PDREP

PRODUCT DATA REPORTING AND EVALUATION PROGRAM

DCMA Surveillance Plan (SP)

User Guide
30 MAY 2023

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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 Surveillance Plan 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

- SECNAVINST 4855.5C – Product Data Reporting and Evaluation Program (PDREP)
- NAVSO P3683D – Product Data Reporting and Evaluation Program (PDREP)
- DCMA Instruction 2301 – Contractor Effectiveness
- DCMA Manual 2301-05 – NSEP
- DCMA Instruction 2303 – Surveillance
- DCMA Manual 2303-01 – Surveillance
- DCMA Manual 2301-01 – Contractor Business Systems
- DCMA Manual 2301-07 – Contract Safety
- DCMA Instruction 2302 – Small Business
- DCMA Manual 2302-01 – Small Business
- DoD Instruction 5000.79 – Defense-wide sharing and use of Supplier and Product Performance Information
- Acquisition.gov – Product and Service Code Manual
- Resource Page found: 2303-01 "Surveillance" (sharepoint-mil.us) (DCMA Members Only)

INTRODUCTION

This document is intended to guide personnel in the use of Product Data Reporting and Evaluation Program – Automated Information System (PDREP-AIS) Surveillance Plan module.
The PDREP-AIS is accessible via the Product Data Reporting and Evaluation Program home page: https://www.pdrep.csd.disa.mil/

Getting Access

- **First Time Users**

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

- **Existing PDREP Users**

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

Contact us

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

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

NSLC Portsmouth Help Desk
Commercial Phone: (207) 438-1690 / DSN 684-1690
FAX: (207) 438-6535 / DSN 684-6535
E-Mail: 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 commonly received inquiries. Your question(s) may be easily answered there.

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

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

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

1 SURVEILLANCE PLAN ACCESS

Surveillance Plan (SP) module access is based on a user's requested role as well as the functional capabilities listed in **Table 1.1**.

1.1 Access Levels Functions

Table 1.1

Role	Plan	Scheduler	Records
NO ACCESS	If a user does not have access to the PDREP-SP application, the program link will not appear on the user's PDREP-AIS Main Menu.	If a user does not have access to the PDREP-SP application, the program link will not appear on the user's PDREP-AIS Main Menu.	If a user does not have access to the PDREP-SP application, the program link will not appear on the user's PDREP-AIS Main Menu.
VIEW ACCESS	View a Surveillance Plan Access SP Ad Hoc Reports	View Scheduler Access View Scheduler Ad Hoc Reports	View Records Access Records Ad Hoc Reports
FUNCTIONAL SPECIALISTS (FS)/Team Lead	View Access Plus: Create a Plan Edit a Plan View History Page Add attachments (their uploads) Delete Attachments (their uploads) View all attachments Add KCR to Plan Assign themselves to KCR Remove themselves from a KCR Assign KCR to a user with in their team Edit a KCR they are assigned to	View Access Plus: For assigned KCRs users can view, create and edit Schedule - Cancel an occurrence with note - Reschedule an occurrence with note - Delete an occurrence with note	View Access Plus: For occurrences assigned to the FS users can create, edit and complete records - Send message to review record

Supervisor / Contract Management Office (CMO)	Same as FS/ Team Lead Plus: Respond and send supervisor messages to FS	FS/Team Lead Plus: Reassign occurrences to different FS that is assigned to the KCR (Team Specific)	F/S Team Lead Plus: Reassign a draft or reopened record from one FS to another FS that is assigned to the KCR. (Team Specific) Reopen a record. (Team Specific) Delete a draft record. (Team Specific) Create a record outside of the scheduler (expected Jan 2023).
Headquarters (expected for future release)	*Same as Supervisor / Contract Management Office (CMO) Plus:* *Delete a completed record with comment*	*Supervisor / Contract Management Office (CMO) Plus:* *Delete a completed record with comment*	*Supervisor / Contract Management Office (CMO) Plus:* *Delete a completed record with comment*

1.2 Accessing SP

Once a user has logged in, the PDREP Homepage will populate as seen in **Figure 1.1**. Not all options displayed in **Figure 1.1** 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 (Surveillance Plan, CAR, PQDRs and LODs). These records will display on the right side of the page and will take the user to the selected record if clicked.
NOTE: *Please refer to the PDREP User Access Request and Login Procedures user guide found on the website for additional details.*

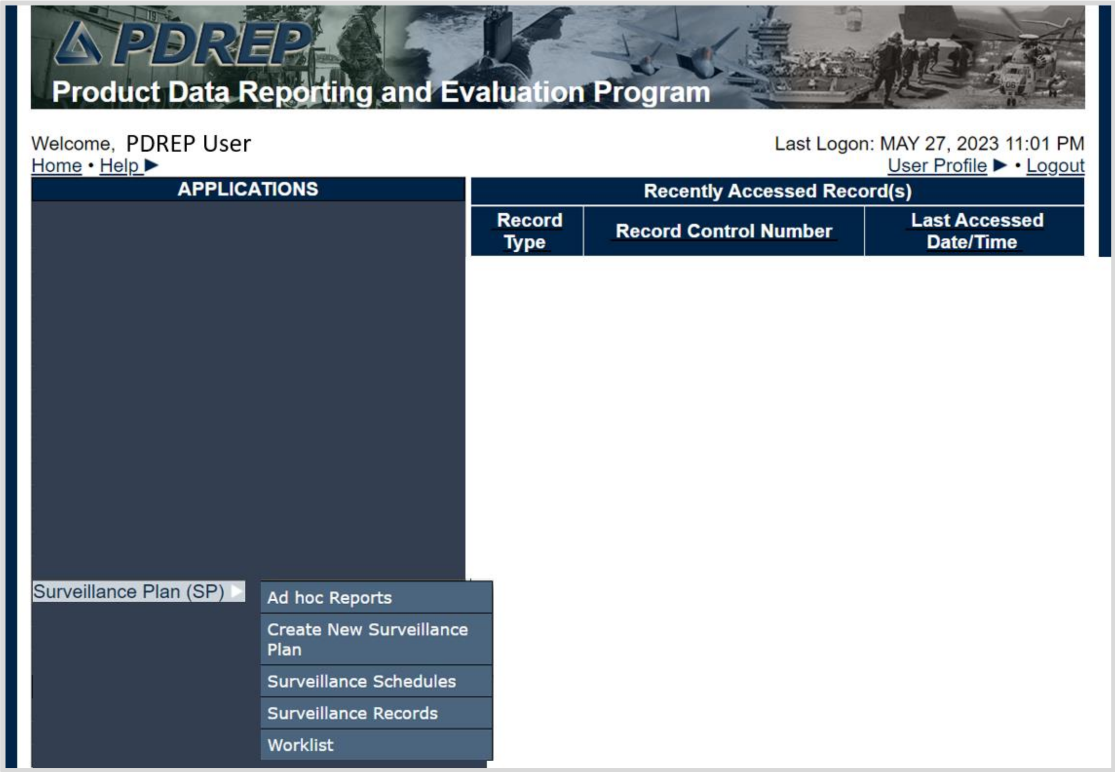


Figure 1.1

To access specific portions of the Surveillance Plan (SP) module, hover over the Surveillance Plan option in the menu and a list of webpage options will be available (see **Figure 1.2**).

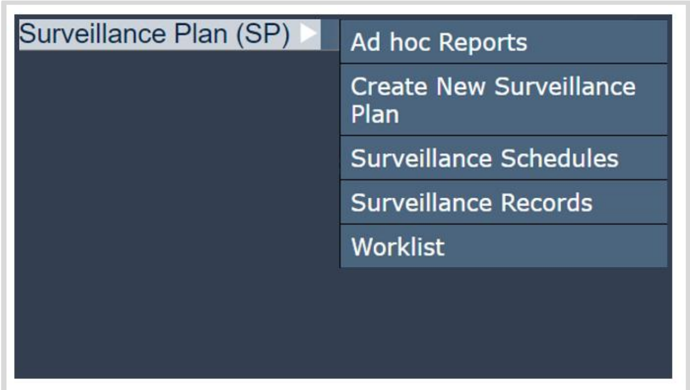


Figure 1.2

2 SURVEILLANCE PLAN WORKLIST

2.1 Accessing the SP Worklist

To load the Surveillance Plan Worklist, hover over the Surveillance Plan program link and select “Worklist” from the fly out menu (see **Figure 2.1**). From there the SP Worklist will display. For those users already working in the SP module, select the “Surveillance Plan Worklist” tab at the top of the page (see **Figure 2.2**).

