
10.5	Generating a Draft CAR	90
10.6	ACO Page Button Descriptions.....	92
10.7	Return to Originator.....	94
11	SEND MESSAGE	97
12	TRANSMIT TO CONTRACTOR	98
13	CAR CONTRACTOR ACTIONS PAGE	103
13.1	Corrective Action Plan (CAP) – Contractor Submittal.....	105
13.2	CAP – Government Actions	108
13.3	CAP Buttons – Before CAP Rejection.....	111
13.4	CAP Buttons – After CAP Rejection.....	112
13.5	CAP Acceptable	112
13.6	CAP Rejected.....	115
13.7	Revised CAP Acceptable	117
13.8	Revised CAP Rejected.....	120
13.9	Rejecting a CAP After it Has Been Already Approved.....	122
13.10	CAR Closed.....	123
14	WITHDRAWING A CAR.....	125
14.1	Withdrawal Note	125
14.2	Withdrawing CAR	127
14.3	Withdrawing a Closed-Completed CAR.....	128
15	ESCALATE CAR	129

15.1 Escalated Records	129
15.2 Linking Escalated Records	132
16 CAR VIEW / ADD NOTES	135
16.1 To Enter a Note(s).....	135
16.2 Viewing a Record's Note(s).....	137
17 CAR SEARCH.....	138
17.1 Accessing CAR Search.....	138
17.2 CAR Search Parameters.....	139
18 CAR TRANSFER.....	143
18.1 Transfer Requirements - Region to Region Transfer.....	146
18.2 Transfer Requirements - Team to Team Transfer	146
18.3 Warranted 1102 Transfers	147
18.4 Transferring Records	147
19 CAR WORKLIST	148
19.1 Accessing the CAR Worklist	148
19.2 Worklist Search Results	152
20 CAR HISTORY PAGE.....	154
20.1 Points of Contacts	156
20.2 Correspondence & History Table	156
21 OASIS CAR	157
21.1 OASIS Edit Page	158
21.2 OASIS Contractor Action Page	160
21.3 OASIS CB Response	162
21.4 OASIS CAR Transmitted	169
21.5 OASIS Feedback Ticket on Prime CAR	169
22 HOST NATION CAR	171
22.1 Host Nation Edit Page	172
22.2 Host Nation Deficiency Page.....	173
22.3 Host Nation CAR Contractor Actions Page.....	175
23 ADDITIONAL FUNCTIONALITY.....	180
23.1 Add / View Attachments	180
24 SUMMARY.....	180
APPENDIX I - TABLES	181
Applicable Programs List.....	181

Status.....	196
Deficiency Classification (Def. Class).....	197
Root Cause Table.....	198
APPENDIX II.....	200
CAR Process Flow.....	200
Overview, page 2.....	201
Overview, page 3.....	202
APPENDIX III	203
Days Active Table.....	203
APPENDIX IV	205
Data Dictionary	205

Click link to navigate to a specific section of the guide

FOREWORD

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

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

REFERENCES

- Code of Federal Regulations, Title 48, Chapter 1 (FAR), April 1, 1984, as amended.
- Code of Federal Regulations, Title 48, Chapter 2 (DFARS), December 31, 1991, as amended.
- DCMA-INST 1091
'Management of Special Access Program (SAP) and Sensitive Compartmented Information (SCI),' July 21, 2014
- DCMA-MAN 2303-01
'Surveillance,' May 17, 2020
- DCMA-MAN 2301-05
'Navy Special Emphasis Programs' November 30, 2019
- DCMA-MAN 2301-06
'Discrepancy Processing,' April 1, 2019
- DCMA-MAN 2501-01
'Contract Receipt and Review,' March 24, 2019
- DCMA-MAN 3101-01
'Program Support,' August 1, 2019
- SECNAV Instruction 4140.2, DCMA INST CSI (AV)
'Management of Aviation, Critical Safety Items,' January 25, 2006

INTRODUCTION

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

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

Getting Access

- **First Time Users**

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

- **Existing PDREP Users**

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

Contact us

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

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

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

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

1 USER ACCESS

1.1 PDREP Access Change Request - DCMA Specific Fields

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

NOTE: *Mandatory fields are identified with a (M).*

The screenshot displays the 'SYSTEM AUTHORIZATION ACCESS REQUEST PDREP (SAAR-P)' form. At the top, there are instructions: '(M) denotes a mandatory field', '1. Change any editable field that needs to be updated', '2. Enter Comments to summarize your Account Change Request', '3. Click Submit Account Change Request to complete your Account Change Request', and '4. Click Cancel to cancel your Account Change Request'. Below the instructions, the form has two dropdown menus: 'TYPE OF REQUEST: UPDATE' and 'IAMA: U.S.G Employee'. The 'User Information' section contains several fields: '(M) Last Name: (BETA) USER GUIDE', '(M) First Name: (BETA)', 'Middle Initial: []', '(M) Primary DODAAC: S0101A', 'Additional DODAAC: []', and another 'Additional DODAAC: []'. The 'DOD Activity Name' is 'DEFENSE CONTRACT MANAGEMENT AGENCY', and the 'Office Address' is '1910 THIRD AVE N', 'City: BIRMINGHAM State: AL Zip Code: 35203-3514'. There are three more dropdown menus: '(M) Organizational Unit (Region): PH - HEADQUARTERS', '(M) Team Code: PH - AQBT', and '(M) Team Supervisor: PAMELA MITCHELL'. Below these is a text field for 'Team Lead (Not Supervisor) Email: []' and another dropdown for '(M) Job Title/Series: QA SPEC'. At the bottom, there are fields for '(M) Area Code: 207', '(M) Work Phone Number: 438', '1690', and 'Extension: []'. There are also fields for 'DSN: 684-1690' and 'Fax: []', and a button for 'International Phone Number'.

Figure 1.1

Figure 1.1: Data Fields

- A. **(M) Organizational Unit (Region):** Select the Organizational Unit from the drop down box as shown in **Figure 1.2**.

(M) Organizational Unit (Region): ▼

- SELECT-
- P2 - TDX/IT
- P3 - INTERNATIONAL DIR.
- P4 - SPECIAL PROGRAMS DIR.
- P6 - EASTERN REGION CMD
- P7 - CENTRAL REGION CMD
- P8 - WESTERN REGION CMD
- PC - COST AND PRICING CMD
- PH - HEADQUARTERS

Figure 1.2

- A. **(M) Team Code:** After selecting a Region, the drop down box for Team Code will populate with a list of corresponding Team Codes based on the selected Region.
- B. **(M) Team Supervisor:** The name of the Team Supervisor will populate based on Organizational Unit, (Region) and Team Code selections.
- C. **Team Lead (Not Supervisor) Email:** Team Lead is not a mandatory field. Enter your Team Leads' Email. If the Team Lead entered does not have proper access, when you click the "Sign and Submit Account Change Request" button an error message will display (see **Figure 1.3**) and the request will not be processed.

• User null null does not have Team Lead Access.

Figure 1.3

- D. **(M) Job Title/Series:** The user will select their Job Title from the drop down list (see **Figure 1.4**).

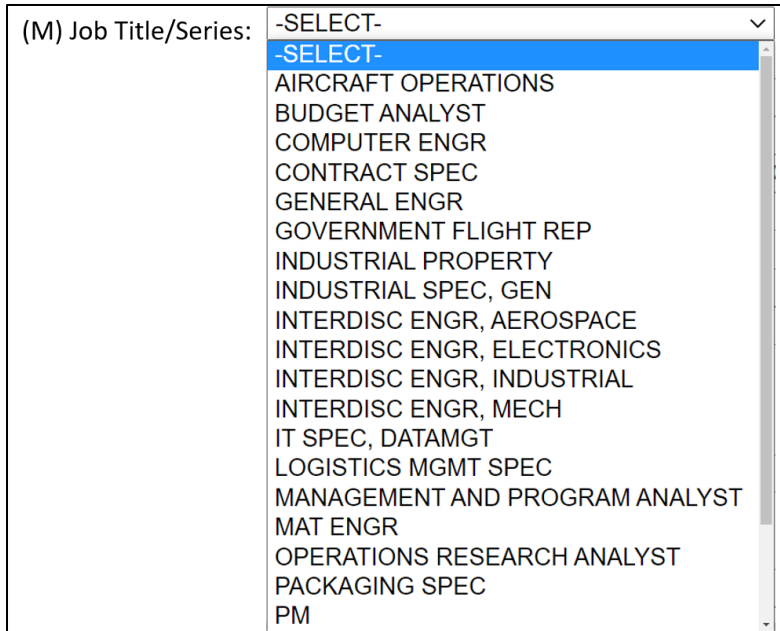


Figure 1.4

- E. If Contract Specialist is selected as the Job Title, a Subcategory data field will generate as shown in **Figure 1.5**. Users will need to select the appropriate Subcategory from the drop-down.

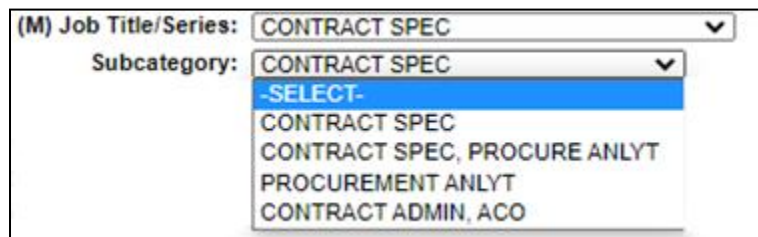


Figure 1.5

TYPE OF REQUEST:	UPDATE ▾	I AM A:	U.S.G Employee ▾
User Information			
(M) Last Name:	USER		
(M) First Name:	GUIDE	Middle Initial:	
(M) Primary DODAAC:	S0101A	Additional DODAAC:	
DOD Activity Name:	DEFENSE CONTRACT MANAGEMENT AGENCY		
Office Address:	1910 THIRD AVE N, STE 201		
	City:	State:	Zip Code:
	BIRMINGHAM	AL	35203-3514
(M) Operational Unit (Region):	PD - PDREP-AIS PM ▾		
(M) Team Code:	PD - REP ▾		
(M) Team Supervisor:	user_guide@navy.mil ▾		
Team Lead (Not Supervisor) Email:	THIS FIELD IS NOT MANDATORY		
(M) Job Title/Series:	QA SPEC ▾		
(M) Area Code:	207	(M) Work Phone Number:	438 — 1690
		Extension:	
DSN:		Fax:	
	International Phone Number		
DoD Data Required			
(M) Submitter Email Address:	EMAIL OF USER REQUESTING ACCESS		
(M) Sponsor/Supervisor Email Address:	USERS SUPERVISOR EMAIL ADDRESS		
Security Manager Email Address:	USERS SECURITY MANAGER EMAIL ADDRESS		

Figure 1.6 A

Figure 1.6 A Data Fields

- A. **(M) Submitter Email Address:** The name of the person who is requesting access to the module.
- B. **(M) Sponsor/Supervisor Email Address:** The Sponsor/Supervisor's Email Address field should match the name listed in the (M) Team Supervisor drop down menu (see **Figure 1.6 A**). It is the user's responsibility to identify their Supervisor. If by chance a Supervisor is not listed and the user selects -SUPERVISOR NOT LISTED- they will get the message in **Figure 1.6 B**. When a Supervisor requests access they will select their own name from the dropdown and put THEIR supervisor's email address in the **(M) Sponsor/Supervisor Email Address** field, or a peer of the same grade and supervisor status.
 - a. For example, an Engineering Group Lead (NH4/GS14) may approve a Contracts Group Lead (NH4/GS14), etc.

- b. Access control and access approval follows the organizational level chain of command to the Commanders, Deputies, Functional Group Leaders level.

Please contact your immediate supervisor or team lead.
Your Agency has not provided a supervisor related to your team code.
PDREP-AIS cannot process a system authorization access request without this information due to DCMA policy.

Figure 1.6 B

- C. **Security Manager Email Address:** Refer to DCMA chain of command for the Security Manager’s Email and contact information.
- D. **User Role:** Corrective Action Request (CAR) has eight user access roles to choose from (see **Figure 1.7**). The User’s Access Level determines access to CAR functionality; see **Section 1.2** for additional details.

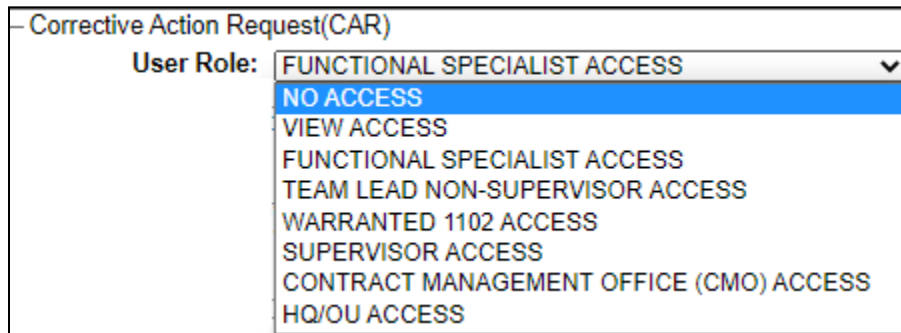


Figure 1.7

1.2 User Access Roles

User access to the CAR module will be determined based on functional areas listed in **Table 1.1** and the access level the user requires from **Table 1.2**. A supervisor will verify the request for access and access level prior to PDREP providing access to the user.

Table 1.1

Job Title	Abbreviated Listing
Computer Engineer	COMPUTER ENGR
Contract Specialist	CONTRACT SPEC
General Engineer	GENERAL ENGR
Government Flight Representative	GOVERNMENT FLIGHT REP

Job Title	Abbreviated Listing
Industrial Specialist - General	INDUSTRIAL SPEC, GEN
Interdisciplinary Engineer - Aerospace	INTERDISC ENGR, AEROSPACE
Interdisciplinary Engineer - Electronics	INTERDISC ENGR, ELECTRONICS
Interdisciplinary Engineer - Industrial	INTERDISC ENGR, INDUSTRIAL
Interdisciplinary Engineer - Mechanical	INTERDISC ENGR, MECH
Information Technology Specialist – Data Management	IT SPEC, DATAMGT
Logistics Management Specialist	LOGISTICS MGMT SPEC
Material Engineer	MAT ENGR
Packaging Specialist	PACKAGING SPEC
Project Manager	PM
Quality Assurance Specialist	QA SPEC
Safety – Occupational Health Manager	SAFETY, OCCUP HEALTH MGR
Industrial Property	INDUSTRIAL PROPERTY
Traffic Management Specialist	TRAFFIC MGMT SPEC
Transportation Assistant	TRANSPORTATION ASST

Table 1.2

Role	Functions
No Access	If a user does not have access to the PDREP-CAR application, the program link will not appear on the user's PDREP Main Menu
View Access (Non- DCMA)	All USG Gov. CAC and PDREP Account Users View CAR Data Search CAR Data * Cannot view proprietary data and/or DCMA only data
HQ/OU Access	View CAR Data Search CAR Data View Proprietary Data View DCMA Only Data (CAR Notes and messages)

Role	Functions
Prime Contractor Profiles	View CARs <ul style="list-style-type: none"> • Specific to users CAGE Code and DoDAAC *Cannot view Government-DCMA only data or proprietary data
Functional Specialist (FS) Access	Create CAR/Edit/Update/View <ul style="list-style-type: none"> • Team specific Search CAR Data Record Work/Edit Capabilities <ul style="list-style-type: none"> • Team specific Delete Draft CAR <ul style="list-style-type: none"> • Team Specific Input KTR comments Escalate & Close <ul style="list-style-type: none"> • LI & LII only *Cannot transmit/Close Level III & IV CARS to the Contractor
Team Lead Non-Supervisor Access	Functional Specialist Access- Additionally: Review Capabilities <ul style="list-style-type: none"> • Level I and Level II CARs - (if required) • Team specific *Cannot transmit/Close Level III & IV CARs to the Contractor
Warranted 1102 Access	Functional Specialist Access- Additionally: All Functionality <ul style="list-style-type: none"> • Region Specific Review/Edit Level III and IV CARs <ul style="list-style-type: none"> • Cost and Price ACOs are Exception to Region Specific Transmit Level III and IV CARs <ul style="list-style-type: none"> • Cost and Price ACOs are Exception to Region Specific Can Transfer Open (active) & Closed Level III and Level IV CARs <ul style="list-style-type: none"> • Team-to-team • Region-to-region, etc. Input/Edit KTR comments <ul style="list-style-type: none"> • LIII-IV Edit <ul style="list-style-type: none"> • ACO Tab Escalate & Close CAR – any Level

Role	Functions
<p>Supervisor Access</p>	<p>Functional Specialist Access- Additionally:</p> <p>All Functionality</p> <ul style="list-style-type: none"> • Team specific <p>Approves</p> <ul style="list-style-type: none"> • Team Lead Access • Warranted 1102 Access <p>Review – no level limitations</p> <p>Edit – no level limitations</p> <p>Can Transfer LI / LII OPEN CARs and LIII / LIV Closed CARs</p> <ul style="list-style-type: none"> • Team-to-Team • Region-to-Region <p>Withdraw transmitted CARs</p> <ul style="list-style-type: none"> • Stays in repository as withdrawn • Metrics applicable <p><i>*Cannot transmit/Close Level III & IV CARs to the Contractor</i></p>
<p>Contract Management Office (CMO) Access</p> <p><i>Group/Functional, Directors, Commanders & Deputy</i></p>	<p>Supervisor Access- Additionally:</p> <ul style="list-style-type: none"> • All Functionality <ul style="list-style-type: none"> ○ Prime CMO DODAAC Specific <p>Additionally Approves</p> <ul style="list-style-type: none"> • Supervisor Access request <p><i>*Cannot Delete CARs</i></p>
<p>Full Access</p>	<p>PDREP Administrators only</p>

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

2 ACCESSING CAR

2.1 PDREP Home Page

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

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



Figure 2.1

2.2 Finding the Fly Outs

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

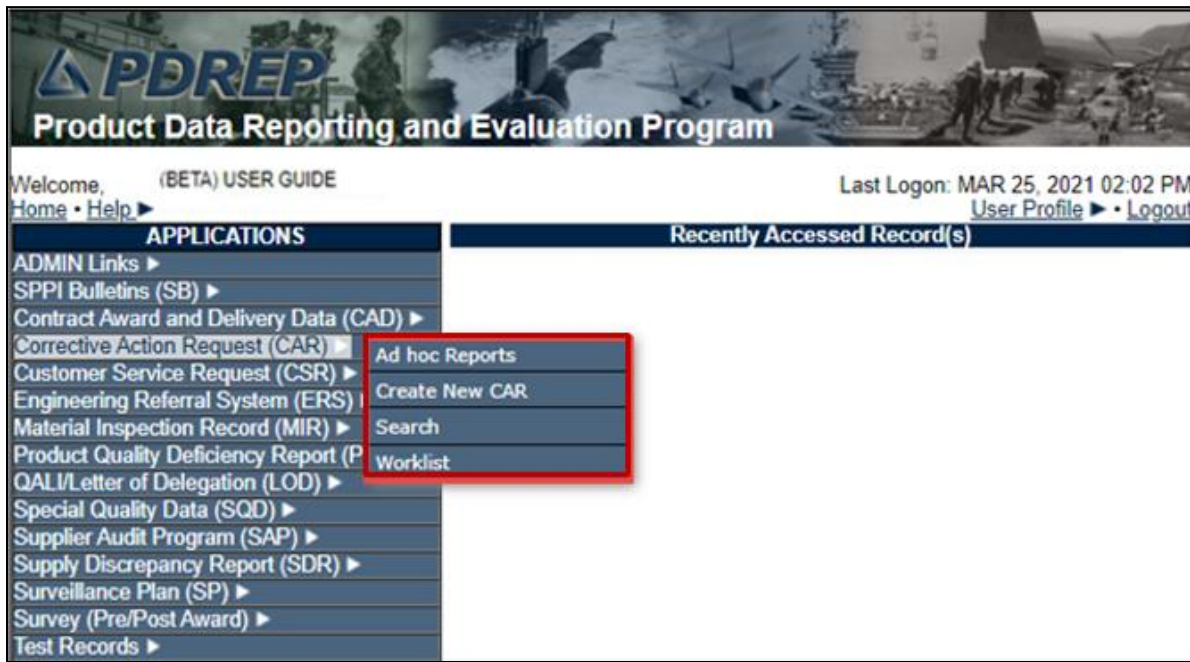


Figure 2.2

2.3 Selecting the Fly Out

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

2.4 CAR Access

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

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

3 CAR AD HOC REPORTS

3.1 Accessing Ad Hoc Reports

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

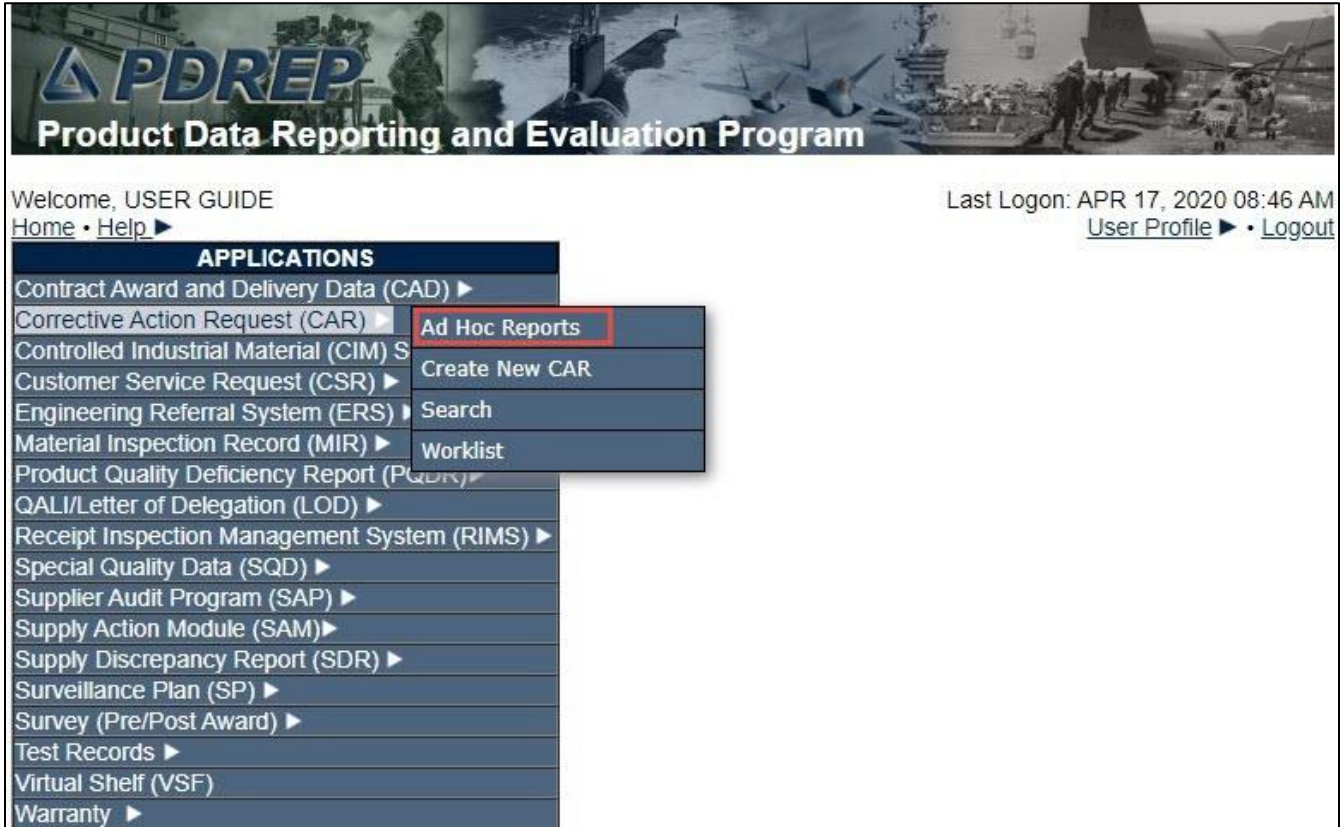


Figure 3.1

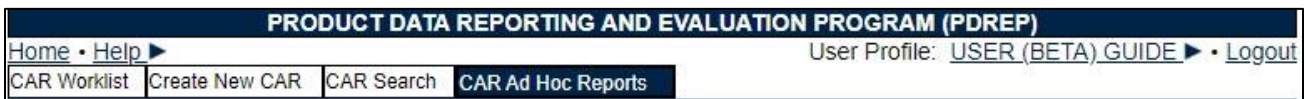


Figure 3.2

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

PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)

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

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

CAR - Ad Hoc Report

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

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

Select Data Record: Corrective Action Requests ▼

Get Row Count:

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

Figure 3.3

Select Data Record: Corrective Action Requests ▼

Get Row Count:

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

Figure 3.4

3.2 Using Ad Hoc Queries

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

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

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

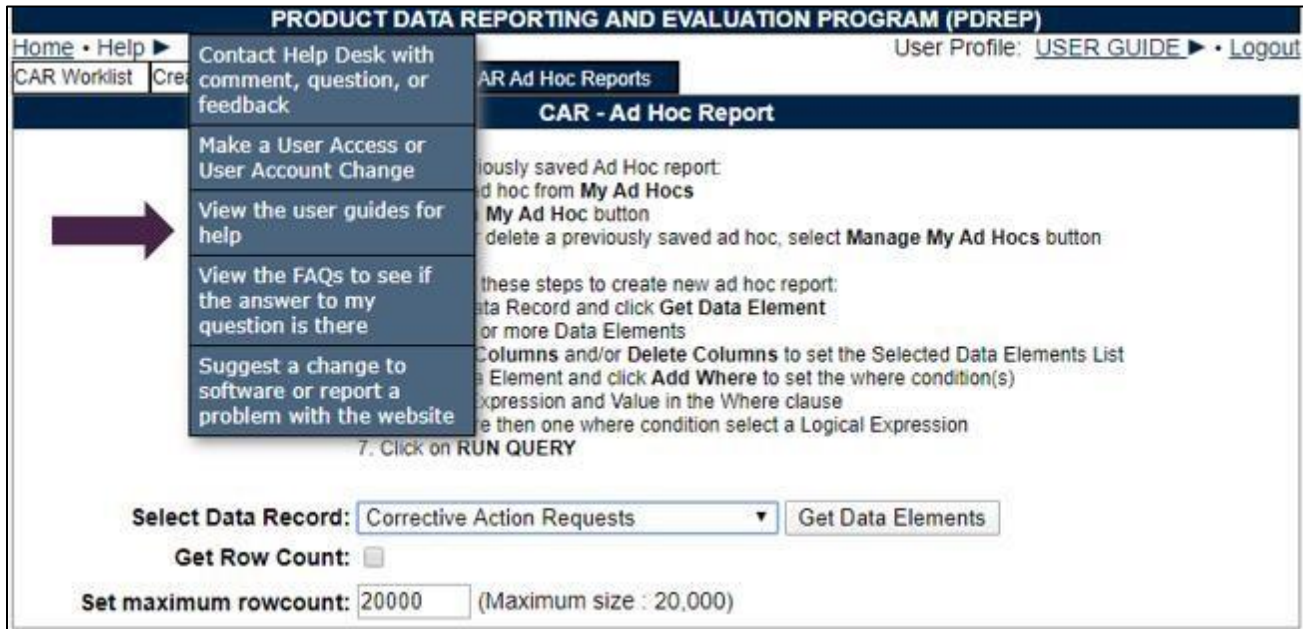


Figure 3.5

Home > Guides & Manuals

Guides and Manuals

PDREP Guides and Manuals

General

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

PDREP Tools

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

Product Quality Deficiency Reports (PQDR)

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

Other Programs

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

DCMA Tools

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

Figure 3.6

4 CREATE NEW CAR

4.1 Initiating a New CAR

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

NOTE: Once a CAR is initiated, only members of the initiator's same Region and Team may edit and close the CAR, unless the CAR is transferred to a new team (add to Close section as well).

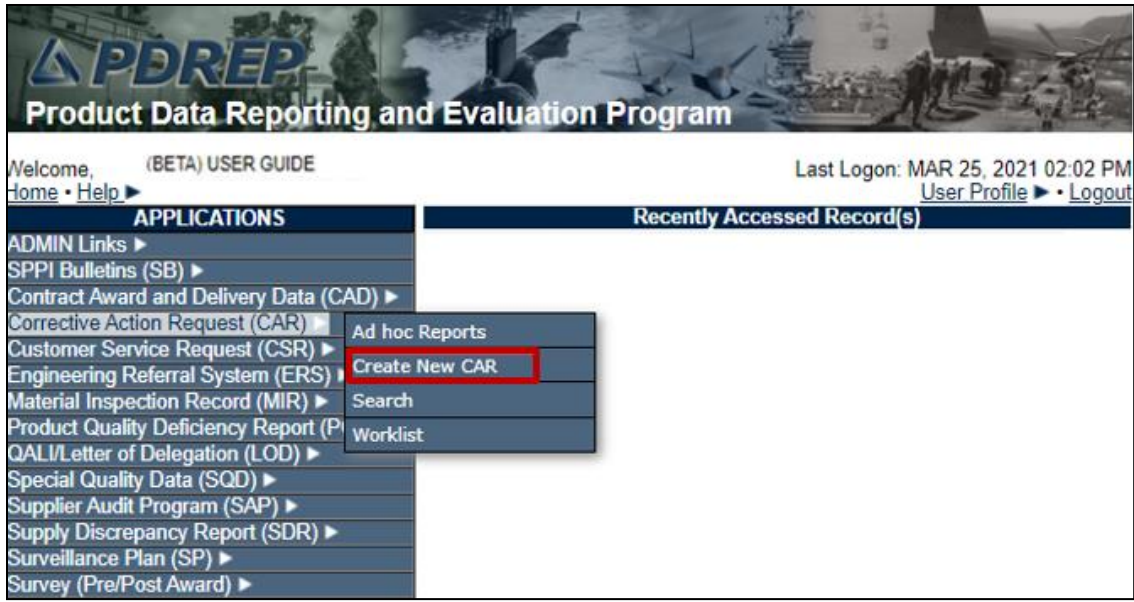


Figure 4.1

PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)

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[CAR Worklist](#) [Create New CAR](#) [CAR Ad Hoc Reports](#) [CAR Search](#)

Corrective Action Request - New

Instructions
 (M) denotes a mandatory field
 1. Answer Question
 2. Enter CAGE Code of discrepancy discovery location
 3. Select Level Code

(M) Select CAR Type/Notification:

Prime Contractor CAR

Delegated Surveillance/Place of Performance Notification

Exception to Delegated Surveillance/Place of Performance CAR (as described in DCMA Policy)

Host nation

OASIS CAR

(M) CAGE Code: **Year:** **Serial Number:** **Suffix:**

(M) CAR Level:

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

Corrective Action Request - New

Instructions
(M) denotes a mandatory field
1. Answer Question
2. Enter CAGE Code of discrepancy discovery location
3. Select Level Code

(M) Select CAR Type/Notification:

Prime Contractor CAR
 Delegated Surveillance/Place of Performance Notification
 Exception to Delegated Surveillance/Place of Performance CAR (as described in DCMA Policy)
 OASIS CAR

(M) CAGE Code: **Year:** **Serial Number:** **Suffix:**

(M) CAR Level:

Figure 4.2

After accessing the Create New CAR page, complete all mandatory data fields and select the 'Create CAR' button to process entry. This section covers a Prime Contractor CAR.

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

Figure 4.2 Data Fields

- (M) Select CAR Type
 - **Prime Contractor CAR:** Functional Specialist Users choose this selection for issuing CARs to Prime Contractors. Prime Contract CAR control numbers contain a "P" as the last character.
 - **Delegated Surveillance/Place of Performance Notification:** Choose this selection for notifying the delegator cognizance over the prime contractor of a deficiency and its description found at the sub-location. Notification RCNs contain a D as the last character ([see Section 7](#)).
 - **Exception to Delegated Surveillance/Place of Performance CAR (as described in DCMA Policy):** Please see DCMA policy for when this should be selected. The last character of an exception CAR is an "E" ([see Section 8](#)).
 - **Host Nation CAR:** Host Nation will only populated for specific DoDAACs. Please see Section 22 for details.

- **OASIS CAR:** Workflow for CARs involving the OASIS process. See section 21 for details.
- **CAGE Code:** CAGE (of the Contractor) for which the CAR is being created.
- **Year:** Auto-populates based on current year. Cannot be edited by the user.
- **Serial Number:** Non-editable, auto-populated four digits based on the next sequential number for the CAGE Code entered (within the current calendar year). Every New CAR whether or not you successfully created and saved the CAR you were working on will get a new Serial Number.
- **Suffix:** Ending alpha character indicates what type of CAR it is.
 - **P:** Identifies CAR issued to Prime Contractor.
 - **D:** Identifies notification of deficiency at the sub-location.
 - **E:** Exception to Delegated Surveillance/Place of Performance CAR.
 - **M:** Indicates a record migrated from E-TOOLS.
 - **O:** Identifies an OASIS CAR.
 - **H:** Identifies a Host Nation CAR.
 - **X:** Identifies a record that has been escalated with the same CAR number as the original record.

NOTE: *CAGE Code + Year + Serial Number + Suffix = RCN*

4.2 CAR Levels

Select the appropriate level of the CAR IAW DCMA Policy.

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

4.3 CAR – Create/Edit

After selecting the Create CAR button, the Corrective Action Request – Create/Edit page will display. The originator must enter all mandatory fields in order to continue. Input additional fields when information is available (see **Figures 4.3** and **Figure 4.4**).

NOTE: *Images in this section relate to a Prime Contractor CAR. See [Section 7](#) for Delegated Surveillance/Place of Performance Notification, [Section 8](#) for Exception to Delegated*

Surveillance/Place of Performance CAR, [Section 20](#) for OASIS CAR, and [Section 21](#) for Host Nation CAR.

CAR Worklist	Create New CAR	CAR Ad Hoc Reports	CAR Search
Corrective Action Request - Create/Edit			
<p>Instructions (M) denotes a mandatory field 1. Enter Prime, Subcontractor and POP CAGE CODE information, if known 2. Enter Prime Contractor DODAAC 3. Enter Contract/P.O/O.I information, if known 4. Enter Contract Recipient POC and Email Address for Transmit/Notification 5. Select Add/View Deficiencies to add up to 5 Deficiencies 6. Enter/Select CAP Due Date in MM/DD/YYYY format (For CAR Level I, CAP Due Date is not required.)</p>			
<p> <input type="button" value="Add/View or Edit Deficiencies"/> <input type="button" value="Save"/> <input type="button" value="Cancel"/> <input type="button" value="View/Add Attachments"/> <input type="button" value="Save & Exit"/> </p>			
General Information			
<input type="text" value="LEVEL I"/>	CAR Number:	Cage	Year
		<input type="text" value="PDREP-2023-0020P"/>	<input type="text" value="S/N"/>
Supervisor Review Required: <input type="checkbox"/>	Contractor Business System Indicator: <input type="checkbox"/>		
Escalated: <input type="checkbox"/>			
Sub-Loc Notification: <input type="checkbox"/>			
(M)Originator Name:	<input type="text" value="GUIDE (ALPHA) USER"/>		
(M)Phone Number:	<input type="text" value="207-555-5555"/>		
(M)Email:	<input type="text" value="User.Guide@navy.mil"/>		
DODAAC:	<input type="text" value="S0101A"/>		
Activity Name:	<input type="text" value="DEFENSE CONTRACT MANAGEMENT AGENCY"/>		
Address:	<input type="text" value="1910 THIRD AVE N"/>		
City, State, Zip:	<input type="text" value="BIRMINGHAM, AL 35203-3514"/>		

Figure 4.3

Figure 4.3 Data Fields

- CAR Level:** Selection populated is initially made via the 'Create New CAR' Tab and is editable via a dropdown while the record is in a draft status (Figure 4.3a).

LEVEL:	<input type="text" value="1"/>
	<input type="text" value="-SELECT-"/>
	<input type="text" value="1"/>
	<input type="text" value="2"/>
	<input type="text" value="3"/>
	<input type="text" value="4"/>

Figure 4.3a

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

NOTE: *There are times when the CAR Number is referred as the RCN or Notification Number for Delegated/Place of Performance records.*

- **Contractor Business System Indicator:** Check this box if the deficiency was found during a Contractor Business System (CBS) related audit. Checking this box will cause additional conditional mandatory (CM) items to be completed by the Warranted 1102 Reviewer if the CAR is a LIII or IV.
- **Supervisor Review Required:** Check this box when a review is required by local CMO procedures before it is transmitted to contractor, the status will change to DRAFT PENDING REVIEW when the CAR is forwarded to the Reviewer.
 - If the check box *is* selected, the transmit button used for LI & II CARs will not appear. The Forward to Reviewer button will then be displayed.
 - If Supervisor Review box *is not* checked the system will hide the forward to reviewer button and the transmit button will be the only selection available
- **Escalated:** Check this box to identify this CAR is a result of an escalation. You may link the original CAR(s) to this record.
- **Sub-Loc Notification:** Check this box if you are linking the Prime CAR to an associated POP Notification.
- **(M) Name, Phone, Email Address and DODAAC:** Auto-populated from originators Profile, will auto-populate CAR letterhead.

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

Figure 4.4

Figure 4.4 Data Fields

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

field are populated on the CAR header above the KTR info when it's being transmitted (see **Figure 4.5**).

Correspondence

To: Contractor's Email Address
Add To Email list

CC: Contractor's Email Address
Add CC Email list

Contractor's Email Address
Delete

Content



DEFENSE CONTRACT MANAGEMENT AGENCY
1910 THIRD AVE N
BIRMINGHAM, AL 35203-3514 US
03/25/2021

March 25, 2021

JIMMY JOHNSON
GENERAL TOOL CO
101 LANDY LN
CINCINNATI, OH 45215-3441 US

Subject: LEVEL II CAR

TO: JIMMY

Summary: HIGH LEVEL DESCRIPTION OF THE ISSUE.

DEFENSE CONTRACT MANAGEMENT AGENCY Observed non-compliances on 03/25/2021 as detailed below. The non-compliance(s) documented in this corrective action request (CAR) impacts the prime contract number(s): PUT IN CONTRACT NUM. The non-compliance(s) impact Cage Code(s): 96454. This CAR should be treated as a customer complaint.

Figure 4.5

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

Contract Information	
Operational Unit (Region and Team): PD - REP	
(M) Prime Contract CMO DoDAAC:	<input type="text"/>
(M) Contract Number:	<input type="text"/> <input type="button" value="Add Contract"/>
(M) Prime CAGE: PDREP	
Company Name: PDREP CO	
Address: NSLC PORTSMOUTH	
City, State, Zip Code: PORTSMOUTH, NH 03804	
Applicable Program List:	<input type="text" value="-SELECT-"/> <input type="button" value="v"/>

Figure 4.6

Figure 4.6 Data Fields

- **Operational Unit (Region and Team):** Auto-populated based on user’s profile on new records. This field reflects the current Region and Team Code with edit capabilities for the record.
- **(M) Prime Contract CMO DODAAC:** Enter the DODAAC of the Contract Management Office. The Name and Address information from this DODAAC will appear on all correspondence generated from the CAR program.
- **(M) Contract Number:** Enter all contracts affected (see **Figure 4.7**). Use the ‘Add Contract’ button to add multiple contracts and the ‘Remove Contract’ button to remove contracts (see **Figure 4.8**).

(M) Contract Number:	<input type="text"/>	<input type="button" value="Add Contract"/>
Contract Numbers:	MAR-1458-JK567 AR-4578-POL2 GJY-4522TY-YY JYT-MNU-89745 JHYTMV-457-44AD ADFDF-45AD-ADF55A ADFASD-54-ADF 123-456-789-10-11-12	<input type="button" value="Remove"/>

Figure 4.7

(M) Contract Number:	<input type="text"/>	<input type="button" value="Add Contract"/>
Contract Numbers:	N00104-45-47895 MAR-1458-JK567 AR-4578-POL2	<input type="button" value="Remove"/>

Figure 4.8

- **(M) Prime CAGE:** The CAGE Code on the Prime Contract, auto-populated based off CAGE used in the RCN.
- **Contractor Name, Address and Phone Information:** Auto-populated based on data entered in Prime CAGE data field.
- **Applicable Program List:** A drop down list of Applicable Programs (See **Figure 4.9**). Highlight the program selection and a second dropdown will populate with Program name options (see **Figure 4.10**). Click the 'Add Program' button to save entry in the Selected Programs field (see **Figure 4.11**). A program may be removed by highlighting the program and clicking the 'Remove' button. For a list of all programs, see Appendix I.

Figure 4.9

Figure 4.10

Figure 4.11


Deficiency Information	
Executive Summary:	
<div style="border: 1px solid black; height: 80px;"></div>	
CAR POC:	<input type="text"/>
Corrective Action Plan Due Date:	<input type="text" value="10/22/2022"/> 
(M) Response Required	<input type="text" value="-SELECT-"/>
(M) Delivery Schedule Impact Possible:	<input type="text" value="-SELECT-"/>
(M) Repeat Finding:	<input type="text" value="-SELECT-"/>
Status:	DRAFT
Status Date:	09/07/2022

Figure 4.12

Figure 4.12 Data Fields

- **Executive Summary:** Optional input, Executive Summary is used to capture high level description of the overall CAR Data, if populated the information will auto-populate the Executive Summary in the CAR letter sent to the contractor. Field is 4000 characters max (**Figure 4.13**)

Executive Summary:
<div style="border: 1px solid black; padding: 5px;">High level description of the issue.</div>

Figure 4.13

- **CAR POC:** Enter the name of the Government representative if the point of contact is someone other than the person logged in.
- **Corrective Action Plan Due Date:** Auto-populated date that is 45 calendar days from the date that the CAR was created. The user may edit the date for a shorter period, but not allowed to go more than 45 days after the transmittal date, if more time is needed use extension date field on the KTR Actions Tab after the contractor responds. If this field is missing or omitted, you will NOT be able to transmit the CAR. This date also populates the (CM) CAP Due Date on the KTR Actions Tab.

- **Response Required:** Dropdown option to select if a response is required from the contractor. LEVEL I & II CAR's will be blank, for all other levels the dropdown is automatically YES. If YES, the Contractor's letter will state that there is a response required and list responses the contractor has to include. If this is left blank or NO, no response is required from the KTR and once the user has completed all the required fields, had it reviewed (if selected) and added the necessary CAP, the CAR will automatically close once transmitted. (See **Section 6.1** for LI & II CAR's with No Response Required.)
- **(M) Delivery Schedule Impact Possible:** This is a mandatory drop down that indicates a schedule impact due to the deficiency. This field may be edited at any time after the CAR has been transmitted to the contractor.
- **(M) Repeat Finding:** This is a mandatory drop down that indicates if the current deficiency meets the business rule definition of 'repeat finding'.
- **(M) Status:** The status is auto-populated based on transactions within the CAR process; the status cannot be changed by manual input. For a list of statuses, see Appendix I.
- **(M) Status Date:** The date is auto-populated based on the last status update/change.
- **Transmitter Name:** The auto-populated name of the individual transmitting the CAR to the contractor. This data field will populate the contractor letter. Remains hidden until the CAR is transmitted to KTR.
- **Transmitted Date:** An auto-populated date generated when transmitting the CAR letter to the contractor. Remains hidden until the CAR is transmitted to KTR.



Figure 4.14

Figure 4.14 Buttons

- **Add/Edit or View Deficiencies:** Allows the user to access the deficiency page to view, add or edit deficiencies. Clicking this button acts as a save button and will display error messages if any are found on the Corrective Action Request Create/Edit page.

NOTE: *Mandatory (M) fields must be completed before adding deficiencies.*

- **Save:** The Save button may be used at any time to save the record as a draft. This allows users to return at a later time or perform occasional saves. There is currently ***no***

auto-save feature. Using the save button forces the system to check entries for errors and generates an error message (*in red font at the top of the page*) when one is found. Error message(s) must be corrected before data will be saved. Successfully saved entries will generate the message 'CAR Data has been saved'.

- **Cancel:** When this button is used on unsaved records, the user will be return to the worklist page, deleting the CAR/CAR serial number and causing a hole in the serial number sequence. If Cancel is used on a record previously saved, the button will return the user to the worklist page and the record will maintain its status.
- **View/Add Attachments:** The Add/View Attachment button allows uploading, viewing and deleting of attachments. See **Section 20.1** for complete details on uploading and viewing attachments.
- **Save and Exit:** The Save and Exit button may be used at any time to save your work and exit the record.
- **Withdraw CAR:** Only available to user with Supervisor access to CAR module. See Section 14 of this guide for Withdraw CAR Instructions.

5 CAR – DEFICIENCY DATA ENTRY

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



Figure 5.1

5.1 Adding a Deficiency

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

CAR Deficiency Data Entry					
<p>Instructions (M) denotes a mandatory field 1. Select Add Deficiency to add a new Deficiency 2. Complete all mandatory fields 3. Select Save or Save and Exit to add the Deficiency to the CAR 4. Select Delete Deficiency to delete the currently displayed Deficiency</p> <p>KCRs with a prefix of [OBS] will be obsolete during the May 2022 KCR update. Please ensure all obsolete items are updated with items that are not identified as [OBS] at the nearest convenience.</p>					
LEVEL I		CAR Number:	Cage	Year	S/N
Deficiency Number: 1		(M) NC Observation Date:	PDREP-2022-0204P		
The following is a list of DCMA Acquisition Functional areas adding deficiencies related to their field:					
(M) Assigned Functional Area: -SELECT-					
(M) Key Contract Requirement: -SELECT-					
(M) Critical Characteristic/Process: -SELECT-					
Item Nomenclature:				Add Item Nomenclature	
Part Number:				Add Part Number	
COG (NSEO)	FSC	NIIN	SMIC (NSEO)	Nomenclature	
NSN:					Lookup FSC
(M) Def. Class: -SELECT-					
(M) Category: -SELECT-					
(M) Type: -SELECT-					
(M) Non-compliance Description:					
Proprietary Information: -SELECT-					
(M) Contractual Requirement:					
Contractor Procedure:					

Figure 5.2

Figure 5.2 Data fields

CAR Deficiency Data Entry:

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

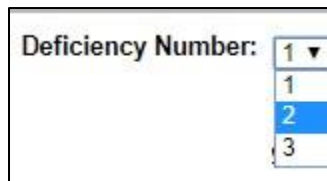


Figure 5.3

- **(M) NC Observation Date:** The date the government representative found or witnessed the deficiency.
- **(M) Assigned Functional Area:** The user's assigned functional area that found the deficiency.
- **(M) Function Area Details:** This field only populates when the Functional Area requires a sub level description and further defines the Assigned Functional Area.
- **(M) Key Contract Requirements:** The drop down list is based on the functional area selected. When a selection is made from the Assigned Functional Area field, a list containing the pertinent KCR section of the FAR will display.

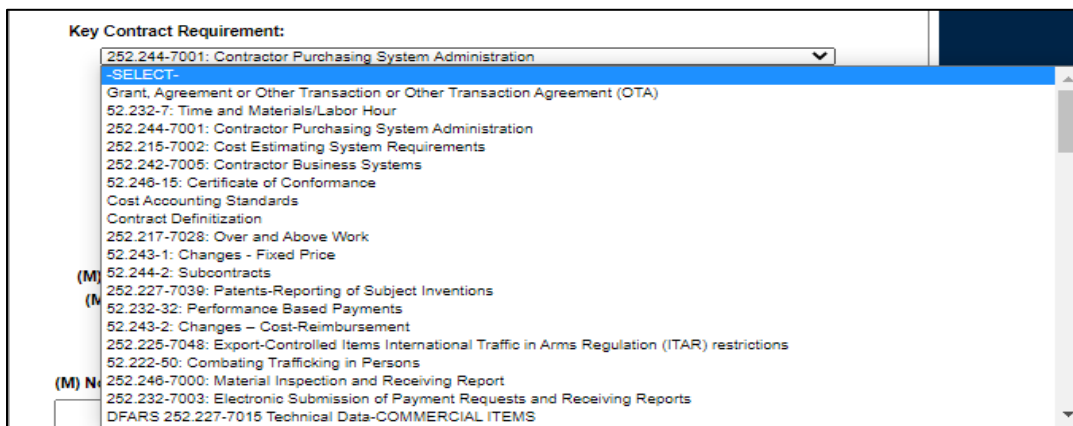


Figure 5.4

- Key Contract Event, Activity and Sub-Activity may be selected in cascading dropdowns based on the Key Contract Requirement selection. **All fields are Mandatory if populated.**
- **(M) Critical Characteristic/Process:** If item is a critical safety item select yes from the drop down list. Check 'Yes' if the item is an ESA (Engineering Support Activity) identified as a CSI.
- **Item Nomenclature:** Name of the part or document related to the deficiency. Multiple items may be stored; use the 'Add Item Nomenclature' button to add items and the 'Remove Item Nomenclature' button to remove saved items (see **Figure 5.5**). This field will accept up to 50 alphanumeric characters.

Figure 5.5

- **Part Number:** Is the part number related to the deficiency. Multiple part numbers may be stored, use the 'Add part Number' button to add items and the 'Remove Part Number' button to removed saved items. The part numbers listed will auto-populate on the contractor letter (see **Figures 5.6** and **Figure 5.7**). This field will accept up to 32 alphanumeric characters.

Figure 5.6

Figure 5.7

- **NSN:** Fill in the NSN, if available or type the NIIN and click the 'Lookup FSC' button to have the NSN auto-populate as shown in **Figures 5.8** and **Figure 5.9**.

Figure 5.8

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

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Lookup FSC

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

Code FOR: FSC
 Code: 9999
 Name: _____
 Search Cancel

Code	Name	Select
9999	MISCELLANEOUS ITEM	Select View

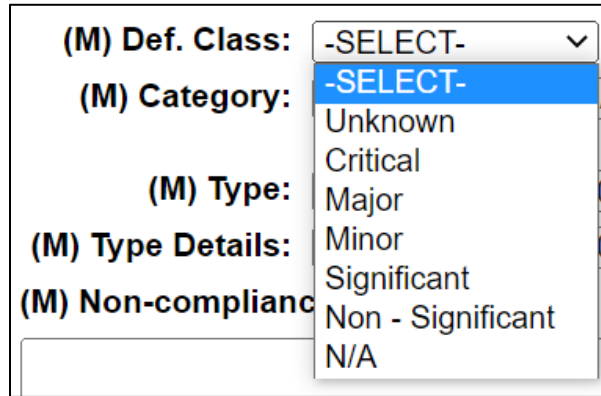
Figure 5.9

- **(M) Def Class:** The classification of the deficiency in accordance with FAR definitions. Selected from the drop down list. FAR definitions are available at https://www.acquisition.gov/far/part-46#FAR_46_101 (see Figure 5.10).

(M) Def. Class: -SELECT- ▼
 (M) Category: -SELECT- ▼
 (M) Type: Unknown ▼
 Critical
 Major
 Minor
 (M) Non-compliance n: N/A

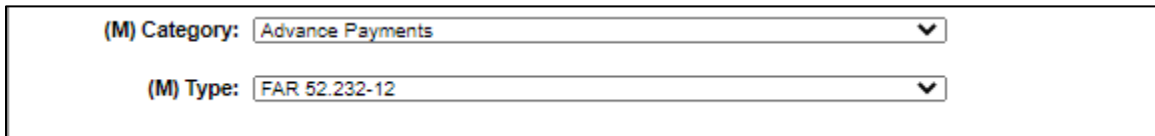
Figure 5.10

NOTE: Warranted 1102's will see the Deficiency Class as shown in **Figure 5.11** for Contractor Business System records. This allows a Warranted 1102 to make a change in Def Class when performing their function on the ACO page. When 'Significant' is selected, an additional dropdown will populate **after saving** for the Def. Class Sub. Class.



The screenshot shows a form with several dropdown menus. The first dropdown is labeled '(M) Def. Class:' and is currently set to '-SELECT-'. The second dropdown is labeled '(M) Category:' and is also set to '-SELECT-'. The third dropdown is labeled '(M) Type:' and is set to 'Major'. The fourth dropdown is labeled '(M) Type Details:' and is set to 'Significant'. The fifth dropdown is labeled '(M) Non-compliance' and is set to 'N/A'. The dropdown menu for '(M) Category:' is open, showing options: '-SELECT-', 'Unknown', 'Critical', 'Major', 'Minor', 'Significant', 'Non - Significant', and 'N/A'.

Figure 5.11



The screenshot shows a form with two dropdown menus. The first dropdown is labeled '(M) Category:' and is set to 'Advance Payments'. The second dropdown is labeled '(M) Type:' and is set to 'FAR 52.232-12'.

Figure 5.12

Figure 5.12 Data Fields

- **(M) Category:** Select from the drop down list that is a high-level description of the deficiency based on the Functional Area selected.
- **(M) Type:** Select from the drop down list of detailed descriptions of the deficiency based on the Category selected (see **Figure 5.12**). Depending on the "Type" selected, the **Type Details** field may display. This allows the user to select a more detailed description of the type and category (see **Figure 5.13**).

(M) Category: Accounting System Administration

(M) Type: 252.242-7006

Type Details: -SELECT-

(M) Non-compliance: -SELECT-

Proprietary Information: -SELECT-

(M) Contractual Requirement: -SELECT-

DFARS 252.242-7006(1)

DFARS 252.242-7006(2)

DFARS 252.242-7006(3)

DFARS 252.242-7006(4)

DFARS 252.242-7006(5)

DFARS 252.242-7006(6)

DFARS 252.242-7006(7)

DFARS 252.242-7006(8)

DFARS 252.242-7006(8)

DFARS 252.242-7006(9)

DFARS 252.242-7006(10)

DFARS 252.242-7006(11)

DFARS 252.242-7006(12)

DFARS 252.242-7006(13)

DFARS 252.242-7006(14)

DFARS 252.242-7006(15)

DFARS 252.242-7006(16)

DFARS 252.242-7006(17)

DFARS 252.242-7006(18)

Figure 5.13

(M) Non-compliance Description:

Proprietary Information: -SELECT-

(M) Contractual Requirement:

Contractor Procedure:

Save Deficiency

Save Draft Deficiency

Delete Deficiency

CAR Review

View/Add Attachments

Back

Figure 5.14

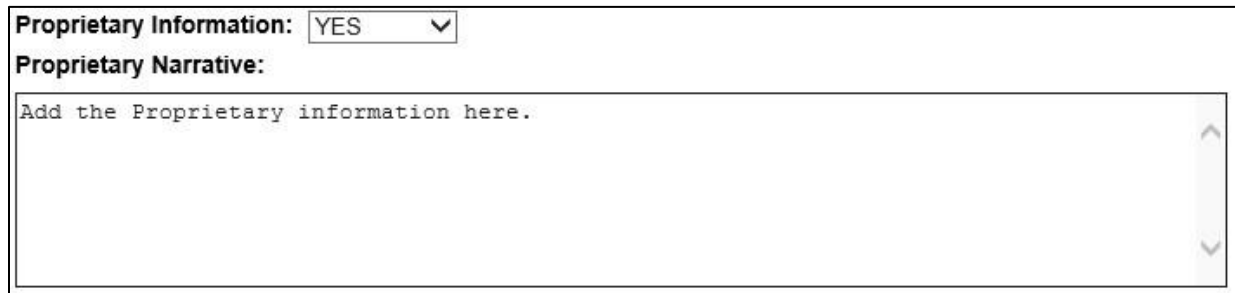
Figure 5.14 Data Fields

- **(M) Non-compliance Description:** A detailed description of the departure from the contractual requirements (see **Figure 5.14**).
- **Proprietary Info:** Select Yes or No from the drop list. Selecting 'Yes' will cause a Proprietary Narrative text box to display where users will add proprietary information related to the noncompliance (see **Figure 5.16**). The data entered will only be visible to DCMA and the data owner.



Proprietary Information: -SELECT- v
-SELECT-
YES
NO

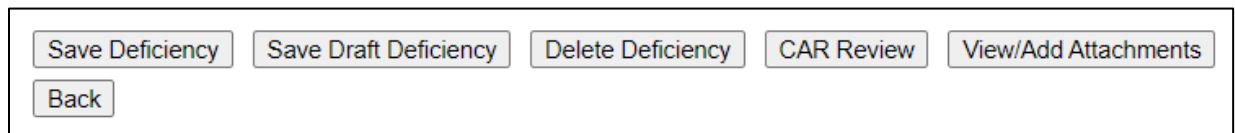
Figure 5.15



Proprietary Information: YES v
Proprietary Narrative:
Add the Proprietary information here.

Figure 5.16

- **(M) Contractual Requirement:** Text box to enter the contractual requirement; TDP, SOW FAR, etc. (see **Figure 5.14**).
- **Contractor Procedure:** Contractor's procedure that controls process or does not address contract requirements to produce expected outcome (see **Figure 5.14**).



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

Figure 5.17

Figure 5.17: Available Buttons
Buttons available before saving a deficiency:

- **Save Deficiency:** Allows the user to save a deficiency after all mandatory fields have been filled and populate workflow buttons including Transmit to Contractor, Forward to Reviewer, and Forward to ACO.
- **Save Draft Deficiency:** Allows the user to save a deficiency without entering all mandatory fields. No workflow buttons will populate until all mandatory data fields are entered.
- **Delete Deficiency:** Allows the user to delete a deficiency prior to transmitting the CAR to the contractor. This is done by:
 - Select the correct deficiency number to remove from the dropdown list (see **Figure 5.18**).

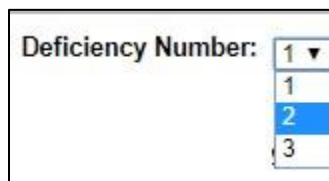


Figure 5.18

- Click the button to delete deficiency.
- System generated message of 'Are you sure you want to delete this deficiency?' will display
- Select 'Yes' to confirm the deletion and receive the confirmation message 'Deficiency number has been deleted from the CAR.' as shown in **Figure 5.19**.

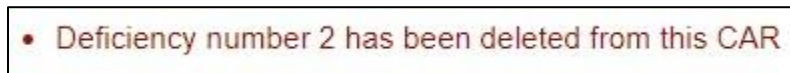


Figure 5.19

NOTE: This action cannot be undone. If a deficiency is deleted from the list, the deficiencies will not be renumbered (see **Figure 5.18**).

- **CAR Review:** Before using this button ensure the deficiency has been saved. CAR Review opens a DRAFT PDF version of the CAR letter to be sent to the contractor. This gives the Functional Specialist the ability to review the letter's content prior to forwarding the CAR to the reviewer. The PDF may be downloaded or printed from this screen (see **Figure 5.20**).

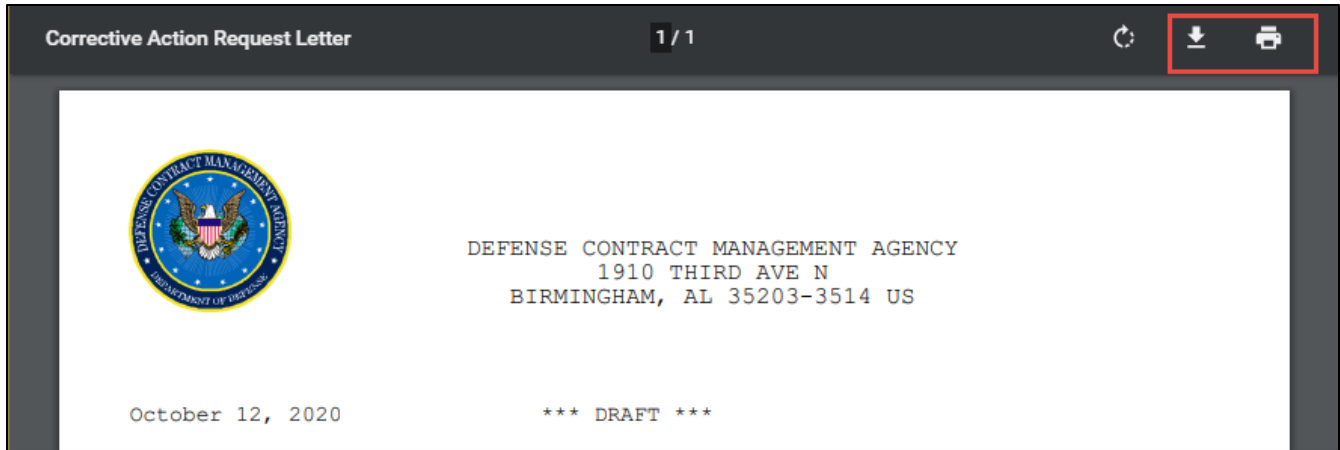


Figure 5.20

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

NOTE: If any of the mandatory (M) fields are missing, the entry will not save and an error message will populate (see **Figure 5.21**) indicating what field(s) require attention.

CAR-Non Conformance Data Entry	
Instructions	
(M) denotes a mandatory field	
1. Select Add Deficiency to add a new Deficiency	
2. Complete all mandatory fields	
3. Select Save or Save and Exit to add the Deficiency to the CAR	
4. Select Delete Deficiency to delete the currently displayed Deficiency	
	<ul style="list-style-type: none">• Assigned Functional Area is a mandatory field• Category is a mandatory field• Key Contract Requirement is a mandatory field• Type is a mandatory field• Def. Class is a mandatory field• Non-compliance Description is a mandatory field.• NC Observation Date is a mandatory field.• Contractual Requirement is a mandatory field.

Figure 5.21

When a deficiency has been successfully saved, a message of completion (as shown in **Figure 5.22**) will generate.

CAR-Non Conformance Data Entry	
Instructions	
(M) denotes a mandatory field	
1. Select Add Deficiency to add a new Deficiency	
2. Complete all mandatory fields	
3. Select Save or Save and Exit to add the Deficiency to the CAR	
4. Select Delete Deficiency to delete the currently displayed Deficiency	
<ul style="list-style-type: none"> • CAR Deficiency data has been saved. 	

Figure 5.22

Buttons available after saving will be determined based on Supervisor Review and Response Required indicators. See **Section 5.3 – Section 6.2** for more information.

5.2 Supervisor Review Required – Selected

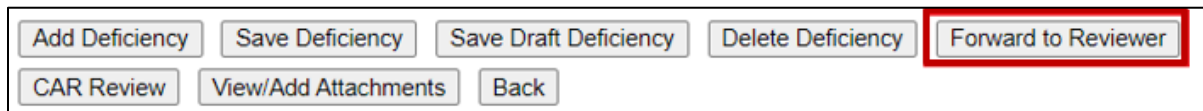


Figure 5.23

Figure 5.23: Available Buttons

Buttons available after saving a deficiency when the Supervisor Review Required box *is* selected:

- **Add Deficiency:** Creates a new deficiency page allowing the user to document more than one deficiency. The button will allow up to 99 deficiencies per CAR.
- **Forward to Reviewer:** Opens CAR Forward to Reviewer Message page. An auto-populated message will generate in the message box as seen in **Figure 5.24**. For a detailed description of this message, see **Section 11.1**.
- The emails intended recipient ('To:') must be an active PDREP user with user access privileges eligible to receive correspondences. If not, an alert will display instructing the intended recipients 'User with email (it will list email address entered by originator) does not have the required CAR Access Level for this action.' To avoid this situation, select a user that has Team Lead, Supervisor or ACO access.

DCMA Correspondence

Instructions


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

Correspondence

To:

CC:

Content



DEFENSE CONTRACT MANAGEMENT AGENCY

1910 THIRD AVE N

BIRMINGHAM, AL 35203-3514 US

01/24/2023

January 24, 2023

Corrective Action Request (CAR) CAR# 71905-2023-0053P requires a review.

Functional Area for Deficiency: Engineering

Sincerely,

USER GUIDE, DCMA
Region PD - PDREP-AIS PM
Team REP

Figure 5.24

5.3 Supervisor Review Required – NOT selected

Add Deficiency

Save Deficiency

Save Draft Deficiency

Delete Deficiency

CAR Review

Transmit to Contractor

View/Add Attachments

Back

Figure 5.25

Figure 5.25: Available Buttons

Buttons Available when the Supervisor Review Required *is not* selected:

- **Transmit to Contractor:** Allows user to transmit Level I and II CARS to the contractor when Response Required is YES. The CAR Correspondence page will open with the editable CAR template in the message box (see **Figure 5.26**). For a detailed description of this process, see **Section 12**. (Level III and IV CARS will not have this button unless you have the Warranted 1102 role.)

NOTE: When the Response Required box is **NO**, the 'Add Contractor Actions' button will populate instead of 'Transmit to Contractor' button. See **Section 6.1** for more information.

The screenshot displays two main sections: 'Correspondence' and 'Content'.
Correspondence: This section includes a 'To:' field containing 'user.guide@navy.mil' and a 'Delete' button. There are also 'Add To Email list' and 'Add CC Email list' buttons.
Content: This section features a circular logo for the Defense Contract Management Agency (DCMA). To the right of the logo are several text input fields containing the following information:
- DEFENSE CONTRACT MANAGEMENT AGENCY
- 1910 THIRD AVE N
- BIRMINGHAM, AL 35203-3514 US
- 10/12/2020
Below these fields is a large text area with the following content:
October 12, 2020
CONTRACTOR POC
SUPERVISOR
NAVY UNITED STATES DEPARTMENT OF
110 VERNON AVE
PANAMA CITY BEACH, FL 32407-7001 US
Subject: LEVEL I CAR
TO: CONTRACTOR POC
Summary:
DEFENSE CONTRACT MANAGEMENT AGENCY Observed non-compliances on 10/12/2020 as detailed below. The non-compliance(s) documented in this corrective action request (car) impacts the prime contract numbers: 6YEUYU. The non-compliance(s) impact cage code(s): 07070. This CAR should be treated as a customer complaint.

Figure 5.26

6 LI & LII CAR - RESPONSE REQUIRED OPTIONS

Check the Response Required checkbox if a written CAP is required by the KTR.

6.1 No Response Required

- A. If there is No Response Required from the Contractor, select NO on the dropdown or leave the dropdown on -SELECT- (see **Figure 6.0**).

The screenshot shows a form titled "Deficiency Information". Under the "Executive Summary:" heading, there is a large text area containing the text "HIGH LEVEL DESCRIPTION OF THE ISSUE.". Below this are several input fields: "CAGE Code:" with an empty text box and an "Add CAGE" button; "CAR POC:" with an empty text box; "Corrective Action Plan Due Date:" with a date picker set to "07/31/2022"; and three dropdown menus: "(M) Response Required" set to "NO", "(M) Delivery Schedule Impact Possible:" set to "NO", and "(M) Repeat Finding:" set to "NO". At the bottom, the "Status:" is "DRAFT" and the "Status Date:" is "06/16/2022".

Figure 6.0

- B. The user will complete all the (M) fields on the CAR Deficiency Entry page and click 'Save Deficiency'.
- C. The button 'Add Contractor Actions' will appear at the bottom of the page (see **Figure 6.1**). This is your gateway to the Contractor Actions Plan Details where the user will add the Root Cause Code, Root Cause Description, Contractor CA Implementation Date, Corrective Action Plan Details and KTR Submitted Date fields.

NOTE: If the (CM) or (M) fields are incomplete, the user will not see the Transmit CAR button when they go back to the Non-Compliance Data Entry page.

The screenshot shows a row of buttons at the bottom of the form. The buttons are: "Add Deficiency", "Save Deficiency", "Save Draft Deficiency", "Delete Deficiency", "CAR Review", "Add Contractor Actions", "View/Add Attachments", and "Back". The "Add Contractor Actions" button is highlighted with a red rectangular border.

Figure 6.1

- D. Complete the (CM) and (M) fields and add the Corrective Action Plan Details if known. Then click the 'Save Contractor Action Plan Details Section' button (see **Figure 6.2**).

Corrective Action Plan (CAP)		
<p>Instructions (M) denotes a mandatory field 1. Complete all mandatory fields 2. Select Save to save CAP Data 3. Select Approve CAP to send Approval Notification 4. Select Reject CAP to send Rejection Notification 5. Select Close CAR to send CAR Closed Notification</p>		
LEVEL I	CAR Number:	Cage Year S/N PDREP-2022-0003P
Contractor Action Plan Details		
Deficiency Number: 1 Deficiency Classification: Major Category: Contractor Purchasing System Administration Type: DFARS 52-244-2 Critical Safety Item: NOT SELECTED Non-compliance Description: TEST Contractual Requirement: TEST Contractor Procedure: (CM) Root Cause Code: <input type="text" value="-SELECT-"/> (CM) Root Cause Description: <input type="text" value="-SELECT-"/>		
<p>Contractor's CAR Response Requirements:</p> <ul style="list-style-type: none"> • Root cause of the deficiency • Actions taken to correct the current specific deficiency • Corrective Action taken or planned to eliminate deficiency • Action taken to prevent recurrence of the deficiency • Determination of whether other processes are affected by the identified root cause • Determination of whether other financials costs/products/services are affected by the identified root cause, including product already delivered to the customer • Action taken to correct the weakness which allowed deficient financial costs/protucts/services to be provided to the government for acceptance 		
(M) Contractor CA Implementation Date: <input type="text"/>		
Corrective Action Plan Details: <div style="border: 1px solid black; height: 80px; width: 100%;"></div>		
(M) KTR Submitted Date: <input type="text"/>		
<input type="button" value="Save Contractor Action Plan Details Section"/>		

Figure 6.2

Figure 6.2 Editable fields

- **Root Cause Code:** Select the Root Cause code matching the Root Cause provided by the contractor. This field must be filled in to close the CAR.
 - **Root Cause Description:** Select the Root Cause Description matching the Root Cause provided by the contractor. This field must be filled in to close the CAR.
 - **(M) Contractor CA Implementation Date:** The date provided by the contractor to implement the corrective action. Note: when Response Required is NO, use the NC Observation Date in this field.
 - **Corrective Action Plan Details:** Text field addressing the Root Cause corrective actions and the contractor's CAP details.
 - **(M) KTR Submitted Date:** Date the contractor submitted the CAP. By entering the date, the Status will update to CAP –Submitted. Date and Status change will be recorded in the record's history. Note: when Response Required is NO, use the NC Observation Date in this field.
- E. The 'Transmit to Contractor' button will show at the bottom of the page when all (M) and (CM) fields have been completed (see **Figure 6.3**).

LEVEL I	CAR Number:	Cage Year S/N PDREP-2022-0204P
Contractor Action Plan Details		
<p>Deficiency Number: 1 Deficiency Classification: Unknown</p> <p>Category: Failure Reporting, Analysis, and Corrective Action</p> <p>Type: Compliance: Other (details MUST be added in the comment section to submit)</p> <p>Critical Characteristic/Process: NO</p> <p>Non-compliance Description:</p> <p>TEST</p> <p>Contractual Requirement:</p> <p>TEST</p> <p>Contractor Procedure:</p> <p>(CM) Root Cause Code: <input type="text" value="C.1-Machine"/> ▼</p> <p>(CM) Root Cause Description: <input type="text" value="C.1.1-Machine or equipment related"/> ▼</p> <hr style="border-top: 1px dashed black;"/> <p>Contractor's CAR Response Requirements:</p> <ul style="list-style-type: none"> Root cause of the deficiency Actions taken to correct the current specific deficiency Corrective Action taken or planned to eliminate deficiency Action taken to prevent recurrence of the deficiency Determination of whether other processes are affected by the identified root cause Determination of whether other financials costs/products/services are affected by the identified root cause, including product already delivered to the customer Action taken to correct the weakness which allowed deficient financial costs/products/services to be provided to the government for acceptance <hr style="border-top: 1px dashed black;"/> <p>(M) Contractor CA Implementation Date: <input type="text" value="12/12/2022"/> </p> <p>Corrective Action Plan Details:</p> <div style="border: 1px solid gray; padding: 5px; min-height: 80px;"> <p>Corrective Action Plan Details.</p> </div> <p>(M) KTR Submitted Date: <input type="text" value="12/12/2022"/> </p> <p style="text-align: center; margin-top: 10px;"> <input type="button" value="Back"/> <input type="button" value="Save Contractor Action Plan Details Section"/> <input type="button" value="Transmit to Contractor"/> </p>		

Figure 6.3

- F. If the user has also checked the 'Supervisor Review Required' box on the Create/Edit page (see **Figure 6.4**) then the 'Transmit to Contractor' button will not show until the review process is complete.

General Information			
LEVEL II	CAR Number:	Cage Year S/N	96454-2021-0076P
OASIS Indicator: <input type="checkbox"/>	(CM)	OASIS Ticket Number:	<input type="text"/>
Supervisor Review Required: <input checked="" type="checkbox"/>	Contractor Business System Indicator: <input type="checkbox"/>		

Figure 6.4

6.2 Response Required

- When there is a response required from the contractor, select YES in the 'Response Required' dropdown (see **Figure 6.5**).

Deficiency Information			
Executive Summary:			
<input type="text" value="HIGH LEVEL DESCRIPTION OF THE ISSUE."/>			
CAGE Code:	<input type="text"/>	<input type="button" value="Add CAGE"/>	
CAR POC:	<input type="text"/>		
Corrective Action Plan Due Date:	<input type="text" value="07/31/2022"/>	<input type="button" value="Calendar"/>	
(M) Response Required	YES <input type="button" value="v"/>		
(M) Delivery Schedule Impact Possible:	NO <input type="button" value="v"/>	(M) Repeat Finding:	NO <input type="button" value="v"/>
Status: DRAFT		Status Date: 06/16/2022	

Figure 6.5

- All the (M) fields on the Create/Edit page are to be completed.
- All the (M) fields on the CAR-Deficiency Data Entry page are to be completed.
- A CAR with the 'Response Required' selected YES does not auto close once it is transmitted to the contractor.
- After all the (M) fields are completed, the 'Transmit to Contractor' button will populate.

- If the Supervisor Review box is checked, the Transmit button will not show until that process is completed as seen in **Figure 6.6** (see **Section 9** for review process).

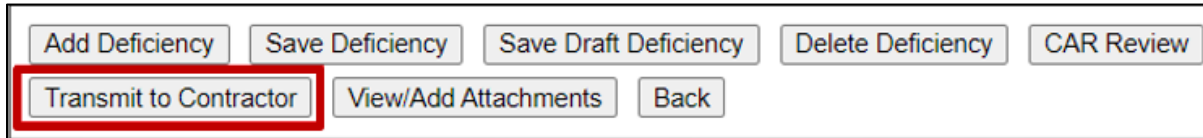


Figure 6.6

- After the CAR has been transmitted, the CAR Contractor Actions tab will be available to enter the Contractor Response. See [Section 13](#) for details.

7 DELEGATED SURVEILLANCE/PLACE OF PERFORMANCE (POP) NOTIFICATION

7.1 POP Notification Workflow

A Place of Performance (POP) Notification (a.k.a. “D” CAR) is a Notification to the FS cognizant of the Prime KTR.

- To create a POP CAR, select the ‘Delegated Surveillance/Place of Performance Notification indicator (see **Figure 7.0**) while on the Create New CAR page.

PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)

Home • Help ▶ User Profile: USER GUIDE ▶ • Logout

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

Corrective Action Request - New

Instructions
(M) denotes a mandatory field
 1. Answer Question
 2. Enter CAGE Code of discrepancy discovery location
 3. Select Level Code

(M) Select CAR Type/Notification:

Prime Contractor CAR

Delegated Surveillance/Place of Performance Notification

Exception to Delegated Surveillance/Place of Performance CAR (as described in DCMA Policy)

(M) CAGE Code: **Year:** **Serial Number:** **Suffix:**

(M) CAR Level:

Figure 7.0

- Enter the CAGE Code of the discrepancy discovery location. Then, select the appropriate CAR level for which the POP CAR should be issued.
- After all mandatory information has been entered on the Create New CAR page, click the 'Create CAR' button to navigate to the Create/Edit page.
- The POP Create/Edit page will look similar to that of a Prime KTR CAR but will have additional Sections, such as: Prime Contract Information, Prime Functional Specialist Information and Place of Performance (see **Figure 7.1**).

NOTE: For multi-tier delegations, the FS and prime KTR refer to next tier up in the supply chain.

Corrective Action Request - Create/Edit	
<p>Instructions (M) denotes a mandatory field 1. Enter Prime, Subcontractor and POP CAGE CODE information, if known 2. Enter Prime Contractor DODAAC 3. Enter Contract P/O/OJ information, if known 4. Enter Contract Recipient POC and Email Address for Transmit/Notification 5. Select Add/View Deficiencies to add up to 5 Deficiencies 6. Enter/Select CAP Due Date in MM/DD/YYYY format (For CAR Level I, CAP Due Date is not required.)</p>	
<p> <input type="button" value="Add/View or Edit Deficiencies"/> <input type="button" value="Save Draft"/> <input type="button" value="Cancel"/> <input type="button" value="View/Add Attachments"/> <input type="button" value="Save & Exit"/> </p>	
General Information	
LEVEL: <input type="text" value="2"/>	Notification Number: <input type="text"/>
Cage Year S/N PDREP-2022-0205D	
(M) Originator Name: <input type="text" value="USER GUIDE"/>	
(M) Phone Number: <input type="text" value="207-555-1234"/>	
(M) Email: <input type="text" value="userguide@navy.mil"/>	
DODAAC: <input type="text" value="S0101A"/>	
Activity Name: DEFENSE CONTRACT MANAGEMENT AGENCY	
Address: 1910 THIRD AVE N	
City, State, Zip: BIRMINGHAM, AL 35203-3514	
KTR Information	
(M) KTR POC: <input type="text"/>	
(M) KTR POC Title: <input type="text"/>	
(M) KTR Email Address: <input type="text"/>	
KTR POC Phone: <input type="text"/>	
Prime Contract Information	
Contractor Business System Indicator: <input type="checkbox"/>	
(M) Prime Contract Number: <input type="text"/> <input type="button" value="Add Contract"/>	
(M) Prime CAGE: <input type="text"/> <input type="button" value="Add CAGE"/>	
Applicable Program List: <input type="text" value="-SELECT-"/>	
(M) Prime Contract CMO DoDAAC: <input type="text"/> <input type="button" value="Add DoDAAC"/>	
Prime Functional Specialist Information	
Prime FS Name: <input type="text"/>	
(M) Prime FS Email: <input type="text"/> <input type="button" value="Add Prime FS"/>	
Place of Performance	
POP CAGE: PDREP	
Company Name: PDREP CO	
Address: NSLC PORTSMOUTH	
City/State/Zip: PORTSMOUTH, NH 03804	
Phone Number: <input type="text"/>	
Fax Number: <input type="text"/>	
SubContractor UEI: <input type="text"/>	
(M) Subcontract/Purchase Order Number: <input type="text"/> <input type="button" value="Add P.O. Number"/>	
Notification Summary	
Notification Summary: <div style="border: 1px solid black; height: 60px; width: 100%;"></div>	
<p> <input type="button" value="Add/View or Edit Deficiencies"/> <input type="button" value="Save Draft"/> <input type="button" value="Cancel"/> <input type="button" value="View/Add Attachments"/> <input type="button" value="Save & Exit"/> </p>	

Figure 7.1

Figure 7.1: Data Fields

CAR Level is editable while in DRAFT statuses.

KTR Information:

- **(M) KTR POC:** The Contractor's Point of Contact. This information auto-populates the 'To' field of the Notification's letter.
- **(M) KTR POC Title:** The title associated with the Contractor's Point of Contact, i.e. Quality Manager, Production Manager, etc. The KTR POC field and the KTR POC Title field are populated on the Notification header above the KTR info when it is being transmitted.
- **(M) Email Address:** Enter the email address of the individual who is going to receive the Notification.
- **KTR POC Phone:** Enter the phone number of the individual who is going to receive the Notification.

Prime Contract Information:

- **Contractor Business System Indicator:** Check this box if the deficiency was found during a Contractor Business System (CBS) related audit.
- **(M) Prime Contract Number:** This data field relates to the Prime Contract Number for which the deficiency found is being written against. After completing the Prime Contract Number, click the 'Add Contract' button to register the entry. More than one Prime Contract Number may be recorded. To remove a listed Prime Contract Number, select the entry to be eliminated and then click the 'Remove' button.
- **(M) Prime CAGE:** Enter the CAGE of the Prime Contractor and click 'Add CAGE'. Multiple Prime CAGE Codes may be entered.
- **Applicable Program List:** A drop down list of Applicable Programs. Highlight the program selection and a second dropdown will populate with Program name options. Click the 'Add Program' button to save entry in the Selected Programs field. A program may be removed by highlighting the program and clicking the 'Remove' button.
- **Prime Contract CMO DoDAAC:** Enter the DODAAC of the Contract Management Office. The Name and Address information from this DODAAC will appear on all correspondence generated from the CAR program.

Prime Functional Specialist Information:

- **Prime FS Name:** The Functional Specialist (FS) who is receiving the Notification. Multiple FS can be input if the noncompliance affects multiple delegated/POP contracts.
- **(M) Prime FS Email:** The email address of the Functional Specialist(s) receiving the POP CAR Notification. The listed recipient **MUST** have a government email address and an active PDREP account. Click Add Prime FS button.

Place of Performance:

- **POP CAGE:** Auto-populated from the Create New page, displays the CAGE of the subsidiary location where the discrepancy was found. This auto-populates the Company Name, Address, City/State/Zip, Phone Number and Fax Number in the fields below when available.
- **SubContractor UEI:** The subsidiary contractor Unique Entity Identifier (UEI) is used when a subcontractor does not have a registered CAGE code. The UEI is a unique number assigned to such contractors and is housed within the System for Award Management (SAM). Note: UEI replaced the DUNS number as of April 2022.
- **(M) Subcontractor/Purchase Order Number:** The Sub-contract number or Purchase Order Number (sometimes called a Work Order or Interdivisional Work Transfer) used by the prime contractor will be entered in this data field. More than one Purchase Order may be applied. To register an entry, click the 'Add P.O. Number' button. To remove a listed Subcontractor/ Purchase Order Number, select the entry to be eliminated and then click the 'Remove' button.

Notification Summary:

- **Notification Summary:** Optional input, the Notification Summary box is a high level description of the problem(s) found. The remarks contained within this text box is **NOT** captured in the record itself. The field is 4000 characters max.

NOTE: The CAR module does **not** contain an auto-save feature. Therefore, records do **not** automatically get backed up. Entries, edits and attachments **must** be manually saved.

7.2 POP Deficiency Data Entry

Complete all the (M) fields on the CAR Deficiency Data Entry page (**Figure 7.2**) and fill in any other pertinent information that is available if you think it would help the Prime FS write their CAR based off your inputs.

Cage Year S/N
PDREP-2022-0205D

LEVEL II Notification Number:

Deficiency Number: (M) NC Observation Date:

Delivery Schedule Impact Possible: Repeat Finding (if known):

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

(M) Assigned Functional Area:

(M) Key Contract Requirement:

(M) Critical Characteristic/Process:

Item Nomenclature:

Part Number:

	COG	FSC	NIIN	SMIC	Nomenclature	
	(NSEO)			(NSEO)		
NSN:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Lookup FSC"/>

(M) Def. Class:

(M) Category:

(M) Type:

(M) Non-compliance Description:

Proprietary Information:

(M) Contractual Requirement:

Contractor Procedure:

Figure 7.2

Figure 7.2: Data Fields

CAR Deficiency Data Entry Page:

- **CAR Level:** Selection populated is initially made via the 'Create New CAR' page.
- **Notification Number:** Selection populated is initially made via the 'Create New CAR' page.
- **Deficiency Number:** Drop down list of the numbers corresponding to the number of the deficiency. The list can contain up to 99 deficiency numbers. Click on the selected deficiency number (see **Figure 7.3**) to go directly to that deficiency.