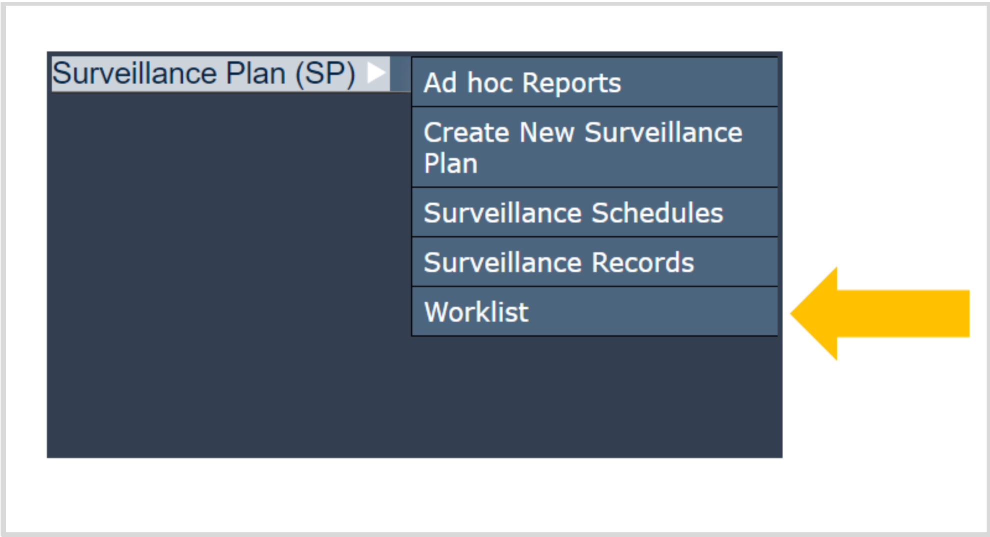


Figure 2.1

2.2 Generating a Worklist

To generate a Worklist, enter data element(s) and click “Display Worklist” to show results. An example of this is shown in **Figure 2.2**.

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

A Primary Location (CAGE Code), User ID, Team Code, or DoDAAC must be used. Searches are refined by using a combination of data elements. If a minimum of one (M) data field is not entered, an error message will display. In addition to this, the data field “(M) Date SP Updated:” defaults to the last 365 days but may be adjusted to limit search parameters.

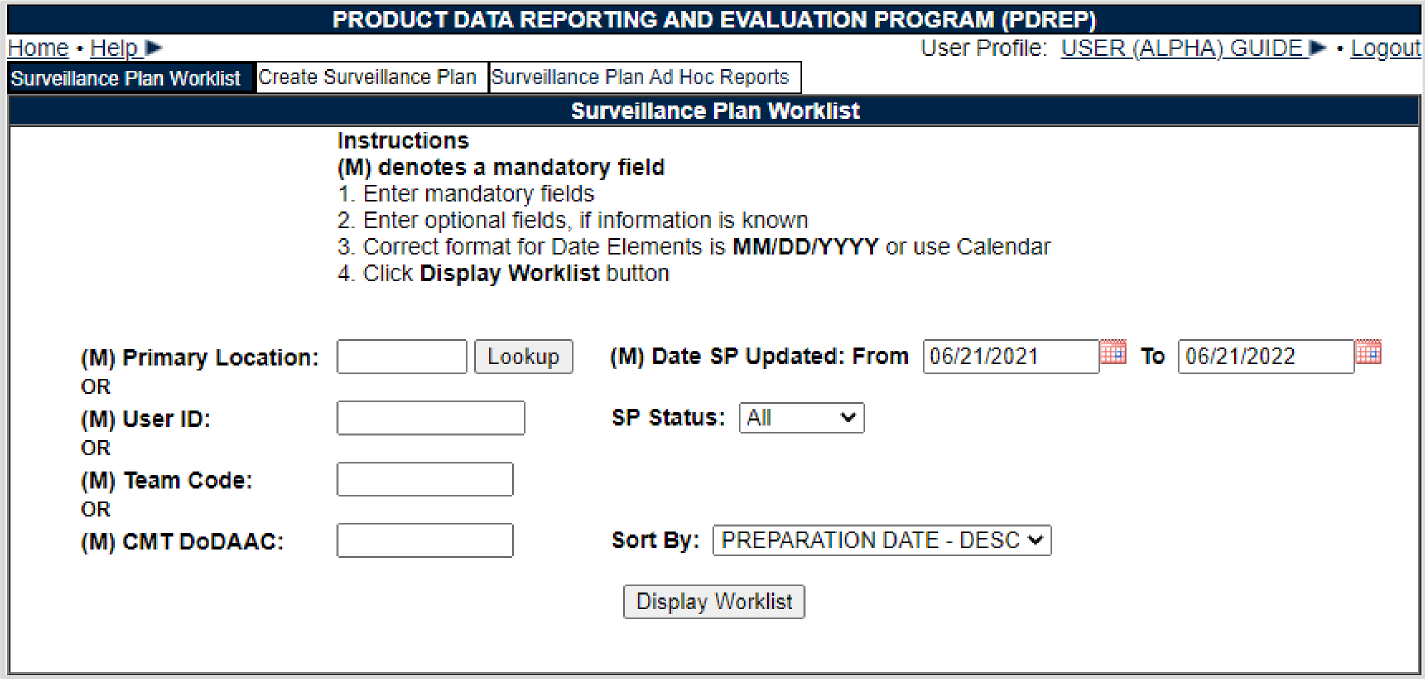


Figure 2.2

Associated Data Fields for **Figure 2.2**

- **(M) Primary Location:** The Commercial and Government Entity (CAGE) code of the contractor associated with Surveillance Plan. This field is restricted to five alphanumeric characters and validates against the PDREP database. See the Associated Button Functionality (**Section 3.2.9** of this document) for CAGE Lookup instructions.
- **(M) User ID:** Returns Surveillance Plan(s) created by the User ID entered. User ID is located on the user profile page (top right link of any PDREP window).
- **(M) Team Code:** A series of one to five alphanumeric characters distinguishing the location of the Team within a Region (Ex: EXTAB or TDM). Returns Surveillance Plan(s) created by users from the team code entered.
- **(M) CMT DODAAC:** The Department of Defense Activity Address Code (DoDAAC) of the user's unit, activity, or organization. Returns CAGE Codes associated to the DoDAAC entered based off information provided by DLA.
- **(M) Date SP Updated: From:** First date in the specified date range. Defaults to 365 days preceding the current date. This date can be increased or decreased for user specific search criteria.
- **(M) Date SP Updated: To:** Final date in the specified date range. Defaults to the current date but may be edited.
- **SP Status:** The status of the Surveillance Plan.
  - **All**: Includes all statuses listed below.
  - **Active:** A Plan engaged in ongoing surveillance.
  - **Inactive (Archived):** A Plan for where surveillance is not currently being performed.
  - **Draft:** A Plan that has been created but not yet activated.

- **Sort By:** Used to determine the order in which the search results will display.
  - **Preparation Date – ASC:** The date for which the SP was created sorted by ascending order.
  - **Preparation Date – DESC:** The date for which the SP was created sorted by descending order.

- **Prime Location:** The CAGE Code of the contractor to whom the Surveillance Plan is attributed.

Associated Button Functionality for **Figure 2.2**

- **Lookup:** CAGE Codes utilized in the application are validated against the PDREP database. The Lookup CAGE button allows the user to lookup Vendor information either by CAGE Code or Company Name. When a CAGE is selected from the lookup page, it populates the field associated with the button.
- **Display Worklist:** Loads a result set based on the criteria as inputted onto the screen.

2.3 Worklist Search Results

Select the "Display Worklist" button to perform a search. Search results will be accessible at the bottom of the page with a numbered "Results Count" displaying above the worklist itself (see **Figure 2.3** and **Figure 2.4**). Returned results are downloadable to a spreadsheet by selecting the associated hyperlink.
If the return for the selected criteria doesn't have an associated Plan(s), a message of "No data found" will display beneath the "Display Worklist" button.

Search Results Download: Click here to download data in spreadsheet

Result count: 7

Figure 2.3

Prime Location	Company Name	CMT DoDAAC	CMT Code	Status	Last Update Date	Last Action	View/Add Attachments
81316	PORTSMOUTH NAVAL SHIPYARD	S2206A	DCMA BOSTON MA	Draft	01/12/2022	SURVEILLANCE PLAN KCR UPDATED	Click Here

Figure 2.4

Associated Data Fields for **Figure 2.4**

- **Prime Location:** Select this hyperlink to navigate to the indicated Surveillance Plan.
- **Company Name:** The name of the company associated with the Primary Location for the Surveillance Plan. Automatically populates based on the CAGE Code data field.
- **CMT DODAAC:** Organization assigned to the Prime Location for Surveillance.
- **CMT Code:** Name of the organization associated with the CMT DoDAAC.
- **Status:** The status of the Surveillance Plan.
  - i. **Active:** A Plan engaged in ongoing surveillance.
  - ii. **Archived:** A Plan for a location where surveillance is not currently being performed.
  - iii. **Draft:** A Plan that has been created but not yet activated.

- **Last Update Date:** The date the Surveillance Plan was last updated based on the "Save" action.
- **Last Action:** Description of the most recent change to the Plan. Possible actions are the same list as items saved to the History page.

- **View/Add Attachments:** Select the “Click Here” hyperlink located under the “View/Add Attachments”. This hyperlink opens to the “Upload Attachment(s)” page and allows users to upload, view and delete attachments related to that of the Plan. Please note, each Plan, Record and QAI has its own space for Attachments. This means that applied documents are exclusive to the location they are applied and will not populate elsewhere.

3 CREATING / EDITING KTR DETAILS

3.1 Initiating a New Surveillance Plan

On the PDREP Home Page, select “Create New Surveillance Plan” from the “Surveillance Plan (SP)” fly out (see **Figure 3.1**). If already working in the application, select the “Create Surveillance Plan” tab at the top of the page (see **Figure 3.2**).