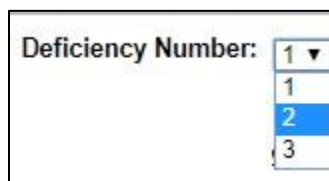


Figure 7.3

- **(M) NC Observation Date:** The date the government representative found or witnessed the deficiency.
- **Delivery Schedule Impact Possible:** A dropdown that indicates a schedule impact due to the deficiency.
- **Repeat Finding:** A dropdown that indicates if the current deficiency meets the business rule definition of 'repeat finding'.
- **(M) Assigned Functional Area:** The user's assigned functional area that found the deficiency or originating the CAR.
- **(M) Function Area Details:** This field only populates when the Functional Area requires a sub level description and further defines the Assigned Functional Area.
- **(M) Key Contract Requirements:** The drop down list is based on the functional area selected. When a selection is made from the Assigned Functional Area field, a list containing the pertinent KCR section of the FAR will display. **All fields are Mandatory if populated.**

NOTE: *KCRs with a prefix of [OBS] will be obsolete during the May 2022 KCR update. Please ensure all obsolete items are updated with items that are not identified as [OBS] at the nearest convenience.*

CAR Deficiency Data Entry Page (continued):

- **(M) Critical Characteristic/Process:** Select 'Yes' from the dropdown if the item is a Critical Safety Item (CSI) or if the item is an ESA (Engineering Support Activity) identified as a CSI.
 - **Item Nomenclature:** Name of the part or document related to the deficiency. Multiple items may be stored; use the 'Add Item Nomenclature' button to add items and the 'Remove Item Nomenclature' button to remove saved items. This field will accept up to 50 alphanumeric characters.
 - **Part Number:** The part number related to the deficiency. Multiple part numbers may be stored, use the 'Add part Number' button to add items and the 'Remove Part Number' button to remove saved items. The part numbers listed will auto-populate on the contractor letter. This field will accept up to 32 alphanumeric characters.
 - **NSN:** Fill in the NSN, if available or type the NIIN and click the 'Lookup FSC' button to have the NSN auto-populate.
 - **(M) Def Class:** The classification of the deficiency in accordance with FAR definitions. Selected from the drop down list. FAR definitions are available at https://www.acquisition.gov/far/part-46#FAR_46_101.
1. The Warranted 1102 role can edit the **Deficiency Class:** field, as shown in **Figure 7.4**. This allows the Warranted 1102 to make a change to the Def Class rating when performing their duties on the ACO page.

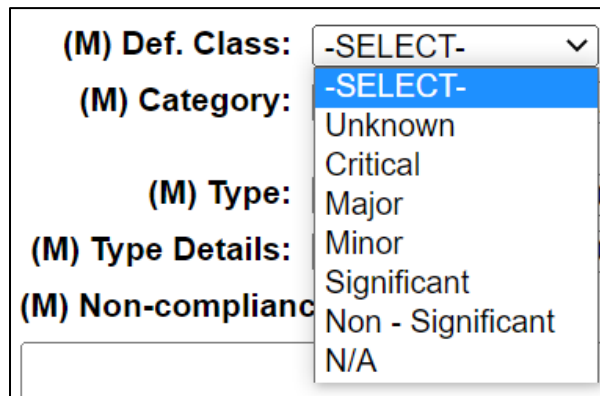


Figure 7.4

- **(M) Category:** Select from the drop down list that is a high-level description of the deficiency based on the Functional Area selected.

- **(M) Type:** Selected from the drop down list of detailed descriptions of the deficiency based on the Category selected. Under certain circumstances causes the Type Details field to display.

The image shows a form with the following sections:

- (M) Non-compliance Description:** A text box containing the text "SOP was inaccurate."
- Proprietary Information:** A dropdown menu with "YES" selected.
- Proprietary Narrative:** An empty text box.
- (M) Contractual Requirement:** A text box containing the text "Have a valid SOP."
- Contractor Procedure:** An empty text box.

Figure 7.5

Figure 7.5: Data Fields:

- **(M) Noncompliance Description:** A detailed description of the departure from the contractual requirements.
- **Proprietary Info:** Select Yes or No from the drop list. Selecting 'Yes' will cause a Proprietary Narrative text box to display where users will add proprietary information related to the non-compliance (see **Figure 7.6**).

Proprietary Information: YES ▾

Proprietary Narrative:

Add the Proprietary information here.

Figure 7.6

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

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

Back

Figure 7.7

Figure 7.7: Available Buttons (before the 'Save Deficiency' button is clicked):

- **Save Deficiency:** Saves the Deficiency you are currently working on.
- **Save Draft Deficiency:** Allows the user to save a deficiency without entering all mandatory fields. No workflow buttons will populate until all mandatory data fields are entered.
- **Delete Deficiency:** Deletes the Deficiency you are currently on. Use the Deficiency Number dropdown to select a specific deficiency to delete (see **Figure 7.4**).
- **Review Draft:** Allows you to review the CAR before it is sent to the Prime FS.
- **View/Add Attachments:** Here you can upload & attach information pertaining to the CAR.
- **Back:** Send you back to the Create/Edit CAR Page.

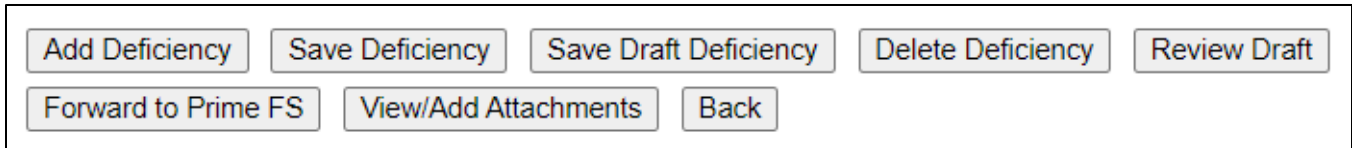


Figure 7.8

Figure 7.8: Additional Available Buttons (after the ‘Save Deficiency’ button is clicked)

- **Add Deficiency:** This allows you to add another deficiency to the CAR. You can add up to 99 deficiencies.
 - **Forward to Prime FS:** Sends you to the correspondence page where you can send the CAR to the Prime FS.
1. Once the Deficiency Data Entry page is completed and all deficiencies have been successfully saved, the CAR may be TRANSMITTED to the Prime FS. Up to this point the CAR is considered to be in DRAFT SUB-LOC CAR NOTIFICATION status.
 2. When the CAR has been forwarded to the Prime FS it is considered to be in SUB-LOC CAR NOTIFICATION TRANSMITTED, status. **For all access levels, once the POP CAR is transmitted, the ability to edit or delete no longer exists.**
 3. The Supervisor role may open the record and will see the Withdraw CAR button (see **Figure 7.9**). See [Section 14](#) on how to withdraw a CAR.



Figure 7.9

7.3 Acknowledge POP Notification

Once the POP Notification has been transmitted to the Prime KTR receiving team, the receiving team will get an ‘Acknowledge’ link in their worklist under that RCN (see **Figure 7.10**).

- The Receiving team will click the ‘Acknowledge’ link, acknowledging receipt of the POP Notification.

CAR Worklist											
CAR #	Level	Prime CTR CAGE	Action ^	Contract Number(s)	Updated By	Updated Date	Status	Linked Records	Days Active	History & Correspondence	Delete Record?
99999-2022-0009D	LEVEL III		Send Message Acknowledge	CONTRACT SUBORDER	S	07/18/2022	SUB-LOC CAR NOTIFICATION TRANSMITTED		176	View	
PDREP-2022-0147D	LEVEL II		Send Message Acknowledge	CONTRACT SUBINFO	S	07/19/2022	SUB-LOC CAR NOTIFICATION TRANSMITTED		175	View	
98897-2022-0010D	LEVEL I		Send Message Acknowledge	CONTRACT SUBLINEITEM	S	07/16/2022	SUB-LOC CAR NOTIFICATION TRANSMITTED		178	View	
PDREP-2022-0182P	LEVEL IV	PDREP	Send Message	LETTER2	S	10/13/2022	DRAFT		91	View	Delete
PDREP-2022-0180P	LEVEL IV	PDREP	Send Message	NEWMESSAGE	S	10/05/2022	FORWARDED TO ACO		97	View	Delete
PDREP-2022-0155P	LEVEL IV	PDREP	Send Message	CONTRACT	S	08/23/2022	CAR TRANSMITTED		140	View	

Figure 7.10

- Click 'Acknowledge' hyperlink to enter the DCMA Correspondence Page in Figure 7.11.

DCMA Correspondence

Instructions

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

Correspondence

To:

CC:

Content

May 06, 2022

Notification#: 71905-2022-0577D LEVEL III

Notification acknowledged by receiver.

SINCERELY,
USER GUIDE, DCMA

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

All Attachments

71905-2022-0577D.pdf : POP Notification Letter

71905-2022-0577D_Sub-Loc-Notification.pdf : Place of Performance Report

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

Figure 7.11

- The “To:” line is auto-populated with the Originator’s email address. **Click the “Add To Email list” button to select the email address.** The email address will populate in a new table below the field (see **Figure 7.12**).

The screenshot shows a form titled "Correspondence". It has two main sections: "To:" and "CC:". The "To:" section has a text input field containing "user.guide@navy.mil" and a "Delete" button to its right. Above the input field is a "Add To Email list" button. The "CC:" section has an empty text input field and an "Add CC Email list" button to its right.

Figure 7.12

- Additional email addresses may be entered in the “To:” or “CC:” lines.
- If you do not click this button, an error message will populate prompting you to submit the email to the list (see **Figure 7.13**).

The screenshot shows a form titled "DCMA Correspondence". It contains a section for "Instructions" with a numbered list:

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

 Below the instructions is a red error message: "• To: Email is missing". At the bottom of the form is a section titled "Correspondence" with "To:" and "CC:" fields. The "To:" field contains "USER.GUIDE@NAVY.MIL" and has an "Add To Email list" button. The "CC:" field is empty and has an "Add CC Email list" button.

Figure 7.13

At the bottom of the page, users have the option to include attachments, preview the letter, send the correspondence or go back to the Worklist.

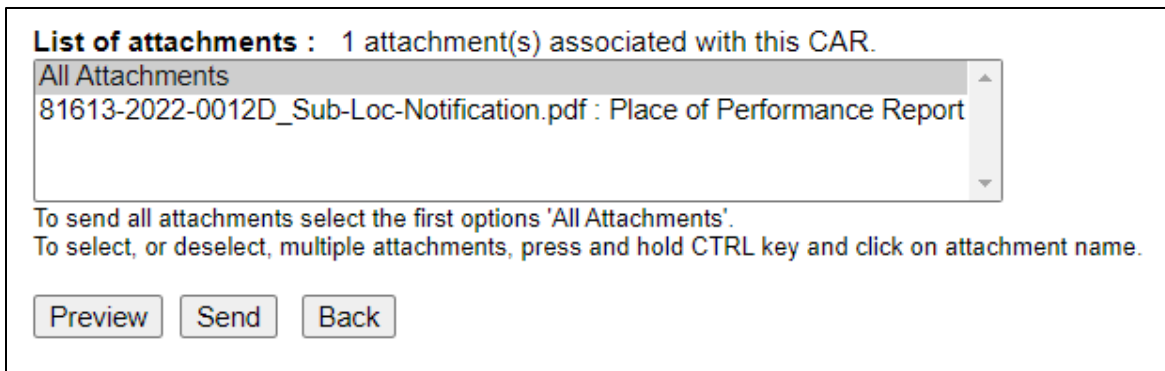


Figure 7.14

Figure 7.14 Fields

- List of Attachments table
 - Send with all attachments: highlight “All Attachments”.
 - Send with select attachments: hold the CTRL key on the keyboard and click the desired attachments.
 - Send with no attachments: hold the CTRL key and de-select the “All Attachments” line so no selection is made within the table (see **Figure 7.15**).

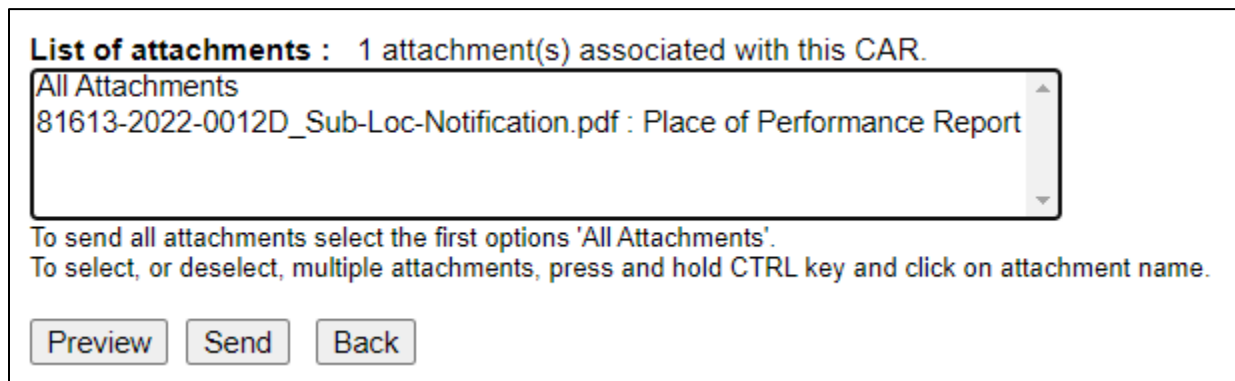


Figure 7.15

- Preview: Opens a new window with a Draft copy of the Acknowledgement letter. This can be downloaded or printed.
- Send: Sends message to the entered email address(es).
- Back: Returns the user to the Worklist.

After the acknowledgement of the POP Notification by the receiving team, the POP Notification workflow is completed.

7.4 Withdraw POP Notification

- A Supervisor on the Receiving Team may withdraw the CAR at any time after it has been transmitted. The transmitting Region/Team Code no longer has privileges over the CAR and cannot withdraw it, unless the Supervisor transfers the CAR back into their Team Code.
- To withdraw a POP CAR the supervisor on the receiving team uses the withdraw CAR process found in [Section 14](#).

NOTE: The supervisor will NOT be able to add the required WN-Withdraw CAR Note if the CAR was not sent, or transferred, to their team code.

7.5 Linking POP Notifications to Prime CARs

Prime CARs may be linked to an Acknowledged POP Notification. Records are available to link based on the Prime CAGE Code.

When creating a Prime CAR, a checkbox is available for “Sub-LOC Notification” (see **Figure 7.16**).

General Information		
LEVEL I	Notification Number:	Cage Year S/N 71905-2022-0322P
OASIS Indicator: <input type="checkbox"/>	(CM) OASIS Ticket Number:	<input type="text"/>
Supervisor Review Required: <input type="checkbox"/>	Contractor Business System Indicator:	<input type="checkbox"/>
Sub-Loc Notification: <input type="checkbox"/>		
(M)Originator Name:	<input type="text" value="USER (BETA) GUIDE"/>	
(M)Phone Number:	<input type="text" value="207-488-5555"/>	
(M)Email:	<input type="text" value="USER.GUIDE@NAVY.MIL"/>	
DODAAC:	S0101A	
Activity Name:	DEFENSE CONTRACT MANAGEMENT AGENCY	
Address:	1910 THIRD AVE N	
City, State, Zip:	BIRMINGHAM, AL 35203-3514	

Figure 7.16

Check the box populates a dropdown menu with available records to link (see **Figure 7.17**). The dropdown will only populate POP Notifications that:

- have the same Prime CAGE Code as the Prime CAR CAGE Code, **and**
- are in a status of SUB-LOC CAR ACKNOWLEDGED.

General Information		
LEVEL I	CAR Number:	Cage Year S/N PDREP-2022-0093P
OASIS Indicator: <input type="checkbox"/>	(CM) OASIS Ticket Number:	<input type="text"/>
Supervisor Review Required: <input type="checkbox"/>	Contractor Business System Indicator:	<input type="checkbox"/>
Sub-Loc Notification: <input checked="" type="checkbox"/>	(CM) Sub KTR Notification #:	-SELECT- <input type="button" value="Add Sub Loc"/>
(M)Originator Name:	ALPHA (ALPHA) USER	-SELECT- CPARS-2022-8D 3PQR2-2022-2D 71905-2022-413D
(M)Phone Number:	207-448-5555	<input type="text"/>
(M)Email:	USER.GUIDE@NAVY.MIL	<input type="text"/>
DODAAC:	S0101A	

Figure 7.17

Select a record from the dropdown and click the Add Sub Loc button to link the records. Multiple records may be linked and linked records will populate in the Selected Sub-Loc Notification # table below the dropdown (see **Figure 7.18**).

General Information		
LEVEL I	CAR Number:	Cage Year S/N PDREP-2022-0093P
OASIS Indicator: <input type="checkbox"/>	(CM) OASIS Ticket Number:	<input type="text"/>
Supervisor Review Required: <input type="checkbox"/>	Contractor Business System Indicator:	<input type="checkbox"/>
Sub-Loc Notification: <input checked="" type="checkbox"/>	(CM) Sub KTR Notification #:	-SELECT- <input type="button" value="Add Sub Loc"/>
Selected Sub-Loc:	CPARS-2022-8D 3PQR2-2022-2D	<input type="button" value="Remove"/>

Figure 7.18

To remove a linked record, select the record in the Selected Sub-Loc table to be removed and click the Remove button. Records can only be removed and/or added before the Prime CAR is transmitted. See **Figure 7.19** and **Figure 7.20** for an example.

General Information		
LEVEL I	CAR Number:	Cage Year S/N PDREP-2022-0093P
OASIS Indicator: <input type="checkbox"/>	(CM) OASIS Ticket Number:	<input type="text"/>
Supervisor Review Required: <input type="checkbox"/>	Contractor Business System Indicator:	<input type="checkbox"/>
Sub-Loc Notification: <input checked="" type="checkbox"/>	(CM) Sub KTR Notification #:	-SELECT- <input type="button" value="Add Sub Loc"/>
Selected Sub-Loc:	<input type="text" value="CPARS-2022-8D"/> <input type="text" value="3PQR2-2022-2D"/>	<input type="button" value="Remove"/>

Figure 7.19

General Information		
LEVEL I	CAR Number:	Cage Year S/N PDREP-2022-0093P
OASIS Indicator: <input type="checkbox"/>	(CM) OASIS Ticket Number:	<input type="text"/>
Supervisor Review Required: <input type="checkbox"/>	Contractor Business System Indicator:	<input type="checkbox"/>
Sub-Loc Notification: <input checked="" type="checkbox"/>	(CM) Sub KTR Notification #:	-SELECT- <input type="button" value="Add Sub Loc"/>
Selected Sub-Loc:	<input type="text" value="3PQR2-2022-2D"/>	<input type="button" value="Remove"/>

Figure 7.20

Deficiencies from linked Sub-Loc Notification will auto-copy onto the Prime CAR record ONLY when first creating the Prime CAR. Deficiencies are NOT automatically removed when a Sub-Loc Notification is un-linked (removed from (CM) Sub KTR Notification # block).

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

Any deficiencies from linked Sub-Loc Notification(s) will pre-populate as Deficiency 2, 3, etc. (Figure 7.21). Be sure to review all deficiencies before transmitting the CAR.

CAR Deficiency Data Entry

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

KCRs with a prefix of [OBS] will be obsolete during the May 2022 KCR update.
 Please ensure all obsolete items are updated with items that are not identified as [OBS] at the nearest convenience.

LEVEL II

Deficiency Number:

Notification Number: PDREP-2022-0162P

(M) NC Observation Date:

Cage Year S/N
PDREP-2022-0162P

The following is a list of Acquisition Functional Areas writing CARs related to their field:

(M) Assigned Functional Area:

(M) Key Contract Requirement:

(M) Critical Characteristic/Process:

Item Nomenclature:

Part Number:

COG (NSEO) FSC NIIN SMIC (NSEO) Nomenclature

NSN:

Figure 7.21

Linked records will display on the worklist under the Linked Records column for both records (see **Figure 7.22**) and are available in Ad Hoc reports under data element Linked Records (see **Figure 7.23** for an example report).

CAR Worklist											
CAR #	Level	Prime CTR CAGE	Action	Contract Number(s)	Updated By	Updated Date	Status	Linked Records -	Days Active	History & Correspondence	Delete Record?
PDREP-2022-0212D	LEVEL II		Send Message	FORWARDTEST SUBTEST	R	12/30/2022	SUB-LOC CAR NOTIFICATION TRANSMITTED	PDREP-2022-0213P	11	View	
PDREP-2022-0213P	LEVEL II	PDREP	Send Message		ε	12/30/2022	DRAFT	PDREP-2022-0212D	11	View	Delete
99999-2022-0011D	LEVEL II		Send Message	DCARALPHA DIFFERENT	S	08/19/2022	SUB-LOC CAR ACKNOWLEDGED	PDREP-2022-0200P	0	View	

Figure 7.22

Ad hoc Query Result															
<input type="button" value="Print"/> <input type="button" value="Back"/>															
<input type="button" value="Save CAR Ad hoc to Profile"/>															
Row Count: 4															
Data Download: Click here to download data in spreadsheet															
Corrective Action Requests - Record															
*Record Control Number (RCN)	Linked Record	POP Locn Cage Code	POP Locn Cage City	POP Locn Cage Company Name	POP Locn Cage Country	POP Locn Cage State	POP Locn Cage Street	POP Locn Cage Zip	Prime KTR Cage Code	Prime KTR Cage City	Prime KTR Cage Company Name	Prime KTR Cage Country	Prime KTR Cage State	Prime KTR Cage Street	Prime Ktr Cage ZIP Code
PDREP-2022-0110P	3PQR220222D	3PQR2	FOLCROFT	NP PRECISION INC	US	PA	5 HORNE DR	19032-1807	PDREP	PORTSMOUTH	PDREP CO		NH	NSLC PORTSMOUTH	03804
3PQR2-2022-0002D	PDREP2022103P, PDREP2022110P, PDREP202293P	3PQR2	FOLCROFT	NP PRECISION INC	US	PA	5 HORNE DR	19032-1807	PDREP	PORTSMOUTH	PDREP CO		NH	NSLC PORTSMOUTH	03804
PDREP-2022-0093P	3PQR220222D	3PQR2	FOLCROFT	NP PRECISION INC	US	PA	5 HORNE DR	19032-1807	PDREP	PORTSMOUTH	PDREP CO		NH	NSLC PORTSMOUTH	03804
PDREP-2022-0103P	3PQR220222D, 719052022413D, CPARS20228D	3PQR2	FOLCROFT	NP PRECISION INC	US	PA	5 HORNE DR	19032-1807	PDREP	PORTSMOUTH	PDREP CO		NH	NSLC PORTSMOUTH	03804

Figure 7.23

7.6 Forwarding POP Notification to next FS

When necessary, a Functional Specialist (FS) may forward a PoP Notification to the next level/tier FS.

When a PoP Notification is in SUB-LOC ACKNOWLEDGED status, click the CAR# from the worklist, or search page, to enter the record.

CAR Worklist											
CAR #	Level	Prime CTR CAGE	Action	Contract Number(s)	Updated By	Updated Date -	Status	Linked Records	Days Active	History & Correspondence	Delete Record?
98897-2022-0038D	LEVEL I		Send Message	CONTRACT234 SUBNUM	S	12/30/2022	SUB-LOC CAR ACKNOWLEDGED		0	View	

Figure 7.24

On the CAR Edit page, the Forward Notification To: section will populate allowing the user to forward to notification to additional FS and a table that will display where the notification has been forwarded to/from. (Figure 7.25)

Place of Performance							
POP CAGE: PDREP							
Company Name: PDREP CO							
Address: NSLC PORTSMOUTH							
City/State/Zip: PORTSMOUTH, NH 03804							
Phone Number:							
Fax Number:				SubContractor UEI:			
Forward Notification To:							
Prime FS Name:		(M) Prime FS Email:					
<input type="text"/>		<input type="text"/>		<input type="button" value="Add Prime FS"/>			
(M) Subcontract/Purchase Order Number:		<input type="text"/>		<input type="button" value="Add P.O Number"/>			
Contract Number:		<input type="text"/>		<input type="button" value="Add Contract"/>			
(M) CAGE:		<input type="text"/>		<input type="button" value="Add CAGE"/>			
(M) CMO DoDAAC:		<input type="text"/>		<input type="button" value="Add DoDAAC"/>			
<input type="button" value="Add/Send Next Prime FS"/>							
Order	Date	Sender	Next Prime FS	Sub/PO Number	Contract Number	CAGE Code	CMO DoDAAC
1	08/16/2023	R	user.guide@navy.mil		PRIMECONTR	07070	W15P7T
Notification Summary							
Notification Summary:							
<input type="button" value="View Deficiencies"/>		<input type="button" value="View Attachments"/>		<input type="button" value="Cancel"/>			

Figure 7.25

Figure 7.25 Active Fields

- **Prime FS Name:** The Functional Specialist (FS) name who is receiving the Notification.
- **(M) Prime FS Email:** The Functional Specialist (FS) email who is receiving the Notification. Multiple FS can be input if the noncomplaine affects multiple delegated/POP contracts. Users MUST have an active PDREP account to be added.
- **(M) Subcontract/Purchase Order Number:** The Sub-contract number or Purchase Order Number (sometimes called a Work Order or Interdivisional Work Transfer) used

by the prime contractor will be entered in this data field. More than one Purchase Order may be applied. To register an entry, click the 'Add P.O. Number' button.

- **Contract Number:** This data field relates to the Prime Contract Number for which the deficiency found is being written against. After completing the Prime Contract Number, click the 'Add Contract' button to register the entry. More than one Prime Contract Number may be recorded.
- **(M) CAGE:** Enter the next level CAGE code and click Add CAGE. The CAGE will populate in the table below. More than one CAGE may be entered.
- **(M) CMO DoDAAC:** Enter the DODAAC of the Contract Management Office and click Add DoDAAC. More than one DoDAAC may be entered.
- **Add/Send to Next Prime FS:** This button will populate the new information within the DCMA Correspondence to send the notification to the next FS. All listed FS will be included on the correspondence and include all non-CUI attachments (**Figure 7.26**).

You MUST click the ADD button for each item before forwarding the notification. The added values will populate below the entry field as seen in **Figure 7.26**.

Reminder: (M) indicates a mandatory field.

Forward Notification To:	
Prime FS Name:	(M) Prime FS Email:
<input type="text"/>	<input type="text"/> <input type="button" value="Add Prime FS"/>
Prime FS:	USER GUIDE - USER.GUIDE@NAVY.MIL <input type="button" value="Remove Prime FS"/>
(M) Subcontract/Purchase Order Number:	<input type="text"/> <input type="button" value="Add P.O Number"/>
Sub Contracts:	PONUMBER <input type="button" value="Remove P.O. Number"/>
Contract Number:	<input type="text"/> <input type="button" value="Add Contract"/>
Contract Numbers:	CONTRACT <input type="button" value="Remove"/>
(M) CAGE:	<input type="text"/> <input type="button" value="Add CAGE"/>
Cage Codes:	PDREP <input type="button" value="Remove CAGE"/>
(M) CMO DoDAAC:	<input type="text"/> <input type="button" value="Add DoDAAC"/>
CMO DoDAACs:	S5102A <input type="button" value="Remove DoDAAC"/>
<input type="button" value="Add/Send Next Prime FS"/>	

Figure 7.26

If all mandatory fields are not entered before clicking Add/Send Next Prime FS, an error message will populate listing this missing values (**Figure 7.27**).

CAR Worklist	Create New CAR	Transfer CAR	Edit CAR	CAR Notes	CAR Ad Hoc Reports	CAR Search	CAR History
Corrective Action Request - View							
<p>Instructions</p> <ol style="list-style-type: none"> 1. Select View Deficiencies to view Deficiencies for this CAR 2. Select View Attachments to view Attachments for this CAR 3. Select Cancel to return to the CAR Worklist <ul style="list-style-type: none"> • Prime FS is Mandatory for CAR Forward Notification. • Subcontract Order Number is Mandatory for CAR Forward Notification. • Cage code is Mandatory for CAR Forward Notification. • Dodaac is Mandatory for CAR Forward Notification. 							

Figure 7.27

Once all information has been entered, click the Add/Send Next Prime FS button. This will populate a correspondence page with the CAR information (**Figure 7.28**). The correspondence will populate the new FS email and additional email addresses may be entered.

Figure 7.28

Once sent, the record status will update to SUB-LOC NOTIFICATION TRANSMITTED and the new FS will follow Acknowledgement process outlined in Section 7.3 of this guide.

Note: ALL listed FS on the record will have the Acknowledgment hyperlink available on the worklist. Review the table on the Edit CAR page (**Figure 7.29**) or the History page (**Figure 7.30**) to confirm the next user who should take action on the record.

Order	Date	Sender	Next Prime FS	Sub/PO Number	Contract Number	CAGE Code	CMO DoDAAC
1	05/08/2023	D	a @navy.mil	SUBPO		PDREP	S4306A

Figure 7.29

Correspondence/Status History						
Date	Status	Status changed by	Sender's Email	Correspondence	Message	Recipient's Email
2023-05-17 10:24:45.0	SUB-LOC CAR ACKNOWLEDGED	S	Ri @NAVY.MIL	SUB-LOC CAR ACKNOWLEDGMENT		S VY.MIL @NA
2023-05-17 10:22:56.0	SUB-LOC CAR NOTIFICATION TRANSMITTED	S	S, @NAVY.MIL	CAR CORR FORWARD TO PRIME FS FNT		Ri @NAVY.MIL
2023-05-17 08:19:28.0	SUB-LOC CAR ACKNOWLEDGED	S	S, @NAVY.MIL	SUB-LOC CAR ACKNOWLEDGMENT		P @MAIL.MIL
2023-05-17 08:17:07.0	SUB-LOC CAR NOTIFICATION TRANSMITTED	P	P @MAIL.M IL	CAR CORR FORWARD TO PRIME FS FNT		S VY.MIL
2023-05-17 08:13:10.0	SUB-LOC CAR ACKNOWLEDGED	P	P @MAIL.M IL	SUB-LOC CAR ACKNOWLEDGMENT		P @MAIL.MIL
2023-05-17 08:11:27.0	SUB-LOC CAR NOTIFICATION TRANSMITTED	P	P IV@MAIL.MIL	<u>SUB-LOC CAR NOTIFICATION</u>		P @MAIL.MIL
2023-05-17 08:09:24.0	DRAFT SUB-LOC CAR NOTIFICATION	P				

Figure 7.30

When a Next level/tier FS Acknowledges the notification, **the correspondence will populate the ORIGINATOR'S e-mail on the correspondence page.** **Figure 7.31** displays the Acknowledge hyperlink on the worklist. **Also review the Signature Block to ensure it reflects the correct user.**

35351-2023-0001D	LEVEL I	CPARS PDREP	Send Message Acknowledge	FORWARDME PO2 SUBCONT SUBCONT	USER2	05/25/2023	SUB-LOC CAR NOTIFICATION TRANSMITTED		1	View	
------------------	---------	----------------	--	--	-------	------------	--------------------------------------	--	---	----------------------	--

Figure 7.31

The To: Email field is editable to update with the forwarding FS email address. Enter the correct email address to send the acknowledgment and click Add To Email list (**Figure 7.32**)

DCMA Correspondence	
Instructions 1. Enter To Email Address and click Add To Email List 2. Enter CC Email Address and click Add CC Email List if required 3. Enter/Modify the content if required 4. Click Send to send the CAR Letter	
Correspondence	
To: <input type="text" value="ORIGINATOR_EMAIL@NAVY.MIL"/>	<input type="button" value="Add To Email list"/>
CC: <input type="text"/>	<input type="button" value="Add CC Email list"/>
Content	
	<input type="text"/> <input type="text" value="DEFENSE CONTRACT MANAGEMENT AGENCY"/> <input type="text" value="1910 THIRD AVE N"/> <input type="text" value="BIRMINGHAM, AL 35203-3514 US"/> <input type="text" value="05/25/2023"/>
<div style="border: 1px solid #ccc; padding: 10px;"> <p>May 25, 2023</p> <p>Notification#: 35351-2023-0001D LEVEL IV</p> <p>Notification acknowledged by receiver.</p> <p style="text-align: center;">SINCERELY,</p> <p style="text-align: center;">GUIDE (ALPHA) USER, DCMA</p> </div>	

Figure 7.32

Once updated, click Send and the CAR status will update back to SUB-LOC CAR ACKNOWLEDGED. ALL listed FS on the record will have the ability to forward to an additional FS, as needed, within DCMA workflow and policy.

8 EXCEPTION TO DELEGATED SURVEILLANCE/PLACE OF PERFORMANCE CAR (AS DESCRIBED IN DCMA POLICY)

8.1 Exception to Place of Performance Rule

A FS working at a Sub KTR location may use the same rules that apply to a Prime KTR to write a CAR on the Sub KTR at their location and issue the CAR directly to the Sub KTR without going through the Prime KTR.

This exception, when allowed by the DCMA manual & guidelines, allows a FS working at the Sub KTR location to maintain privacy of the sub-contractor proprietary data that is not releasable to the Prime KTR.

CAR Worklist Create New CAR CAR Ad Hoc Reports CAR Search

Corrective Action Request - New

Instructions
(M) denotes a mandatory field
1. Answer Question
2. Enter **CAGE Code** of discrepancy discovery location
3. Select **Level Code**

(M) Select CAR Type/Notification:

Prime Contractor CAR

Delegated Surveillance/Place of Performance Notification

Exception to Delegated Surveillance/Place of Performance CAR (as described in DCMA Policy)

(M) CAGE Code: CPARS **Year:** 2022 **Serial Number:** 0015 **Suffix:** E

(M) CAR Level: LEVEL III

Create CAR

Figure 8.1

- Make the selection “Exception to Delegated Surveillance / Place of Performance CAR” on the CREATE NEW CAR Tab seen in **Figure 8.1**.
- The General Information section and the Contract Information section are the same as in Section 4.3 of this document.
- The next section called Place of Performance is where you will add the Sub KTR location information (see **Figure 8.2**).

Place of Performance	
(M) POP CAGE:	<input type="text"/> <input type="button" value="Lookup CAGE"/>
SubContractor UEI:	<input type="text"/>
Subcontract/Purchase Order Number:	<input type="text"/> <input type="button" value="Add P.O. Number"/>

Figure 8.2

Figure 8.2: Data Fields

Place of Performance:

- **(M) POP CAGE:** Enter the CAGE of the subsidiary location where the discrepancy was found. This auto-populates the Company Name, Address, City/State/Zip, Phone Number and Fax Number when available.
 - To search for a CAGE:
 1. Select the 'Lookup CAGE' button. Once the Lookup CAGE page displays, enter the sub-contractors CAGE Code or Name and select the 'Search' button to populate results.
 2. The 'Select CAGE Code' button will apply the selection to the general information page.
 3. The 'View' button will populate the contractor's general information associated with the CAGE searched. To print the CAGE Code page, select the 'Print' button at the top of the screen. Selecting the 'Back' button will return to the Lookup CAGE page.
 4. The 'Cancel' button will navigate back to the General Information page.
- **SubContractor UEI:** The subsidiary contractor Unique Entity Identifier (UEI) is used when a subcontractor does not have a registered CAGE code. The UEI is a unique number assigned to such contractors and is housed within the System for Award Management (SAM).
- **Subcontractor/Purchase Order Number:** The Sub-contract number or Purchase Order Number (sometimes called a Work Order) used by the prime contractor will be entered in this data field. More than one Purchase Order may be applied. To register an entry, click the 'Add P.O. Number' button. To remove a listed Subcontractor/ Purchase Order Number, select the entry to be eliminated and then click the 'Remove' button.

The next two sections, Executive Summary & Non Compliance Information are the same as in **Section 4.3** of this document, with one addition seen in **Figure 8.3**.

Deficiency Information	
Executive Summary:	
<div style="border: 1px solid black; height: 80px;"></div>	
CAGE Code:	<input type="text"/> <input type="button" value="Add CAGE"/>
CAR POC:	<input type="text"/>
Corrective Action Plan Due Date:	<input type="text" value="10/27/2022"/> <input type="button" value="Calendar"/>
(M) Response Required	<input type="text" value="YES"/>
(M) Delivery Schedule Impact Possible:	<input type="text" value="YES"/>
(M) Repeat Finding:	<input type="text" value="NO"/>

Figure 8.3

Figure 8.3: Additional Data Fields

Deficiency Information:

- **CAGE Code:** This field is available to add additional CAGE Codes pertaining to the record.

9 REVIEW CAR

Supervisor review of LI and LII CARs is dependent on DCMA local policy. The Supervisor will be *required* to complete a review based on a check mark in the ‘Supervisor Review Required’ on the Create New CAR page (see **Figure 9.1**).

General Information	
LEVEL III	CAR Number: <input type="text"/>
	Cage Year S/N: CPARS 2020 0063
OASIS Indicator: <input type="checkbox"/>	OASIS Ticket Number: <input type="text"/>
Supervisor Review Required: <input checked="" type="checkbox"/>	Contractor Business System Indicator: <input type="checkbox"/>

Figure 9.1

9.1 Forward to Reviewer

- When the user clicks the Forward to Reviewer button (see **Figure 9.2**), it opens the CAR ‘Forward to Reviewer Message’ page and an editable auto-populated message will be displayed in the message box to notify the Supervisor or Team Lead that the CAR needs to be reviewed.

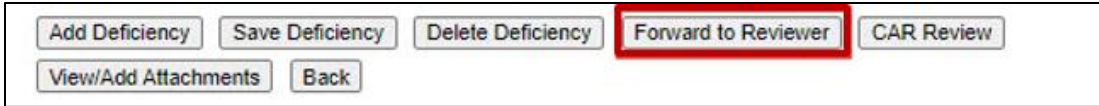


Figure 9.2

Figure 9.3

Figure 9.3: Data Fields

Additional email address may be added using the Add To: Email list and Add CC Email list buttons (see **Figure 9.4**).

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

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

Figure 9.4

To remove an email address, highlight the address to be removed and click the 'Delete' button (see **Figure 9.5**).

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

Figure 9.5

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

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

The screenshot shows a notification box with a dark blue header containing the text 'PDREP MESSAGE'. Below the header, the text 'CAR Number 81316-2020-25' is displayed, followed by 'Message Data sent successfully'. At the bottom of the box, there is a blue underlined link that says 'Continue'.

Figure 9.6

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

9.2 Reviewer Actions

The Reviewer (Team Lead, Supervisor, Warranted 1102, or CMO) will review the CAR, input the required data and if acceptable, transmit the CAR to the contractor, as well as any stakeholders, or return the CAR to the Originator.

The screenshot displays the 'Corrective Action Request - Review' interface. At the top, a navigation bar includes links for 'CAR Worklist', 'Create New CAR', 'Transfer CAR', 'Edit CAR', 'Review CAR', 'CAR Contractor Actions', 'CAR Notes', 'CAR Ad Hoc Reports', and 'CAR Search'. The main content area features 'Instructions' for the reviewer, a form for entering reviewer details, a date field, a dropdown for supervisor review status, a large text area for remarks, and a row of action buttons at the bottom.

Instructions
1. Complete all mandatory fields
2. Enter Remarks and change Reviewed Date, if needed
3. If CAR is acceptable, select YES
4. Select Forward to ACO to send CAR to the ACO

LEVEL I **Cage Year S/N**
 CAR Number: 71905-2021-0723P

Reviewer's Activity: S0101A **Reviewer's Team Code:** REP

Reviewer Name: Reviewer Name
Reviewer Email: Reviewer Email
Reviewer Phone: 207- XXX-XXXX

Reviewed Date: 12/28/2021 **Supervisor Reviewed: Accepted?** No ▾

(CM)Reviewer Remarks:
RETURNING TO ORIGINATOR

Save Save and Exit Return to Originator CAR Review Send Message Add/View Attachments
Back

Figure 9.7

Figure 9.7 Data Fields

- **Level:** Selection populated is initially made via the 'Create New CAR' page.

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

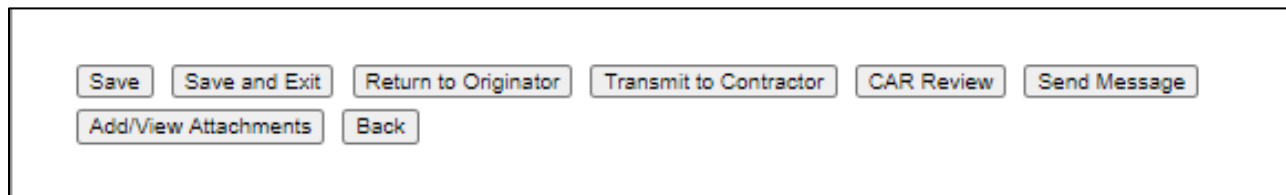


Figure 9.8

Figure 9.8 Data Fields: Buttons

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

- **Return to Originator:** A 'Return to Originator Message' will auto-populate in the correspondence and display in the message box.
- **Transmit to Contractor:** Allows the Reviewer to transmit the CAR directly to the contractor without returning it to the Originator. See Section 12 for additional details.
- **CAR Review:** Opens a DRAFT PDF version of the CAR letter to be sent to the contractor. This gives the Supervisor the ability to review the letter's content. The PDF may be downloaded or printed from this screen (see **Figure 9.9**).