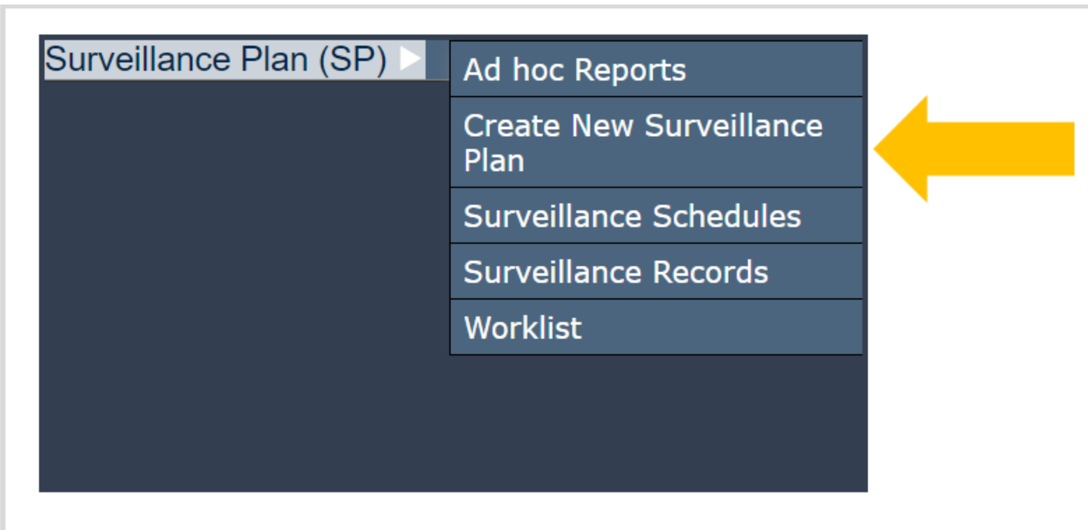


Figure 3.1

After accessing the Create Surveillance Plan page, complete all mandatory fields and select the “Create SP” button. If a Surveillance Plan has previously been created for the selected CAGE or UEI code, the program will load the existing Plan rather than creating a new SP.
The information captured when creating a Surveillance Plan, such as CAGE Code and User ID, cannot be altered or removed by any user no matter their status. If a Plan is created in error, the Surveillance Plan may be archived which sets the SP to an inactive Status. Once the SP has been archived, it may be reopened in the future if needed which then sets the Plan back to draft status.

Note: *For those rare instances where existing data needs to be modified, reach out to your DCMA PDREP POC and route the request to DCMA HQ through your chain of command as appropriate.*

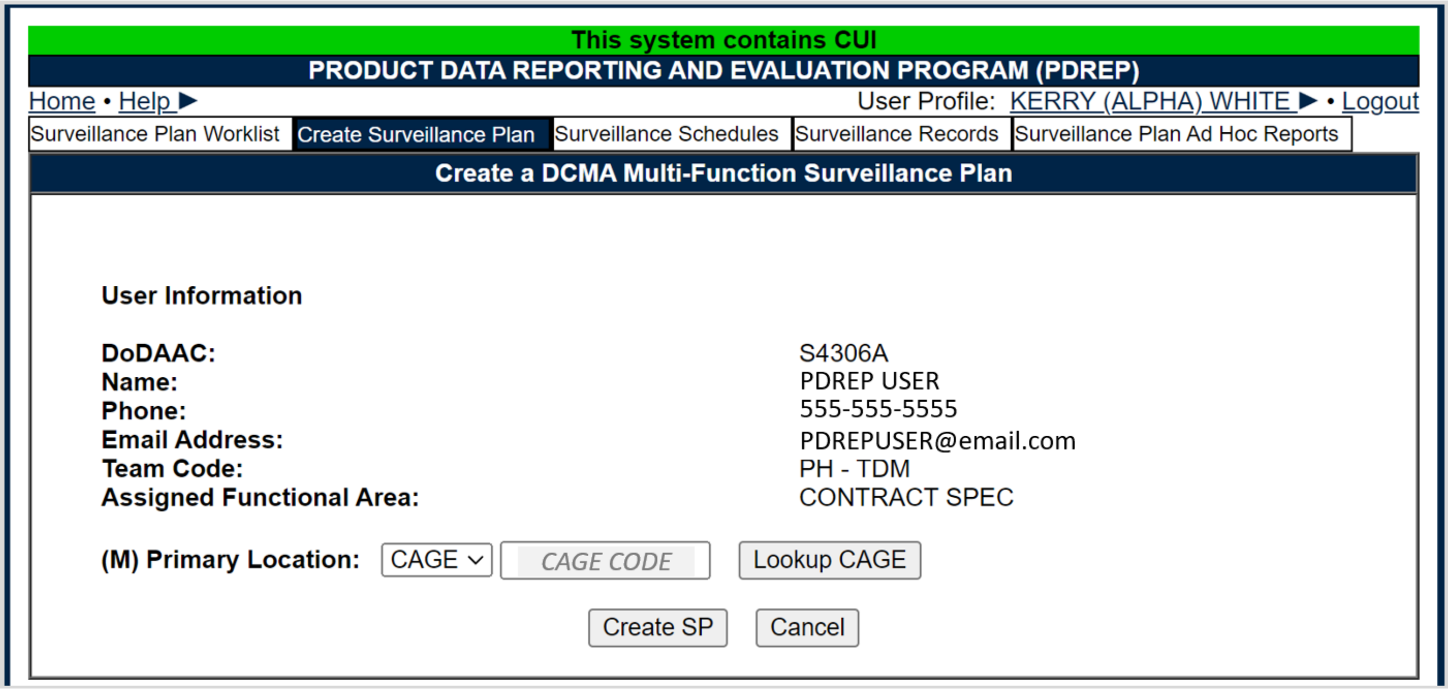


Figure 3.2

Associated Data Fields for **Figure 3.2**

- **(M) Primary Location:** Select the type of location (either CAGE or UEI code) from the provided drop down, before entering the corresponding CAGE or UEI code for the surveillance Plan.

Associated Button Functionality for **Figure 3.2**

- **Lookup CAGE:** CAGE Codes utilized in the application are validated against the PDREP database. The Lookup CAGE button allows the user to lookup Vendor information either by CAGE Code or Company Name. When a CAGE is selected from the lookup page, it populates the field associated with the button.
- **Create SP:** This button processes the request for a new Surveillance Plan. Successful entries will navigate to the "Create DCMA Multi-Functional Surveillance Plan" page.
- **Cancel:** Navigates the user to the Worklist without creating a Plan.

3.2 Surveillance Plan Data Entry

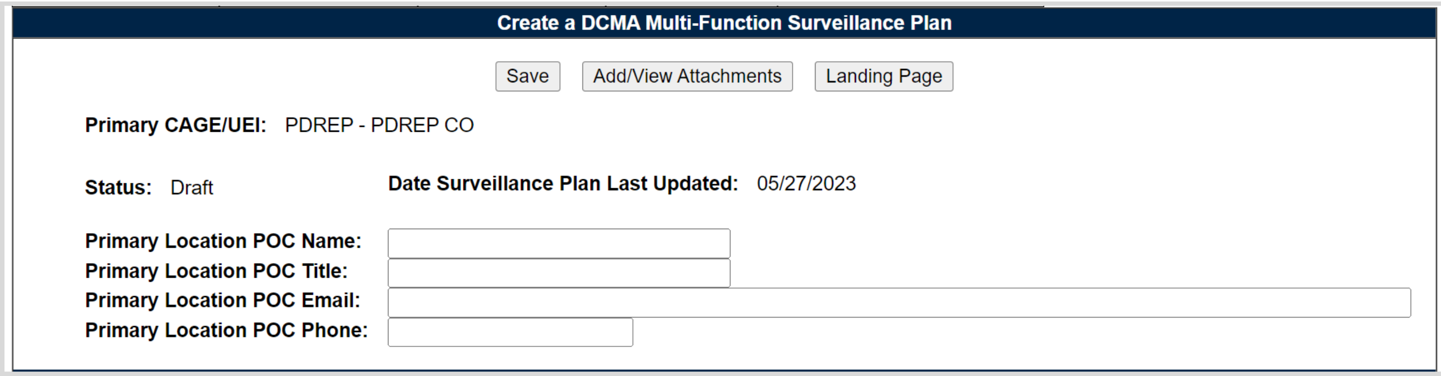
There are many sections within every Surveillance Plan. Some areas will automatically populate based on related information such as CAGE or the user's account setting.
In order for added items (such as Contract Data or End Items) to be saved to the database, the "Save" button must be utilized following those additions to the Surveillance Plan in such areas as:

1. Header (see **Section 3.2.1**)
2. Contractor Data (see **Section 3.2.2**)
3. Applicable Programs (see **Section 3.2.3**)
4. Applicable Contracts (see **Section 3.2.4**)
5. End Item & Product Characteristics (see **Section 3.2.5**)

PDREP does not have an auto-save feature. If the "Save" button is not used, work will be lost!

3.2.1 Header

After creating a Surveillance Plan, the first section (the header) contains basic data regarding the status of the Surveillance Plan and is auto-filled. An example of this is in **Figure 3.3**.


Create a DCMA Multi-Function Surveillance Plan

Save | Add/View Attachments | Landing Page

Primary CAGE/UEI: PDREP - PDREP CO

Status: Draft **Date Surveillance Plan Last Updated:** 05/27/2023

Primary Location POC Name:
Primary Location POC Title:
Primary Location POC Email:
Primary Location POC Phone:

Figure 3.3

Associated Data Fields for **Figure 3.3**

- **Primary CAGE/UEI:** Auto-populates based on the CAGE or UEI Code entered in the Primary Location field when initiating a new Surveillance Plan. There is only one Surveillance Plan per CAGE/UEI code regardless of status.
- **Status:** The Status of the Surveillance Plan.
    i. **Active:** A Plan engaged in ongoing surveillance.
    ii. **Archived:** A Plan where surveillance is not currently being performed.
    iii. **Draft:** A Plan that has been created but not yet activated.
- **Date Surveillance Plan Last Updated:** The date the Surveillance Plan was last updated based on the "Save" action.
- **Primary Location POC Name:** User-editable field to denote the primary contractor POC associated with the surveillance location.
- **Primary Location POC Title:** User-editable field to denote the job title of the primary contractor POC associated with the surveillance location.
- **Primary Location POC Email:** User-editable field to denote the email address of the primary contractor POC associated with the surveillance location.
- **Primary Location POC Phone:** User-editable field to denote the phone number of the primary contractor POC associated with the surveillance location.

Associated Button Functionality for **Figure 3.3**

- **Save:** This button may be used at any time to save the contents of the Surveillance Plan.
- **Add/View Attachments:** This button opens to the "Upload Attachment(s)" page and allows users to upload, view and delete attachments related to that of the Plan being worked. Please note, each Plan, Record and QAI has its own space for Attachments. This means that applied documents are exclusive to the location they are applied and will not populate elsewhere.
- **Landing Page:** Navigates the user to the Surveillance Plan Landing Page associated with the CAGE Code.

3.2.2 Contractor Data

The Contractor Data section of the Surveillance Plan allows the user to identify what business model the Prime Contractor resembles. It also allows users to identify the Prime Contractor's suppliers by CAGE Code and business model. This is where points of contact for each of those suppliers can be entered. These POCs are the users DCMA POCs at the sub-location. This information can be found in the CMT eTool.

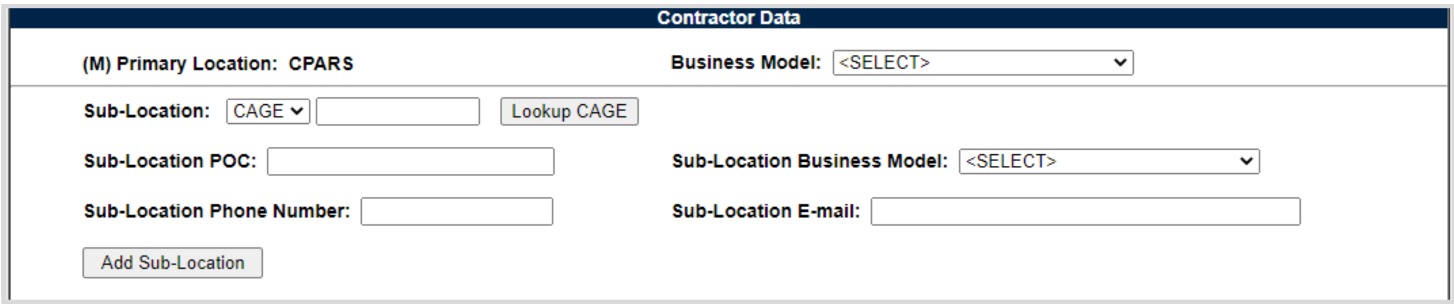


Figure 3.4

Associated Data Fields for **Figure 3.4**

- **(M) Primary Location:** Auto-populates based on the CAGE or UEI Code entered in the Primary Location field when initiating a new Surveillance Plan. There is only one Surveillance Plan per CAGE/UEI Code regardless of status.
- **Business Model:** Drop down list with options to record the business model of the primary undergoing surveillance (see **Figure 3.5**).

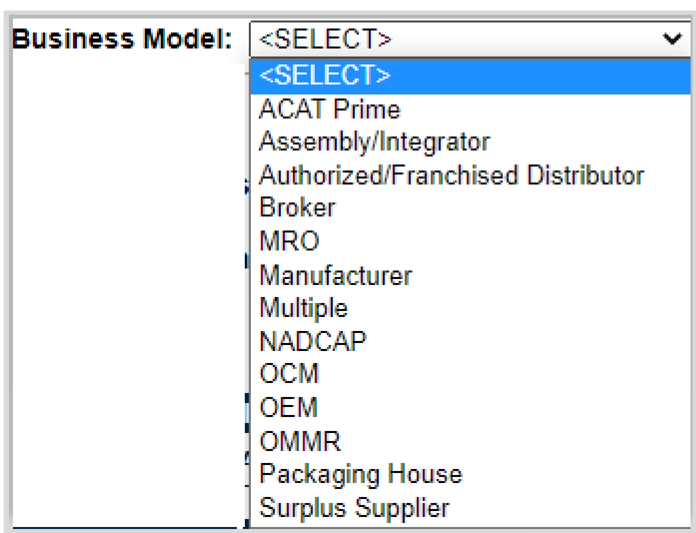


Figure 3.5

- **Sub-Location:** A secondary CAGE/UEI Code (Prime Contractors supply stream) where surveillance is being performed.
- **Sub-Location POC:** The name of the DCMA POC associated with the Sub-Location.
- **Sub-Location Business Model:** Same list as the Primary Location business model (see **Figure 3.5**), but attributed to the Sub-Location.

- **Sub-Location Phone Number:** Phone number of the DCMA POC.
- **Sub-Location E-mail:** Email address of the DCMA POC.

The Sub-Location and at least one additional piece of information is needed in order to save the entry, otherwise an error message will appear. Once all applicable data fields have been entered, select the “Add Sub-Location” button to apply the Contractors Data to the Sub-Location table. The Sub-Location table is created with the first successful use of the “Add Sub-Location” button. An example of this can be seen in **Figure 3.6**.

Note: *Current functionality does not allow Contractor POC's to be edited.*

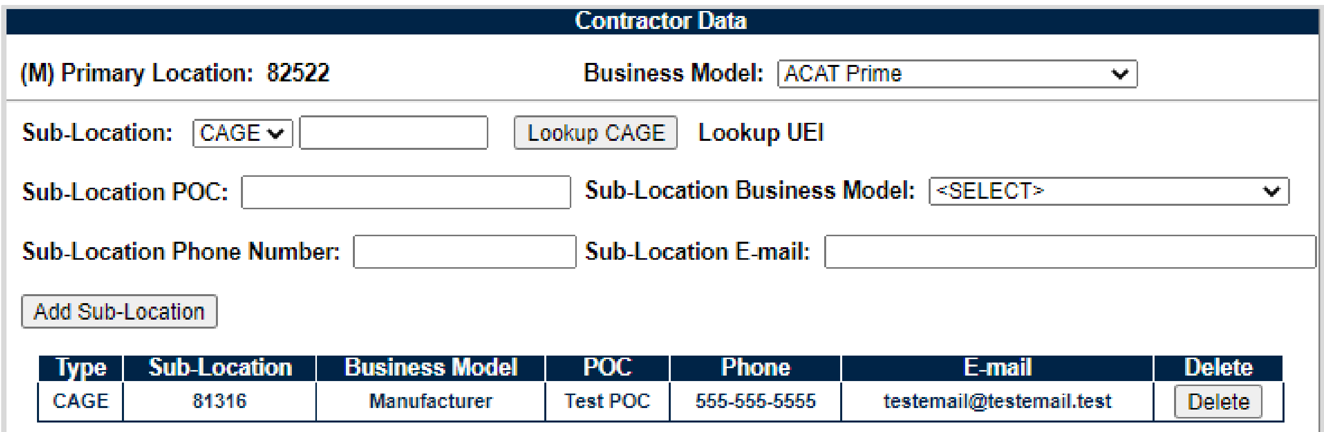


Figure 3.6

Associated Button Functionality for **Figure 3.6**

- **Lookup CAGE:** CAGE Codes utilized in the application are validated against the PDREP database. The Lookup CAGE button allows the user to lookup Vendor information either by CAGE Code or Company Name. When a CAGE is selected from the lookup page, it populates the field associated with the button.
- **Add Sub-Location:** Adds selected information regarding the Sub-Location to the table. More than one can be added.
- **Delete:** Removes the selected Sub-Location from the table.

3.2.3 Applicable Programs

The Applicable Programs section of the Surveillance Plan allows for capturing the associated acquisition programs and/or platforms for which the contractor is providing material. A default view of the Applicable Program area of the KTR is shown in **Figure 3.7**

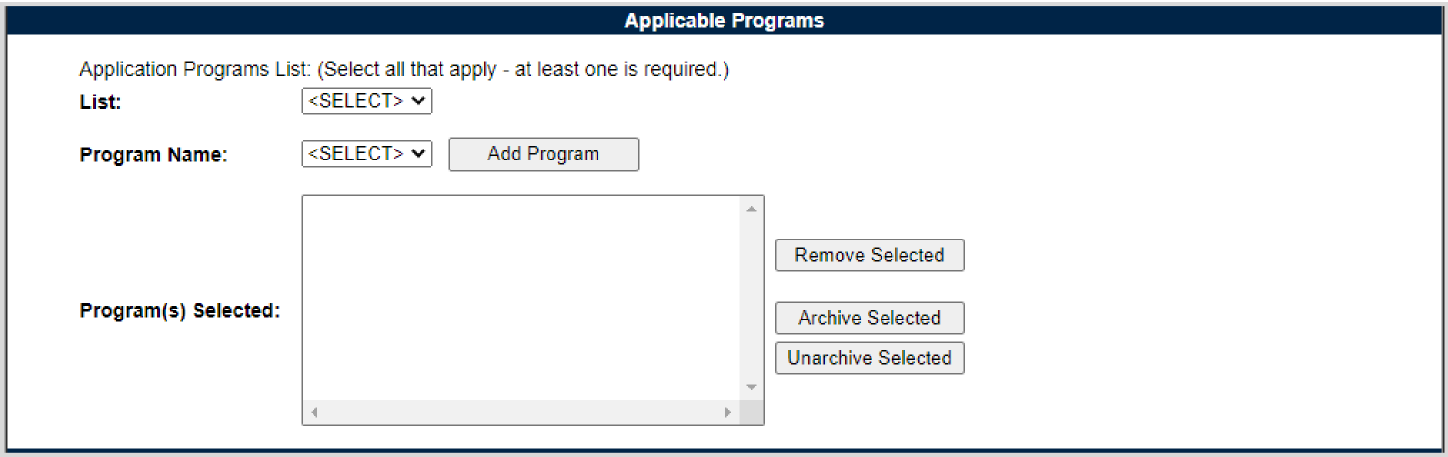


Figure 3.7

Select an option in the first drop-down to identify the "List" type (DAI, NSEO, or PMBI). Subsequently the Programs associated with the initial selection will be loaded into the Program Name drop-down box. An example of this can be seen in **Figure 3.8**.