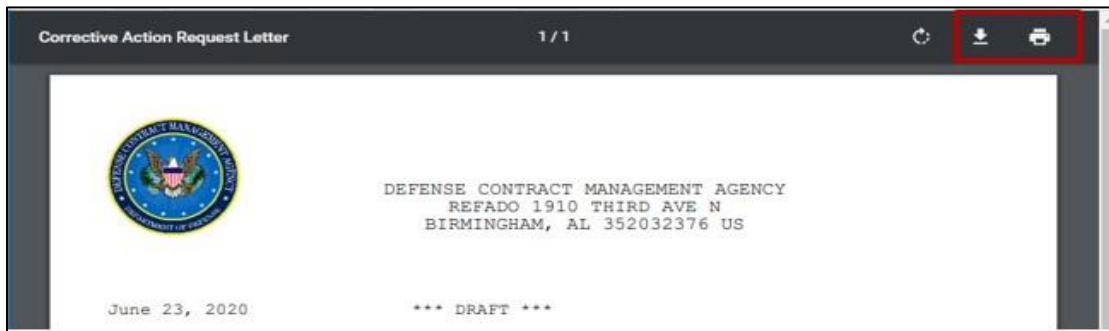


Figure 9.9

- **Send Message:** Opens CAR Send Message page. The user has the ability to modify the message. For a detailed description of this message, see **Section 11**.
- **Add/View Attachments:** The Add/View Attachment button allows uploading, viewing and deleting of attachments. For a detailed description, see **Section 20.1**.
- **Back:** Allows the user to move from the current page to the CAR worklist. When selected this button does not save any data entered.

9.3 Return to Originator

This button opens the CAR's 'Return to Originator Message' page and an editable auto-populated message will be displayed in the message box (see **Figure 9.10**). **Once the email is sent, the status will not change.** Correspondence and date will be automatically recorded in the record's history.

The letter will auto-populate base on the "Supervisor Reviewed: Accepted?:" dropdown. If YES is selected, the letter will show APPROVED. If NO is selected, REJECTED will populate (seen in **Figure 9.10**).


DCMA Correspondence	
Instructions 1. Enter To Email Address and click Add To Email List 2. Enter CC Email Address and click Add CC Email List if required 3. Enter/Modify the content if required 4. Click Send to send the CAR Letter	
Correspondence	
To: user.guide@navy.mil	
To: <input type="text"/>	<input type="button" value="Add To Email list"/>
CC: <input type="text"/>	<input type="button" value="Add CC Email list"/>
Content	
	<input type="text"/>
	DEFENSE CONTRACT MANAGEMENT AGENCY
	1910 THIRD AVE N
	BIRMINGHAM, AL 35203-3514 US
	12/28/2021
<p>December 28, 2021</p> <p>RE: CAR# 07070-2021-0146P</p> <p>TO: ALPHA (ALPHA) USER</p> <p>The above referenced corrective action request (CAR) was reviewed 12/28/2021 and has been REJECTED.</p> <p>Reviewer remarks: NONE</p> <p style="text-align: right;">Sincerely,</p> <p style="text-align: right;">ALPHA (ALPHA) USER, DCMA Region PD - PDREP-AIS PM Team REP</p>	
<input type="button" value="Send"/>	<input type="button" value="Back"/>

Figure 9.10

Figure 9.10: Data Fields

Additional email address may be added using the Add To: Email list and Add CC Email list buttons (see **Figure 9.11**).

- **To:** Enter the reviewer/supervisor’s email address and click the ‘Add To Email list’ button.

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

The screenshot shows two email address fields. The top field is labeled 'To:' and contains a dropdown menu with 'user.guide@navy.mil' selected. To its right is a button labeled 'Add To Email list'. Below this field is a label 'toEmailList' and a 'Delete' button. The bottom field is labeled 'CC:' and contains a dropdown menu with 'guide.user@navy.mil' selected. To its right is a button labeled 'Add CC Email list'. Below this field is a 'Delete' button.

Figure 9.11

To remove an email address, highlight the address to be removed and click the 'Delete' button (see **Figure 9.12**).

The screenshot shows the 'CC:' field with a dropdown menu containing 'guide.user@navy.mil'. The text in the dropdown is highlighted in blue. To the right of the dropdown is a 'Delete' button. Above the dropdown is a button labeled 'Add CC Email list'.

Figure 9.12

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

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

The screenshot shows a dialog box titled 'PDREP MESSAGE'. Inside the dialog, the text reads: 'CAR Number 81316-2020-25' and 'Message Data sent successfully'. At the bottom of the dialog is a button labeled 'Continue'.

Figure 9.13

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

The Originator can make the appropriate edits and follow the Forward to Reviewer steps outlined in **Section 9.1** to re-submit the CAR for review.

10 LEVEL III and IV CARs

Any Functional Specialist may create a Level III or Level IV CAR however, only a Warranted 1102 can transmit the CAR to a contractor. Warranted 1102s will see the ACO Tab once a LIII or IV CAR has been forwarded to them or when the CAR has been saved as a draft.

10.1 Supervisor Review Box Checked

To have the CAR reviewed before sending to the Administrative Contracting Officer (ACO), the Supervisor Review Required box needs to be selected (on the Create/Edit page). This option of 'Forward to Reviewer' (see **Figure 10.1**) allows users the ability for their Team Lead or Supervisor to review the CAR before it is sent to the ACO. The Reviewer will verify the CAR is correct, return the CAR to the Originator, before the Originator Forwards it on to the ACO (see **Figure 10.2**).

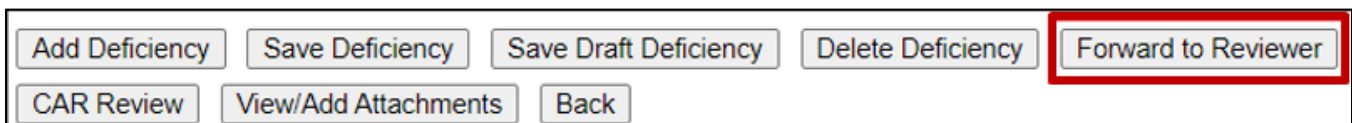


Figure 10.1

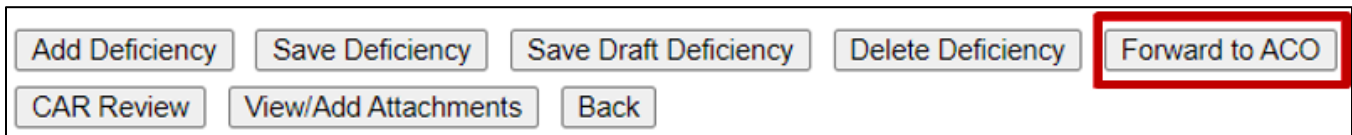


Figure 10.2

10.2 Forward to ACO

This button opens the CAR's 'Forward to ACO Message' page and an editable auto-populated message will be displayed in the message box (see **Figure 10.3**).

DCMA Correspondence	
Instructions 1. Enter To Email Address and click Add To Email List 2. Enter CC Email Address and click Add CC Email List if required 3. Enter/Modify the content if required 4. Click Send to send the CAR Letter	
Correspondence	
To: <input type="text"/>	<input type="button" value="Add To Email list"/>
CC: <input type="text"/>	<input type="button" value="Add CC Email list"/>
Content	
	<input type="text"/>
	DEFENSE CONTRACT MANAGEMENT AGENCY
	1910 THIRD AVE N
	BIRMINGHAM, AL 35203-3514 US
	02/15/2022
February 15, 2022 CORRECTIVE ACTION REQUEST (CAR) CAR# CPARS-2022-0005P REQUIRES ACO ACTION. <p style="text-align: center;">SINCERELY,</p> <p style="text-align: center;">BETA (BETA) , DCMA Region PD - PDREP-AIS PM Team REP</p>	
<input type="button" value="Send"/>	<input type="button" value="Back"/>

Figure 10.3

Figure 10.3: Data Fields

Additional email address may be added using the Add To: Email list and Add CC Email list buttons (see **Figure 10.4**).

- **To:** Enter the Warranted 1102's email address and click the 'Add To Email list' button.
 - *Note: If the email address entered is not a user with Warranted 1102 access to CAR, an error message will populate.*
- **CC:** Type additional email addresses into the CC: box and click 'Add CC Email List' (this must be done one address at a time).

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

Figure 10.4

To remove an email address, highlight the address to be removed and click the 'Delete' button (see **Figure 10.5**).

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

Figure 10.5

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

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

The screenshot shows a notification box with a dark blue header containing the text 'PDREP MESSAGE'. Below the header, the text 'CAR Number 81316-2020-25' is displayed on the left, followed by 'Message Data sent successfully' on the right. At the bottom center of the box is a blue underlined link that says 'Continue'.

Figure 10.6

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

10.3 ACO Actions

Level III and IV CARs that are not initiated by a Warranted 1102 must be reviewed and transmitted by a Warranted 1102 (applies to all commands). This is in addition to the Supervisor's Review process, if selected. The Administrative Contracting Office (ACO) will be responsible to input mandatory data fields based on the CAR's level and the Contractor Business System Indicator data fields (if selected). All boxes reflected in **Figure 10.7** must be complete to transmit to the contractor.







CAR Worklist	Create New CAR	Transfer CAR	Edit CAR	ACO	CAR Notes	CAR Ad Hoc Reports	CAR Search
Corrective Action Request - Review							
<p>Instructions (M) denotes a mandatory field 1. Complete all mandatory fields 2. Enter Remarks and change Reviewed Date, if needed 3. If CAR is acceptable, select YES 4. Select Forward to ACO to send CAR to the ACO</p>							
LEVEL III		CAR Number:		Cage Year S/N			
				CPARS-2022-0005P			
Reviewer's Activity: S0101A		Reviewer's Team Code: REP					
Reviewer Name: BETA (BETA)							
Reviewer Email: user.guide@navy.mil							
Reviewer Phone: 555-555-5555							
Reviewed Date: Supervisor Reviewed: Accepted Not Selected							
(CM)Reviewer Remarks:							
All Level III or Level IV							
(M) CMO Notification of Intent to Customers Completed				<input type="checkbox"/>	<input type="text"/>		
(M) Contracts Director Notification Completed				<input type="checkbox"/>	<input type="text"/>		
(M) CMO Commander/Deputy Notification Completed				<input type="checkbox"/>	<input type="text"/>		
(M) Region Commander Notification Completed				<input type="checkbox"/>	<input type="text"/>		
(M) Agency Director Notification Completed				<input type="checkbox"/>	<input type="text"/>		
(M) PMBI Notification:				<input type="checkbox"/>	<input type="text"/>		
(M) Communication Process Complete:				<input type="checkbox"/>			
<input type="button" value="Save"/>		<input type="button" value="Save and Exit"/>		<input type="button" value="Return to Originator"/>		<input type="button" value="CAR Review"/>	
<input type="button" value="Back"/>				<input type="button" value="Send Message"/>		<input type="button" value="Add/View Attachments"/>	

Figure 10.7

Figure 10.7: Data Fields- All Level III or Level IV

- **(M) CMO Notification of Intent to Customers Completed:** Box will be selected by reviewer when the document is attached to the record. Reviewer will then enter the date completed.
- **(M) Contracts Director Notification Completed:** Box will be selected by reviewer when the document is attached to the record. Reviewer will then enter the date completed.
- **(M) CMO Commander/Deputy Notification Completed:** Box will be selected by reviewer when the document is attached to the record. Reviewer will then enter the date completed.
- **(M) Region Commander Notification Completed:** Box will be selected by reviewer when the document is attached to the record. Reviewer will then enter the date completed.
- **(M) Agency Director Notification Completed:** Box will be selected by reviewer when the document is attached to the record. Reviewer will then enter the date completed.
- **(M) PMBI Notification:** The reviewer will enter the date when the notification is completed.
- **(M) Communication Process Complete:** Box will be selected by reviewer when the process is completed.

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

10.4 ACO Actions- CBS Records

The 'All CBS Level III and IV' Section (see **Figure 10.9**), is generated and visible based on the Indicator boxes for Contractor Business System (CBS) selected on the CAR-New/Edit page, as shown in **Figure 10.8**. When selected, an additional section displays on the ACO tab for data entry. Details of the CAR Create/Edit page are found in **Section 4.3** of this guide.

General Information	
LEVEL III	Cage Year S/N CPARS 2020 0063
CAR Number:	
OASIS Indicator: <input type="checkbox"/>	OASIS Ticket Number: <input type="text"/>
Supervisor Review Required: <input type="checkbox"/>	Contractor Business System Indicator: <input checked="" type="checkbox"/>

Figure 10.8






All CBS Level III or Level IV	
(M) Receipt of Business System Analysis Report (BSAR)/Audit:	<input type="text"/> 
(M) Initial Determination Sent (with Draft CAR):	<input type="text"/>  <input type="button" value="Generate Draft CAR"/>
(M) Contractor Response Due Date:	<input type="text"/> 
(M) HQ CBS Panel Review Completed:	<input type="text"/> 
(M) Final Determination Issued:	<input type="text"/> 
Withholds Implemented:	<input type="checkbox"/>

Figure 10.9

Figure 10.9: Data Fields

All CBS Level III or Level IV

- **(M) Business System Analysis Report (BSAR) Audit:** The date this step is completed. The CAR cannot be transmitted but a draft of the CAR may be forwarded to the contractor.
- **(M) Initial Determination Sent:** The date the initial determination is sent. The CAR cannot be transmitted but a draft of the CAR may be forwarded to the contractor.
- **(M) Contractor Response Due Date:** The date the contractor response is due. This date will auto-populate in the CAR notification letter.
- **(M) HQ CBS Panel Review Completed:** The date the panel review is completed. The CAR cannot be transmitted but a draft of the CAR may be forwarded to the contractor.
- **(M) Final Determination Issued:** The date the final determination step is completed. The CAR cannot be transmitted but a draft of the CAR may be forwarded to the contractor.
- **Withholds Implemented:** Check the box when withholds are implemented.

10.5 Generating a Draft CAR

The ACO must attach the unsigned draft level III or IV CAR clearly marked “draft” to the initial determination. The Generate Draft CAR button (see **Figure 10.9**) will be used to send the CBS Panel Review Board a draft of the CAR and/or KTR. The draft letter template may be edited. (See **Figure 10.10**).

PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)

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

DCMA Correspondence

Instructions

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


Correspondence

To:

To:

CC:

Content



October 13, 2020 *** DRAFT ***

SOMEONE
DA MAN
NAVY UNITED STATES DEPARTMENT OF
110 VERNON AVE
PANAMA CITY BEACH, FL 32407-7001 US

Subject: LEVEL IV CAR

TO: SOMEONE

Summary:

DEFENSE CONTRACT MANAGEMENT AGENCY Observed non-compliances on 10/13/2020 as detailed below. The non-compliance(s) documented in this corrective action request (CAR) impacts the prime contract number(s): SOMECONTRACT. The non-compliance(s) impact Cage Code(s): 07070. This CAR should be treated as a customer complaint.

Figure 10.10

Additional email address may be added using the 'Add To Email list' and 'Add CC Email list' button's (see **Figure 10.11**).

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

Figure 10.11

To remove an email address, highlight the address to be removed and click the 'Delete' button (see **Figure 10.12**).

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

Figure 10.12

10.6 ACO Page Button Descriptions

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

Figure 10.13

Figure 10.13: Data Fields

ACO Page Button Descriptions

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

- **Return to Originator:** A 'Return to Originator Message' will auto-populate in the correspondence and display in the message box. For a detailed description of this message, see **Section 10.7**.
- **Transmit to Contractor:** Allows the ACO to transmit the CAR to the contractor. This function opens the CAR Correspondence page with the CAR template in the message box. The letter will be auto-populated from the CAR record. For a detailed description of this message, see **Section 12**.
- **CAR Review:** This function opens a DRAFT PDF version of the CAR letter to be sent to the contractor. This gives the ACO the ability to review the letter's content prior to forwarding the CAR to the reviewer. The PDF may be downloaded or printed from this screen (see **Figure 10.14**).

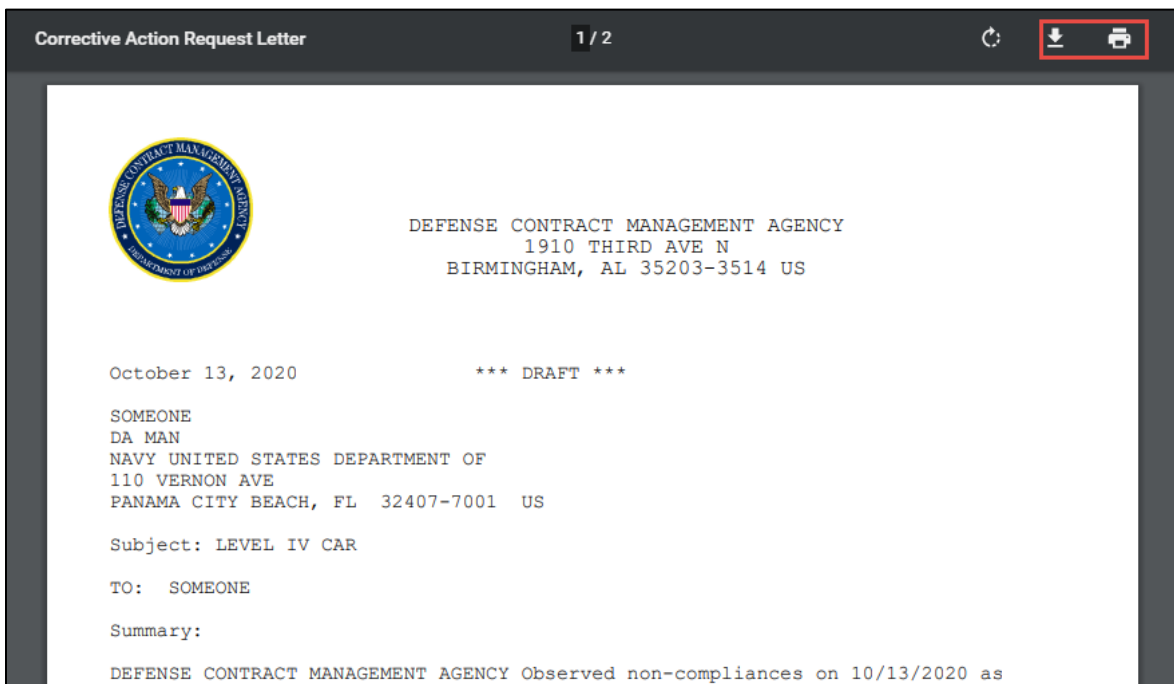


Figure 10.14

- **Send Message:** This function opens the CAR Send Message page. The user may modify message. For a detailed description of this message, see **Section 11**.
- **View/Add Attachments:** The Add/View Attachment button allows uploading, viewing and deleting of attachments. See **Section 20.1** for complete details on uploading and viewing attachments.
- **Back:** Allows the user to move from the current page to the CAR worklist, does not save any data entered.

10.7 Return to Originator

This button opens the CAR's 'Return to Originator Message' page and an editable auto-populated message will be displayed in the message box (see **Figure 10.15**).

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


DCMA Correspondence	
Instructions 1. Enter To Email Address and click Add To Email List 2. Enter CC Email Address and click Add CC Email List if required 3. Enter/Modify the content if required 4. Click Send to send the CAR Letter	
Correspondence	
To: <input type="text"/>	<input type="button" value="Add To Email list"/>
CC: <input type="text"/>	<input type="button" value="Add CC Email list"/>
Content	
	<input type="text"/>
	DEFENSE CONTRACT MANAGEMENT AGENCY
	1910 THIRD AVE N
	BIRMINGHAM, AL 35203-3514 US
	12/28/2021
December 28, 2021	
RE: CAR# 07070-2021-0146P	
TO: ALPHA (ALPHA) USER	
The above referenced corrective action request (CAR) was reviewed and is being returned. Make appropriate corrections and return to ACO for approval.	
Reviewer remarks: NONE	
Sincerely,	
ALPHA (ALPHA) USER, DCMA Region PD - PDREP-AIS PM Team REP	
<input type="button" value="Preview"/> <input type="button" value="Send"/> <input type="button" value="Back"/>	

Figure 10.15

Figure 10.15: Data Fields

Additional email address may be added using the Add To: Email list and Add CC Email list buttons (see **Figure 10.16**).

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

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

Figure 10.16

To remove an email address, highlight the address to be removed and click the ‘Delete’ button (see **Figure 10.17**).

This screenshot is a close-up of the 'CC:' dropdown menu. The email address 'guide.user@navy.mil' is highlighted in blue. A 'Delete' button is located to the right of the dropdown menu. The 'Add CC Email list' button is visible in the background to the right.

Figure 10.17

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

Click 'Send' to complete the forwarding action. A PDREP message will be returned to notify the user the CAR has been sent successfully (see **Figure 10.18**). Click 'Back' to cancel sending the correspondence.

PDREP MESSAGE	
CAR Number	81316-2020-25
Message	Data sent successfully
Continue	

Figure 10.18

By clicking the 'Continue' hyperlink, the user will be returned to the CAR Worklist page. The record will now display with status 'Return to Originator' as seen in **Figure 10.19**.

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

Figure 10.19

The Originator can make the appropriate edits and re-submit the record to the ACO via the Forward to ACO button on the deficiency page (as outlined in **Section 10.2**).

11 SEND MESSAGE

The Send Message button is available on the Review CAR tab and the ACO tab. This opens the editable CAR's 'Send Message' page (see **Figure 11.1**).

Send Message

Instructions

1. Enter recipients email address in the TO field and click on **Add Recipient**.
2. (Optionally) Select an activity from **Select TO/CC Recipient Activity:** list, select an email address from the list displayed, click **Add Recipient** or **Add CC Recipient** button.
3. If email address is not available in the list to add to the CC list then enter the email address in the **CC:** field and click **Add CC Email: CC** button to add to the **CC Email List**.
4. Click on **Send** button to send email.
5. Click **Cancel** to return to previous page

TO:

CC:

(M) Choose Correspondence Type:

Type Message:

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

- All Attachments
- SP Risk Table.JPG

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

Figure 11.1

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

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

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

Once the email is sent, the users name, date and correspondence will be automatically

recorded in the record's history.

12 TRANSMIT TO CONTRACTOR

- A. All users with edit capability may transmit Level I & II CARs, only Warranted 1102's may transmit Level III & IV CARs. The Transmit to Contractor button opens the CAR Correspondence page with the editable CAR template in the message box. The letter will be auto-populated from the CAR record and can be edited if necessary (see **Figure 12.1**).

NOTE: *The Transmit button will be available based on the RESPONSE REQUIRED dropdown on the Edit CAR page. See [Section 6](#) for details.*

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

PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)

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

DCMA Correspondence

Instructions

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

Correspondence

To: USER.GUIDE@NAVY.MIL

To:

CC:

Content



DEFENSE CONTRACT MANAGEMENT AGENCY
 1910 THIRD AVE N
 BIRMINGHAM, AL 35203-3514 US
 October 13, 2020

October 13, 2020

USER GUIDE
 QA EXPERT
 TEST CAGE TEST <, >, &.
 TEST CAGE TEST <, >, &.
 TEST CAGE TEST <, >, &.,

TO: USER GUIDE

SUMMARY: TYPE EXECUTIVE SUMMARY HERE

DEFENSE CONTRACT MANAGEMENT AGENCY OBSERVED NON-COMPLIANCES ON 07/14/2020 AS DETAILED BELOW. THE NON-COMPLIANCE(S) DOCUMENTED IN THIS CORRECTIVE ACTION REQUEST (CAR) IMPACTS THE PRIME CONTRACT NUMBER(S): PLACEHOLDER12. THE NON-COMPLIANCE(S) IMPACT CAGE CODE(S): CPARS. THIS CAR SHOULD BE TREATED AS A CUSTOMER COMPLAINT.

DEFICIENCY: 1, CLASSIFICATION: Material; Material control inadequate

Figure 12.1

Figure 12.1: Data Fields

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

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

- **CC:** If you wish to add CC addresses enter the email address in the 'CC:' box and click 'Add CC Email List' button. If the transmitter requires a copy of the email, they too will need to add their email address to the CC: line. Additional email address may be added using the 'Add To Email list' and 'Add CC Email list button (see **Figure 12.3**).

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

Figure 12.2

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

Figure 12.3

To remove an email address, highlight the address to be removed and click the 'Delete' button (see Figure 12.4).

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

Figure 12.4

- **Message:** The CAR letter template is auto-populated in the message box with the required data fields for the letter. The content may be modified, if desired.
- **Preview Button:** Allows the user to preview the letter in PDF format before sending as seen in the example Figure 12.5.



DEFENSE CONTRACT MANAGEMENT AGENCY
1910 THIRD AVE N
BIRMINGHAM, AL 35203-3514 US

*** DRAFT ***

May 26, 2021

THE CONTRACTOR POC
MR. POC
GENERAL TOOL CO
101 LANDY LN
CINCINNATI, OH 45215-3441 US

Subject: LEVEL II CAR

TO: THE CONTRACTOR POC

Summary:

DEFENSE CONTRACT MANAGEMENT AGENCY Observed non-compliances on 05/26/2021 as detailed below. The non-compliance(s) documented in this corrective action request (CAR) impacts the prime contract number(s): JL56987OPL. The non-compliance(s) impact Cage Code(s): 96454. This CAR should be treated as a customer complaint.

Deficiency: 1, Classification: Minor

Category: Certificate of Conformance; FAR 52.246-15

Contractual requirement: SOME REQUIREMENT

Non-compliance description: WRITE A DESCRIPTION.

A response to this corrective action request (CAR) must be received by close of business 07/10/2021.

The response must include:

- Root cause of the non-compliance
- Corrective action taken or planned to eliminate the cause(s) and prevent the recurrence of the non-compliance to include addressing people, process and/or tools as indicated
- Actions taken to correct the specific non-compliance
- Determination of whether other processes are affected by the identified Root Cause(s)
- Determination of whether other products are affected by the identified Root Cause(s), including products already delivered to the customer
- Action taken to correct the weakness which allowed deficient product to be presented to the government for acceptance
- Target date(s) for implementation of planned actions

Nothing in this CAR changes any terms or conditions of the contract or waives any rights the government has under the contract under the contract or in law. Please reference control number: 96454-2021-0073P in all correspondence. If you have any questions, please contact user.guide@navy.mil
user.guide@navy.mil 207-438-1690.

Figure 12.5

- Click 'Send' to complete the Transmittal action. A PDREP message will be returned to notify the user that the CAR has been sent successfully (see **Figure 12.6**). Click 'Back' to cancel sending the correspondence.

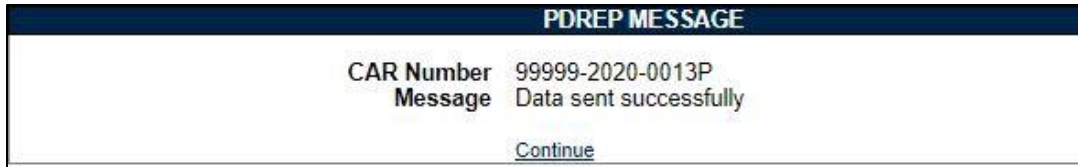


Figure 12.6

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

NOTE: When using the Google Chrome browser, active Pop Up blockers will need to be manually altered to view PDF's. To do this, click the hyperlink found in the right hand corner of the page as the example shows in **Figure 12.7**. Select the option 'Always allow pop-ups and redirect from <https://pdrep.csd.disa.mil>' then select 'Done'.

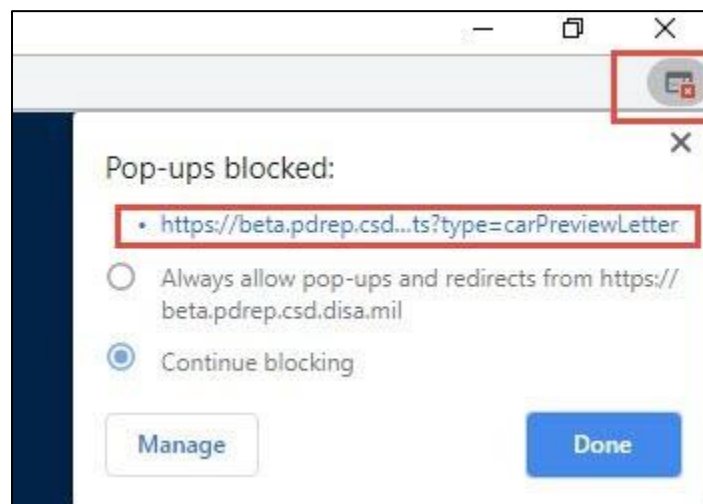


Figure 12.7

Additional webpage functionality located in the upper right corner as displayed in **Figure 12.8**.




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



Figure 12.8

13 CAR CONTRACTOR ACTIONS PAGE

The current process requires a government representative to input the contractor's actions. In the future, a contractor may be able to enter their data after a reviewer or Functional Specialist has transmitted the CAR to them. The Contractor Action page is made up of several sections that require specific criteria to allow the section to be visible and editable (see **Figure 13.1** and **Figure 13.2**).

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

Corrective Action Plan (CAP)

Instructions
(M) denotes a mandatory field
1. Complete all mandatory fields
2. Select **Save** to save CAP Data
3. Select **Approve CAP** to send Approval Notification
4. Select **Reject CAP** to send Rejection Notification
5. Select **Close CAR** to send CAR Closed Notification

LEVEL III **Cage Year S/N**
CAR Number: 98897-2021-0028P

Contractor Action Plan Details

Deficiency Number: 1 Deficiency Classification: Unknown
Category: Electrostatic Discharge Control
Type: Output: Product Evaluation - Contractor's product does not conform to contractual requirement/specification
Critical Safety Item: NOT SELECTED
Non-compliance Description:

Contractual Requirement:

Contractor Procedure:

(CM) Root Cause Code:

(CM) Root Cause Description:

Request Extended CAP Due Date To:

CAP Extension Request Reason:

Contractor's CAR Response Requirements:

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

(M) Contractor CA Implementation Date:

Corrective Action Plan Details:

(M) KTR Submitted Date:

Figure 13.1

GOV CAR-CAP Actions	
(CM) CAP Response	<input type="text"/>
Received by Gov. Date:	<input type="text"/>
(CM) CAP Acceptor POC:	<input type="text" value="USER.GUIDE@NAVY.MIL"/>
(CM) CAP Acceptable:	-SELECT- v
CAP Approved Date:	<input type="text"/>
(CM)	
CAP Due Date:	<input type="text" value="06/12/2022"/>
(CM) Revised CAP	<input type="text"/>
Second Due Date:	<input type="text"/>
(CM) CAP Rejection Date:	<input type="text"/>
(CM)	
Revised CAP Due Date:	<input type="text"/>
(CM)	
CAP Extended Due Date:	<input type="text"/>
(CM)	
CAP Rejection Details	
CAP Rejection	Revised CAP Due
Date:	Date:
(CM) CAP Rejection Explanation:	
<input type="text"/>	
(CM)	(CM)
Revised CAP Received Date:	Revised CAP Acceptable
(CM)	-SELECT- v
Revised CAP Acceptable	(CM) Revised CAP
Date:	Rejection Date:
<input type="text"/>	<input type="text"/>
Revised CAP POC: <input type="text" value="USER.GUIDE@NAVY.MIL"/>	
(CM) Revised CAP Rejection Explanation:	
<input type="text"/>	
Corrective Action Implementation	
Planned Verification Date:	(M) Verification Date:
<input type="text"/>	<input type="text"/>
Verification Results:	
<input type="text"/>	
Planned Validation Date:	(M) Validation Date:
<input type="text"/>	<input type="text"/>
Validation Results:	
<input type="text"/>	
<input type="button" value="Save All"/> <input type="button" value="Back"/> <input type="button" value="Add/View Attachments"/> <input type="button" value="Approve CAP"/> <input type="button" value="Reject CAP"/> <input type="button" value="Escalate CAR"/> <input type="button" value="Close CAR"/>	

Figure 13.2

13.1 Corrective Action Plan (CAP) – Contractor Submittal

When the Contractor’s CAP is provided to the Functional Specialist (or any team member), the contractors comments will be documented on the Contractor Action page within the Corrective Action Plan Details section (see **Figure 13.3**).

Contractor Action Plan Details	
Deficiency Number: 1	Deficiency Classification: Unknown
Category: Electrostatic Discharge Control	
Type: Output: Product Evaluation - Contractor's product does not conform to contractual requirement/specification	
Critical Safety Item: NOT SELECTED	
Non-compliance Description:	
Contractual Requirement:	
Contractor Procedure:	
(CM) Root Cause Code:	<input type="text" value="-SELECT-"/>
(CM) Root Cause Description:	<input type="text" value="-SELECT-"/>
Request Extended CAP Due Date To:	<input type="text"/>
CAP Extension Request Reason:	
<div style="border: 1px solid gray; height: 80px;"></div>	
Contractor's CAR Response Requirements:	
<ul style="list-style-type: none"> • Root cause of the deficiency • Actions taken to correct the current specific deficiency • Corrective Action taken or planned to eliminate deficiency • Action taken to prevent recurrence of the deficiency • Determination of whether other processes are affected by the identified root cause • Determination of whether other financials costs/products/services are affected by the identified root cause, including product already delivered to the customer • Action taken to correct the weakness which allowed deficient financial costs/products/services to be provided to the government for acceptance 	
(M) Contractor CA Implementation Date:	<input type="text"/>
Corrective Action Plan Details:	
<div style="border: 1px solid gray; height: 80px;"></div>	
(M) KTR Submitted Date:	<input type="text"/>
<input type="button" value="Save Contractor Action Plan Details Section"/> <input type="button" value="Back"/> <input type="button" value="Add/View Attachments"/>	

Figure 13.3

Figure 13.3: Data Fields

Corrective Action Plan

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

- **Contractor’s CAR Response Requirements:** A list of items the contractor must address within the contractor’s response.
- **(M) Contractor CA Implementation Date:** The date provided by the contractor to implement the corrective action.
- **Corrective Action Plan Details:** Text field addressing the Root Cause corrective actions and the contractor’s CAP details.
- **(M) KTR Submitted Date:** Date the contractor submitted the CAP. By entering the date, the Status will update to CAP –Submitted. Date and Status change will be recorded in the record’s history.

13.2 CAP – Government Actions

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

GOV CAR-CAP Actions	
(CM) CAP Response Received by Gov. Date:	<input type="text"/>
(CM) CAP Acceptor POC:	<input type="text" value="SARAH.DERICK@NAVY.MIL"/>
(CM) CAP Acceptable:	<input type="text" value="-SELECT-"/>
CAP Approved Date:	<input type="text"/>
(CM) CAP Rejection Date:	<input type="text"/>
CAP Due Date:	09/09/2022
(CM) Revised CAP Due Date:	<input type="text"/>
(CM) Revised CAP 2nd Due Date:	<input type="text"/>
(CM) CAP Extended Due Date:	<input type="text"/>
CAP Rejection Details	
CAP Rejection Date:	Revised CAP Due Date:
(CM) CAP Rejection Explanation:	
<div style="border: 1px solid black; height: 80px;"></div>	
(CM) Revised CAP Received Date:	<input type="text"/>
(CM) Revised CAP Acceptable:	<input type="text" value="-SELECT-"/>
(CM) Revised CAP Acceptable Date:	<input type="text"/>
(CM) Revised CAP Rejection Date:	<input type="text"/>
Revised CAP POC:	<input type="text" value="SARAH.DERICK@NAVY.MIL"/>
(CM) Revised CAP Rejection Explanation:	
<div style="border: 1px solid black; height: 80px;"></div>	

Figure 13.4

Figure 13.4: Data Fields

GOV CAR-CAP Actions:

- **(CM) CAP Response Received by Gov. Date:** Date the government representative received the CAP.
- **(CM) CAP Acceptor POC:** The name of the POC is auto-populated based on login. The field is editable.
- **(CM) CAP Acceptable:** A drop down selection where the functional specialist will select either 'Yes' or 'No'.
- **(CM) CAP Approved Date:** The date the Functional Specialist concurs with the CAP. Status is updated to 'CAP Approved'. Status change and date are recorded in the worklist history. Entry in this field will display the 'CAP Acceptable' button that enables the correspondence page with CAP Acceptable letter auto-populated.
- **(CM) CAP Rejection Date:** The date the Functional Specialist non-concurs with CAP when date is entered, the CAP Rejected Details section will be displayed. Status will update to 'CAP Rejected'. Status change and date will be recorded in the worklist history. Entry in this field will display the 'CAP Rejected' button that opens the correspondence page with CAP Rejected letter auto-populated.
- **CAP Due Date:** Auto-populated based on the CAP Due Date on the CAR New/Edit Page. If more time is needed, use extension date field after the contractor responds.
- **(CM) Revised CAP Due Date:** Functional Specialist will enter a date the contractor is required to provide a revised CAP after rejection.
- **(CM) Revised CAP Second Due Date:** Functional Specialist will enter a date the contractor is required to provide a revised CAP after the revised CAP rejection.
- **(CM) CAP Extended Due Date:** The date the contractor is given as the extension due date if an extension is requested.

CAP Rejection Details Section:

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

- **(CM) Revised CAP Acceptable:** A drop down selection where the functional specialist will select either 'Yes' or 'No'.
- **(CM) Revised CAP Acceptable Date:** Add date if revised CAP is acceptable. Status will be updated to 'CAP Approved. Status change and date will be recorded in the worklist history. Entry in this field will display the Revise CAP Acceptable button that enables the correspondence page with CAP Acceptable letter auto-populated.
- **(CM) Revised CAP Rejection Date:** Add date if revised CAP is Rejected. Status will update to 'CAP Rejected'. Status change and date will be recorded in the worklist history.
- **Revised CAP POC:** The name of the POC is auto-populated based on login. The field is editable.
- **(CM) Revised CAP Rejection Explanation:** Text field that addresses why the revised CAP was rejected.

The screenshot shows a form titled "Corrective Action Implementation". It contains two identical sections. The first section has a "Planned Verification Date:" field with a calendar icon, followed by a "(M) Verification Date:" field with a calendar icon. Below these is a label "(CM) Verification Results/Comments:" and a large, empty text area. The second section has a "Planned Validation Date:" field with a calendar icon, followed by a "(M) Validation Date:" field with a calendar icon. Below these is a label "(CM) Validation Results/Comments:" and another large, empty text area.

Figure 13.5

Figure 13.5: Data Fields

- **Planned Verification Date:** The date scheduled to perform the verification of the CAP. CAP must be accepted before entering date.

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

13.3 CAP Buttons – Before CAP Rejection

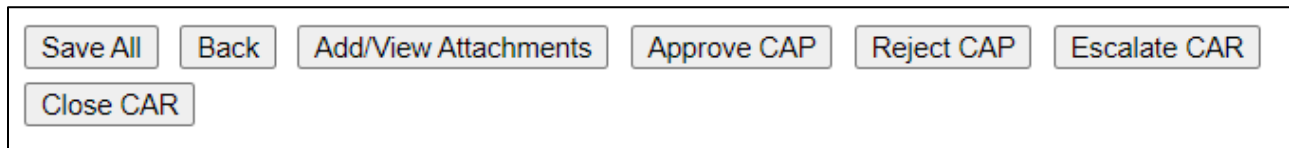


Figure 13.6

Figure 13.6: Buttons available (before Accepting/Rejecting CAP)

- **Save All:** The Save button may be used at any time to save the record as a draft, to allow the user to return to it later or perform occasional saves of data previously entered.
- **Back:** Allows the user to move from the current page to the CAR worklist, does not save any data entered.
- **View/Add Attachments:** The Add/View Attachment button allows uploading, viewing and deleting of attachments. See **Section 20.1** for complete details on uploading and viewing attachments.

- **Approve CAP:** This button opens the CAR Correspondence page with the CAP Acceptable template in the message box. See Section 13.5 for details.
- **Reject CAP:** This button opens the CAR Correspondence page with the CAP Rejected template in the message box. See Section 13.6 for details.
- **Escalate CAR:** Closes the CAR record. Status is updated to Closed – Escalated. Status change is recorded in the history & opens create new CAR page. A Functional Specialist can escalate a CAR after transmitting it to the KTR using the CAR Contractor Actions Tab. Only Warranted 1102 users may escalate Level III or Level IV CARs. See Section 15 for more details.
- **Close CAR:** Closes the CAR record. Status is updated to CLOSED – COMPLETED and recorded in the history. See Section 13.10 for details.

13.4 CAP Buttons – After CAP Rejection

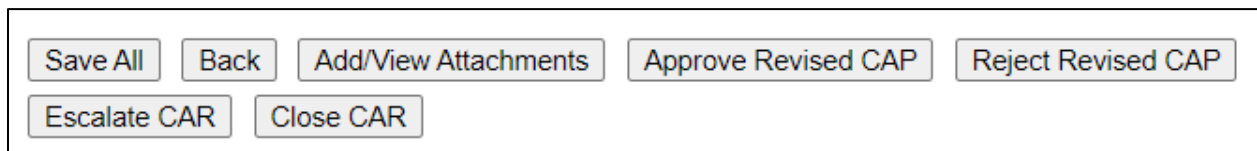


Figure 13.7

Figure 13.7: Buttons available (after Rejecting CAP)

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

13.5 CAP Acceptable

To accept the CAP:

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

B. This changes the CAR Status to CAP SUBMITTED.

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

C. The Gov. user will then add the following fields in the GOV CAR-CAP Actions Section:

- (CM) CAP Response Received by Gov. Date: Date the Gov. User received the CAP from the KTR.
- (CM) CAP Acceptable: This will be YES if accepting the CAP.
- CAP Approved Date: Date CAP is Approved (may differ from CAP Response Received by Gov. Date).
- Click the 'Save All' button at the bottom of the page.

D. To complete the CAP Approval form, the Gov. User will then click the 'Approve CAP' button at the bottom of the page.

E. A pop-up will display to confirm the action on the page:

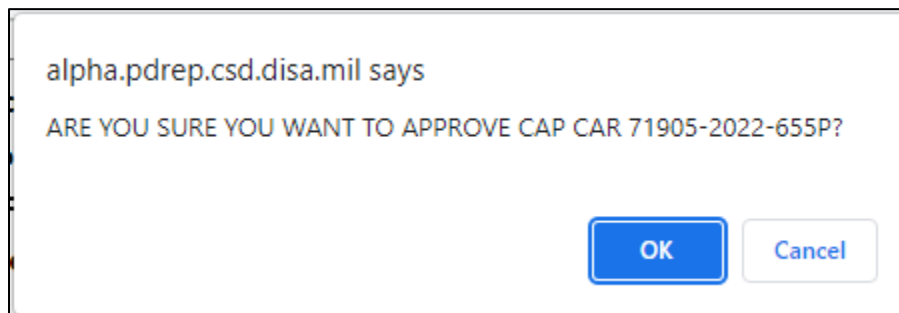


Figure 13.8

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

F. To notify the contractor that the submitted CAP is approved:

1. After the user selects OK on the Acceptance pop-up, the correspondence page with the CAP Acceptable template in the message box.

- The letter will be auto-populated from the CAR record, but it is editable (see **Figure 13.9**).

PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)

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DCMA Correspondence

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

Correspondence

To: USER.GUIDE@NAVY.MIL
To:
CC:

Content



DEFENSE CONTRACT MANAGEMENT AGENCY
 1910 THIRD AVE N
 BIRMINGHAM, AL 35203-3514 US

October 13, 2020

SUBJECT: CORRECTIVE ACTION PLAN (CAP) - Acceptable

REFERENCE: CAR# CPARS-2020-0079

TO: USER GUIDE
 QA EXPERT
 TEST CAGE TEST <, >, &.
 TEST CAGE TEST <, >, &.
 TEST CAGE TEST <, >, &.,

DCMA accepts the submitted CAP for CAR# CPARS-2020-0079 received 07/14/2020. Closure of the CAR will occur upon successful completion of DCMA's verification and validation of corrective/preventive actions.

Please inform DCMA of any status and/or progress updates relevant to the subject CAP.

SINCERELY,

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

All Attachments
 CPARS-2020-0079.pdf : Corrective Action Request : LEVEL II

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

Figure 13.9

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

13.6 CAP Rejected

To Reject a CAP:

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

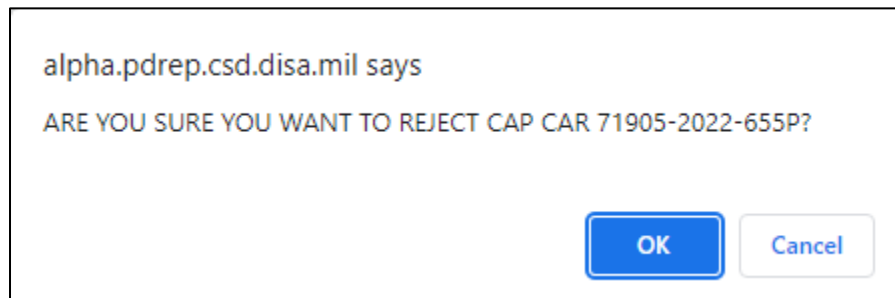


Figure 13.10

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

To notify the contractor that the submitted CAP is rejected.

- E. After the user selects click OK on the Rejection pop-up, the correspondence page with the CAP Rejection template in the message box.
- F. The letter will be auto-populated from the CAR record, but it is editable (see **Figure 13.11**).

PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)

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DCMA Correspondence

Instructions

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


Correspondence

To: USER.GUIDE@NAVY.MIL

To:

CC:

Content



DEFENSE CONTRACT MANAGEMENT AGENCY

1910 THIRD AVE N

BIRMINGHAM, AL 35203-3514 US

October 13, 2020

October 13, 2020

SUBJECT: CORRECTIVE ACTION PLAN (CAP) - Rejection

REFERENCE: CAR# CPARS-2020-0079

TO: USER GUIDE
QA EXPERT
TEST CAGE TEST <, >, &.
TEST CAGE TEST <, >, &.
TEST CAGE TEST <, >, &.,

DCMA does not accept the submitted CAP for CAR# CPARS-2020-0079 received October 13, 2020. As such, DCMA is rejecting this CAP and requesting that a revised CAP be submitted.

REASON FOR REJECTION: CAP REJECTION EXPLANATION IS INSERTED HERE.

Please provide DCMA with a revised CAP by October 13, 2020

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

All Attachments

CPARS-2020-0079.pdf : Corrective Action Request : LEVEL II

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

Figure 13.11

- G. When the email has been sent, it will automatically update the status to 'CAP REJECTED' and record the transaction in the history.

- H. When the KTR receives the Email, it will have a pdf attachment named 'RCN'-CAP-Rejected. This same letter can be found in the History & Correspondence under the Correspondence column and underlined identifying it as a link.
- I. Once the CAP has been rejected, the CAP Response section will be inactive. Any updated CAP submission must be entered with in the CAP Rejection Details section (**Figure 13.11a**).

GOV CAR-CAP Actions	
(CM) CAP Response Received by Gov. Date: 08/09/2023	
(CM) CAP Acceptor POC: S @NAVY.MIL	(CM) CAP Acceptable: No <input type="button" value="v"/>
CAP Approved Date:	(CM) CAP Rejection Date: 08/16/2023 <input type="button" value="calendar"/>
CAP Due Date: 09/02/2023	(CM) Revised CAP Due Date: 08/23/2023 <input type="button" value="calendar"/>
(CM) Revised CAP 2nd Due Date: <input type="text" value=""/>	(CM) CAP Extended Due Date: <input type="text" value=""/>
CAP Rejection Details	
CAP Rejection Date: 08/16/2023	Revised CAP Due Date: 08/23/2023
(CM) CAP Rejection Explanation:	
<input type="text"/>	
(CM) Revised CAP Received Date: <input type="text" value=""/>	(CM) Revised CAP Acceptable: -SELECT- <input type="button" value="v"/>
(CM) Revised CAP Acceptable Date: <input type="text" value=""/>	(CM) Revised CAP Rejection Date: <input type="text" value=""/>
Revised CAP POC: <input type="text" value=""/>	
(CM) Revised CAP Rejection Explanation:	
<input type="text"/>	

Figure 13.11a

13.7 Revised CAP Acceptable

To Accept a Revised CAP.

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

- (CM) Revised CAP Received Date: Date of input.
- (CM) Revised CAP Acceptable: YES
- (CM) Revised CAP Acceptable Narrative: Text field to enter the reason the revised CAP is acceptable (**Figure 13.12**). This text will display on the correspondence.
- (CM) Revised CAP Acceptable Date: Date Revised CAP was accepted.

The screenshot shows a form with the following fields and values:

- (CM) Revised CAP Received Date: 12/29/2022
- (CM) Revised CAP Acceptable: Yes
- (CM) Revised CAP Acceptable Narrative: REASON REVISED CAP WAS ACCEPTED.
- (CM) Revised CAP Acceptable Date: 12/29/2022
- (CM) Revised CAP Rejection Date: (empty)

Figure 13.12

C. User clicks the ‘APPROVE REVISED CAP’ button.

D. A pop-up will display to confirm the action on the page:

The screenshot shows a confirmation dialog box with the following text:

alpha.pdrep.csd.disa.mil says
 ARE YOU SURE YOU WANT TO APPROVE REVISED CAP CAR
 71905-2022-358P?

Buttons: OK, Cancel

Figure 13.12A

- Click ‘OK’ to approved the revised CAP and move to the correspondence page.
- Click ‘Cancel’ to return to the Contractor Actions page without approving the CAP.

E. To notify the contractor that the submitted Revised CAP is approved:

1. After the user selects click OK on the Approve Revised CAP pop-up, the correspondence page with the Revised CAP acceptable template in the message box.
2. The letter will be auto-populated from the CAR record, but it is editable (see **Figure 13.13**).


DCMA Correspondence	
Instructions 1. Enter To Email Address and click Add To Email List 2. Enter CC Email Address and click Add CC Email List if required 3. Enter/Modify the content if required 4. Click Send to send the CAR Letter	
Correspondence	
To: SARAH.DERICK@NAVY.MIL To: <input type="text"/> <input type="button" value="Add To Email list"/> CC: <input type="text"/> <input type="button" value="Add CC Email list"/> sarah.derick@navy.mil ▲ <input type="button" value="Delete"/>	
Content	
	<input type="text"/> <input type="text" value="DEFENSE CONTRACT MANAGEMENT AGENCY"/> <input type="text" value="1910 THIRD AVE N"/> <input type="text" value="BIRMINGHAM, AL 35203-3514 US"/> <input type="text" value="12/29/2022"/>
December 29, 2022 SUBJECT: REVISED CORRECTIVE ACTION PLAN (CAP) - Adequate REFERENCE: CAR# 71905-2022-0871E TO: BOB BUILDER DERBYSHIRE MACHINE & TOOL CO 5100 BELFIELD AVE PHILADELPHIA, PA 19144-1733 US From: ALPHA (ALPHA) USER DCMA finds the revised submitted CAP for Corrective Action Request (CAR) 71905-2022-0871E received 12/29/2022 as adequate. Justification: TESTING TO MAKE SURE REVISED CAP ACCEPTABLE NARRATIVE DISPLAYS ON THE CORRESPONDENCE. The CAR will be closed upon completion of DCMA's verification and validation.	
List of attachments : 2 attachment(s) associated with this CAR. <input type="button" value="All Attachments"/> <input type="button" value="71905-2022-0871E-CAR-Ktr-Transmit.pdf : Corrective Action Request : LEVEL III"/> <input type="button" value="71905-2022-0871E-CAP-Rejected.pdf : Corrective Action Request : LEVEL III"/>	
To send all attachments select the first options 'All Attachments'. To select, or deselect, multiple attachments, press and hold CTRL key and click on attachment name.	
<input type="button" value="Preview"/> <input type="button" value="Send"/> <input type="button" value="Back"/>	

Figure 13.13

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

13.8 Revised CAP Rejected

To Reject a Revised CAP:

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

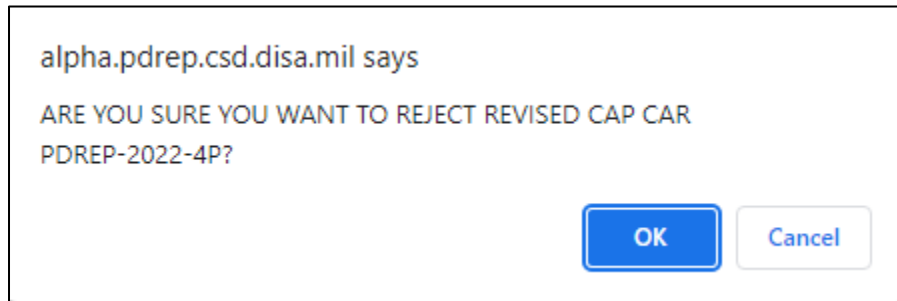


Figure 13.14

- Click 'OK' to reject the revised CAP and move to the correspondence page.
 - Click 'Cancel' to return to the Contractor Actions page without rejecting the CAP.
- E. To notify the contractor that the submitted Revised CAP is approved:
 1. After the user selects click OK on the Reject Revised CAP pop-up, the correspondence page with the Revised CAP rejection template in the message box.
 2. The letter will be auto-populated from the CAR record, but it is editable (see **Figure 13.15**).

DCMA Correspondence

Instructions

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

Correspondence

To: user.guide@navy.mil

To:

CC:

USER.GUIDE@NAVY.MIL ▲▼

Content

October 14, 2020

SUBJECT: Corrective Action Plan (CAP) - Rejection

REFERENCE: CAR# 07070-2020-0147P

TO: JOHN
DA MAN
NAVY UNITED STATES DEPARTMENT OF
110 VERNON AVE
PANAMA CITY BEACH, FL 32407-7001 US

DCMA does not accept the submitted CAP for CAR# 07070-2020-0147P received 09/15/2020. As such, DCMA is rejecting this CAP and requesting that a revised CAP be submitted.

REASON FOR REJECTION: TOO SLOW TO COME DOWN

Please provide DCMA with a revised CAP by 10/24/2020.

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

All Attachments
▲▼

07070-2020-0147P.pdf : Corrective Action Request : LEVEL II
 07070-2020-0147P.pdf : Corrective Action Request : LEVEL II

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

Figure 13.15

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

13.9 Rejecting a CAP After it Has Been Already Approved

To Reject an approved CAP.

- A. The CARs Status would be CAP APPROVED and the (CM) CAP Acceptable: field would be 'YES' and there would be a date in the CAP Approved Date: field.
- B. The user would have to change the fields that were previously *ACCEPTING* the CAR (outlined in Section 13.6) to reflect a CAP that is not approved:
 - Change the (CM) CAP Acceptable: dropdown to 'NO'.
 - Remove the date in the CAP Approved Date: field and add a date in the (CM) CAP Rejection Date: field.
 - Add (CM) Revised CAP Due Date: Date revised CAP is due.
 - Add the (CM) CAP Rejection Explanation: Why the CAP is being rejected.
 - Click 'Save All' and click the 'REJECT CAP' button.
- C. A pop-up will display to confirm the action on the page:

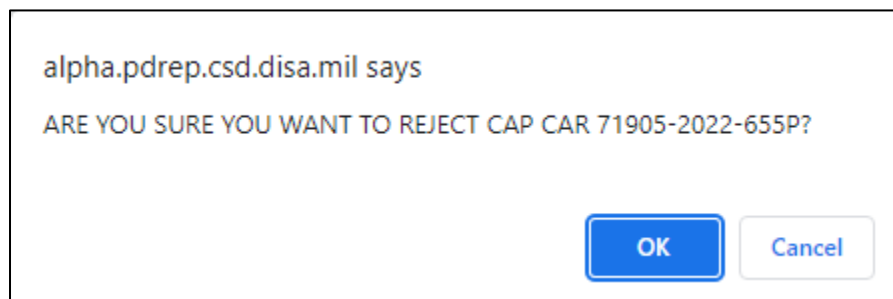


Figure 13.16

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

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

13.10 CAR Closed

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

- A. Select the 'Close CAR' button to open the correspondence page with the closed CAR template in the message box.
- B. The letter will be auto-populated from the CAR record, but it is editable (see **Figure 13.17**).
- C. When the email has been sent, it will automatically update the status to 'Closed – Complete' and the transaction will be saved in the records history.
- D. When the user receives the email it will have a pdf attachment named RCN-CAP-Completed.

PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)

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DCMA Correspondence

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


Correspondence

To: user.guide@navy.mil

To:

CC:

Content



Team Mate
DEFENSE CONTRACT MANAGEMENT AGENCY
1910 THIRD AVE N
BIRMINGHAM, AL 35203-3514 US
10/14/2020

October 14, 2020

TEAM MATE
 LEADNAVY UNITED STATES DEPARTMENT OF
 110 VERNON AVE
 PANAMA CITY BEACH, FL 32407-7001 US

RE: CAR# 07070-2020-0174P

TO: TEAM MATE

This letter is to inform you that the CAP associated with the referenced CAR has been successfully verified and validated. DCMA considers this CAR officially closed.

SINCERELY,

(BETA) DCMA
 Region PD - PDREP-AIS PM
 Team REP

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

All Attachments

07070-2020-0174P.pdf : Corrective Action Request : LEVEL III

07070-2020-0174P.pdf : Corrective Action Request : LEVEL III

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

Figure 13.17

Step-by-step instructions for this correspondence are the same as the 'Transmit to Contractor' correspondence (see **Section 12**).

14 WITHDRAWING A CAR

- Only a Supervisor may withdraw a CAR after it is transmitted and it requires a specific WN-Withdrawal Note type (see **Figure 14.1**) which is found in the CAR Notes, Note Type dropdown list.
- The Withdraw CAR button is located on the Edit CAR page. Withdrawing the CAR will close it and changes the status to 'CAR WITHDRAWN'.
- A supervisor may withdraw a CAR that is in any status after the Transmitted status including Closed-Completed status, so long as they are associated with the same Team Code as the record.

14.1 Withdrawal Note

- A. While in the CAR record being withdrawn, click on the 'CAR Notes' tab to add a Withdrawal Note (see **Figure 14.1**) and the CAR notes page will be displayed as shown in **Figure 14.2**.

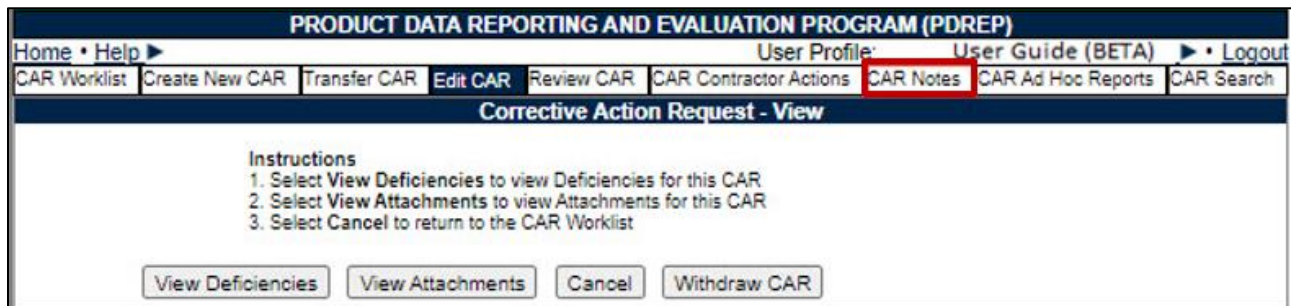


Figure 14.1

- B. Click on the 'Add Note/Brief' button in **Figure 14.2** and the Add Note/Reference page will appear as shown in **Figure 14.3** only when the Supervisor user is associated with the same Team Code as the record.

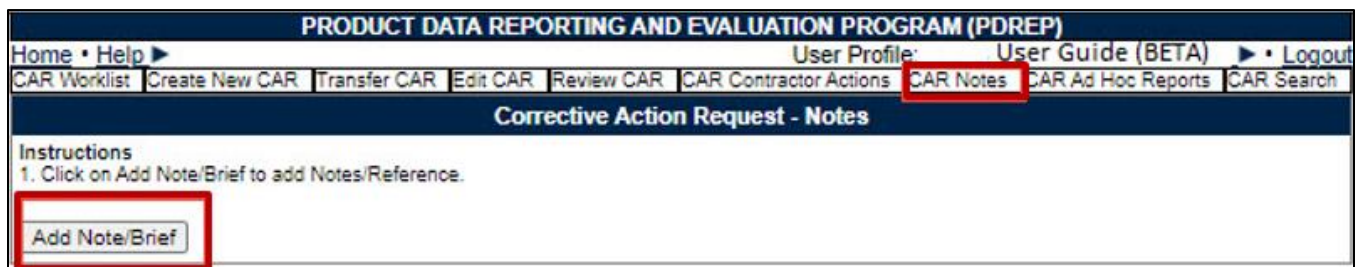


Figure 14.2

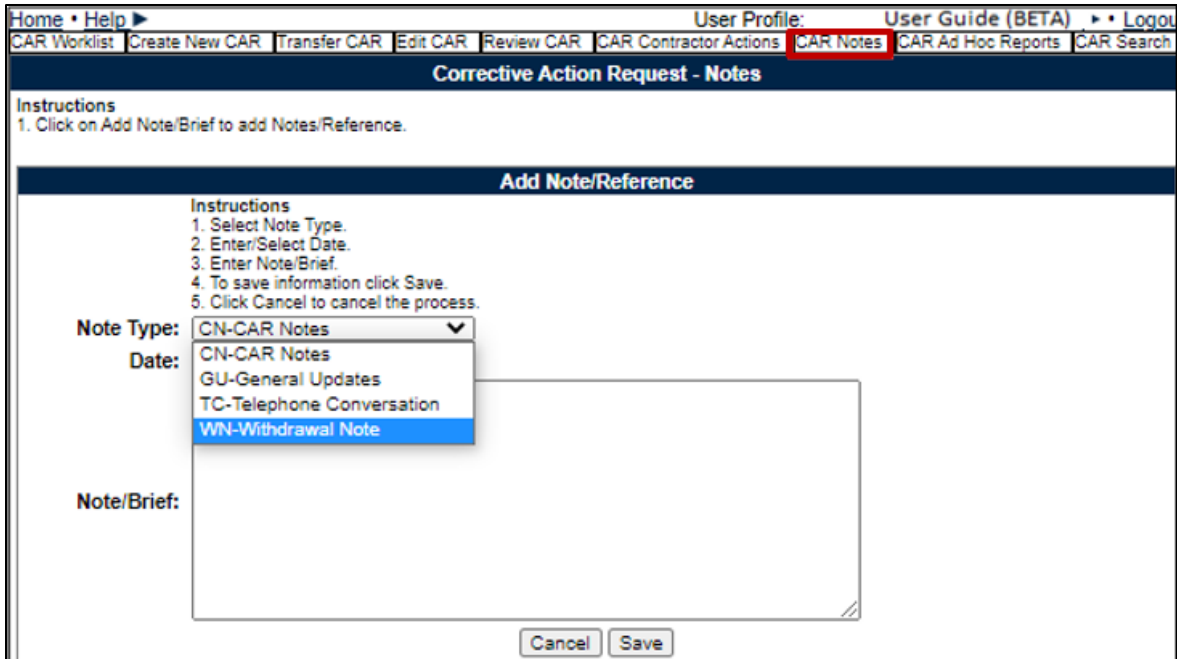


Figure 14.3

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

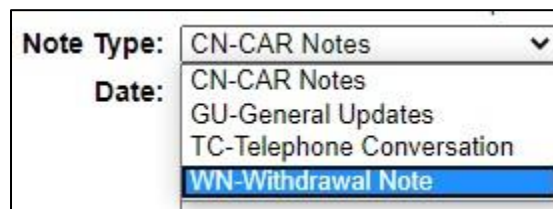


Figure 14.4

D. The date is auto-populated but editable. Enter the reason the CAR has been withdrawn and click 'Save' (see **Figure 14.5**).

Figure 14.5

14.2 Withdrawing CAR

- A. The 'Withdraw CAR' button is located on the Edit CAR page. The CAR Note(s) available message is shown indicating the required CAR note has been written as a WN-Withdrawal Note Type (see **Figure 14.6**).

Figure 14.6

- B. Click on the 'Withdraw CAR' button and the Correspondence page will display with a withdrawal letter template that is editable (see **Figure 14.6**).
- C. If a Withdrawal Note has not been written, an error message will be displayed (see **Figure 14.7**).

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

Figure 14.7

Correspondence	
To: USER.GUIDE@NAVY.MIL	
To: <input type="text"/>	<input type="button" value="Add To Email list"/>
CC: <input type="text"/>	<input type="button" value="Add CC Email list"/>
Content	
	<input type="text"/>
	DEFENSE CONTRACT MANAGEMENT AGENCY
	1910 THIRD AVE N
	BIRMINGHAM, AL 35203-3514 US
	October 13, 2020
<p>October 13, 2020</p> <p>SUBJECT: CORRECTIVE ACTION REQUEST - WITHDRAWN</p>	

Figure 14.8

14.3 Withdrawing a Closed-Completed CAR

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

- A. The supervisor will find the RCN they want to withdraw within their worklist (see **Figure 14.9**).

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

Figure 14.9

- B. They will click on the RCN that is displayed as a link under the CAR # column.
- C. This will bring the supervisor to the Edit CAR page where they will see the Withdraw CAR button.
- D. Supervisor adds a WN-Withdrawal Note Type and returns to the Edit CAR page to click the Withdraw CAR button.
- E. Finally, the Supervisor will complete the correspondence and use the Email functionality to Email the WITHDRAWN CAR letter (see **Figure 14.10**).

FOUO UNCLASSIFIED FOUO
 PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)
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DCMA Correspondence

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

Correspondence

To: user.guide@navy.mil
 CC: user.guide@navy

Content



October 14, 2020
 SUBJECT: CORRECTIVE ACTION REQUEST - WITHDRAWN
 REFERENCE: CAR# 07070-2020-0174P

TO: TEAM MATE
 LEAD
 NAVY UNITED STATES DEPARTMENT OF
 110 VERNON AVE
 PANAMA CITY BEACH, FL 32407-7001 US

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

SINCERELY,
 (BETA) DCMA

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

 07070-2020-0174P.pdf : Corrective Action Request : LEVEL III
 07070-2020-0174P.pdf : Corrective Action Request : LEVEL III

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

Figure 14.10

15 ESCALATE CAR

Any user may escalate a Level 1 or Level 2 CAR after transmitting it to the KTR using the CAR Contractor Actions Tab. Only Warranted 1102 users may escalate Level III or Level IV CARs.

15.1 Escalated Records

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

(CM) Validation Results/Comments:

Figure 15.1

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

alpha.pdrep.csd.disa.mil says

ARE YOU SURE YOU WANT TO ESCALATE CAR 71905-2023-353P?

Figure 15.2

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

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

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

Figure 15.3

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

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

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

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

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

Figure 15.4

The new X-suffix record will have the same Create/Edit CAR page information and all Deficiencies and Attachments from the original record.

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

Corrective Action Request - Create/Edit

Instructions
(M) denotes a mandatory field
 1. Enter Prime, Subcontractor and POP CAGE CODE information, if known
 2. Enter Prime Contractor DODAAC
 3. Enter Contract/P.O./O.I information, if known
 4. Enter Contract Recipient POC and Email Address for Transmit/Notification
 5. Select **Add/View Deficiencies** to add up to 5 Deficiencies
 6. Enter/Select CAP Due Date in MM/DD/YYYY format
 (For CAR Level I, CAP Due Date is not required.)

General Information

LEVEL II
CAR Number:
Cage Year S/N
71905-2023-0353X

Supervisor Review Required:
Contractor Business System Indicator:

Escalated:

(M)Originator Name:

(M)Phone Number:

(M)Email:

DoDAAC: S0101A

Activity Name: DEFENSE CONTRACT MANAGEMENT AGENCY

Address: 1910 THIRD AVE N

City, State, Zip: BIRMINGHAM, AL 35203-3514

Figure 15.5

The first Deficiency will be Blank to allow entering the reason for the escalation (**Figure 15.6**).

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

Figure 15.6

Follow the workflow based on the CAR level to process the Escalated CAR.

15.2 Linking Escalated Records

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

CAR Worklist	Create New CAR	Transfer CAR	Edit CAR	ACO	CAR Notes	CAR Ad Hoc Reports	CAR Search	CAR History
Corrective Action Request - Create/Edit								
<p>Instructions (M) denotes a mandatory field</p> <ol style="list-style-type: none"> 1. Enter Prime, Subcontractor and POP CAGE CODE information, if known 2. Enter Prime Contractor DODAAC 3. Enter Contract/P.O/O.I information, if known 4. Enter Contract Recipient POC and Email Address for Transmit/Notification 5. Select Add/View Deficiencies to add up to 5 Deficiencies 6. Enter/Select CAP Due Date in MM/DD/YYYY format (For CAR Level I, CAP Due Date is not required.) 								
Add/View or Edit Deficiencies			Save	Cancel	View/Add Attachments		Save & Exit	
General Information								
<input type="text" value="LEVEL II"/>			CAR Number:		Cage Year S/N 71905-2023-0345P			
Supervisor Review Required: <input type="checkbox"/>			Contractor Business System Indicator: <input type="checkbox"/>					
Escalated: <input type="checkbox"/>								
Sub-Loc Notification: <input type="checkbox"/>								

Figure 15.7

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

General Information

Cage Year S/N
71905-2023-0345P

Supervisor Review Required:
 Contractor Business System Indicator:

Escalated:

Escalated CAR RCN:

Sub-Loc Notification:

(M)Originator Name:

(M)Phone Number:

(M)Email:

DoDAAC:

Activity Name:

Address:

City, State, Zip:

Figure 15.8

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

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

General Information

Cage Year S/N
71905-2023-0345P

Supervisor Review Required:
 Contractor Business System Indicator:

Escalated:

Escalated CAR RCN:

Selected Escalated CAR:

Sub-Loc Notification:

Figure 15.9

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

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

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

If you are linking multiple Escalated records, you may delete the unnecessary DRAFT records on the Worklist via the Delete hyperlink (**Figure 15.10**).

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

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

Figure 15.10

16 CAR VIEW / ADD NOTES

- The CAR 'View/Add Notes' page provides access to input or view additional content pertaining to the CAR record. The information is internal to DCMA and will not appear on any report or correspondence. This functionality was specifically developed as an area where workflow notes or telephone conversations could be documented.
- Any member of the same Region and Team Code as the CAR record can add/read Notes.

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

16.1 To Enter a Note(s)

- A. Click the 'View/Add Notes' tab as illustrated in **Figure 16.1**.
 - a. The 'Add Note/Brief' button will not populate unless your user profile is associated with the same Region and Team Code as the record.



Figure 16.1

- B. Click the 'Add Note/Brief' to add or view a note. The 'Add Note/Reference' section becomes visible and may be edited (see **Figure 16.2**).

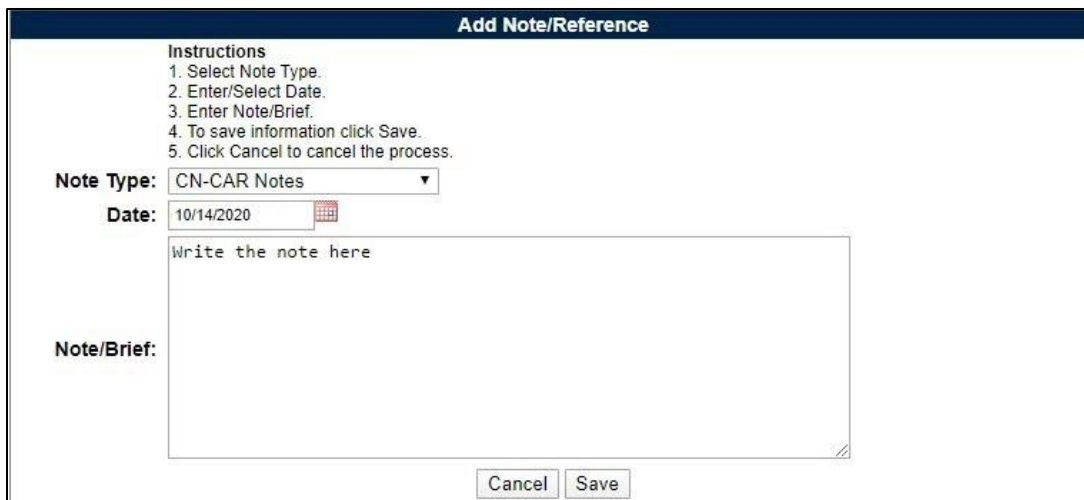


Figure 16.2

Figure 16.2: Data Fields

- A. **Note Type:** Select note option from the drop down. An example of this may be seen in **Figure 16.3**.

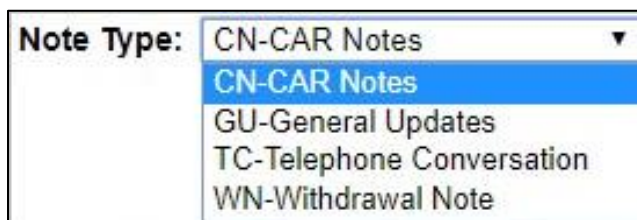


Figure 16.3

- B. **Date:** Default to entry date.

- C. **Note/Brief:** Write desired note in this area.
- D. Once all data fields have been selected, click the Save button to save the note. The note will be displayed in the 'View/Add Notes' page (see **Figure 16.4**).
- E. The 'Delete' button will only be available to the notes originator. All other users will have the capability to view the note.

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

Add Note/Brief

Figure 16.4

- F. To delete a note, click the 'Delete' button.
- G. A message will display confirming selection (see **Figure 16.5**).
- H. Selecting 'OK' will delete the note while selecting 'Cancel' will return the user to the previous screen.

beta.pdrep.csd.disa.mil says
Are you sure you want to delete this item ?

OK Cancel

Figure 16.5

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

16.2 Viewing a Record's Note(s)

On the 'Edit' page, those records containing note(s) will be indicated through a display message stating 'CAR Note(s) available' as shown in **Figure 16.6**. To view an attachment, select the hyperlink that corresponds.

CAR Note(s) available

Figure 16.6

17 CAR SEARCH

The CAR module contains customized searches for users to easily access the record they need. In addition to this, the results displayed will have the CAR Record Control Number (RCN) in hyperlink form so that the user may directly access that record. Search criteria entered will be saved and kept for the entire user's session. Custom search queries shall be developed similar to the functionality that exists in other PDREP modules. Access to the Search webpage will be through the fly out menu or by clicking on the 'Search' tab. The user will be able to search based off a Date Range, CAGE Code, Company Name or CAR number. **Figure 17.1** represents the CAR search screen. **Figure 17.7** represents the result of a possible search.

17.1 Accessing CAR Search

To access CAR Search, click the 'CAR Search' tab in the CAR module. CAR Search can also be accessed through the CAR 'Ad Hoc Reports' fly out on the PDREP Main menu as shown in **Figures 17.1** and **Figure 17.2**.



Figure 17.1

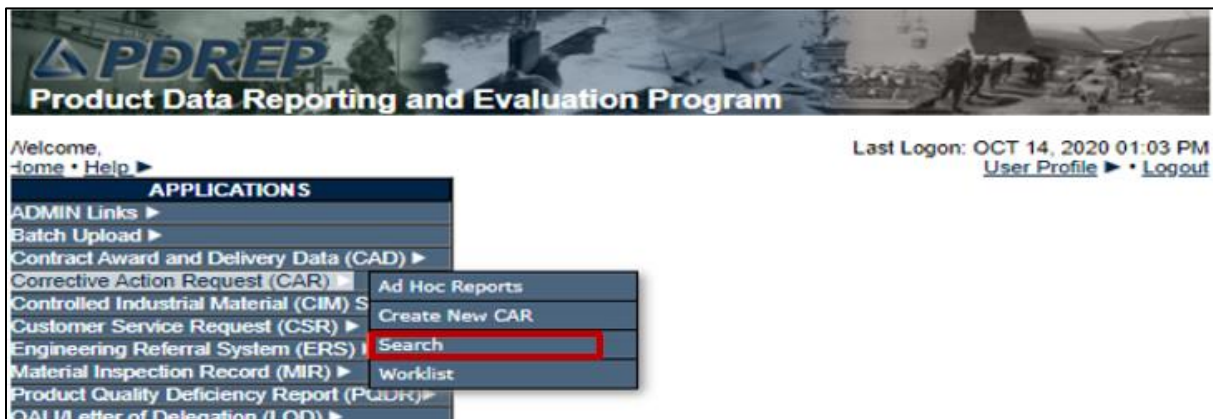


Figure 17.2

The Search settings will default as shown in **Figure 17.3**. The date range is a mandatory field that may be manually altered but defaults to the current calendar day minus three years. CAGE Code, Company Name and Control Number are also marked as mandatory fields, but only one is needed to generate search results.

17.2 CAR Search Parameters

PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)

Home • Help ▶ User Profile: ALPHA (ALPHA) USER ▶ • Logout

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

PDREP - Corrective Action Request Search

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

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

(M) CAGE CODE:

OR (M) Company Name:

OR (M) Control Number:

Status: -SELECT-

Figure 17.3

Figure 17.3: Data Fields

- **CAGE Code:** This selection will display only records for the specified CAGE code (See Figure 17.4).

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

PDREP - Corrective Action Request Search

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

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

(M) CAGE CODE: CPARS

OR (M) Company Name:

OR (M) Control Number:

Status: -SELECT-

Total number of rows: 26
 Search Result Download: Click [here](#) to download data in spreadsheet format

CAR Search											
CAR # -	Level	Prime CTR CAGE	Received	View PDF	Contract Number	Updated By	Updated Date	Status	Days Active	History & Correspondence	
CPARS-2023-0001P	LEVEL I	CPARS		View PDF	ALPHATEST	S	01/09/2023	OASIS DRAFT	0	View	
CPARS-2022-0022P	LEVEL III	CPARS		View PDF	PLACEHOLDER12	R	11/10/2022	FORWARDED TO ACO	69	View	

Figure 17.4

- **Company Name:** This selection allows the user to search based on the company's name. A partial name will also provide a return (see **Figure 17.5**).

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

PDREP - Corrective Action Request Search

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

(M) Start Date: 01/17/2020 (M) End Date: 01/17/2023

(M) CAGE CODE:

OR (M) Company Name: Raytheon

OR (M) Control Number:

Status: -SELECT-

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

CAR Search											
CAR #	Level	Prime CTR CAGE	Received	View PDF	Contract Number	Updated By	Updated Date	Status	Days Active	History & Correspondence	
5R497-2022-0001D	LEVEL II	PDREP		View PDF	1234234234 1234324234	A	04/20/2022	DRAFT SUB-LOC CAR NOTIFICATION	273	View	
5R497-2022-0003D	LEVEL II	PDREP		View PDF	ASDFWAW ASDFWSDFDS WAERWEFEWASDF	A	04/20/2022	DRAFT SUB-LOC CAR NOTIFICATION	273	View	
96214-2020-0006M	LEVEL II	96214		View PDF	N0001915C0116	D	03/01/2022	CLOSED - COMPLETED	0	View	

Figure 17.5

- **Control Number:** This selection allows the user to filter by the full RCN/CAR # or partial RCN/CAR #. When used, the Control Number will override the date range selected (see **Figure 17.6**).

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

PDREP - Corrective Action Request Search

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

(M) Start Date: 01/17/2020 (M) End Date: 01/17/2023

(M) CAGE CODE:

OR (M) Company Name:

OR (M) Control Number: PDREP20220002D

Status: -SELECT-

Search

Total number of rows: 1
 Search Result Download: Click [here](#) to download data in spreadsheet format

CAR #	Level	Prime CTR CAGE	Received	View PDF	Contract Number	Updated By	Updated Date	Status	Days Active	History & Correspondence
PDREP-2022-0002D	LEVEL I	99999		View PDF	PRIMENUMBER SUBNUMBER	e	01/18/2022	SUB-LOC CAR NOTIFICATION TRANSMITTED	365	View

Figure 17.6

- **Status:** This function allows the user to filter for a specific status. Status criteria will default to ALL. At least one other filter is required for this search to generate results (see Figure 17.7).

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

PDREP - Corrective Action Request Search

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

(M) Start Date: 01/17/2020 (M) End Date: 01/17/2023

(M) CAGE CODE: CPARS

OR (M) Company Name:

OR (M) Control Number:

Status: CLOSED - COMPLETED

Search

Total number of rows: 10
 Search Result Download: Click [here](#) to download data in spreadsheet format

CAR #	Level	Prime CTR CAGE	Received	View PDF	Contract Number	Updated By	Updated Date	Status	Days Active	History & Correspondence
CPARS-2020-0015P	LEVEL I	CPARS		View PDF		D	12/22/2020	CLOSED - COMPLETED	0	View
CPARS-2020-0022P	LEVEL I	CPARS		View PDF		D	12/22/2020	CLOSED - COMPLETED	0	View

Figure 17.7

- After the search criteria has been entered, select the ‘Search’ button to view all related CARs.
- The default Search will reflect the CARs by CAR #. You may sort ANY of the columns by clicking on the heading. In **Figure 17.8**, the column is sorted by the CAR Level from greatest to least.

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

Figure 17.8

18 CAR TRANSFER

CAR records may be transferred in certain circumstances. Two types of transfers are allowed:

- Region to region transfer.
- Team to team transfer.

An example of the CAR transfer page is shown in **Figure 18.1**. Ensure all Region and Team Code fields are entered before processing a record transfer.

PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)
Home • Help ▶ User Profile: ALPHA (ALPHA) USER ▶ • Logout

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

Transfer - Corrective Action Plan

Instructions
(M) denotes a mandatory field

TO SEARCH FOR A RCN

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

TO TRANSFER A RCN

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

SEARCH FOR RECORDS TO TRANSFER:

(M) Transfer: FROM Region to Region FROM Team to Team

FROM

(M) CAGE Code:

(M) DODAAC:

(M) Operational Unit (Region):

(M) ORG/Team:

TO

(M) DODAAC:

(M) Operational Unit (Region):

(M) ORG/Team:

Figure 18.1

Figure 18.1: Data Fields

Transfer Data Fields:

- **(M) Transfer:** Select either **FROM Region to Region** or **FROM Team to Team** depending on the transfer being performed.

FROM

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

TO

- **(M) DoDAAC:** The receiving DODAAC.
- **(M) Operational Unit (Region):** Select from the drop down list the receiving Operational unit based on DODAAC.
- **(M) ORG/Team:** Selection from the drop down list based on Operational Unit selected.

SEARCH FOR RECORDS TO TRANSFER:

(M) Transfer: FROM Region to Region FROM Team to Team

FROM

(M) CAGE Code: 07070

(M) DODAAC: S0101A

(M) Operational Unit (Region): PD - PDREP-AIS PM ▼

(M) ORG/Team: PD - REP ▼

Search

TO

(M) DODAAC: S5105A

(M) Operational Unit (Region): PH - HEADQUARTERS ▼

(M) ORG/Team: PH - AQBP ▼

TOTAL Result count: 8
SEARCH RESULTS

CAR #	Level	Status	Modification Date	Team Code	Select ALL
07070-2020-24	LEVEL I		05/21/2020	PD-REP	<input type="checkbox"/>
07070-2020-44	LEVEL I	PENDING APPROVAL		PD-REP	<input type="checkbox"/>
07070-2020-47	LEVEL I	CLOSED - ESCALATED	06/23/2020	PD-REP	<input type="checkbox"/>
07070-2020-14	LEVEL I	DRAFT	06/23/2020	PD-REP	<input type="checkbox"/>
07070-2020-13	LEVEL I			PD-REP	<input type="checkbox"/>
07070-2020-43	LEVEL II	CAR TRANSMITTED	06/09/2020	PD-REP	<input type="checkbox"/>
07070-2020-15	LEVEL II	PENDING APPROVAL		PD-REP	<input type="checkbox"/>
07070-2020-5	LEVEL II	DRAFT		PD-REP	<input type="checkbox"/>

Transfer Selected

Figure 18.2

Figure 18.2: Data Fields
Record Return Headings:

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

18.1 Transfer Requirements - Region to Region Transfer

A Supervisor or CMO will perform the transfer of all open Level I and II and all closed records regardless of level. Once transferred the records will no longer be visible on the team's worklist.