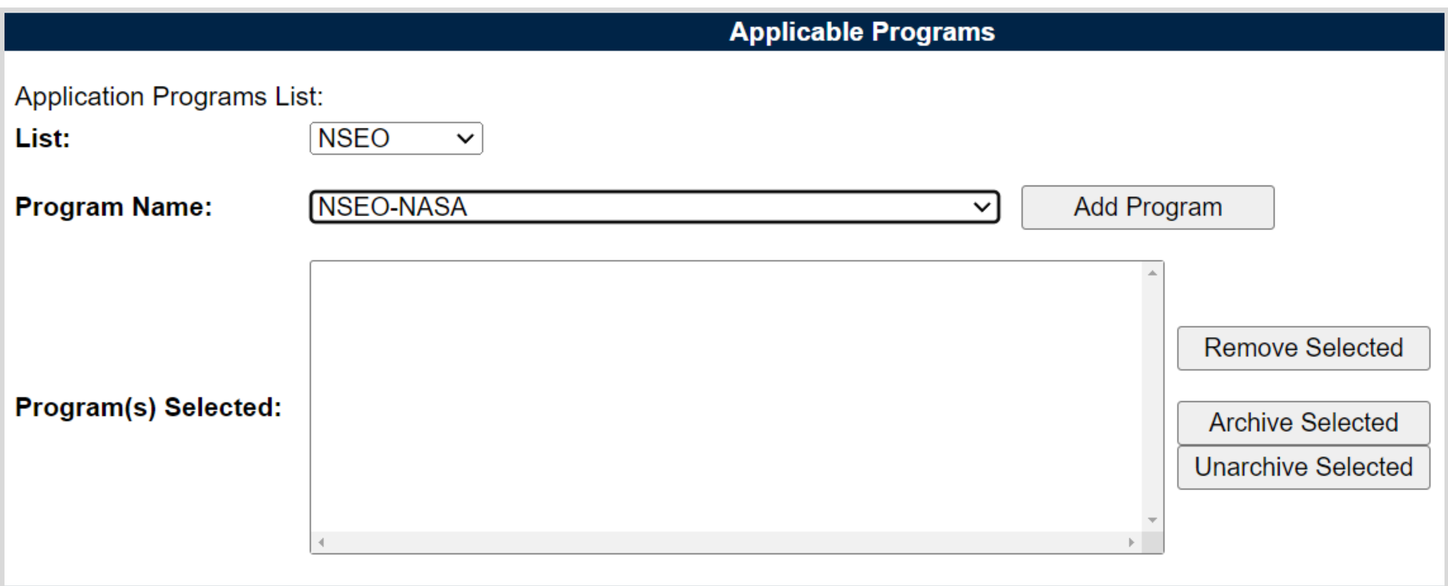


Figure 3.8

After selecting the “Program Name” use the “Add Program” button to add the entry to the “Program(s) Selected” list box below as shown in **Figure 3.9**.
Figure 3.11 displays items added to the Program(s) Selected list box, including an example of an archive item.

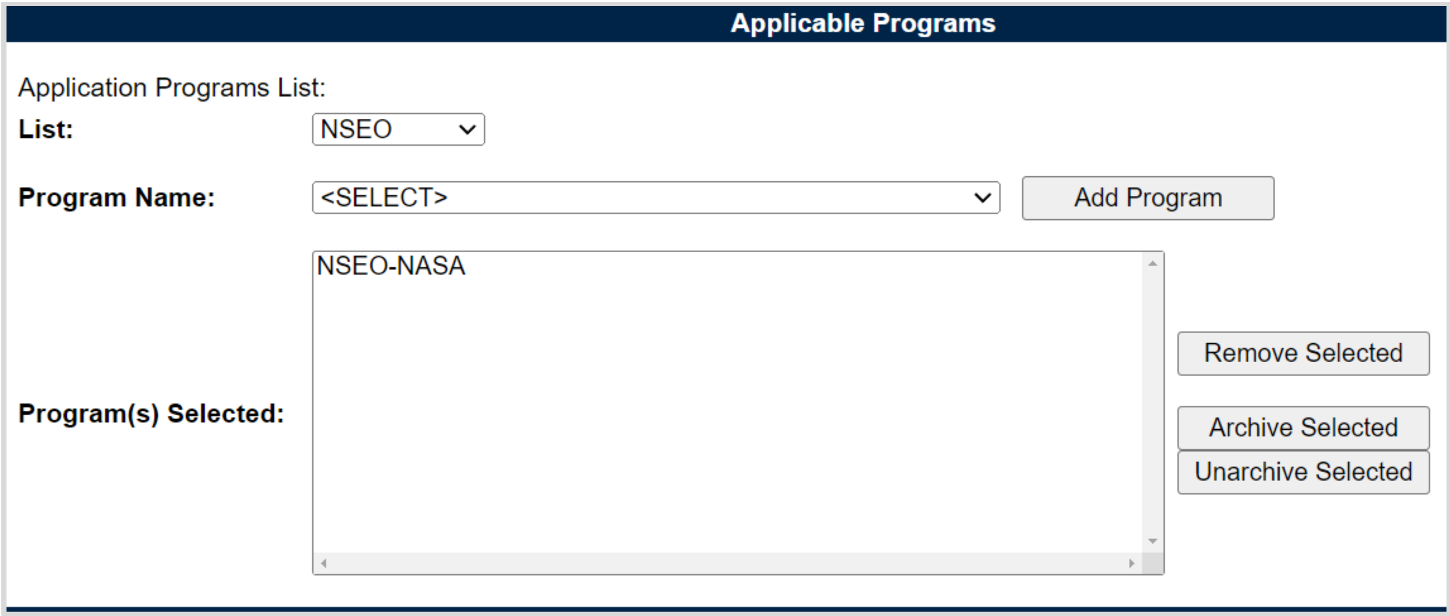


Figure 3.9

Associated Data Fields for **Figure 3.9**

- **List:** Select one of the three List types from the provided drop down. The page will query for the associated list of Programs within these lists.
  i. DAI – Defense Agencies Initiative list.
  ii. NSEO – Navy Special Emphasis Operations list.
  iii. PMBI – Portfolio Management & Business Integration list (i.e. PST Collaboration Site)
- **Program Name:** The Program Name populates off the selected “List” type. After selecting the Program Name from the provided dropdown, click the “Add Program” button to capture the selection in the “Program(s) Selected” list box. Repeat this process as necessary to capture additional Program Names.
- **Program(s) Selected:** This box contains a list of the recorded Program Names. Contents within this box, can be removed, archived, or unarchived by selecting the desired Program Name(s) and clicking on the corresponding action button.

Associated Button Functionality for **Figure 3.9**

- **Add Program:** This button inserts the selected Program into the list box.

- **Remove Selections:** This button removes the selected Program Name (or multiple Program Names) highlighted within the list box. A program cannot be removed if it is associated with a KCR. User will receive the message shown in **Figure 3.10** when attempted.

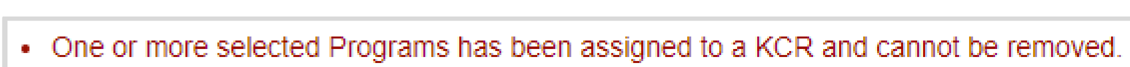


Figure 3.10

- **Archive Selected:** This button sets the selected Program Name(s) as “Archived” whereby it will send it to the bottom of the list and gray it out as shown in **Figure 3.11**.

- **Unarchive Selected**: This button undoes the Archiving action described above.