- **Open Records:** The Contractor's CAGE code and address information will be editable to the receiving Functional Specialist. The Functional Specialist will be required to complete the contractor's CAGE Code (may be the same) and address information when first opening the record.
- **CAR Records:** Will be visible on the Receiving DODAAC, ORG-CODE (Region) and TEAM worklist. History and data reports will reflect the record transfer.
 - **Example:** DODAAC field – Transferred from [previous DODAAC]
 - **Example:** DODAAC field – Transferred to [receiving DODAAC]
- **Closed Records:** Data is not editable; CAR will be visible on Receiving DODAAC, ORG-CODE (Region) and TEAM worklist, and data reports. History and data reports will reflect the record transfer.

18.2 Transfer Requirements - Team to Team Transfer

A Supervisor or CMO will perform the transfer of all open Level I and II and all closed records regardless of level. Once transferred the records will no longer be visible on the team's worklist.

- **OPEN CARs:** The Receiving Functional Specialist data will be updated when the Functional Specialist edits the open record. CAR records will be visible on.
- **Receiving TEAM worklist:** History and data reports will reflect the record transfer.
 - **Example:** In the ORG/Team Code field – Transferred from (previous Team Code)
- **CLOSED CARs:** All data stays the same however, CAR will be visible on TEAM worklist, and data reports. History and data reports will reflect the record transfer.
 - **Example:** In the ORG/Team Code field – Transferred to [receiving Team Code].

18.3 Warranted 1102 Transfers

The Warranted 1102 role transfers all open Level III and IV CAR's. Records will appear on both Originator and Receiver's work list, only the receiver will have capabilities until record is completed. The record will reflect the Functional Specialist information at the time of editing. History and data reports will record all transfer(s).

18.4 Transferring Records

The user enters the mandatory fields to search for record(s) and select the records in need of transfer. The "Select All" button will select all records (see **Figure 18.3**). Clicking the Transfer Records button will cause a PDREP message box to display (see **Figure 18.4**). The user will verify that records can be transferred by clicking the OK.

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

SEARCH FOR RECORDS TO TRANSFER:

(M) Transfer: FROM Region to Region FROM Team to Team

FROM

(M) CAGE Code:

(M) DODAAC:

(M) Operational Unit (Region):

(M) ORG/Team:

TO

(M) DODAAC:

(M) Operational Unit (Region):

(M) ORG/Team:

TOTAL Result count: 46
SEARCH RESULTS

CAR #	Level	Status	Modification Date	Team Code	Select ALL
07070-2020-0081	LEVEL II	DRAFT	08/19/2020	PD-REP	<input checked="" type="checkbox"/>
07070-2020-0113	LEVEL II	DRAFT	08/20/2020	PD-REP	<input checked="" type="checkbox"/>
07070-2020-0114	LEVEL II	DRAFT	10/14/2020	PD-REP	<input type="checkbox"/>
07070-2020-0138	LEVEL II	DRAFT	09/10/2020	PD-REP	<input type="checkbox"/>
07070-2020-0137	LEVEL II	DRAFT	09/15/2020	PD-REP	<input type="checkbox"/>
07070-2020-0141	LEVEL II	DRAFT	09/14/2020	PD-REP	<input checked="" type="checkbox"/>
07070-2020-0148	LEVEL II	DRAFT	09/15/2020	PD-REP	<input type="checkbox"/>
07070-2020-0184	LEVEL II	DRAFT	10/05/2020	PD-REP	<input type="checkbox"/>
07070-2020-0157	LEVEL I	DRAFT	10/14/2020	PD-REP	<input checked="" type="checkbox"/>
07070-2020-0183	LEVEL I	DRAFT	10/07/2020	PD-REP	<input type="checkbox"/>
07070-2020-0155	LEVEL I	DRAFT	10/07/2020	PD-REP	<input type="checkbox"/>
07070-2020-0188	LEVEL I	DRAFT	10/07/2020	PD-REP	<input type="checkbox"/>
07070-2020-0019	LEVEL II	CAP SUBMITTED	08/19/2020	PD-REP	<input checked="" type="checkbox"/>
07070-2020-0108	LEVEL II	CAP SUBMITTED	08/19/2020	PD-REP	<input type="checkbox"/>
07070-2020-0147	LEVEL II	CAP SUBMITTED	10/14/2020	PD-REP	<input type="checkbox"/>

Figure 18.3

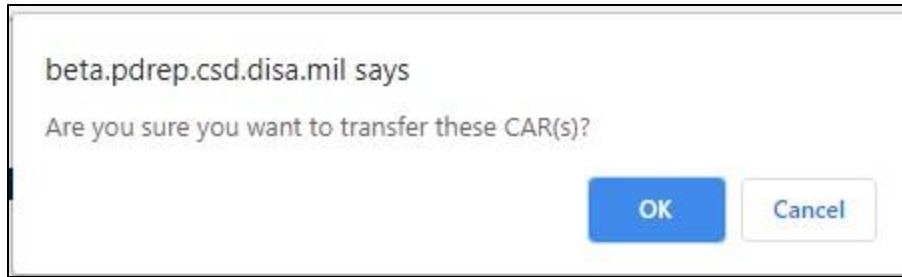


Figure 18.4

All TO fields must be entered to transfer a record. If all fields are not entered, an error message(s) will be populated indicating the missing values (**Figure 18.5**).

SEARCH FOR RECORDS TO TRANSFER:

- Please select a To: DODAAC.
- Please select a To: Region.
- Please select a To: Team/Org.

(M) Transfer: FROM Region to Region FROM Team to Team

FROM

(M) CAGE Code:

(M) DoDAAC:

(M) Operational Unit (Region):

(M) ORG/Team:

TO

(M) DoDAAC:

(M) Operational Unit (Region):

(M) ORG/Team:

TOTAL Result count: 51
SEARCH RESULTS

Figure 18.5

19 CAR WORKLIST

19.1 Accessing the CAR Worklist

To load the CAR Worklist, hover over the CAR program link and select 'Worklist' from the fly-out menu (see **Figure 2.2**). From there, the CAR Worklist will display. For those users already working in the CAR module, select the 'CAR Worklist' tab at the top of the page as seen in **Figure 19.1**.

- A. The Worklist User Code and DODAAC fields will automatically populate based on the user's profile settings. To populate search results for a team, select the users Region

and Team Code and remove the User Code. Date range is the only mandatory field when returning search results. The date range will default to the last 365 days but may be changed manually.

- B. Additional search fields such as CAGE Code, Level, NSN, Part Number, Contract Number and Status allow for further filtration of the search criteria.

Figure 19.1

Figure 19.1 Data Fields

- **(M) Start Date:** Starting point of date range. This mandatory field automatically generates to one-year prior but is editable.
- **(M) End Date:** Ending point of date range. This mandatory field automatically generates to the current date but is editable.
- **CAGE CODE:** The CAGE code of the contractor to whom the Corrective Action has been attributed to. This field is restricted to five characters and does not validate against the PDREP database. (Only Field that is NOT Case Sensitive).
- **LEVEL:** The level (from I-IV) assigned to the CAR. This data field defaults to 'ALL' but users may also search by specified level.
- **National Stock Number (NSN):** National Stock Number of the material. Subsidiary fields are provided for the Cognizant symbol (COG), Federal Stock Class (FSC),

National Item Identification Number (NIIN), and Special Material Identification Code (SMIC). A complete NSN is required to search.

- **Part Number:** Enter the complete part number of the material recorded, partial part numbers will not display records.
- **Contract Number:** The identification number of the contract. A full or partial contract number may be entered to return results.
- **Status:** This search field will pull results relating to the CAR's current status. A user may return results for all statuses by using the '-Select-' option or filter results by selecting one of the 36 available status:
 - **Draft:** preliminary creation of a corrective action.
 - **Draft Reviewed:** preliminary version reviewed by supervisor or team lead, then returned to originator or transmitted by reviewer.
 - **Draft Pending Review:** preliminary version awaiting review by supervisor or team lead.
 - **CAR Transmitted:** record has been sent/transmitted to KTR.
 - **CAP Submitted:** Corrective Action Plan has been sent by the KTR.
 - **CAP Rejected:** Corrective Action Plan has been rejected, new plan needed.
 - **CAP Approved:** Corrective Action Plan has been approved.
 - **CA Verified:** Follow up on CAP, Actions actually being taken by KTR.
 - **CA Validated:** Assure that positive results came from the CAP.
 - **CA Completed:** Corrective Action Plan has been completed by the KTR.
 - **CAR Withdrawn:** A decision was made by the Supervisor to rescind a CAR transmitted to the KTR.
 - **Closed – Escalated:** CAR level is escalated or de-escalated by one or more levels with the initial CAR closed and a new CAR to be written.
 - **Closed – Completed:** Data is not editable, record is visible and requires no further action.
 - **Forwarded to ACO:** Record is sent to Administrative Contracting Officer (ACO).
 - **Draft Sub-Loc CAR Notification:** preliminary notification version of a CAR written by a subsidiary location, also known as a sub-location (non-prime KTR).
 - **Sub-Loc CAR Notification Transmitted:** Corrective Action has been written by a sub-location (non-prime KTR) and sent/transmitted to the Prime Functional Specialist (FS) for acknowledgment.
 - **SUB-LOC CAR ACKNOWLEDGED:** Place of Performance Notification has been acknowledged by the Prime.
 - **SUB-LOC CAR WITHDRAWN:** Supervisor has decided to withdraw the Place of Performance Notification.

- **Return to Originator:** CAR has been reviewed by the Warranted 1102 (ACO) user and returned to the originator.
 - **OASIS Draft:** preliminary creation of an OASIS CAR.
 - **OASIS Draft Pending Review:** OASIS preliminary version awaiting review by supervisor or team lead.
 - **OASIS Draft Reviewed:** OASIS preliminary version reviewed by supervisor or team lead, then returned to originator or transmitted by reviewer.
 - **OASIS Draft I-W:** CAR has a ticket number input on the create/edit page.
 - **OASIS CAR Transmitted:** OASIS CAR has been transmitted to the Contractor because the CB Response was Rejected.
 - **OASIS CAP Submitted:** OASIS Corrective Action Plan has been sent by the KTR.
 - **OASIS CAP Rejected:** OASIS Corrective Action Plan has been rejected, new plan needed.
 - **OASIS CAP Approved:** OASIS Corrective Action Plan has been approved.
 - **OASIS CB Closed:** OASIS record has been closed by CB.
 - **OASIS DCMA Closed:** OASIS record has been closed after DCMA contractor action plan process complete.
 - **OASIS CA Verified:** OASIS Follow up on OASIS CAP, Actions actually being taken by KTR.
 - **OASIS CA Validated:** Assure that positive results came from the OASIS CAP
 - **OASIS Forwarded to ACO:** OASIS Record is sent to Administrative Contracting Officer (ACO).
 - **HN Draft:** preliminary creation of a Host Nation record.
 - **HN Pending Response:** status after a deficiency has been added to the Host Nation record.
 - **HN Closed-Completed:** Host Nation record has been closed and all information available entered.
- **Operational Unit (Region):** This field is selected by the user and populates results based on the selected Region. When no other data fields are included in the search parameters, results returned will include CARs written by all members within the Region selected.
 - **Org/Team Code:** This field is selected by the user and populates based on the selected Region. When no other data fields are included in the search parameters, results returned will include CARs written by all members within the Team Code selected.

- **User Code:** Auto-populated based on the users' profile. This field is editable or may be excluded. When the User Code is searched with no other filter, the worklist results will include all CARs written by the user.
 - **DODAAC:** The Department of Defense Activity Address Code is a six-position code that uniquely identifies a Department of Defense unit, activity, or organization. This field will automatically populate based off the user's profile and may be edited or excluded.
- C. To initiate a CAR worklist data pull, a user will enter criteria for which they would like to yield results using a minimum of the (M) mandatory fields plus one other non-mandatory field. After desired entries have been completed, selecting the 'Display Worklist' button will then return all matching records. Results will reside beneath the worklist data fields and will remain there until another worklist is generated or the user logs out of PDREP. A sample set of results is shown in **Figure 19.2**.
- D. The Worklist automatically arranges returned records by Level and then by record numbers. Each column header may be selected to sort by ascending order. When the same header is selected again, results will populate in descending order.

19.2 Worklist Search Results

CAR #	Level	Prime CTR CAGE	Action	Contract Number(s)	Updated By	Updated Date	Status	Linked Records	Days Active	History & Correspondence	Delete Record?
71905-2023-0224E	LEVEL IV	81316	Send Message		USER	04/20/2023	CLOSED - ESCALATED	71905-2023-0224X	0	View	
71905-2023-0287D	LEVEL III	81316 99999	Send Message Acknowledge	5VV5PWVVS90 S0B4Y94214 SUB	USER	04/05/2023	SUB-LOC CAR NOTIFICATION TRANSMITTED		51	View	
98897-2023-0009H	LEVEL III	98897	Send Message	HOSTNATION	USER	03/28/2023	HN Response Pending		0	View	
71905-2023-0288D	LEVEL III	81316	Send Message	3QJN28Y8E5 XMD7AOTFFM	USER	03/28/2023	SUB-LOC CAR WITHDRAWN		0	View	
PDREP-2023-0019D	LEVEL II	07070	Send Message	SAVEING SUB	USER	03/28/2023	DRAFT SUB-LOC CAR NOTIFICATION		59	View	Delete
98897-2023-0010H	LEVEL II	PDREP	Send Message	HOSTING	USER	03/28/2023	HN Closed-Complete		0	View	
71905-2023-0274E	LEVEL IV	81316	Send Message	PNYBR9M2GR	USER	03/27/2023	CAP REJECTED		60	View	
71905-2023-0273E	LEVEL III	81316	Send Message	PNYBR9M2GR	USER	03/27/2023	CLOSED - COMPLETED		0	View	

Figure 19.2

Figure 19.2 Data Fields

- **Acknowledge:** This link is used by the Prime FS to acknowledge that they have received the POP CAR from the Sub KTR FS.
- **Action:** Send Message or Acknowledge
 - Selecting the 'Send message' link under the Action column, will open the Email correspondence application and allows the user to send the CAR (along with any attachments) to any recipient. This action will be documented in the worklist history.
 - The Acknowledge link used in the POP Notification workflow. Additional detail may be found in **Section 7.3**.
- **CAR #:** Each Corrective Action Request will be issued a unique record control number (RCN). It is made up of the CAGE Code, four-digit year, and sequential number with an alpha suffix and now standardized with hyphens. Clicking the CAR serial number link brings you to the Edit CAR Tab.
- **Contract Number:** The identification number of the contract for which the corrective action was issued.
- **Days Active:** The Days Active are updated based on the status of the record. The dates will update based on the table in [Appendix III](#).
- **Delete Record:** When the 'Delete' hyperlink is selected; a verification message box will display (see **Figure 19.3**). 'OK' will delete the record making it no longer accessible while 'Cancel' will return the user to the Worklist. The delete functionality is available to any member of the Originators team for DRAFT CARs until the CAR is transmitted. After transmittal, the hyperlink will no longer display.

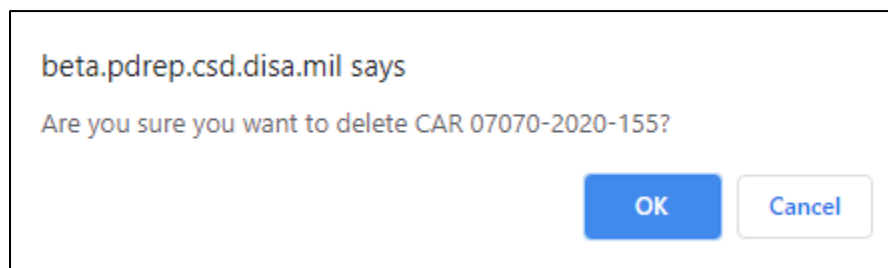


Figure 19.3

NOTE: *The Contract Management Office (CMO) role cannot delete CAR's, even if they have created them. However, their team members have the option to delete up to the point of Transmittal.*

NOTE: *DRAFT CARs that have the OASIS indicator checked can NOT be deleted.*

- **History & Correspondence:** Select the 'View' hyperlink to access the Corrective Action Request History & Correspondence page associated with the record (see **Section 20**).

- **Linked Records:** The RCN of any Prime CAR and POP Notification records that are linked to show causality.
- **Level:** The level (I-IV) assigned to the CAR as identified in DCMA’s guidelines.
- **Updated Date:** The date the last update was made to the record.
- **Updated By:** User ID of the person who last updated the record.
- **Prime CTR CAGE:** The CAGE Code of the Prime Contractor for who the CAR is issued to.
- **Status:** Current status of the record. Additional detail may be found in **Section 3, Figure 3.1** Data Fields.

NOTE: Once deleted, a CAR cannot be re-opened. This is true for all access levels.

20 CAR HISTORY PAGE

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

The page is accessible by the hyperlink on the worklist (**Figure 20.1**) or the History Tab available within the record (**Figure 20.2**).

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

Figure 20.1

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

Figure 20.2

Figure 20.3 represents CAR history & correspondence page.

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

Figure 20.3

20.1 Points of Contacts

The section of the page will contain points of contact for the CAR. It will provide names and email addresses of those individuals (see **Figure 20.4**).

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

Figure 20.4

20.2 Correspondence & History Table

The history table displays in descending order the status updates and correspondences sent for the record (see **Figure 20.5**).

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

Figure 20.5

Figure 20.5 data fields:

- **Date:** Date and time stamp of the history entry.
- **Status:** Records any status change on the record.
- **Status changed by:** User ID that made the change to the record.
- **Sender's Email:** Sender's email address for correspondence or messages.
- **Correspondence:** Correspondence hyperlink for any DCMA Correspondence sent.
 - Any Correspondence letters sent from the CAR module are found in the Correspondence column as a link and when clicked are displayed as a pdf that can be printed or downloaded (see **Figure 20.6**).

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

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

Figure 20.6

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

21 OASIS CAR

Use OASIS when the CAR is going into Online Aerospace Supplier Information System (OASIS). Follow your local DCMA policy and guidelines when contracts with AS91XX series QMS deficiencies are identified.

To create an OASIS CAR, select OASIS CAR on the create new page (**Figure 21.1**). Enter the CAGE Code, select the CAR Level, then click Create CAR. The new CAR will be in OASIS DRAFT status.

CAR Worklist	Create New CAR	Transfer CAR	CAR Ad Hoc Reports	CAR Search
Corrective Action Request - New				
<p>Instructions (M) denotes a mandatory field 1. Answer Question 2. Enter CAGE Code of discrepancy discovery location 3. Select Level Code</p>				
<p>(M) Select CAR Type/Notification:</p> <p><input type="radio"/> Prime Contractor CAR</p> <p><input type="radio"/> Delegated Surveillance/Place of Performance Notification</p> <p><input type="radio"/> Exception to Delegated Surveillance/Place of Performance CAR (as described in DCMA Policy)</p> <p><input checked="" type="radio"/> OASIS CAR</p>				
<p>(M) CAGE Code: <input type="text" value="PDREP"/> Year: <input type="text" value="2023"/> Serial Number: <input type="text" value="0005"/> Suffix: <input type="text" value="0"/></p> <p>(M) CAR Level: <input type="text" value="LEVEL II"/></p> <p style="text-align: center;"><input type="button" value="Create CAR"/></p>				

Figure 21.1

21.1 OASIS Edit Page

CAR Worklist	Create New CAR	CAR Ad Hoc Reports	CAR Search
Corrective Action Request - Create/Edit			
<p>Instructions (M) denotes a mandatory field 1. Enter Prime, Subcontractor and POP CAGE CODE information, if known 2. Enter Prime Contractor DODAAC 3. Enter Contract/P.O/O.I information, if known 4. Enter Contract Recipient POC and Email Address for Transmit/Notification 5. Select Add/View Deficiencies to add up to 5 Deficiencies 6. Enter/Select CAP Due Date in MM/DD/YYYY format (For CAR Level I, CAP Due Date is not required.)</p>			
<input type="button" value="Add/View or Edit Deficiencies"/> <input type="button" value="Save"/> <input type="button" value="Cancel"/> <input type="button" value="View/Add Attachments"/> <input type="button" value="Save & Exit"/>			
General Information			
LEVEL: <input type="text" value="2"/>		CAR Number:	Cage Year S/N PDREP-2023-0005O
OASIS Indicator: <input checked="" type="checkbox"/> (CM)		OASIS Ticket Number: <input type="text"/>	
Supervisor Review Required: <input checked="" type="checkbox"/>		Contractor Business System Indicator: <input type="checkbox"/>	

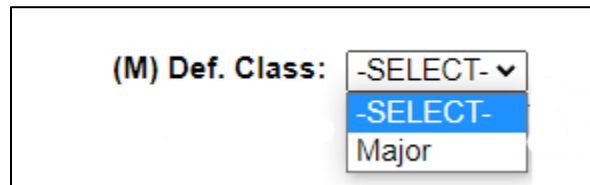
Figure 21.2

Fields on the OASIS CAR Edit Page (**Figure 21.2**):

- **OASIS Indicator:** Pre-selected checkbox indicating OASIS CAR.
- **OASIS Ticket Number:** Input the OASIS ticket number after receiving it from OASIS. The OASIS ticket number becomes mandatory if the OASIS indicator box is checked. The user has 30 days from creating the CAR to enter an OASIS ticket number. On the 31st day, the OASIS DRAFT status turns red on the worklist.
- **Supervisor Review Required:** Supervisor review is always required. This checkbox is automatically selected on OASIS CARs.

The other available fields match those available on a Prime Contractor CAR.

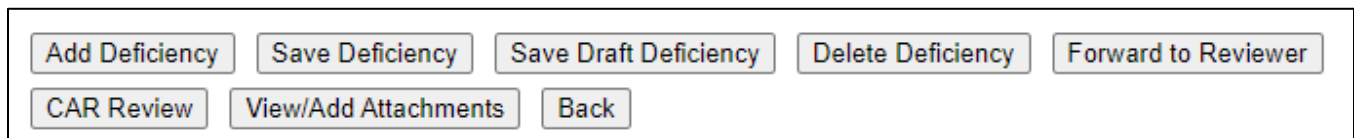
On the Deficiency page, only “Major” will be available in the (M) Def. Class dropdown (**Figure 21.3**). The other available fields match those available on a Prime Contractor CAR.



The image shows a dropdown menu for the field "(M) Def. Class:". The menu is open, displaying three options: "-SELECT-" (highlighted in blue), "-SELECT-", and "Major".

Figure 21.3

After entering Create/Edit page information and Deficiency information, follow the Forward to Reviewer process outlined in Section 9 of this guide by selecting the Forward to Reviewer button in **Figure 21.4**. The status will update to DRAFT PENDING REVIEW.



The image shows a row of action buttons: "Add Deficiency", "Save Deficiency", "Save Draft Deficiency", "Delete Deficiency", "Forward to Reviewer", "CAR Review", "View/Add Attachments", and "Back".

Figure 21.4

Once the Supervisor Review is Complete, the record will be in OASIS DRAFT REVIEWED status. Next, enter the OASIS Ticket Number on the CAR Edit Page and click Save. A confirmation message will appear (see **Figure 21.5**) and the status will update to OASIS DRAFT I/W.

CAR Worklist	Create New CAR	Transfer CAR	Edit CAR	ACO	CAR Contractor Actions	CAR Notes	CAR Ad Hoc Reports	CAR Search	CAR History
Corrective Action Request - Create/Edit									
<p>Instructions (M) denotes a mandatory field 1. Enter Prime, Subcontractor and POP CAGE CODE information, if known 2. Enter Prime Contractor DODAAC 3. Enter Contract/P.O./O.I information, if known 4. Enter Contract Recipient POC and Email Address for Transmit/Notification 5. Select Add/View Deficiencies to add up to 5 Deficiencies 6. Enter/Select CAP Due Date in MM/DD/YYYY format (For CAR Level I, CAP Due Date is not required.)</p> <p style="color: red;">• CAR Data has been saved</p> <p style="text-align: center;"> <input type="button" value="Add/View or Edit Deficiencies"/> <input type="button" value="Save"/> <input type="button" value="Cancel"/> <input type="button" value="View/Add Attachments"/> <input type="button" value="Save & Exit"/> </p>									
General Information									
LEVEL II		CAR Number:		Cage		Year		S/N	
				PDREP-2023-00050					
OASIS Indicator:		<input checked="" type="checkbox"/>		(CM) OASIS Ticket Number:		<input type="text" value="123456"/>			
Supervisor Review Required:		<input checked="" type="checkbox"/>		Contractor Business System Indicator:		<input type="checkbox"/>			

Figure 21.5

On the Deficiency page, the Add Contractor Actions button will be available (**Figure 21.6**) along with the CAR Contractor Actions Tab at the top of the page (**Figure 21.7**).

<input type="button" value="Add Deficiency"/>	<input type="button" value="Save Deficiency"/>	<input type="button" value="Save Draft Deficiency"/>	<input type="button" value="Delete Deficiency"/>	<input type="button" value="CAR Review"/>	<input type="button" value="Add Contractor Actions"/>
<input type="button" value="View/Add Attachments"/>	<input type="button" value="Back"/>				

Figure 21.6

CAR Worklist	Create New CAR	Transfer CAR	Edit CAR	CAR Contractor Actions	CAR Notes	CAR Ad Hoc Reports	CAR Search	CAR History
Corrective Action Request - Create/Edit								

Figure 21.6a

21.2 OASIS Contractor Action Page

The Contract Action Plan Details section will populate on the page with the Contractor Actions Plan Details and OASIS CB Response section (**Figure 21.7**).

Corrective Action Plan (CAP)		
<p>Instructions (M) denotes a mandatory field 1. Complete all mandatory fields 2. Select Save to save CAP Data 3. Select Approve CAP to send Approval Notification 4. Select Reject CAP to send Rejection Notification 5. Select Close CAR to send CAR Closed Notification</p>		
LEVEL II	CAR Number:	Cage Year S/N PDREP-2023-00060
Contractor Action Plan Details		
Deficiency Number: 1 Deficiency Classification: Major Category: Process / Contractor Technical Assessment Type: AS/ISO/PP&C Process Existent - Adequate (Not Followed) Critical Characteristic/Process: NO Non-compliance Description: TEST Contractual Requirement: TEST Contractor Procedure: (CM) Root Cause Code: <input type="text" value="-SELECT-"/> <input type="button" value="v"/> (CM) Root Cause Description: <input type="text" value="-SELECT-"/> <input type="button" value="v"/> Request Extended CAP Due Date To: <input type="text"/> <input type="button" value="mm"/> CAP Extension Request Reason: <div style="border: 1px solid gray; height: 50px; width: 100%;"></div>		
<p>Contractor's CAR Response Requirements:</p> <ul style="list-style-type: none"> • Root cause of the deficiency • Actions taken to correct the current specific deficiency • Corrective Action taken or planned to eliminate deficiency • Action taken to prevent recurrence of the deficiency • Determination of whether other processes are affected by the identified root cause • Determination of whether other financials costs/products/services are affected by the identified root cause, including product already delivered to the customer • Action taken to correct the weakness which allowed deficient financial costs/products/services to be provided to the government for acceptance 		
(M) Contractor CA Implementation Date: <input type="text"/> <input type="button" value="mm"/> Corrective Action Plan Details: <div style="border: 1px solid gray; height: 50px; width: 100%;"></div>		
(M) KTR Submitted Date: <input type="text"/> <input type="button" value="mm"/> <div style="display: flex; justify-content: space-around; margin-top: 5px;"> <input type="button" value="Back"/> <input type="button" value="Save Contractor Action Plan Details Section"/> <input type="button" value="Add/View Attachments"/> </div>		
OASIS CAR Response		
(M) CB Response <input type="text" value="-SELECT-"/> <input type="button" value="v"/> CB Response Date: <input type="text"/> <input type="button" value="mm"/> (CM) CB Rejection Reason: <div style="border: 1px solid gray; height: 50px; width: 100%;"></div>		
<div style="display: flex; justify-content: space-around; margin-top: 5px;"> <input type="button" value="Save All"/> <input type="button" value="Back"/> <input type="button" value="Add/View Attachments"/> </div>		

Figure 21.7

21.3 OASIS CB Response

The screenshot shows a web form titled "OASIS CAR Response". It includes the following elements:

- (M) CB Response:** A dropdown menu currently showing "-SELECT-" with options "Accept" and "Reject".
- (CM) CB Rejection Reason:** A large, empty text area for providing details on why a response was rejected.
- CB Response Date:** A date input field with a calendar icon to the right.
- Buttons:** "Save All", "Back", and "Add/View Attachments" are located at the bottom of the form.

Figure 21.8

Figure 21.8 data fields:

- **(M) CB Response:** Dropdown to select Accept or Reject for the CB response.
- **CB Response Date:** Enter the date of the CB Response.
- **(CM) CB Rejection Reason:** Text box to enter reason the CB Response is Rejected. Field is required when Reject is selected under CB Response.

Accepting CB Response

When Accept is selected under CB Response, the Correct Action Implementation fields will populate to enter Verification and Validation information (Figure 21.9). You must enter the Verification Date, Verification results/Comments, Validation Date, and Validation Results/Comments in order to Close the CAR.

OASIS CAR Response

(M) CB Response ▼

(CM) CB Rejection Reason:

CB Response Date: 📅

Corrective Action Implementation

Planned Verification Date: 📅

(CM) Verification Results/Comments:

(M) Verification Date: 📅

Planned Validation Date: 📅

(CM) Validation Results/Comments:

(M) Validation Date: 📅

Figure 21.9

Buttons available in **Figure 21.9**:

- **Save All:** Saves the whole page.
- **Back:** Return user to the Edit Page of the record.
- **Add/View Attachments:** Opens page to add and view attachments for the record.
- **Close CAR:** Click Close CAR button to close the record. A pop-up will display to confirm you choice (**Figure 21.10**). Click OK to close the CAR and update the status to OASIS CB CLOSED. Click Cancel to remain on the CAR Contractor Actions page.

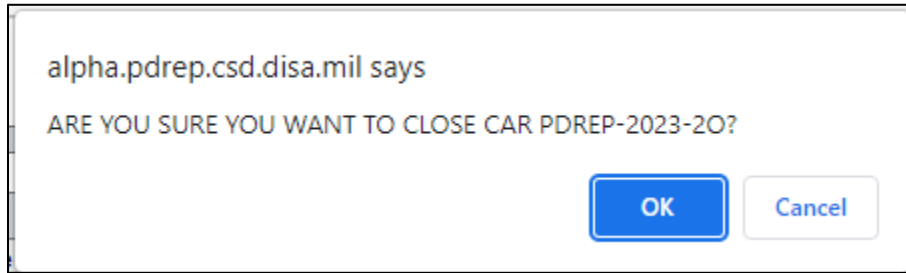


Figure 21.10

If any mandatory fields are missing, and error message will populate outlining the required fields in order to close the record (**Figure 21.10a**).

CAR Worklist	Create New CAR	Transfer CAR	Edit CAR	ACO	Review CAR	CAR Contractor Actions	CAR Notes	CAR Ad Hoc Reports	CAR Search	CAR History
Corrective Action Plan (CAP)										
<p>Instructions (M) denotes a mandatory field 1. Complete all mandatory fields 2. Select Save to save CAP Data 3. Select Approve CAP to send Approval Notification 4. Select Reject CAP to send Rejection Notification 5. Select Close CAR to send CAR Closed Notification</p> <ul style="list-style-type: none"> • Root Cause must be selected. • Root Cause Description must be selected. • KTR Submit Date is a mandatory field. • Contractor CA Implementation Date is a mandatory field. 										
LEVEL III			CAR Number:		Cage Year S/N PDREP-2023-00020					
Contractor Action Plan Details										

Figure 21.11

Rejecting CB Response- Level 2

When Reject is selected under CB Response, the Transmit to Contractor button will populate within the grey Contractor Action Section (Figure 21.12)

Back Save Contractor Action Plan Details Section Add/View Attachments Transmit to Contractor

OASIS CAR Response

(M) CB Response Reject CB Response Date: 01/18/2023

(CM) CB Rejection Reason:

Enter Reason for Rejection.

Figure 21.12

Clicking Transmit to Contractor will open the DCMA Correspondence page to transmit to OASIS CAR to the Contractor (**Figure 21.13**). Once sent, the CAR will update to OASIS CAR TRANSMITTED status.


DCMA Correspondence	
Instructions 1. Enter To Email Address and click Add To Email List 2. Enter CC Email Address and click Add CC Email List if required 3. Enter/Modify the content if required 4. Click Send to send the CAR Letter	
Correspondence	
To: DCMA@DCMA.MIL	
To: <input type="text"/>	<input type="button" value="Add To Email list"/>
CC: <input type="text"/>	<input type="button" value="Add CC Email list"/>
Content	
	<input type="text"/>
	DEFENSE CONTRACT MANAGEMENT AGENCY
	1910 THIRD AVE N
	BIRMINGHAM, AL 35203-3514 US
	01/20/2023
<div style="border: 1px solid gray; padding: 5px;"> <p>January 20, 2023</p> <p>POC CONTRACTOR BARTENDER PDREP CO NSLC PORTSMOUTH PORTSMOUTH, NH 03804</p> <p>Subject: LEVEL III CAR# PDREP-2023-00020</p> <p>TO: POC CONTRACTOR</p> <p>Summary:</p> <p>DEFENSE CONTRACT MANAGEMENT AGENCY Observed non-compliances on 01/11/2023 as detailed below. The non-compliance(s) documented in this corrective action request (CAR) impacts the prime contract number(s): REJECT1. The non-compliance(s) impact CAGE Code(s): 07070, PDREP. This CAR should be treated as a customer complaint.</p> </div>	
<input type="button" value="Preview"/> <input type="button" value="Send"/> <input type="button" value="Back"/>	

Figure 21.13

Buttons available in **Figure 21.13**:

- **Preview:** Opens a new window with a preview of the CAR.

- **Send:** Transmit the CAR to the contractor
- **Back:** Return to the Edit page of the CAR.

Rejecting CB Response- Level 3 and 4

Only users with Warranted 1102 access will have the Transmit to Contractor button on Level 3 and Level 4 OASIS CARs when the CB Response is Rejected (**Figure 21.12**). Other use access levels will have the Forward to ACO button as seen in **Figure 21.14**.

The screenshot shows a web interface for managing OASIS CAR responses. At the top, a grey header bar contains the text "(CM) KTR Submitted Date:" followed by a date field set to "04/18/2023" and a calendar icon. Below this are four buttons: "Back", "Save Contractor Action Plan Details Section", "Add/View Attachments", and "Forward to ACO". A dark blue horizontal bar below the header is labeled "OASIS CAR Response". Underneath, the "(M) CB Response" is set to "Reject" in a dropdown menu, and the "CB Response Date:" is set to "04/13/2023" with a calendar icon. The "(CM) CB Rejection Reason:" is followed by a large text area containing the text "REJECTED AND FORWARDING TO ACO."

Figure 21.14

This will populate the DCMA Correspondence page to forward the OASIS CAR to the ACO for action. Be sure to enter the ACO e-mail address then click 'Add to Email list' (**Figure 21.15**).


DCMA Correspondence	
Instructions 1. Enter To Email Address and click Add To Email List 2. Enter CC Email Address and click Add CC Email List if required 3. Enter/Modify the content if required 4. Click Send to send the CAR Letter	
Correspondence	
To: <input type="text"/>	<input type="button" value="Add To Email list"/>
CC: <input type="text"/>	<input type="button" value="Add CC Email list"/>
Content	
	<input type="text"/>
	DEFENSE CONTRACT MANAGEMENT AGENCY
	1910 THIRD AVE N
	BIRMINGHAM, AL 35203-3514 US
	04/18/2023
<p>April 18, 2023</p> <p>OASIS CORRECTIVE ACTION REQUEST (CAR) CAR# 07070-2023-00240 REQUIRES ACO ACTION.</p> <p>Functional Area for Deficiency: Small Business</p> <p style="text-align: center;">SINCERELY,</p> <p style="text-align: center;">ALPHA (ALPHA) USER, DCMA Region PD - PDREP-AIS PM Team REP</p>	
<input type="button" value="Send"/>	<input type="button" value="Back"/>

Figure 21.15

Buttons available in **Figure 21.15**:

- **Send**: Send message to the ACO.
- **Back**: Return to the Edit page of the CAR.

The ACO follows the same steps outlined in Section 10 of this guide before transmitting the OASIS CAR to the Contractor.

21.4 OASIS CAR Transmitted

Once transmitted, the OASIS CAR will follow the steps outlined in Section 13 of this guide to Accept, or Reject, Verify and Validate the CAR. The status will update based on the actions taken and include OASIS at the beginning (see Appendix I – Status table for a list of all statuses). When complete, the record will display on the worklist in OASIS DCMA CLOSED status (**Figure 21.16**).

CAR Worklist											
CAR #	Level	Prime CTR CAGE	Action	Contract Number(s)	Updated By	Updated Date	Status ^	Linked Records	Days Active	History & Correspondence	Delete Record?
PDREP-2023-0005O	LEVEL II	PDREP	Send Message	FIRSTOASIS	SDERI	01/20/2023	OASIS DCMA CLOSED		0	View	
PDREP-2023-0006O	LEVEL II	PDREP	Send Message	OASISFINAL	SDERI	01/20/2023	OASIS CB CLOSED		0	View	

Figure 21.16

21.5 OASIS Feedback Ticket on Prime CAR

On Prime CARs, when the following parameters are met, an OASIS Ticket Number will populate on the Deficiency page:

- CAR Level is **II, III, or IV**,
- Assigned Functional Area is **Quality Assurance**,
- Key Contract requirement is **KCR-QA-0008-09 – Higher-Level Contract Quality Requirement**,
- Key Contract Event is **AS9100 REV. C** or **AS9100 REV. D**, and
- Def. Class is **MAJOR**

When the Def. Class is the final selection with all other parameters met, a OASIS Feedback Ticket number will populate (**Figure 21.17**).

22 HOST NATION CAR

On the Create New CAR page, select the radio button for Host Nation. Host Nation CARs are data entry for Level I and Level II only.

This system contains CUI

PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)

Home • Help • Logout

CAR Worklist Create New CAR CAR Ad Hoc Reports CAR Search

Corrective Action Request - New

Instructions
 (M) denotes a mandatory field
 1. Answer Question
 2. Enter CAGE Code of discrepancy discovery location
 3. Select Level Code

(M) Select CAR Type/Notification:

- Prime Contractor CAR
- Delegated Surveillance/Place of Performance Notification
- Exception to Delegated Surveillance/Place of Performance CAR (as described in DCMA Policy)
- Host nation
- OASIS CAR

(M) CAGE Code: PDREP Year: 2023 Serial Number: 0025 Suffix: H

(M) CAR Level: LEVEL I

Create CAR

Figure 22.1

The radio button for creating Host Nation CARs will only display for users with on of the following DoDAACs on their profile (Table 22.1):

Table 22.1

S3620A	SGR18A
SZA01A	SJP10A
S4803A	SKR08A
SSU01A	SKW01A
SCN01A	SUK12A
SCN02A	SSN05A
SSR01A	

22.1 Host Nation Edit Page

CAR Worklist	Create New CAR	CAR Ad Hoc Reports	CAR Search
Corrective Action Request - Create/Edit			
<p>Instructions (M) denotes a mandatory field 1. Enter Prime, Subcontractor and POP CAGE CODE information, if known 2. Enter Prime Contractor DODAAC 3. Enter Contract/P.O./O.I information, if known 4. Enter Contract Recipient POC and Email Address for Transmit/Notification 5. Select Add/View Deficiencies to add up to 5 Deficiencies 6. Enter/Select CAP Due Date in MM/DD/YYYY format (For CAR Level I, CAP Due Date is not required.)</p>			
<input type="button" value="Add/View or Edit Deficiencies"/> <input type="button" value="Save"/> <input type="button" value="Cancel"/> <input type="button" value="View/Add Attachments"/> <input type="button" value="Save & Exit"/>			
<input type="button" value="Withdraw CAR"/>			
General Information			
<input type="button" value="LEVEL I"/>		Notification Number:	
		Cage Year S/N PDREP-2023-0024H	
(M)Originator Name: <input type="text" value="BETA (BETA) USER"/>			
(M)Phone Number: <input type="text" value="207-438-6491"/>			
(M)Email: <input type="text" value="sarah.derick@navy.mil"/>			
DoDAAC: S3620A			
Activity Name: DEFENSE CONTRACT MANAGEMENT AGENCY			
Address: 3901 AAVE			
City, State, Zip: FORT LEE, VA 23801-1809			
KTR Information			
KTR POC: <input type="text"/>			
KTR POC Title: <input type="text"/>			
KTR Email Address: <input type="text"/>			
KTR POC Phone: <input type="text"/>			
Contract Information			
Operational Unit (Region and Team): PD - REP			
(M) Prime Contract CMO DoDAAC: <input type="text"/>			
(M) Contract Number: <input type="text"/> <input type="button" value="Add Contract"/>			
(M) Prime CAGE: <input type="text"/> <input type="button" value="Add CAGE"/>			
Place of Performance			
(M) POP CAGE: <input type="text" value="PDREP"/> <input type="button" value="Lookup CAGE"/>			
SubContractor UEI: <input type="text"/>			
Subcontract/Purchase Order Number: <input type="text"/> <input type="button" value="Add P.O. Number"/>			
Country PoP: <input type="text"/>			
Delivery Schedule Impact Possible: <input type="button" value="-SELECT-"/>			
Repeat Finding: <input type="button" value="-SELECT-"/>			
Status: HN Draft			
Status Date:			
<input type="button" value="Add/View or Edit Deficiencies"/> <input type="button" value="Save"/> <input type="button" value="Cancel"/> <input type="button" value="View/Add Attachments"/> <input type="button" value="Save & Exit"/>			

Figure 22.2

Figure 22.3: Available Buttons

- **Save Deficiency:** Allows the user to save a deficiency after all mandatory fields have been filled and populate workflow buttons including Transmit to Contractor, Forward to Reviewer, and Forward to ACO.
- **Save Draft Deficiency:** Allows the user to save a deficiency without entering all mandatory fields. No workflow buttons will populate until all mandatory data fields are entered.
- **Delete Deficiency:** Allows the user to delete a deficiency prior to transmitting the CAR to the contractor. This is done by:
 - Select the correct deficiency number to remove from the dropdown list (see **Figure 22.4**).

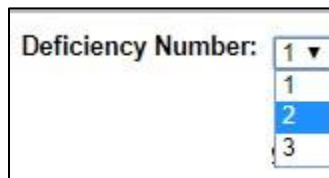


Figure 22.4

- Click the button to delete deficiency.
- System generated message of 'Are you sure you want to delete this deficiency?' will display
- Select 'Yes' to confirm the deletion and receive the confirmation message 'Deficiency number has been deleted from the CAR.' as shown in **Figure 22.5**.

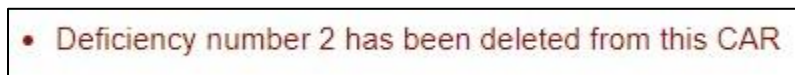


Figure 22.5

- **Add/View Attachments:** Navigates the user to the attachments page for the record.
- **Back:** Returns the user to the Edit Page of the CAR.

Once a Deficiency has been saved to the record, the Add Contractor Actions button will populate at the bottom of the page and the record's status will update to HN Response Pending (**Figure 22.6 & 22.7**).

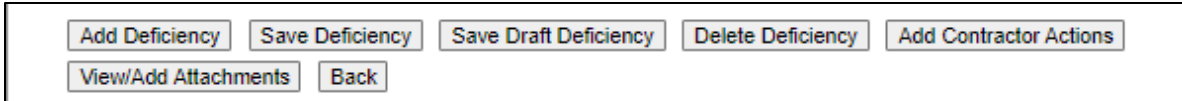


Figure 22.6

CAR Worklist											
CAR #	Level	Prime CTR CAGE	Action	Contract Number(s)	Updated By	Updated Date	Status	Linked Records	Days Active	History & Correspondence	Delete Record?
98897-2023-0011H	LEVEL I	07070	Send Message	H0STNATIION	SDERI	04/07/2023	HN Response Pending		0	View	

Figure 22.7

Click the Add Contractors Actions button to navigate to the CAR Contractor Actions page.

22.3 Host Nation CAR Contractor Actions Page

The Host Nation CAR Contractor Actions page has 2 sections: Contractor Action Plan Details (**Figure 22.8**) and Corrective Action Implementation (**Figure 22.9**).

CAR Worklist	Create New CAR	Edit CAR	CAR Notes	CAR Ad Hoc Reports	CAR Search
Corrective Action Plan (CAP)					
<p>Instructions (M) denotes a mandatory field 1. Complete all mandatory fields 2. Select Save to save CAP Data 3. Select Approve CAP to send Approval Notification 4. Select Reject CAP to send Rejection Notification 5. Select Close CAR to send CAR Closed Notification</p>					
LEVEL I		CAR Number:	Cage	Year	S/N
			98897-2023-0011H		
Contractor Action Plan Details					
Deficiency Number: 1 Deficiency Classification: Unknown Category: Contractor Purchasing System Administration Type: DFARS 252.244-7001 Critical Characteristic/Process: NO Non-compliance Description: TEST Contractual Requirement: TEST Contractor Procedure: Root Cause Code: <input type="text" value="-SELECT-"/> Root Cause Description: <input type="text" value="-SELECT-"/>					
Contractor's CAR Response Should Include:: <ul style="list-style-type: none"> • Root cause of the deficiency • Actions taken to correct the current specific deficiency • Corrective Action taken or planned to eliminate deficiency • Action taken to prevent recurrence of the deficiency • Determination of whether other processes are affected by the identified root cause • Determination of whether other financials costs/products/services are affected by the identified root cause, including product already delivered to the customer • Action taken to correct the weakness which allowed deficient financial costs/products/services to be provided to the government for acceptance 					
Contractor CA Implementation Date/Remarks: <input type="text"/>					
Corrective Action Plan Details/Remarks: <div style="border: 1px solid gray; height: 50px; width: 100%;"></div>					
KTR Submitted Date: <input type="text"/>					
<input type="button" value="Back"/> <input type="button" value="Save Contractor Action Plan Details Section"/> <input type="button" value="Add/View Attachments"/>					

Figure 22.8

Figure 22.8: Data Fields - Corrective Action Plan

- **Deficiency Number:** When multiple deficiencies are present, be careful to properly enter the correct data in the correct deficiency number.
- **Deficiency Classification:** Selection populated is initially made via the 'Create New CAR' page.
- **Category:** (Non-editable and auto-populated) When more than one deficiency exists, each deficiency will be numbered and placed in a row under the corresponding data field.

- **Type:** (Non-editable and auto-populated) When more than one deficiency exists, each deficiency will be numbered and placed in a row under the corresponding data field.
- **Critical Safety Item:** (Non-editable and auto-populated) When more than one deficiency exists, each deficiency will be numbered and placed in a row under the 'Root Cause Description' data field.
- **Non-compliance Description:** (Non-editable and auto-populated) When more than one deficiency exists, each deficiency will be numbered and placed in a row under the corresponding data field.
- **Contractual Requirement:** (Non-editable and auto-populated) When more than one deficiency exists, each deficiency will be numbered and placed in a row under the corresponding data field.
- **Contractor Procedure:** (Non-editable and auto-populated) When more than one deficiency exists, each deficiency will be numbered and placed in a row under the corresponding data field.
- **Root Cause Code:** Select the Root Cause code matching the Root Cause provided by the contractor. This field must be filled in to close the CAR.
- **Root Cause Description:** Select the Root Cause Description matching the Root Cause provided by the contractor. This field must be filled in to close the CAR.
- **Contractor's CAR Response Should Include:** A list of items the contractor must address within the contractor's response.
- **Contractor CA Implementation Date/Remarks:** The date provided by the contractor to implement the corrective action.
- **Corrective Action Plan Details/Remarks:** Text field addressing the Root Cause corrective actions and the contractor's CAP details.
- **KTR Submitted Date:** Date the contractor submitted the CAP. By entering the date, the Status will update to CAP –Submitted. Date and Status change will be recorded in the record's history.

Figure 22.9

Figure 22.9: Data Fields

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

date. Adding the Validation Date will update the status to CA Validated. The status change and date will be recorded in the worklist history.

- **Validation Results/Comments:** Enter the Validation results in text box. Mandatory field once the Validation date has been entered.

Figure 22.9: Buttons available

- **Save All:** The Save button may be used at any time to save the record as a draft, to allow the user to return to it later or perform occasional saves of data previously entered.
- **Back:** Allows the user to move from the current page to the CAR worklist, does not save any data entered.
- **View/Add Attachments:** The Add/View Attachment button allows uploading, viewing and deleting of attachments. See **Section 20.1** for complete details on uploading and viewing attachments.
- **Close CAR:** Closes the CAR record. A pop-up window will appear to confirm the closure. Click OK and the status will update to HN CLOSED – COMPLETED and be recorded in the history. See Section 20 for history details.

23 ADDITIONAL FUNCTIONALITY

23.1 Add / View Attachments

The Add/View Attachment button allows uploading, viewing and deleting of attachments. To Add or View Attachments, click the Add/View Attachments button. For further instructions, please follow the guide to Attaching a File in PDREP, found [here](#) (see **Figure 23.1**).

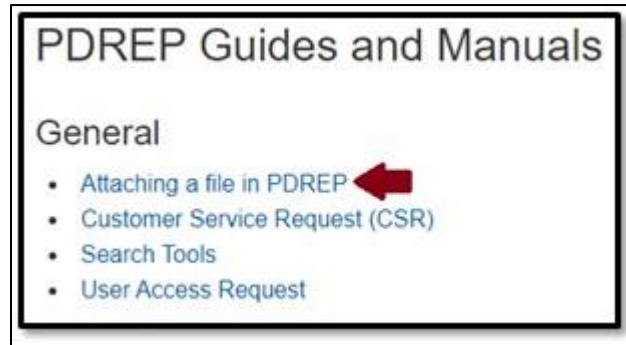


Figure 23.1

24 SUMMARY

This concludes the Corrective Action Request (CAR) user guide.

Content provided within this document is maintained by the Product Data Reporting and Evaluation Program under the guidance of Naval Sea Logistics Center Portsmouth's Deputy Functional Manager and the Automated Information System Manager.

The CAR user guide is intended to be used as a technical reference document to assist users with system navigation and basic operational functionality within PDREP-AIS. Questions, comments or concerns regarding the CAR module or this guide should be directed to the PDREP Customer Support Desk.

Contact information for the support desk is provided below.

E-Mail: webpmsmh@navy.mil
Commercial: 207.438.1690
DSN: 684.1690
Fax: 207.438.6535

APPENDIX I - TABLES
Applicable Programs List

PROGRAM_CON TROLLED_BY	PROGRA M_CODE	PROGRAM_NAME	PID
PMBI	PMBI	F-22 RAPID PROTOTYPING	35
PMBI	PMBI	[OBS] F/A-18A/B/C/D DLM&S	668
PMBI	PMBI	ARMY FIXED WING CLS	675
PMBI	PMBI	[OBS] MPF - BAE	810
PMBI	PMBI	AEGIS ASHORE-JAPAN	849
PMBI	PMBI	[OBS] NGJ LOW BAND	872
PMBI	PMBI	FLRAA CS3	888
PMBI	PMBI	IFPC INC 2-I BLOCK 1	889
PMBI	PMBI	NGLAW	890
PMBI	PMBI	HARM (NAVY)	748
PMBI	PMBI	HIMARS	159
PMBI	PMBI	HELMETS / EYEWEAR	
PMBI	PMBI	HELLFIRE II	373
PMBI	PMBI	HEMTT	709
PMBI	PMBI	HC/MC-130 RECAP	407
PMBI	PMBI	HTVSF	457
PMBI	PMBI	HARD ARMOR	784
PMBI	PMBI	HMS	242
PMBI	PMBI	H-1 UPGRADES	94
PMBI	PMBI	GMLRS/GMLRS AW	158
PMBI	PMBI	G/ATOR	340
PMBI	PMBI	GMD	82
PMBI	PMBI	GMS	747
PMBI	PMBI	GPS III / GPS IIIF	433
PMBI	PMBI	GLOBAL ASNT INC 1	601
PMBI	PMBI	FWS	698
PMBI	PMBI	FWS-I	691
PMBI	PMBI	FWS-CS	692
PMBI	PMBI	FMTV	430
PMBI	PMBI	FAB-T	180
PMBI	PMBI	F414 ENGINE	60
PMBI	PMBI	F/A-18E/F SLM	794
PMBI	PMBI	F/A-18E/F AND EA-18G	22
PMBI	PMBI	F/A-18A/B/C/D DLM&S	672
PMBI	PMBI	F/A-18A-G MRO / UDLM	673
PMBI	PMBI	F-35: AIRCRAFT	83

PROGRAM_CON TROLLED_BY	PROGRA M_CODE	PROGRAM_NAME	PID
PMBI	PMBI	F135: ENGINE	71
PMBI	PMBI	F-16 MPEC II	685
PMBI	PMBI	F-16 AESA	842
PMBI	PMBI	F-15E RMP	7
PMBI	PMBI	F-15QA	681
PMBI	PMBI	F-15 EPAWSS	651
PMBI	PMBI	EXCALIBUR	166
PMBI	PMBI	EPS-R CAPS	843
PMBI	PMBI	EPS-R	797
PMBI	PMBI	EGI-M	714
PMBI	PMBI	EWPMT	775
PMBI	PMBI	[OBS] E2FDS	773
PMBI	PMBI	E-6B TACAMO	229
PMBI	PMBI	E-4B	314
PMBI	PMBI	E-2D AHE	186
PMBI	PMBI	MS-110	660
PMBI	PMBI	DGNS	721
PMBI	PMBI	DRTS	817
PMBI	PMBI	DMR	736
PMBI	PMBI	DSS FBW	763
PMBI	PMBI	DDG 51 MODERNIZATION	825
PMBI	PMBI	DDG 51	68
PMBI	PMBI	[OBS] DDG 1000 ZUMWALT CLASS DESTROYER	185
PMBI	PMBI	CVN 78: EMALS	395
PMBI	PMBI	CEC	69
PMBI	PMBI	CONVENTIONAL MUNITIONS	785
PMBI	PMBI	ECASS	74
PMBI	PMBI	CANES	662
PMBI	PMBI	COMPASS CALL	690
PMBI	PMBI	CIRCM	587
PMBI	PMBI	C2BMC	393
PMBI	PMBI	CSEL NGCA	821
PMBI	PMBI	PHALANX CIWS (MK-15)	107
PMBI	PMBI	CCTT	199
PMBI	PMBI	CH-53K	267
PMBI	PMBI	CH-47F BLOCK II	665
PMBI	PMBI	CH-47F	157
PMBI	PMBI	C-20/C-37 CLS	670
PMBI	PMBI	C-17A	465

PROGRAM_CON TROLLED_BY	PROGRA M_CODE	PROGRAM_NAME	PID
PMBI	PMBI	C-130J	34
PMBI	PMBI	C-130H AMP INC 2	832
PMBI	PMBI	[OBS] BRIDGE ADAPTER PALLET (BAP)	766
PMBI	PMBI	BRADLEY UPGRADE	131
PMBI	PMBI	BAT	742
PMBI	PMBI	LPPM	731
PMBI	PMBI	BIG SAFARI	669
PMBI	PMBI	BARRACUDA	830
PMBI	PMBI	B61 MOD 12 LEP TKA	562
PMBI	PMBI	[OBS] B-52 COMBAT NETWORK COMMUNICATIONS TECHNOLOGY (B-52 CONECT)	273
PMBI	PMBI	[OBS] B-2 DEFENSIVE MANAGEMENT SYSTEM - MODERNIZATION (B-2 DMS-M)	588
PMBI	PMBI	B-1B ARTS	686
PMBI	PMBI	ATACMS	128
PMBI	PMBI	AMPV	628
PMBI	PMBI	APACHE SENSORS	822
PMBI	PMBI	VIPER	737
PMBI	PMBI	MARK IVB	700
PMBI	PMBI	SMART-T	717
PMBI	PMBI	AN/TPY-2	414
PMBI	PMBI	AN/TPQ-53	325
PMBI	PMBI	LCMR	723
PMBI	PMBI	SATR AN/SPN-50(V)1	726
PMBI	PMBI	WCS	567
PMBI	PMBI	AN/BYG-1	494
PMBI	PMBI	AMNS	209
PMBI	PMBI	ALFS	487
PMBI	PMBI	AN/AQS-20A	65
PMBI	PMBI	MRFI	715
PMBI	PMBI	AOEW AMP	727
PMBI	PMBI	TSS	702
PMBI	PMBI	ACV FOV	655
PMBI	PMBI	[OBS] ALRE CSI	759
PMBI	PMBI	AWACS BLK 40/45 UPGRADE	568
PMBI	PMBI	ATNAVICS	716
PMBI	PMBI	AFSAT BQM-167A	754
PMBI	PMBI	AMDR FoR	607
PMBI	PMBI	AIM-9X BLK II	21
PMBI	PMBI	AMRAAM	408

PROGRAM_CON TROLLED_BY	PROGRA M_CODE	PROGRAM_NAME	PID
PMBI	PMBI	AH-64E REMANUFACTURE	377
PMBI	PMBI	AH-64E NEW BUILD	841
PMBI	PMBI	AGM-88E AARGM	211
PMBI	PMBI	SLAM-ER	828
PMBI	PMBI	AEGIS BMD - SM-3	81
PMBI	PMBI	AEGIS BMD - LEAD INTEGRATOR	266
PMBI	PMBI	AEGIS	64
PMBI	PMBI	ATIRCM/CMWS	125
PMBI	PMBI	ATP-SE/MP SNIPER	278
PMBI	PMBI	ATP-SE/MP LITENING	469
PMBI	PMBI	[OBS] ASDD	808
PMBI	PMBI	ARTS-V2	789
PMBI	PMBI	APKWS II	695
PMBI	PMBI	APT	804
PMBI	PMBI	AGTS	279
PMBI	PMBI	AAG	269
PMBI	PMBI	JAVELIN	123
PMBI	PMBI	[OBS] A-RCI	703
PMBI	PMBI	ABRAMS UPGRADE	122
PMBI	PMBI	A-29	597
PMBI	PMBI	A-10 WRP	410
PMBI	PMBI	3KW TQG	708
PMBI	PMBI	XM1147 AMP	793
PMBI	PMBI	ARV	893
PMBI	PMBI	SiAW	894
PMBI	PMBI	FORGE RP	895
PMBI	PMBI	WAS	896
PMBI	PMBI	HBTSS	903
PMBI	PMBI	T1TL	904
PMBI	PMBI	[OBS] DARC	905
PMBI	PMBI	SLS STAGES	906
PMBI	PMBI	HC-130J SACU	907
PMBI	PMBI	SLS BOOSTER	908
PMBI	PMBI	HCDS	909
PMBI	PMBI	NGI - BLACK	910
PMBI	PMBI	E-7 RP	911
PMBI	PMBI	MEADOWLAND	912
PMBI	PMBI	WGS	9
PMBI	PMBI	VH-92A	619

PROGRAM_CON TROLLED_BY	PROGRA M_CODE	PROGRAM_NAME	PID
PMBI	PMBI	VOSS	701
PMBI	PMBI	PAR	664
PMBI	PMBI	VC-25A	312
PMBI	PMBI	V-22	93
PMBI	PMBI	UISS	687
PMBI	PMBI	UH-72A LAKOTA	303
PMBI	PMBI	UH-60M BLACK HAWK HELICOPTER	130
PMBI	PMBI	T4 SUBSCALE	839
PMBI	PMBI	TOW RF	437
PMBI	PMBI	TRIDENT ULS	79
PMBI	PMBI	TRIDENT II MK74	603
PMBI	PMBI	TRIDENT II FTI	359
PMBI	PMBI	TRIDENT II MISSILE - NAVIGATION SU	58
PMBI	PMBI	TRIDENT II - GUIDANCE SYSTEM	236
PMBI	PMBI	TRIDENT II MISSILE - FIRE CONTROL	61
PMBI	PMBI	TRIDENT II MISSILE - ESGN	625
PMBI	PMBI	TRIDENT II MISSILE	87
PMBI	PMBI	3DELRR	663
PMBI	PMBI	[OBS] 3GEN FLIR	776
PMBI	PMBI	TH-57 CLS	676
PMBI	PMBI	THAAD	85
PMBI	PMBI	TACTOM	102
PMBI	PMBI	TSP	693
PMBI	PMBI	T700 (NAVY)	183
PMBI	PMBI	T700 (ARMY)	181
PMBI	PMBI	T408 GE 400 ENGINE	799
PMBI	PMBI	T-45 CLS	677
PMBI	PMBI	T-44/T-6 CLS	678
PMBI	PMBI	AN/SQQ-89	705
PMBI	PMBI	KNIFEFISH	484
PMBI	PMBI	SEWIP LITE	729
PMBI	PMBI	SEWIP BLOCK 3	688
PMBI	PMBI	SEWIP BLOCK 2	724
PMBI	PMBI	[OBS] STRYKER MOD	711
PMBI	PMBI	SM-6	246
PMBI	PMBI	SM-3	596
PMBI	PMBI	SLS	645
PMBI	PMBI	SBIRS HIGH	20
PMBI	PMBI	SOFT ARMOR	782

PROGRAM_CON TROLLED_BY	PROGRA M_CODE	PROGRAM_NAME	PID
PMBI	PMBI	SDB II	345
PMBI	PMBI	SDB I	56
PMBI	PMBI	SSDS	739
PMBI	PMBI	SAUDI-E-3A AWACS PHASE 1	674
PMBI	PMBI	RQ-4A/B GLOBAL HAWK	38
PMBI	PMBI	RQ-4 MS-177	661
PMBI	PMBI	RIM-116 RAM	108
PMBI	PMBI	QF-16 FSAT	443
PMBI	PMBI	PROPHET	738
PMBI	PMBI	PHOTONICS MAST	367
PMBI	PMBI	PAVEWAY II	751
PMBI	PMBI	PATRIOT	196
PMBI	PMBI	PAC-3 MSE	635
PMBI	PMBI	PARACHUTES	786
PMBI	PMBI	PLS	609
PMBI	PMBI	PIM	452
PMBI	PMBI	P-8A POSEIDON MMA AIRFRAME AND ENG	679
PMBI	PMBI	P-8A	228
PMBI	PMBI	XLUUV	815
PMBI	PMBI	OASUW INC 1 (LRASM)	666
PMBI	PMBI	NWS	637
PMBI	PMBI	NPM	761
PMBI	PMBI	NEXT GEN OPIR GEO (NGG)	798
PMBI	PMBI	OCX	348
PMBI	PMBI	NGJ-MB	602
PMBI	PMBI	NPP	764
PMBI	PMBI	NNPP	760
PMBI	PMBI	NMT	222
PMBI	PMBI	RS-25	781
PMBI	PMBI	MPCV	302
PMBI	PMBI	JWST	640
PMBI	PMBI	NASA ISS	639
PMBI	PMBI	GOES-R	650
PMBI	PMBI	EELV DELTA IV	805
PMBI	PMBI	M270A2 FLEET EXPANSION	710
PMBI	PMBI	MIDS VIASAT	76
PMBI	PMBI	AO	913
PMBI	PMBI	ENERGETICS	914
PMBI	PMBI	CATV	915

PROGRAM_CON TROLLED_BY	PROGRA M_CODE	PROGRAM_NAME	PID
PMBI	PMBI	HDR-G	916
PMBI	PMBI	MAPS	917
PMBI	PMBI	AH-6I	918
PMBI	PMBI	MIDS DLS	89
PMBI	PMBI	MQ-9 REAPER	435
PMBI	PMBI	[OBS] MQ-8 FIRE SCOUT UNMANNED AIRCRAFT SYSTEM	75
PMBI	PMBI	[OBS] MQ-4C	379
PMBI	PMBI	SCANEAGLE	758
PMBI	PMBI	MQ-25	801
PMBI	PMBI	MQ-1C GRAY EAGLE	288
PMBI	PMBI	MASC-T	835
PMBI	PMBI	MASC-F	838
PMBI	PMBI	LHT	704
PMBI	PMBI	MK 48 MOD 7 G&C	795
PMBI	PMBI	MPEC II	745
PMBI	PMBI	MMP UPGRADE	718
PMBI	PMBI	MINUTEMAN III PSSC	680
PMBI	PMBI	MGUE INC 1 AND 2 - RAYTHEON	591
PMBI	PMBI	MGUE INC 1 AND 2 - L3HARRIS IEC	570
PMBI	PMBI	MH-60R	62
PMBI	PMBI	MH-47G	689
PMBI	PMBI	MH-139A	806
PMBI	PMBI	MRBM T3C2	659
PMBI	PMBI	MRBMT	595
PMBI	PMBI	[OBS] MEDIUM MINE PROTECTED VEHICLE (MMPV)	765
PMBI	PMBI	MDA TCP	216
PMBI	PMBI	MD-530	803
PMBI	PMBI	MAVERICK AGM65	750
PMBI	PMBI	MOP	682
PMBI	PMBI	MARK 20 EOSS	732
PMBI	PMBI	MDS HTS	749
PMBI	PMBI	STINGER RMP	753
PMBI	PMBI	M88A2 HERCULES	372
PMBI	PMBI	M777A2-INDIA	813
PMBI	PMBI	M4/M4A1	730
PMBI	PMBI	M14 PROPELLANT DEMILITARIZATION	788
PMBI	PMBI	LTAMDS	840
PMBI	PMBI	LCCA	725

PROGRAM_CON TROLLED_BY	PROGRA M_CODE	PROGRAM_NAME	PID
PMBI	PMBI	LANTIRN SUPPORT EQUIPMENT INTEL SU	827
PMBI	PMBI	LRDR	656
PMBI	PMBI	LSF	796
PMBI	PMBI	LCS MM	480
PMBI	PMBI	[OBS] LIMITED INTERIM MISSILE WARNING SYSTEM QUICK REACTION CABABILITY (LIMWS QRC)	694
PMBI	PMBI	[OBS] LIGHT ARMORED VEHICLE OBSOLESCENCE (LAV OBSOLESCENCE)	767
PMBI	PMBI	LI/SS	762
PMBI	PMBI	LEGACY FUZES AND PROP.	707
PMBI	PMBI	LEGACY MORTAR AMMO	706
PMBI	PMBI	LAIRCM	48
PMBI	PMBI	KGT-42 AVE	779
PMBI	PMBI	KC-46A	448
PMBI	PMBI	KC-130J	559
PMBI	PMBI	KC-10 MRO / MOD	673
PMBI	PMBI	JTE	728
PMBI	PMBI	JSTARS	32
PMBI	PMBI	JSOW	105
PMBI	PMBI	[OBS] JPATS	16
PMBI	PMBI	JPALS	378
PMBI	PMBI	JPSS-2	735
PMBI	PMBI	JLTV	653
PMBI	PMBI	JLCCTC	569
PMBI	PMBI	JDAM	6
PMBI	PMBI	JCREW I1B1	740
PMBI	PMBI	JBTDS	697
PMBI	PMBI	JAB	833
PMBI	PMBI	JASSM: ER	232
PMBI	PMBI	JAGM	646
PMBI	PMBI	JAPAN MCU	667
PMBI	PMBI	IRBM	493
PMBI	PMBI	ISIS	423
PMBI	PMBI	IDECM: BLOCK 4	238
PMBI	PMBI	IDECM: BLOCK 2/3	63
PMBI	PMBI	IAMD	441
PMBI	PMBI	I-MILES	790
PMBI	PMBI	IRST	442
PMBI	PMBI	ITEP	820
PMBI	PMBI	HYDRA 70	151

PROGRAM_CON TROLLED_BY	PROGRA M_CODE	PROGRAM_NAME	PID
PMBI	PMBI	HMDS	513
PMBI	PMBI	HDR-H	811
PMBI	PMBI	A-10 MRO&U	873
PMBI	PMBI	AEGIS ASHORE-POLAND	589
PMBI	PMBI	ICBM FUZE MOD	699
PMBI	PMBI	B-52 RMP	846
PMBI	PMBI	C-17 ROCC	868
PMBI	PMBI	CH-53 MRO&U	874
PMBI	PMBI	CAAS	866
PMBI	PMBI	D-RAPCON - MTA RF	719
PMBI	PMBI	DoN-LAIRCM	869
PMBI	PMBI	EVA	851
PMBI	PMBI	ESSM BLOCK 2	106
PMBI	PMBI	ESS SPACE SEGMENT RP - BOEING	848
PMBI	PMBI	ESS SPACE SEGMENT RP - LM	862
PMBI	PMBI	ESS SPACE SEGMENT RP - NG	883
PMBI	PMBI	F-15 MRO&U	875
PMBI	PMBI	F-15 IRST	854
PMBI	PMBI	F-15 MODE V	855
PMBI	PMBI	F-15 MIDS JTRS	856
PMBI	PMBI	F-15C APG-63(V)3	857
PMBI	PMBI	F-15C/D SLEP LONGERONS	858
PMBI	PMBI	F-15 ADCP II	859
PMBI	PMBI	F-15EX	845
PMBI	PMBI	F-15SA CONVERSION	535
PMBI	PMBI	F-16 DEPOT MAINTENANCE (KOREA)	876
PMBI	PMBI	F-16	31
PMBI	PMBI	F-18 MRO&U	878
PMBI	PMBI	FAB-T FET	847
PMBI	PMBI	GPNTS	741
PMBI	PMBI	H-1 MRO&U	877
PMBI	PMBI	H-60 SEAHAWK MRO&U	879
PMBI	PMBI	HH-60 MRO&U	880
PMBI	PMBI	HH-60W	610
PMBI	PMBI	HAAWC	852
PMBI	PMBI	ISV	871
PMBI	PMBI	JORDAN AFATDS	885
PMBI	PMBI	MALD-J	261
PMBI	PMBI	MK21A REENTRY VEHICLE	865

PROGRAM_CON TROLLED_BY	PROGRA M_CODE	PROGRAM_NAME	PID
PMBI	PMBI	NSSL - SPACEX	861
PMBI	PMBI	NSSL - ULA	477
PMBI	PMBI	NSM	844
PMBI	PMBI	NGATS	860
PMBI	PMBI	PGK	434
PMBI	PMBI	APR-39D(V)2	884
PMBI	PMBI	SPAIN F-110	863
PMBI	PMBI	SM-2 BLK IIIC	752
PMBI	PMBI	STRYKER	155
PMBI	PMBI	TCTS INCREMENT II	850
PMBI	PMBI	TTWCS	864
PMBI	PMBI	TYPE II HEAVY CRANE	712
PMBI	PMBI	V-22 MRO&U	882
PMBI	PMBI	VACM	867
PMBI	PMBI	[OBS] WIN-T INC 2	198
PMBI	PMBI	WSF	800
PMBI	PMBI	MGUE INC 2 - BAE	590
PMBI	PMBI	AVCAD	696
PMBI	PMBI	DAIRCM	744
PMBI	PMBI	ARRW	812
PMBI	PMBI	M-SHORAD	853
PMBI	PMBI	RC-12 MRO&U	881
PMBI	PMBI	AIR SS	886
PMBI	PMBI	LC-130H DEPOT MAINTENANCE	887
PMBI	PMBI	PrSM	891
PMBI	PMBI	OCX 3F	892
PMBI	PMBI	LGM-30G FT3	897
PMBI	PMBI	F-15 JSI	898
PMBI	PMBI	LRHW	899
PMBI	PMBI	EMBD	900
PMBI	PMBI	NGI GOLD	901
PMBI	PMBI	USAF SIMs	902
NSEO	NSEO	NPM	
NSEO	NSEO	Naval Nuclear Propulsion Program (ANSTR-2000)	
NSEO	NSEO	Level I/SUBSAFE	
NSEO	NSEO	Deep Submergence System Program	
NSEO	NSEO	Complex/Critical	
NSEO	NSEO	Complex/Critical Non-NSEP	
NSEO	NSEO	Navy Propulsion Program	

PROGRAM_CON TROLLED_BY	PROGRA M_CODE	PROGRAM_NAME	PID
NSEO	NSEO	SUPSHIP - Huntington Ingalls Industries (LOD)	
NSEO	NSEO	SUPSHIP - Electric Boat (LOD)	
NSEO	NSEO	Fly-By-Wire	
NSEO	NSEO	ALRE	
NSEO	NSEO	NASA	
NSEO	NSEO	Non-NSEP NSEO Administered	
NSEO	NSEO	SUPSHIP - Other	
DAI	DD01	USD(A&S)	
DAI	DD02	USSOCOM	
DAI	DD03	USSOCOM PEO C4	
DAI	DD04	USSOCOM PEO FW	
DAI	DD05	USSOCOM PEO M	
DAI	DD06	USSOCOM PEO RW	
DAI	DD07	USSOCOM PEO SV	
DAI	DD08	USSOCOM PEO SR	
DAI	DD09	USSOCOM PEO SW	
DAI	DD10	USSOCOM PEO SOFSA	
DAI	ND001	PATRIOT PAC-3 MSE	
DAI	ND003	Terminal High Altitude Area Defense (THAAD)	
DAI	ND005	CHEM DEMIL	
DAI	ND007	GBS Global Broadcast	
DAI	ND010	GMD-Ground Based Midcourse Missile Defense Program	
DAI	ND011	Seas-Based Midcourse Missile Defense System	
DAI	ND028	THAAD Fire Unit Fielding (FUF)	
DAI	ND031	Joint Light Tactical Vehicle (JLTV)	
DAI	ND035	LRDR	
DAI	DD11	DLA	
DAI	DD12	DLA TROOP SUPPORT	
DAI	DD13	DLA AVIATION	
DAI	DD14	DLA LAND & MARITIME	
DAI	DD15	MISSILE DEFENSE AGENCY	
DAI	DD16	PE AB	
DAI	DD17	PE DV	
DAI	DD18	PE CR	
DAI	DD19	PE DP	
DAI	AF99	Air Force	
DAI	AF01	AFLCMC	
DAI	AF02	SMC	
DAI	AF03	AFLCMC/Hanscom	

PROGRAM_CON TROLLED_BY	PROGRA M_CODE	PROGRAM_NAME	PID
DAI	AF04	AFRL	
DAI	AF05	OO ALC	
DAI	AF06	OC ALC	
DAI	AF07	WR ALC	
DAI	AF08	AFLCMC/Eglin	
DAI	AF09	AFSC	
DAI	AF10	AFMC	
DAI	AF11	AFTC	
DAI	AF12	AFNWC	
DAI	NF001	AMRAAM Raythn Tucson	
DAI	NF007	DMSP Def Meteorlgc St	
DAI	NF010	F-22A (formerly F/A-22) Raptor	
DAI	NF022	NAVSTAR GPS	
DAI	NF032	JASSM Jnt Air to Sur	
DAI	NF033	C-130J Cargo Plane	
DAI	NF034	SBIRS Space Bsd Infr	
DAI	NF042	ADVANCED EHF	
DAI	NF044	C-5 RERP	
DAI	NF045	WIDEBAND GAPFILLER	
DAI	NF054	AWACS Programs	
DAI	NF076	ICBM Prme Intgrn Ctr	
DAI	NF094	GLOBAL HAWK (RQ-4A/B)	
DAI	NF100	Family of Beyond-Line-of Sight Terminals (FAB-T)	
DAI	NF109	Predator - Unmanned Air Vehicle	
DAI	NF115	U-2 Sustainment	
DAI	NF116	Combat Survivor Evader Locator	
DAI	NF126	E-4B National Airborne Operations Center (NAOC)	
DAI	NF128	B-52 CONECT - Combat Network Communications Tech	
DAI	NF132	GLOBAL POSITIONING SYS (GPS) CONTROL SEGMENT (OCX)	
DAI	NF134	Global Positioning System GPS III Space Segment	
DAI	NF138	HC/MC-130J Recapitilization	
DAI	NF146	B-2 Extremely High Frequency (EHF)	
DAI	NF147	MQ-9, Reaper	
DAI	NF149	C-17A Globemaster (PE/PI) Program	
DAI	NF150	C-17A Globemaster Sust. Partnership (GSP) Program	
DAI	NF151	KC-46 - Aerial Refueling Aircraft	
DAI	NF152	Small Diameter Bomb II (SDB II)	
DAI	NF156	C-17A Globemaster 3 Intgratd Sustainmnt Prg (GISP)	

PROGRAM_CON TROLLED_BY	PROGRA M_CODE	PROGRAM_NAME	PID
DAI	NF158	Evolved Expendable Launch Vehicle (EELV)	
DAI	NF161	Air & Space Oper CTR(AOC) Weapon SYS Modern (WSM)	
DAI	NF164	B-61 MOD12 LEP Tail Kit Assembly Program	
DAI	NF165	Military GPS User Equipment (MGUE)	
DAI	NF166	Enhanced Polar System-Control and Planning Segment	
DAI	NF171	Combat Rescue Helicopter Program (CRH)	
DAI	NF172	Space Fence	
DAI	NF173	F-15 EPAWSS	
DAI	NF174	UH-1N Utility Helicopter Replacement Program	
DAI	AR99	Army	
DAI	AR01	Army ASA(ALT)	
DAI	AR02	Army Contracting Command	
DAI	AR03	Army Sustainment Command	
DAI	AR04	Aviation & Missile LCMC	
DAI	AR05	CECOM LCMC	
DAI	AR06	JM&L LCMC	
DAI	AR07	Joint Munitions Command	
DAI	AR08	TACOM LCMC	
DAI	AR09	Army PEO Ammunition	
DAI	AR10	Army PEO Aviation	
DAI	AR11	Army PEO C3T	
DAI	AR12	Army PEO CS&CSS	
DAI	AR13	Army PEO EIS	
DAI	AR14	Army PEO GCS	
DAI	AR15	Army PEO IEW&S	
DAI	AR16	Army PEO Missiles and Space	
DAI	AR17	Army PEO Soldier	
DAI	AR18	Army PEO STRI	
DAI	NA007	Black Hawk Utility Helicopters UH-60/HH60	
DAI	NA036	CH-47F/G Improved Cargo Helicopter	
DAI	NA038	STRYKER Armored Vehicle	
DAI	NA065	GMLRS - Guided Multiple Launch Rocket System	
DAI	NA066	PALADIN Integrated Management System (PIM)	
DAI	NA074	WIN-T Warfighter Information Network	
DAI	NA076	EXCALIBER (XM-982) - 155 mm GUIDED PROJECTILE.	
DAI	NA079	JTRS GMR (Ground Mobile Radio) formerly Cluster I	
DAI	NA092	JTRS HMS (formerly Cluster 5)	
DAI	NA102	AH-64E Remanufacture	
DAI	NA123	MQ-1C UAS GRAY EAGLE	

PROGRAM_CON TROLLED_BY	PROGRA M_CODE	PROGRAM_NAME	PID
DAI	NA130	Joint Air-to-Ground Missile (JAGM)	
DAI	NA136	IAMD Battle Command System (IBCS)	
DAI	NA150	AMPV	
DAI	NA151	Common Infrared Countermeasures (CIRCM)	
DAI	NA152	M88A2 Hercules	
DAI	NA99	Navy	
DAI	NA01	RDA	
DAI	NA02	Navy PEO EIS	
DAI	NA03	Navy PEO Subs	
DAI	NA04	Navy PEO C4I	
DAI	NA05	Navy PEO Space	
DAI	NA06	Navy PEO LCS	
DAI	NA07	Navy PEO U&W	
DAI	NA08	Navy PEO IWS	
DAI	NA09	Navy PEO SSP	
DAI	NA10	Navy PEO Carrier	
DAI	NA11	Navy PEO Ships	
DAI	NA12	Navy PEO (A)	
DAI	NA13	Navy PEO (T)	
DAI	NA14	Navy PEO JSF	
DAI	NA15	NAVAIR	
DAI	NA16	NAVSEA	
DAI	NA17	SPAWAR	
DAI	NA18	NAVSUP	
DAI	NA19	NAVSUP WSS	
DAI	NN007	DDG-51 Arleigh Burke Class Guided Missile Destroyer	
DAI	NN016	MH-60R Helicopter	
DAI	NN019	LPD17 Amphibi Assalt	
DAI	NN022	MIDS-LVT-JTRS	
DAI	NN035	TOMAHAWK	
DAI	NN036	TRIDENT II MISSILE	
DAI	NN039	V-22 OSPREY Boeing	
DAI	NN041	CEC Coop Engmt Cpblt	
DAI	NN045	H-1 Upgrades	
DAI	NN048	AIM-9X Sidewinder, heatseeking air-to-air missile	
DAI	NN049	SSN 774 VIRGINIA Cls	
DAI	NN052	JSOW (Joint Stand-Off Weapon)	
DAI	NN055	F/A-18E/F AESA Activ	
DAI	NN072	AN WLD-1 Rmte Mnhng	

PROGRAM_CON TROLLED_BY	PROGRA M_CODE	PROGRAM_NAME	PID
DAI	NN092	FBM - D5 Fleet Ballist	
DAI	NN094	IDECM Intg Dfns Elc	
DAI	NN095	F- 35 Joint Strike Fighter Lockheed Martin	
DAI	NN097	F-35 Joint Strike Fighter F-135 Eng. Pratt&Whitney	
DAI	NN108	P-3 Sustnd Readn Prg	
DAI	NN122	TRIDENT II Navgtn Sy	
DAI	NN125	MQ-8 Fire Scout	
DAI	NN127	DDG ZUMWALT CLASS Destroyer (formerly DD(X))	
DAI	NN129	AGM-88E AARGM	
DAI	NN132	E-2D Advanced HAWKEYE (AHE)	
DAI	NN133	MQ-4C Triton	
DAI	NN137	P-8A (formerly Multi-mission Maritime Aircraft)	
DAI	NN138	Littoral Combat Ship - LCS	
DAI	NN139	NMT- Navy High Frequency Multiband Terminal	
DAI	NN141	MUOS - Mobile User Objective System	
DAI	NN142	AMF JTRS-Airborne and Maritime Fixed Station JTRS	
DAI	NN144	SM-6 - Standard Surface-to-Air Missile 6	
DAI	NN147	CH-53K Marine Corps Helicopter	
DAI	NN152	VH-3D/60N - Executive Mission Program Helicopter	
DAI	NN157	Advanced Arresting Gear (AAG) - Naval Aircraft	
DAI	NN158	EMALS Electro-Magnetic Aircraft Launch System	
DAI	NN161	MK 54 Lightweight Torpedo Design, Upgrade & Prod	
DAI	NN163	G/ATOR - Ground/ Air Task Oriented Radar	
DAI	NN170	Joint Precision Approach Landing System (JPALS)	
DAI	NN173	F-5 Program	
DAI	NN176	Air and Missile Defense Radar (AMDR)	
DAI	NN179	Infrared Search and Track (IRST)	
DAI	NN181	Littoral Combat Ship-Mission Module (LCS-MM)	
DAI	NN185	KC-130J	
DAI	NN186	Next Generation Jammer (NGJ)	
DAI	NN187	Presidential Helicopter Fleet Replacement Prog VXX	
DAI	NN188	Consolidated Afloat Networks and Enterprise Srvcs	
DAI	NN189	ACV	
DAI	NN190	Nuclear Weapons Security (NWS)	
DAI	NU001	SPACE SHUTTLE	
DAI	NU002	INTERNATIONAL SPACE STATION	
DAI	NU003	JAMES WEBB SPACE TELESCOPE	
DAI	NU005	GEOSTATIONARY OPERATIONAL ENVIRONMENTAL SATELLITE (GOES)	