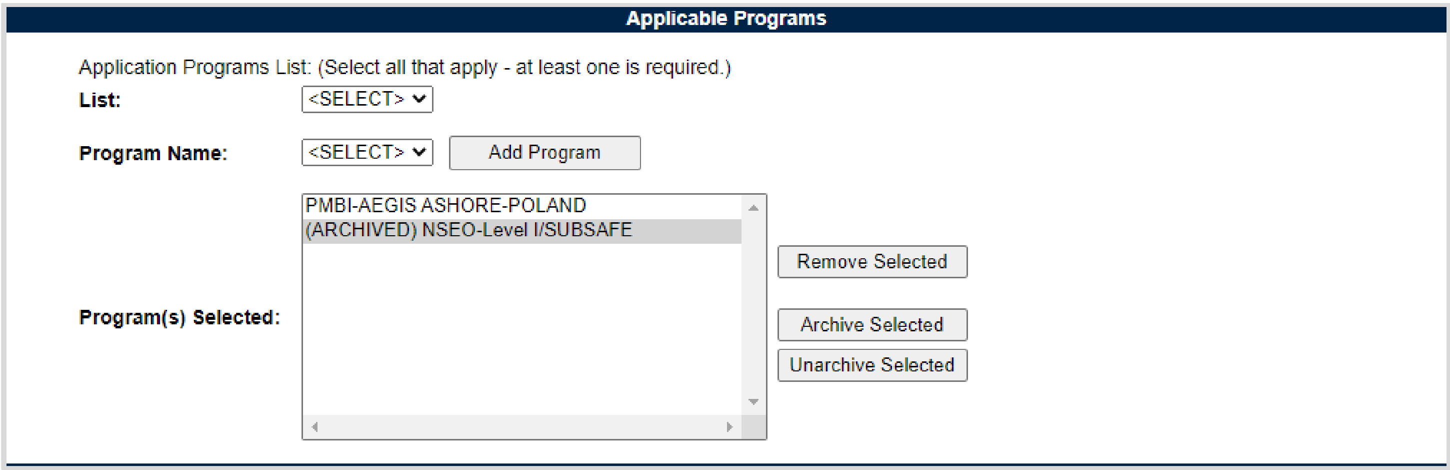


Figure 3.11

3.2.4 Applicable Contracts

The Applicable Contracts section of the Surveillance Plan allows for capturing a listing of contracts relevant to the surveillance/oversight of the contractor. Enter a contract number, associated dollar amount and select the “Add Contract” button to add it to the Contract(s) Selected list box below.

Note: *An active contract must be present within the Plan, in order to create a KCR.*

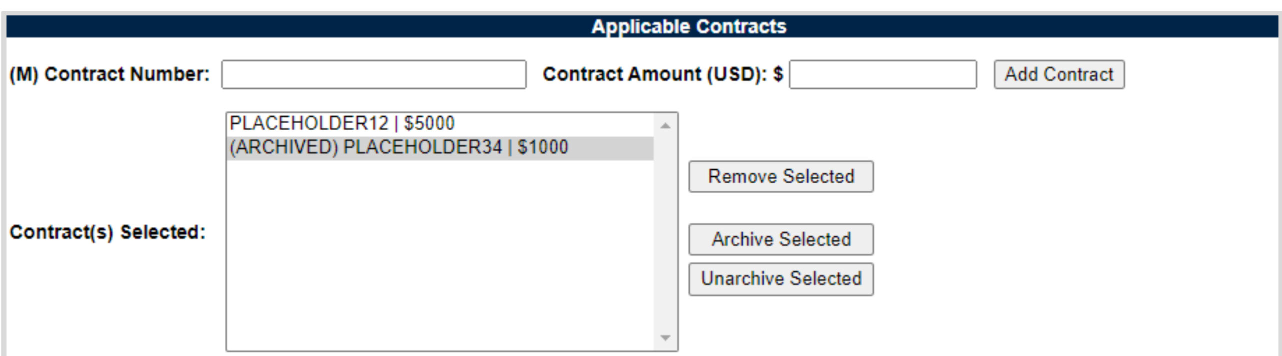


Figure 3.12

Associated Data Fields for **Figure 3.12**

- **(M) Contract Number:** A contract associated with the contractor where DCMA has surveillance oversight.
- **Contract Amount (USD):** The value of the above contract in USD (optional) with a maximum value of 999999999.75.

- **Contract(s) Selected:** This box contains a list of the recorded Contracts. Contents within this box, can be removed, archived, or unarchived by selecting the desired Contract(s) and clicking on the corresponding action button.

Associated Button Functionality for **Figure 3.12**

- **Add Contract:** This button inserts the Contract Number and Contract Amount into the Contract(s) Selected list box.

- **Remove Selected:** This button removes the selected Contract Number(s) and Contract Amount from the Contract(s) Selected list box. A contract cannot be removed if it is associated with a KCR. User will receive the message in **Figure 3.13** when attempted.

- One or more selected Contracts has been assigned to a KCR and cannot be removed.

Figure 3.13

- **Archive Selected:** This button sets the selected item(s) as “Archived” whereby it will send it to the bottom of the list and gray it out as shown in **Figure 312**.
- **Unarchive Selected**: This button undoes the Archiving action described above.

3.2.5 End Item

The End Item section of the Surveillance Plan allows for the creation of a list of relevant National Stock Numbers, Part Numbers, Serial Numbers, and their item descriptions for materials manufactured by the contractor undergoing surveillance as relevant to the oversight of the contractor. Enter the known information and select “Add Item” to add the entry to the Selected End Item(s) list box (to the right of this sections buttons).

If a NIIN is entered a query to the database will be performed whereby the NIIN is checked against the Federal Logistics Information System (FLIS) dataset and a COG, FSC, SMIC and a Product/Service Description (if relevant) will be auto-filled into those various boxes. Please note that only NSNs present in the FLIS may be auto-filled. If an end item does not have a part number or NIIN users can enter a Nomenclature in part number box.

In the absence of a NSN, the Product/Service Description and one other End Item Identifier (Part Number/Unique Identifier or Serial Number) is required before the item can be added to the Selected End Item(s) list box.

To support Deliverable Product and Deliverable Service Evaluations, it is recommended that a FSC be provided when adding End Items. If the deliverable of a contract is a service, a PSC Code may also be utilized in the FSC field combined with a Product/Service Description. Both FSCs and PSCs can be found in the associated contract under most circumstances.

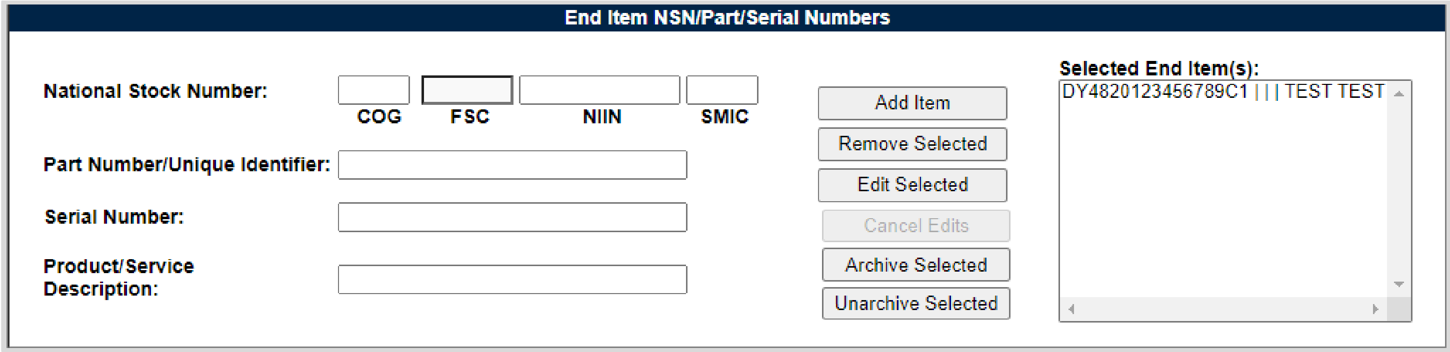


Figure 3.14

Associated Data Fields for **Figure 3.14**

- **National Stock Number:** Also known as the NSN, it is a thirteen-digit code associated with a specific material item within the DoD Supply System. The NSN consists of a Federal Supply Class (FSC) code and a National Item Identification Number (NIIN). For items specific to the Navy, a prefixed Cognizant Code (COG) and a suffixed Special Material Identification Code (SMIC) are also associated with the NSN.
  - **COG:** Two-position alphanumeric code associated with the Navy Item Manager for the associated NSN.
  - **FSC:** The Federal Supply Class codes are four numeric digits identifying the general group of the material.
    - **Note:** For Service Contracts, the PSC (Product and Service Code) may also be utilized in this data field.
  - **NIIN:** National Item Identification Number is a nine-digit code that uniquely identifies an item. Entering the NIIN will automatically populate the COG, FSC, SMIC, and Product Description as relevant.
  - **SMIC:** The Special Material Identification Code (SMIC) is a two-position alphanumeric code used by the Navy to categorize material under basis of source/quality control, technical control, or various procurement or handling controls.
- **Part Number:** If known, enter the Part Number of the material. If an End Item does not have a Part Number or NIIN, users can enter a Nomenclature in the Part Number text box. *(Max of 75 characters.)*
- **Serial Number:** If known, enter the Serial Number of the material. *(Max of 1,000 characters.)*
- **Product/Service Description:** Describes the product or service properties. This field will automatically populate based on the NIIN entered but may be edited if necessary. *(Max of 200 characters.)*
- **Select End Item(s):** After entering the known information pertaining to the End Item, select the “Add Item” button to add the entry into the “Selected End Item(s)” box. Due to webpage size constraints, a horizontal scroll bar is provided in addition to the vertical scroll bar in order to view data within this box.

Associated Button Functionality for **Figure 3.14**

- **Add Item:** Inserts the End Item and associated information into the “Selected End Item(s)” list box.
- **Remove Selected:** This button is enabled when an End Item is selected within the “Selected End Item(s)” list box and removes the End Item selected.

- **Edit Selected:** This button is enabled when an End Item is selected within the "Selected End Item(s)" list box and will open the editable version of the End Item selected. An example of this can be seen in **Figure 3.17**.

- **Update Item:** This button replaces the "Edit Selected" button when an End Item is in an editable state. When selected, the End Item is updated and returned to the Selected End Item(s) box.

Note: *The "Save" button (located at the top of the page) must be used to preserve entries. PDREP does not have an auto-save feature so the tool needs to be told to keep the information. This is done through the save action. If the "Save" button is not used, work will be lost!*

- **Cancel Edits:** This button becomes useable only when editing a "Selected End Item". When selected, a pop-up will displays asking the user if they want to continue with their action (see **Figure 3.15**).
    - **OK:** Removes modifications to the End Item that have not be saved.
    - **Cancel:** Maintains the editable display.

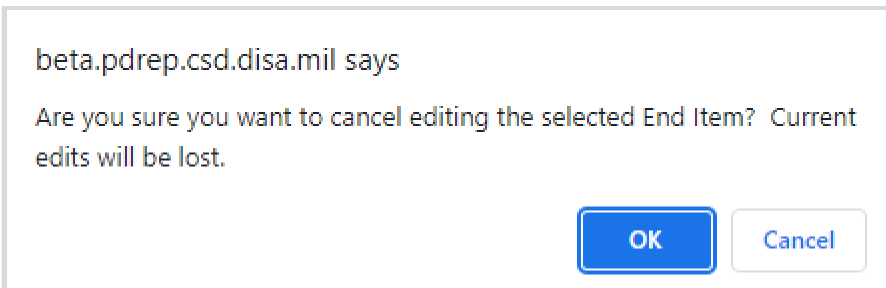


Figure 3.15

- **Archive Selected:** This button sets the selected End Item(s) as "Archived" whereby it will send it to the bottom of the list and gray it out. An End Item cannot be removed if it is associated with a Record. User will receive the message shown in **Figure 3.16**.
- **Unarchive Selected**: Undoes the Archiving action described above.

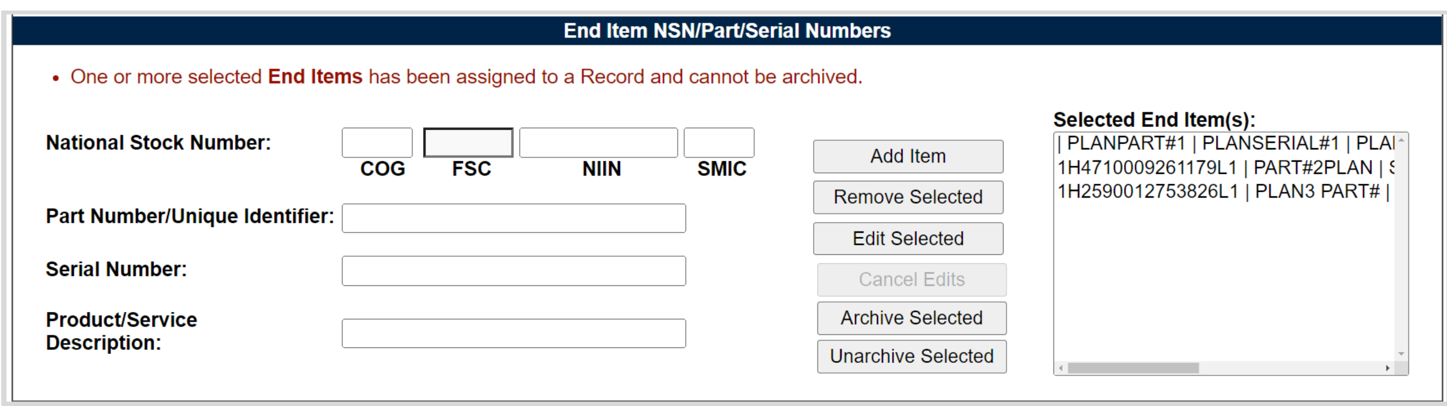


Figure 3.16

3.2.5.1 Product Characteristic(s)

Product Characteristic(s) allows for capturing the associated attributes of an End Item within the Plan.

3.2.5.2 Adding Product Characteristic(s)

To add Product Characteristic(s), select an End Item within the Selected End Item(s) list box and click the “Edit Selected” button. This will open the End Item to an editable state, with the five Product Characteristics populating beneath the three End Item Identifiers (Part Number/Unique Identifier, Serial Number, & Product/Service Description). An example of this can be seen in **Figure 3.17**.

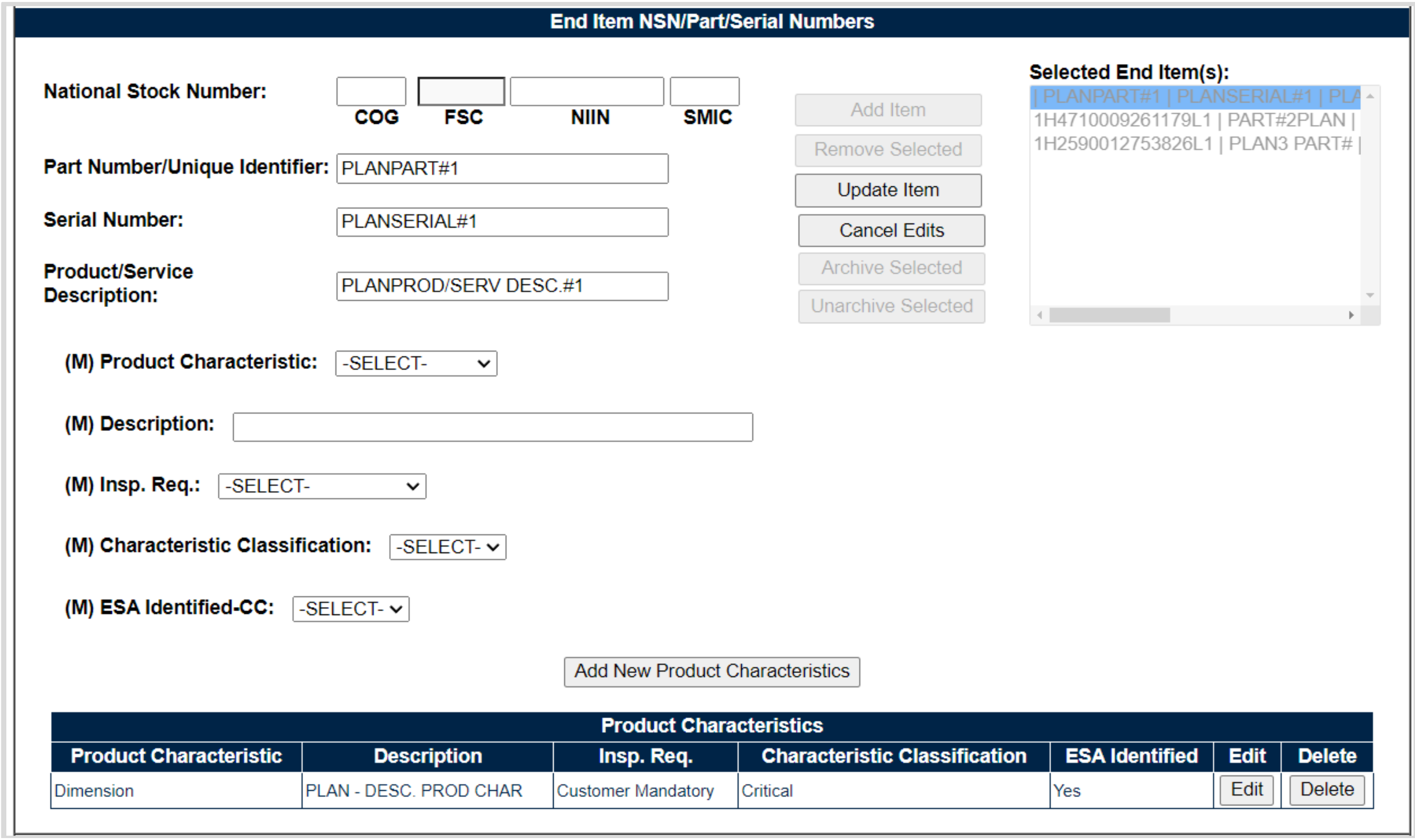


Figure 3.17

Use the drop-down to select the “(M) Product Characteristic” type. Next fill in the “(M) Description” before selecting the “(M) Insp. Req.”, “(M) Characteristic Classification” and the “(M) ESA Identified-CC” via their perspective drop-downs. The “Add New Product Characteristic” button will capture the entry and apply it to the Product Characteristic table. Repeat this process as necessary to capture additional Product Characteristics.

When finished, select the “Update Item” button to return the End Item to the Selected End Item(s) list box. Then select the “Save” button (located at the top of the page) to preserve the entries.

Note: The Product Characteristics table is created with the first successful use of the “Add New Product Characteristics” button. An example of this can be seen in **Figure 3.17**.

Associated Data Fields for **Figure 3.17**

- **(M) Product Characteristic:** Select one of the three Product Characteristic types from the provided drop-down.

    - Dimension
    - Process Output
    - Other
- **(M) Description:** An open text box with a maximum limit of 100 characters for entering the Description of the Product Characteristic.
- **(M) Insp. Req.:** Select one of the two Inspection Required types from the provided drop-down.
    - Customer Mandatory
    - DCMA Risk Based

- **(M) Characteristic Classification:** Select one of the five Characteristic Classification types from the provided drop-down.
    - Critical
    - Major
    - Minor
    - Unknown
    - N/A

- **(M) ESA Identified-CC:** Select one of the three ESA Identified-CC types from the provided drop-down.
    - Yes
    - No
    - N/A

- **Product Characteristics Table:** An accumulation of Product Characteristic, Description, Insp. Req., Characteristic Classification and ESA Identified data fields being applied to the table as one entry (row) of the End Item.