PROGRAM_CON TROLLED_BY	PROGRA M_CODE	PROGRAM_NAME	PID
DAI	NU012	MULTI-PURPOSE CREW VEHICLE (MPCV) PROGRAM	
DAI	NU013	TRACKING AND DATA RELAY SATELLITE (TDRS)	
DAI	NU014	LAUNCH SERVICES PROGRAMS	
DAI	NU019	NASA - OTHER	
DAI	NU020	NASA SPACE LAUNCH SYSTEM (SLS)	
DAI	NF072	F-16 Aircraft (Except Reimbursable UAE Buy)	
DAI	NF160	F-15 Saudi (SA) New Aircraft Production Program	
DAI	ND034	THAAD Foreign Military Sales	
DAI	HQZ01	Reimbursable - FEDCAS/Non-DOD	
DAI	HQZ02	FMS	

Status

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

STATUS
OASIS DCMA CLOSED
OASIS CAR TRANSMITED
OASIS CA VERIFIED
OASIS CA VALIDATED
HN DRAFT
HN RESPONSE PENDING
HN CLOSED-COMPLETE

Deficiency Classification (Def. Class)

Deficiency Classification (Def. Class)
Major
Minor
Critical
Significant
Non-Significant
Unknown

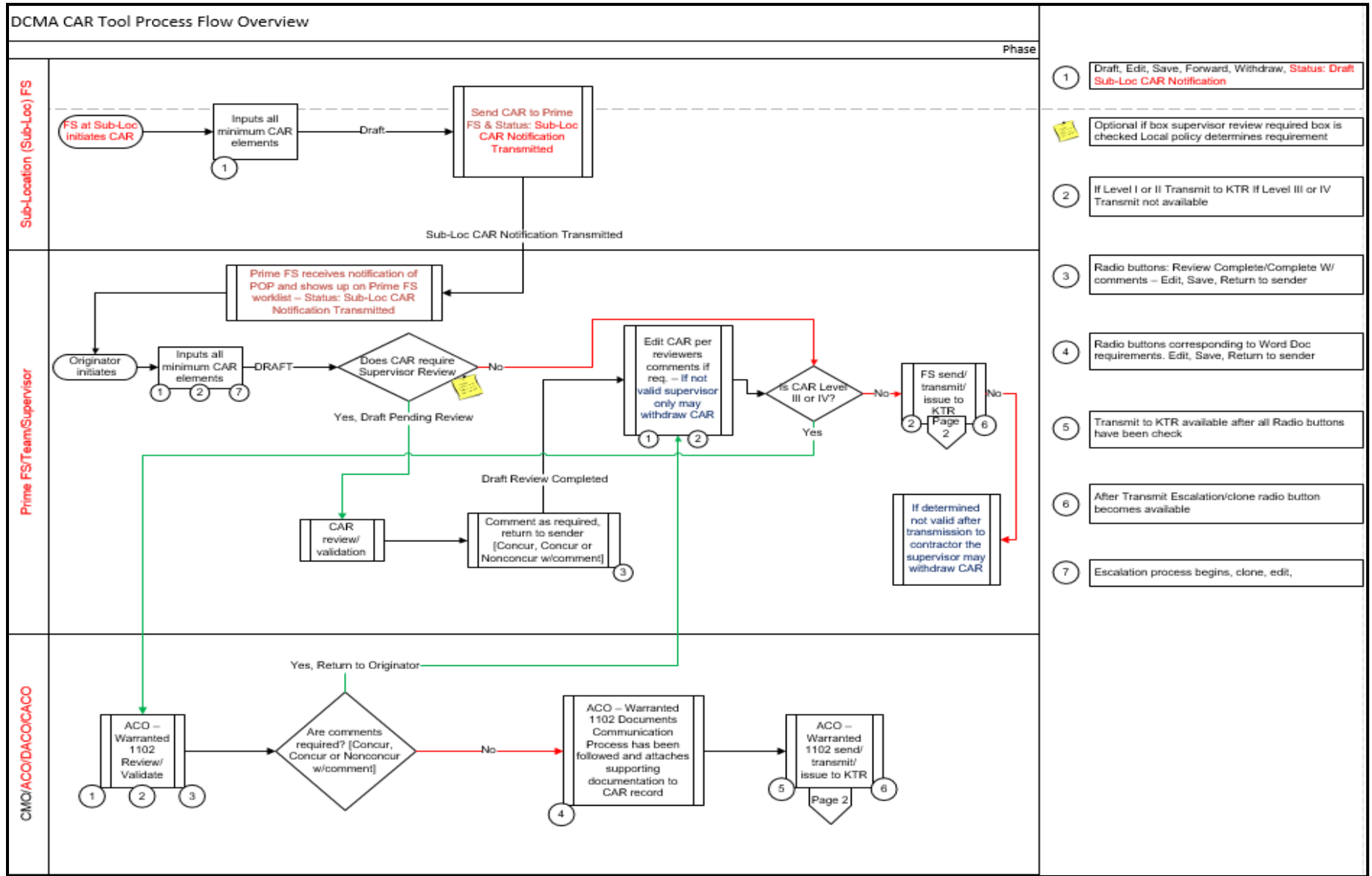
Root Cause Table

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

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

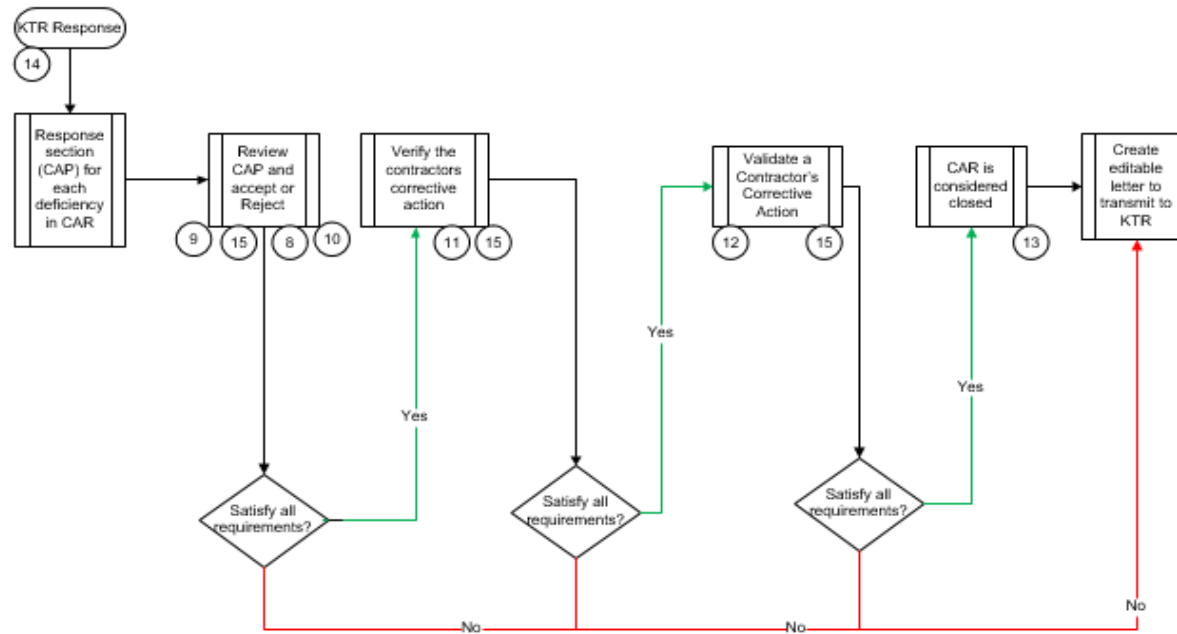
APPENDIX II

CAR Process Flow



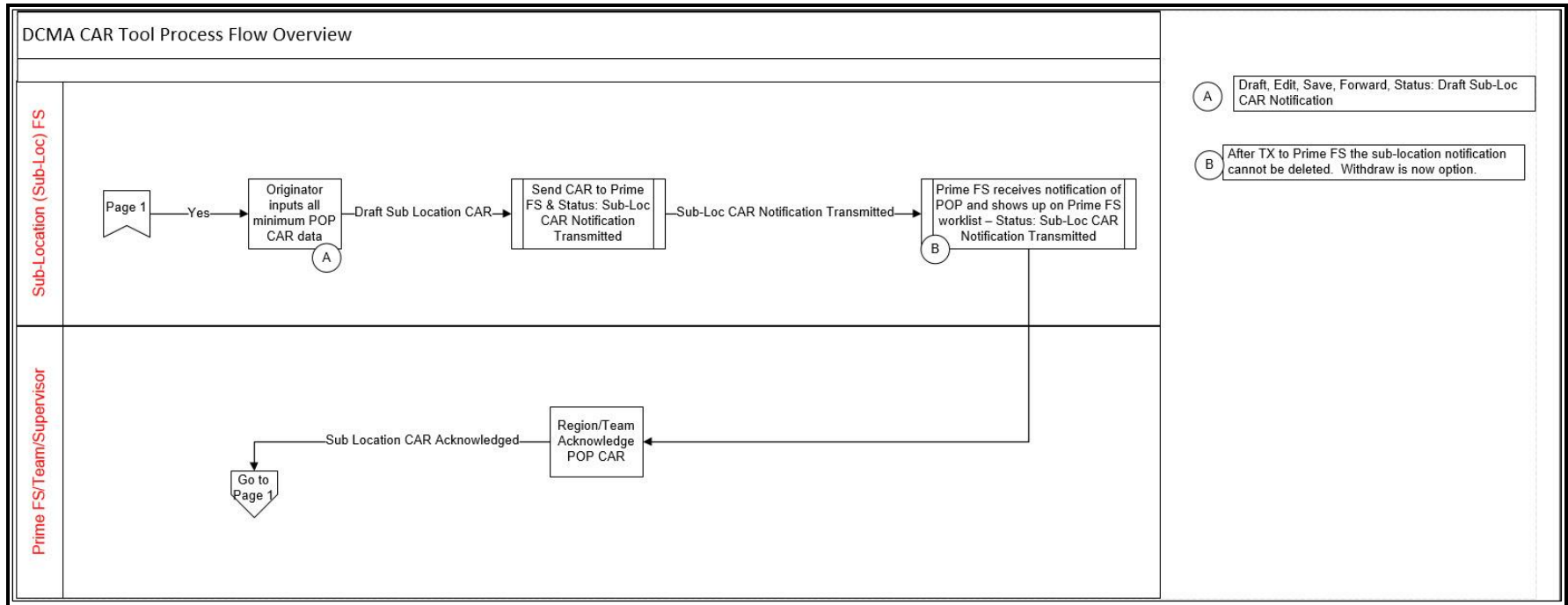
Overview, page 2

DCMA CAR Tool Process Flow Overview page 2



- 8 Deficiency Response Adequate Radio buttons Yes, No: Negative responses by FS require dialogue box to explain why response is not adequate
- 9 CA Accept/Reject-Revise CAP, one letter gets generated, identifying all responses to transmit to KTR
- 10 CAP Status: Accept, Reject, Accept/reject Date,
- 11 CA Planned Verification Date, Verification completion Date,
- 12 CA Planned Validation Date, Validation completion Date,
- 13 CAR Closed, Time stamp when KTR letter transmitted Status-Closed
- 14 After Transmit Escalation/clone radio button becomes available
- 15 Policy dictates Escalation process begins: clone, edit, features available

Overview, page 3



APPENDIX III

Days Active Table

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

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

APPENDIX IV

Data Dictionary

Ad Hoc Element Name	Primary Web Page Name	Web Page Label	Definition	Field type	Number of characters
*Record Control Number (RCN)	Edit CAR Web Page	CAR Number	PDREP-AIS Record Control Number. Also known as the CAR Number.	CHAR	20
ACO User Code	ACO Web Page	Background	PDREP-AIS user code of user assigned as the ACO.	VARCHAR2	12
ACO User SYSCOM Code	ACO Web Page	Background	SYSCOM code of the PDREP-AIS user assigned as the ACO.	CHAR	6
ACO User SYSCOM Code Literal	ACO Web Page	Background	SYSCOM code literal of the PDREP-AIS user assigned as the ACO.	VARCHAR2	50
Added Date	Edit CAR Web Page	Background	Date CAR was added to the PDREP-AIS.	DATE	7
Added User Code	Edit CAR Web Page	Background	User ID of person or entity that added the CAR to the PDREP-AIS.	VARCHAR2	12
Added User SYSCOM Code	Edit CAR Web Page	Background	SYSCOM Code of person or entity that added the CAR to the PDREP-AIS.	CHAR	6
Added User SYSCOM Code Literal	Edit CAR Web Page	Background	SYSCOM Literal of person or entity that added the CAR to the PDREP-AIS.	VARCHAR2	50
Additional Cage Code	Edit CAR Web Page	Additional CAGE Numbers	Data field for CAGE code other than prime CAGE that is affected by CAR	CHAR	5
Agency Dir Concur Date	ACO Web Page	Agency Director Concurrence	Agency Director Concurrence occurred	DATE	7
Agency Dir Concur Ind	ACO Web Page	Agency Director Concurrence	Indicates documents were attached related to Agency Director Concurrence.	CHAR	1
Alt Govt Poc	Edit CAR Web Page	CAR POC	Add Government representative name if other than person logged in, used for CAR letter to KTR	VARCHAR2	100
Applicable Programs	Edit CAR Web Page	Applicable Programs	List of selectable DAI, NSEO, and PMBI Programs	NUMBER	22
CA Planned Validation Date	Contractor Actions Web Page	Planned Validation Date	Date the CAP was scheduled to be Validated.	DATE	7
CA Planned Verification Date	Contractor Actions Web Page	Planned Verification Date	Date the CAP was scheduled to be Verified.	DATE	7
CA Validation Date	Contractor Actions Web Page	Validation Date	Date CA was Validated.	DATE	7
CA Validation Results	Contractor Actions Web Page	Validation Results	Remarks regarding Validation.	VARCHAR2	4,000

Ad Hoc Element Name	Primary Web Page Name	Web Page Label	Definition	Field type	Number of characters
CA Verification Date	Contractor Actions Web Page	Verification Date	Date CA was Verified.	DATE	7
CA Verification Results	Contractor Actions Web Page	Verification Results	Remarks regarding Verification	VARCHAR2	4,000
CAP Accept Ind	Contractor Actions Web Page	CAP Acceptable	Indicates the CAP was accepted, and not rejected.	CHAR	1
CAP Acceptor POC	Contractor Actions Web Page	CAP Acceptor POC	Person that accepted the CAP.	VARCHAR2	100
CAP Approved Date	Contractor Actions Web Page	CAP Approved Date	The date the Functional Specialist concurs with CAP.	DATE	7
CAP Details	Contractor Actions Web Page	Corrective Action Plan Details	Text field that addresses Root Cause Corrective Action, CAP details.	VARCHAR2	4,000
CAP Due Date	Contractor Actions Web Page	CAP Due Date	Date CAP is required to be responded to by the contractor.	DATE	7
CAP Ext Req Narr	Contractor Actions Web Page	CAP Extension Request Reason	Rationale provided by the contractor requesting an extension.	VARCHAR2	4,000
CAP Extended Due Date	Contractor Actions Web Page	Request Extended CAP Due Date To	The date the KTR is given as the extension due date.	DATE	7
CAP Reject Narr	Contractor Actions Web Page	CAP Rejection Explanation	Explanation of why the CAP was rejected.	VARCHAR2	4,000
CAP Rejected Date	Contractor Actions Web Page	CAP Rejection Date	Date CAP was rejected.	DATE	7
CAP Response Recieved Date	Contractor Actions Web Page	CAP Response Received by Gov. Date	Date CAP response received	DATE	7
CAP Submitted Date	Contractor Actions Web Page	KTR Submitted Date	Date CAP was submitted.	DATE	7
Category Code	Deficiency Web Page	Category	Code for a high-level description of deficiency that is based on the Assigned Functional Area selection. Used for metric tracking.	NUMBER	22
Category Code Literal	Deficiency Web Page	Category	Literal is a high-level description of deficiency that is based on the Assigned Functional Area selection. Used for metric tracking.	VARCHAR2	1,000
CB Rejections Narrative	Contractor Actions Web Page	CB Rejections Reason	Rejection details if CB Response is Rejected. Must be entered is Rejected in order to transmit OASIS CAR to Contractor.	VARCHAR2	4,000
CB Response	Contractor Actions Web Page	CB Response	CB Response to OASIS CAR.	VARCHAR2	4,000

Ad Hoc Element Name	Primary Web Page Name	Web Page Label	Definition	Field type	Number of characters
CB Response Date	Contractor Actions Web Page	CB Response Date	Date CB Respos to OASIS CAR.	DATE	7
CBS Ind	Edit CAR Web Page	Contractor Business System Indicator	Check box if discrepancy was found during CBS related audit. When checked the contractor business system data fields in the reviewer page will visible and mandatory – response required dropdown must be YES	CHAR	1
CMO Commander/Deputy Notification Date	ACO Web Page	CMO Commander/Deputy Notification Completed	Date when CMO Commander/Deputy Notification occurred.	DATE	7
CMO Commander/Deputy Notification Ind	ACO Web Page	CMO Commander/Deputy Notification Completed	Indicates dosucments were attached related to the CMO Commander/Deputy Notification Concurrence.	CHAR	1
Comm Complete Ind	ACO Web Page	Communication Process Complete	Date when ACO Communication Process was completed.	CHAR	1
Contract Number	Edit CAR Web Page	Contract Number	Contracts affected by discrepancy(s), mandatory one contract added	VARCHAR2	20
Contractual Requirement	Deficiency Web Page	Contractual Requirement	Text box to enter Contractual requirement, TDP, SOW, FAR, etc.	VARCHAR2	4,000
Correspond From DoDAAC	Correspondence/History Webpage	Background	DODAAC of the user sending correspondence.	CHAR	6
Correspond From Email Address	Correspondence/History Webpage	Sender's Name and Email	Email address of the user sending correspondence.	VARCHAR2	100
Correspond From User Code	Correspondence/History Webpage	Background	User ID of user sending correspondence.	VARCHAR2	12
Correspond To Email Address	Correspondence/History Webpage	Recipient's Name and Email	Email address of person to receive correspondence.	VARCHAR2	100
Correspondence Code	Correspondence/History Webpage	Background	Code used to capture correspondence.	NUMBER	22
Correspondence Code Literal	Correspondence/History Webpage	Correspondence	Literal of code used to capture correspondence.	VARCHAR2	20
Correspondence Date	Correspondence/History Webpage	Date	Date correspondence took place.	VARCHAR2	8
Correspondence Narrative	Correspondence/History Webpage	Message	Narrative of correspondence sent.	VARCHAR2	4,000
Critical Safety Item	Deficiency Web Page	Critical Safety Item	Idicator of a critical safety item - Y= yes or N = no	CHAR	1

Ad Hoc Element Name	Primary Web Page Name	Web Page Label	Definition	Field type	Number of characters
CTR Dir Concur Date	ACO Web Page	Contracts Director Notification Completed	Date when Contracts Director Concurrence occurred.	DATE	7
CTR Dir Concur Ind	ACO Web Page	Contracts Director Notification Completed	Indicates documents were attached related to Contracts Director Concurrence.	CHAR	1
DCMA Region Id	Edit CAR Web Page	Operational Unit (Region) Contract	UIC Code for the Region of Administrative Office of Prime contract for CAR (PH, P2,P3, P4,P6,P7,P8, PC or P9)	CHAR	1
DCMA Region Literal	Edit CAR Web Page	Background	Literal for the Region of Administrative Office of Prime contract for CAR	VARCHAR2	30
Def Class Code	Deficiency Web Page	Background	Classification of the nonconformance/deficiency Code for the choices are 1, 2, 3, 4, 5 and 6. The choice of 5is only available for 1102s working CBS CARS Unknown, Critical, Major, Minor, Significant, Non-Significant. "Significant"and "Non-Significat" will be associated with 1102 Job Series and the CBS indicator.	NUMBER	22
Def Class Code Literal	Deficiency Web Page	Def. Class	Classification of the nonconformance/deficiency Choices are Critical, Major, Minor, Unknown, Significant and Non-Significant. The choice of significant is only available for 1102s working CBS CARS Unknown, Critical, Major, Minor, Significant, Non-Significant. "Significant" and "Non-Significant" will be associated with 1102 Job Series and the CBS indicator.	VARCHAR2	50
Def Class Sub Code	Deficiency Web Page	Background	Used only with specific Functional Areas, to provide more detailed info about the defect class.	NUMBER	22
Def Class Sub Code Literal	Deficiency Web Page	Def. Class Sub Code Literal	Used only with specific Functional Areas, to provide more detailed info about the defect class.	VARCHAR2	50
Defect Narrative	Deficiency Web Page	Non-compliance Description	User enters detailed description of the departure from contractual requirement	VARCHAR2	4,000
Deficiency Number	Deficiency Web Page	Deficiency Number	Deficiency record you are viewing or editing	NUMBER	22

Ad Hoc Element Name	Primary Web Page Name	Web Page Label	Definition	Field type	Number of characters
Delivery Sched Impact Ind	Edit CAR Web Page	Delivery Schedule Impact Possible	Yes/No dropdown if impacts schedule, User should notify IS of CAR, Future req. system will auto-populate IS from POC list on CAR notification email CC line	CHAR	1
DoD ACO Review	ACO Web Page	Management had reviewed in accordance with Agency policy.	Checkbox to indicate management has reviewed the CAR in accordance with Agency policy.	CHAR	1
DoD ACO Review Date	ACO Web Page	Management had reviewed in accordance with Agency policy.	Date field management reviewed the CAR in accordance with Agency policy.	DATE	7
DoD CBS considered	ACO Web Page	Has all actions of the DFARS Subpart 242.70, "Contractor Business Systems" been Considered?	Checkbox to indicate all CBS actions have been considered.	CHAR	1
DoD CBS considered Date	ACO Web Page	Has all actions of the DFARS Subpart 242.70, "Contractor Business Systems" been Considered?	Date field to indicate when all CBS actions were considered complete.	DATE	7
DoD Contracting Office Name	Edit CAR Web Page	Contracting Office Name	Associated Contracting office to Issuing Office DoDAAC	CHAR	6
DoD Delivery Order/Task Order	Edit CAR Web Page	Delivery Order/Task Order	Field to enter the Delivery Order or Task Order Number on DoD CARs	VARCHAR 2	25
DoD Issuing Office DoDAAC	Edit CAR Web Page	Issuing Office DoDAAC	DoDAAC of the issuing Office (DoD CAR field same as Prime Contract CMO DoDAAC)	CHAR	5
DoD Service Code	Deficiency Web Page	Service Code	Dropdown to select the Service Code associated with the deficiency	CHAR	1
Escalated By User Code	Contractor Actions Web Page	Background	PDREP-AIS User ID of the user that escalated the CAR.	VARCHAR R2	12
Escalated Date	Contractor Actions Web Page	Background	Date the CAR is escalated.	DATE	7
ETOOLS Control Number	Edit CAR Web Page	Background	ETOOLS Record Control Number	VARCHAR R2	50
Executive Summary Narrative	Edit CAR Web Page	Executive Summary	Used to capture high level description of overall CAR Data, if populated will be used in contractor letter	VARCHAR R2	4,000

Ad Hoc Element Name	Primary Web Page Name	Web Page Label	Definition	Field type	Number of characters
Final Determination Issue Date	ACO Web Page	Final Determination Issued	Date when Final Determination was Issued	DATE	7
Funct Area Subcat	Deficiency Web Page	Background	The code associated with the detailed description for the Assigned Functional Area that found deficiency or originating CAR	NUMBER	22
Funct Area Subcat Literal	Deficiency Web Page	Function Area Details	The literal associated with the detailed description for the Assigned Functional Area that found deficiency or originating CAR	VARCHAR2	50
Funct Areas Code	Deficiency Web Page	Background	The code associated with the Functional Areas that the deficiency was found.	NUMBER	22
Funct Areas Code Literal	Deficiency Web Page	Assigned Functional Area	The literal associated with the Functional Area that the deficiency was found.	VARCHAR2	150
Init Determination Sent Date	ACO Web Page	Initial Determination Sent (with Draft CAR)	Date when Initial Determination was sent with Draft CAR	DATE	7
Item Identifier(s)	Deficiency Web Page	Item Nomenclature	Name of part or Document related to the deficiency. Multiple items are allowed	VARCHAR2	50
KCR Number	Deficiency Web Page	Key Contract Requirement	Number associated with Key Contract Requirement	VARCHAR2	5
KCR Number Literal	Deficiency Web Page	Key Contract Requirement	Literal describing a Key Contract Requirement	NUMBER	22
KTR Email Address	Edit CAR Web Page	Email Address	Contractor POC's email address.	VARCHAR2	100
KTR Notify Sent Date	ACO Web Page	CMO Notification of Intent to Customers	Date when notification is sent to KTR	DATE	7
KTR Notify Sent Ind	ACO Web Page	CMO Notification of Intent to Customers	Indicates documents were attached related to CMO Notification of Intent to Customers	CHAR	1
KTR Phone Number	Edit CAR Web Page	Phone Number	Contractor POC's phone number.	VARCHAR2	40
KTR POC	Edit CAR Web Page	KTR POC	The name of the contractor's point of contact POC.	VARCHAR2	100
KTR POC Title	Edit CAR Web Page	KTR POC Title	The title of the contractor POC.	VARCHAR2	50
KTR Procedure	Deficiency Web Page	Contractor Procedure	KTRs procedure that controls process or does not address contract requirements to produce expected outcome	VARCHAR2	4,000

Ad Hoc Element Name	Primary Web Page Name	Web Page Label	Definition	Field type	Number of characters
KTR Systems Audit Date	ACO Web Page	Receipt of Business System Analysis Report (BSAR)/Audit	Date when Receipt of Business System Analysis Report (BSAR)/Audit was completed	DATE	7
Level Code	Edit CAR Web Page	Background	Code for the Level assigned to the CAR.	CHAR	1
Level Literal	Edit CAR Web Page	Level	Literal for the Level assigned to the CAR.	VARCHAR2	10
Linked Record	Edit CAR Web Page	Selected Sub-Loc	Control Number of linked POP Notification(s) and Prime CAR(s).	CHAR	20
Note/Brief Code	Notes Web Page	Background	Code used to capture Note/Brief	CHAR	2
Note/Brief Code Literal	Notes Web Page	Note Type	Literal associated with a description of the Note/Brief captured.	VARCHAR2	45
Note/Brief Date	Notes Web Page	Date	Date a Note/Brief was entered.	DATE	7
NSN COG	Deficiency Web Page	COG	Navy Cognizance Code.	CHAR	2
NSN FSC	Deficiency Web Page	FSC	The Federal Supply Class of the National Stock Number (NSN).	CHAR	4
NSN NIIN	Deficiency Web Page	NIIN	The National Item Identifier Code of the NSN.	CHAR	9
NSN Nomenclature	Deficiency Web Page	Nomenclature	Nomenclature to CAR record, will be include in KTR letter, must be clicked to add item name to document, allows adding more than one item to deficiency	VARCHAR2	50
NSN SMIC	Deficiency Web Page	SMIC	Navy Special Material Identification Code	CHAR	2
Oasis Ind	Edit CAR Web Page	OASIS Indicator	Indicates that a CAR is being processed in OASIS. For AS9100 certificated KTRs. Captures the record as a CAR, ability for FS to take data from OASIS and input into system. Get ticket number upon submission in OASIS	CHAR	1
Oasis Ticket Number	Edit CAR Web Page	OASIS Ticket Number	The Oasis Ticket number for the CAR that is being processed in OASIS.	VARCHAR2	20
Observed Draft Date	Deficiency Web Page	NC Observation Date	Date Government rep found/witnessed deficiency	DATE	7
Originator DoDAAC	Edit CAR Web Page	DODAAC	The originators Department of Defense Activity Address Code.	CHAR	6
Originator Email Address	Edit CAR Web Page	Email	Email address of the originator.	VARCHAR2	100
Originator Name	Edit CAR Web Page	Originator name	Plain text name of the originator.	CHAR	50

Ad Hoc Element Name	Primary Web Page Name	Web Page Label	Definition	Field type	Number of characters
Originator Phone Number	Edit CAR Web Page	Phone Number	Phone number of the originator.	VARCHAR2	40
Originator Region	Edit CAR Web Page	Background	Region of the originator.	VARCHAR2	30
Originator User Code	Edit CAR Web Page	Background	PDREP-AIS user ID of the originator.	VARCHAR2	12
Originator User SYSCOM Code	Edit CAR Web Page	Background	SYSCOM code Literal of the originator.	CHAR	6
Originator User SYSCOM Literal	Edit CAR Web Page	Background	Email address of the originator.	VARCHAR2	50
Panel Review Date	ACO Web Page	HQ CBS Panel Review Completed	Date when HQ CBS Panel Review Completed	DATE	7
Part Number(s)	Deficiency Web Page	Part Number	Part number related to deficiency	VARCHAR2	80
Pmbi Notified Date	ACO Web Page	PMBI Notification	Date when Portfolio Management & Business Integration Directorate was notified.	DATE	7
POP Locn Cage City	Edit CAR Web Page	City	City auto-populated based on data entered in Prime CAGE data field	VARCHAR2	30
POP Locn Cage Code	Edit CAR Web Page	POP CAGE	POP Location other than prime where discrepancy was found, will auto-populate CAR letter	CHAR	5
POP Locn Cage Company Name	Edit CAR Web Page	Name	Name auto-populated based on data entered in POP CAGE data field	CHAR	50
POP Locn Cage Country	Edit CAR Web Page	Background	Country auto-populated based on data entered in POP CAGE data field	VARCHAR2	2
POP Locn Cage State	Edit CAR Web Page	State	State auto-populated based on data entered in POP CAGE data field	VARCHAR2	2
POP Locn Cage Street	Edit CAR Web Page	Address	Address auto-populated based on data entered in POP CAGE data field	VARCHAR2	50
POP Locn Cage Zip	Edit CAR Web Page	ZIP Code	ZIP Code auto-populated based on data entered in POP CAGE data field	VARCHAR2	10
POP Locn Fax Number	Edit CAR Web Page	Fax Number	Facsimile phone number for the place of performance.	VARCHAR2	40
POP Locn Phone Number	Edit CAR Web Page	Phone Number	Phone number for the place of performance.	VARCHAR2	40
Prime Contract CMO DoDAAC	Edit CAR Web Page	Prime Contract CMO DODAAC	Text entry field will consist Administrative Office of Prime contract CMO	CHAR	6
Prime Contract CMO DoDAAC City	Edit CAR Web Page	Background	City auto-populated based on data entered in prime DODAAC data field	VARCHAR2	30

Ad Hoc Element Name	Primary Web Page Name	Web Page Label	Definition	Field type	Number of characters
Prime Contract CMO DoDAAC Country	Edit CAR Web Page	Background	Country auto-populated based on data entered in the prime DODAAC data field	VARCHA R2	2
Prime Contract CMO DoDAAC Name	Edit CAR Web Page	Background	Short name auto-populated based on data entered in the Prime DODAAC data field	CHAR	50
Prime Contract CMO DoDAAC Name 1	Edit CAR Web Page	Background	Additional name info auto-populated based on data entered in the prime DoDAAC data field	CHAR	50
Prime Contract CMO DoDAAC Name 2	Edit CAR Web Page	Background	Additional name info auto-populated based on data entered in the prime DoDAAC data field	CHAR	50
Prime Contract CMO DoDAAC State	Edit CAR Web Page	Background	State auto-populated based on data entered in the Prime DODAAC data field	VARCHA R2	2
Prime Contract CMO DoDAAC Street	Edit CAR Web Page	Background	Address auto-populated based on data entered in the prime DODAAC data field	VARCHA R2	50
Prime Contract CMO DoDAAC Zip Code	Edit CAR Web Page	Background	ZIP code auto-populated based on data entered in the prime DODAAC data field	VARCHA R2	10
Prime FS DoDAAC	Edit CAR Web Page	Background	DoDAAC of the assigned Prime Functional Specialist(s)	CHAR	6
Prime FS Email	Edit CAR Web Page	Prime FS Email	Email address of the assigned Prime Functional Specialist(s)	VARCHA R2	100
Prime FS Name	Edit CAR Web Page	Prime FS Name	Name of the assigned Prime Functional Specialist(s)	VARCHA R2	100
Prime FS Region	Edit CAR Web Page	Background	Region of the assigned Prime Functional Specialist(s)	VARCHA R2	30
Prime FS Team Code	Edit CAR Web Page	Background	Team Code of the assigned Prime Functional Specialist(s)	CHAR(12)	6
Prime FS User Code	Edit CAR Web Page	Background	User Code of the assigned Prime Functional Specialist(s)	VARCHA R2	12
Prime KTR Cage City	Edit CAR Web Page	City, State, Zip Code	City auto-populated based on data entered in Prime CAGE data field	VARCHA R2	2
Prime KTR Cage Code	Edit CAR Web Page	Prime CAGE	CAGE on Prime contract	CHAR	5
Prime KTR Cage Company Name	Edit CAR Web Page	Company Name	Company name auto-populated based on data entered in Prime CAGE data field	CHAR	50
Prime KTR Cage Country	Edit CAR Web Page	Background	Country auto-populated based on data entered in Prime CAGE data field	VARCHA R2	2
Prime KTR Cage State	Edit CAR Web Page	City, State, Zip Code	State auto-populated based on data entered in Prime CAGE data field	VARCHA R2	2
Prime KTR Cage Street	Edit CAR Web Page	Address	Auto-populated based on data entered in Prime CAGE data field	VARCHA R2	50

Ad Hoc Element Name	Primary Web Page Name	Web Page Label	Definition	Field type	Number of characters
Prime KTR Cage ZIP Code	Edit CAR Web Page	City, State, Zip Code	ZIP code auto-populated based on data entered in Prime CAGE data field	VARCHAR2	10
Proprietary Ind	Deficiency Web Page	Proprietary Information	Data field used to identify the CAR has contractor's proprietary information	CHAR	1
Region Concur Date	ACO Web Page	Region Commander Concurrence	Date when Region Commander Concurrence occurred	DATE	7
Region Concur Ind	ACO Web Page	Region Commander Concurrence	Indicates documents were attached related to Region Commander Concurrence	CHAR	1
Repeat Finding Ind	Edit CAR Web Page	Repeat Finding	Yes/No dropdown to identify if finding meets business rule definition of repeat find, list CAR Control numbers in discrepancy description text BLK	CHAR	1
Response Due Date	ACO Web Page	Contractor Response Due Date	Date CAP response is required by contractor.	DATE	7
Response Required Ind	Edit CAR Web Page	Response Required	Yes/No dropdown to identify if response from the contractor is required.	CHAR	1
Review Accepted Ind	Review Web Page	Supervisor Reviewed: Accepted?/Reviewed: Accepted?	Yes/No Dropdown to indicate if the review was accepted or rejected.	CHAR	3
Review Required Ind	Edit CAR Web Page	Supervisor Review Required	Indicates the CAR needs to be reviewed prior to being transmitted to the contractor	CHAR	1
Reviewed By DoDAAC	Review Web Page	Reviewer's Activity	DODAAC of the user that reviewed the CAR before sending to the contractor.	CHAR	6
Reviewed By User Code	Review Web Page	Background	User ID of the user that reviewed the CAR to the contractor.	VARCHAR2	12
Reviewed By User SYSCOM Code	Review Web Page	Background	SYSCOM Code of the user that reviewed the CAR to the contractor.	CHAR	6
Reviewed By User SYSCOM Literal	Review Web Page	Background	SYSCOM literal of the user that reviewed the CAR to the contractor.	VARCHAR2	50
Reviewed Date	Review Web Page	Reviewed Date	Date the CAR was reviewed.	DATE	7
Reviewer Narrative	Review Web Page	Reviewer Remarks	Remarks about the CAR entered by the Reviewer.	VARCHAR2	4,000
Reviewers Name	Review Web Page	Reviewer Name	Plain text name of the person that reviewed the CAR	CHAR	50
Reviewers Phone	Review Web Page	Reviewer Phone	Phone number of the person that reviewed the CAR.	VARCHAR2	40
Reviewers Team Code	Review Web Page	Reviewer's Team Code	The Reviewers Team Code	CHAR(12)	6

Ad Hoc Element Name	Primary Web Page Name	Web Page Label	Definition	Field type	Number of characters
Revised CAP Acceptable	Contractor Actions Web Page	Revised CAP Acceptable	Indicates revised CAP Approved or CAP Rejected.	CHAR	1
Revised CAP Acceptable Date	Contractor Actions Web Page	Revised CAP Acceptable Date	Date the revised CAP was determined acceptable.	DATE	7
Revised CAP Acceptable Narrative	Contractor Actions Web Page	Revised CAP Acceptable Narrative	Narrative field to enter the reason the revised CAP was acceptable.	CHAR	2,000
Revised CAP Due Date	Contractor Actions Web Page	Revised CAP Due Date	Conditionally mandatory based on CAP Acceptable data field. Auto-populated ten day from rejection date when "No" is checked. Name and date will be captured for record history	DATE	7
Revised CAP POC	Contractor Actions Web Page	Revised CAP POC	The person that approved the revised CAP.	VARCHAR2	100
Revised CAP Received Date	Contractor Actions Web Page	Revised CAP Received Date	Date the revised CAP was received.	DATE	7
Revised CAP Rejection Date	Contractor Actions Web Page	Revised CAP Rejection Date	Date the revised CAP was rejected.	DATE	7
Revised CAP Rejection Expln	Contractor Actions Web Page	Revised CAP Rejection Explanation	Remarks regarding the rejected revised CAP.	VARCHAR2	4,000
Root Cause Code	Contractor Actions Web Page	Root Cause Code	Code and narrative of the Root Cause.	NUMBER	22
Root Cause Description	Contractor Actions Web Page	Root Cause Description	Detailed description of the Root Cause.	VARCHAR2	255
Status Code	Correspondence/History Webpage	Background	Code used to capture current Status.	NUMBER	22
Status Date	Correspondence/History Webpage	Status Date	Date Status was current status was updated	DATE	7
Status Literal	Correspondence/History Webpage	Status	The status of the Corrective Action request.	VARCHAR2	45
Subcontract Ind	Edit CAR Web Page	Background	Used to identify a CAR is written by a POP.	CHAR	1
Subcontract PO Number	Edit CAR Web Page	SubContract/Purchase Order (PO) Number	If the deficiency is by a subcontractor, the contract vehicle (PO, work order, etc.) used by the prime contractor will be entered in this data field. If this field has an entry it will require the place of performance to become visible and mandatory	VARCHAR2	50

Ad Hoc Element Name	Primary Web Page Name	Web Page Label	Definition	Field type	Number of characters
Subcontract UEI	Edit CAR Web Page	SubContractor UEI	Data field for subcontractors who do not have a CAGE code, user will enter the Unique Entity Identifier, this field will display the Place of Performance data fields	VARCHAR2	12
Team Code	Edit CAR Web Page	Operational Unit (Region and Team)	Current Region/Team with edit permissions for the record.	VARCHAR2	12
Transmitted By DoDAAC	Edit CAR Web Page	Background	DODAAC of the user that transmitted the CAR to the contractor.	CHAR	6
Transmitted By User SYSCOM Code	Edit CAR Web Page	Background	SYSCOM Code of the user that transmitted the CAR to the contractor.	CHAR	6
Transmitted By User SYSCOM Literal	Edit CAR Web Page	Background	SYSCOM literal of the user that transmitted the CAR to the contractor.	VARCHAR2	50
Transmitted By User Code	Edit CAR Web Page	Background	PDREP-AIS User ID of the user that transmitted the CAR to the contractor.	VARCHAR2	12
Transmitted Date	Edit CAR Web Page	Transmitted Date	Date the CAR was transmitted to the contractor.	DATE	7
Transmitted POC	Edit CAR Web Page	Transmitter Name	Plain text name of user that transmitted the CAR.	VARCHAR2	100
Type Code	Deficiency Web Page	Background	Code for the Specific type of deficiency based on category selected. Based on Category selected	NUMBER	22
Type Code Literal	Deficiency Web Page	Type	Literal for the Specific type of deficiency based on category selected. Based on Category selected	VARCHAR2	1,000
Type Detail Code	Deficiency Web Page	Background	Code for the detailed description further defining the type of deficiency. Based on the Type selected	NUMBER	22
Type Detail Code Literal	Deficiency Web Page	Type Detail	Literal for the detailed description further defining the type of deficiency. Based on the Type selected	VARCHAR2	1,000
Update By User Code	Edit CAR Web Page	Background	PDREP-AIS User ID of the user that last made an update the CAR.	VARCHAR2	12
Update By User Name	Edit CAR Web Page	Background	Name of the user that last made an update the CAR.	CHAR	50
Update By User SYSCOM Code	Edit CAR Web Page	Background	SYSCOM code of the user that transmitted the CAR to the contractor.	CHAR	6
Update by User SYSCOM Literal	Edit CAR Web Page	Background	SYSCOM literal of the user that transmitted the CAR to the contractor.	VARCHAR2	50
Updated Date	Edit CAR Web Page	Background	Date the CAR was last updated.	DATE	7

Ad Hoc Element Name	Primary Web Page Name	Web Page Label	Definition	Field type	Number of characters
Withdrawn Date	Edit CAR Web Page	Background	Date CAR was withdrawn and no further processing required.	DATE	7
Withholds Impl Ind	ACO Web Page	Withholds Implemented	Checked when withholds are implemented. Upload with KTR notification letter.	CHAR	1