Associated Button Functionality for **Figure 3.17**

- **Update Item:** Updates the End Item and returns the End Item back to the Selected End Item(s) list box.

- **Cancel:** When selected, a pop-up displays asking the user if they want to continue with this action as seen in **Figure 3.15**.
    - **OK:** Removes modifications to the End Item that have not be saved.
    - **Cancel:** Maintains the editable display.

- **Add New Product Characteristics:** This button captures and applies the five Product Characteristic data fields (*Product Characteristic, Description, Insp. Req., Characteristic Classification and ESA Identified*) and applies them to the Product Characteristic table as one row (per entry). Though the table can accommodate multiple Product Characteristics, it will be hidden until the first Product Characteristic is applied. Repeat this process as necessary to capture additional Product Characteristics.
- **Edit:** This button opens the selected Product Characteristic to an editable display, allowing the user to edit the selected Product Characteristic.
    - **Update Product Characteristic:** Accessible only in an editable state, this button captures the changes to the Product Characteristic being edited. The “Update Product Characteristic” button must be used to apply the entry back to the table.

- **Cancel (*Product Characteristic*):** Accessible only in an editable state, this button cancels any modifications to the Product Characteristic and returns the Product Characteristic back to the table unchanged.

- **Delete:** Removes the Product Characteristic from the Product Characteristic Table. This action occurs when the corresponding “Delete” button is clicked. A pop-up message will display requesting confirmation of the delete action as seen in **Figure 3.16**.
  - **OK:** Captures the request and eliminates the Product Characteristic from the table.
  - **Cancel:** Refreshes the page and clears the request.

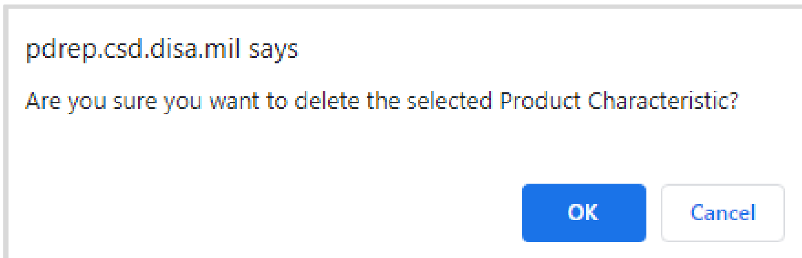


Figure 3.18

3.2.5.3 Editing & Deleting Product Characteristic(s)

Select an End Item within the Selected End Item(s) list box and click the “Edit Selected” button. This will open the End Item to an editable state, with the five Product Characteristics populating beneath the three End Item Identifiers (*Part Number/Unique Identifier, Serial Number, & Product/Service Description*) followed by the Product Characteristic Table. An example of this can be seen in **Figure 3.17**.

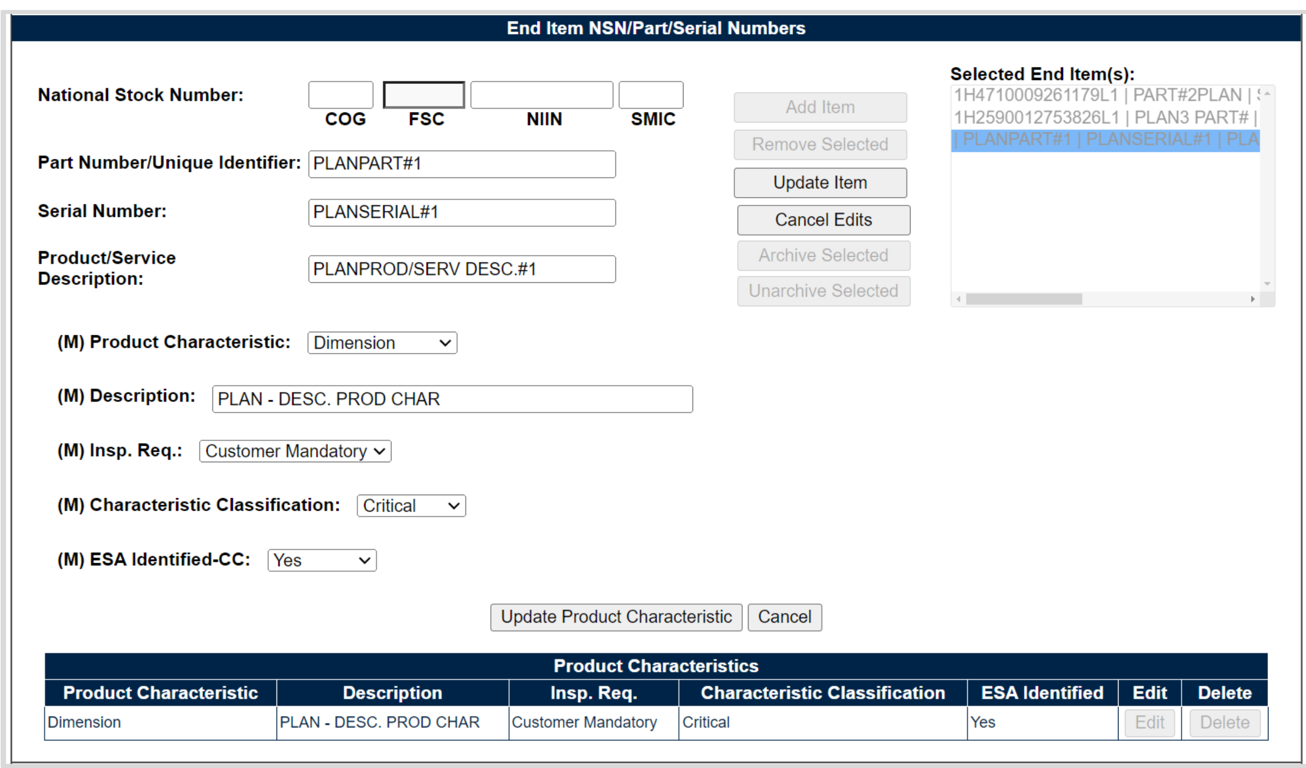


Figure 3.19

To edit a Product Characteristic, select the “Edit” button for the desired Product Characteristic to be edited. The contents of the Product Characteristic will fill their corresponding values above. An example of this may be seen in **Figure 3.19**. After making any necessary changes, select the “Update Product Characteristic” button to return the entry to the table or the “Cancel” button to return the entry back to the table unchanged.

To delete a Product Characteristic, select the “Delete” button aside the desired Product Characteristic. After confirming the action on the pop-up (see **Figure 3.18**), the Product Characteristic will be eliminated from the table.

3.2.6 Linked PDREP Records

PDREP-AIS is repository for various other record types that may also have a correlation to the Surveillance Plan. This is due to the relational-database containing other types of Supplier and Product Performance Information (SPPI). The linkage between Surveillance Plans and additional information housed within differing PDREP modules, is through the use of the CAGE Code.
These various record types are displayed and viewable, via the hyperlinks provided (when applicable) at the bottom of the Plan within their module table. Users must have permission to access each additional module in their profile to view associated records.
Each module table contain a one-year rolling snapshot of records created in the PDREP-AIS, within that timeframe where the CAGE Code listed on these records matches that of the Prime CAGE/UEI for the Surveillance Plan. An example of this may be seen in **Figure 3.20**.

Note: *Some record types will only contain data from certain services. The information displayed is data that has been fabricated (<u>not real</u>) for example purposes.*

SUPPLIER AUDITS & ASSESSMENTS (1 Year)

Audit I.D. Number	DCMA Participated	Corrective Action Completed	Date Audited	Process(es)	Process Audit Date	Audit Result
N39040-20230001	Y	YES	05/25/2023	HYDROSTATIC TESTING	05/25/2023	SATISFACTORY

MATERIAL INSPECTION RECORD (1 Year)

MIR #	Quantity Received	Quantity Rejected	Inspection Date
N45112-23112312	1	1	08/22/2022
N45112-21002122	10	3	08/31/2022
N39040-22012003	1	0	01/12/2023
N39040-23129004	10	10	05/09/2023
N39040-23130002	10	10	05/10/2023
N39040-23145001	1	0	05/25/2023
N39040-23145002	1	1	05/25/2023

CORRECTIVE ACTION REQUESTS (1 Year)

CAR #	Level	Status	Prime Contractor CAGE	Contract Number	Transmitted Date
PDREP-2022-111	LEVEL I	CLOSED - COMPLETED	PDREP		09/13/2022
PDREP-2023-14	LEVEL I	CAP APPROVED	PDREP		05/04/2023
PDREP-2022-95	LEVEL II	CLOSED - COMPLETED	PDREP		08/26/2022
PDREP-2022-100	LEVEL II	CAR TRANSMITTED	PDREP		09/06/2022
PDREP-2022-103	LEVEL II	CAR TRANSMITTED	PDREP		09/07/2022
PDREP-2022-106	LEVEL II	CAR TRANSMITTED	PDREP		09/07/2022
PDREP-2022-108	LEVEL II	CAR TRANSMITTED	PDREP		09/07/2022
PDREP-2022-109	LEVEL II	CAR TRANSMITTED	PDREP		09/07/2022
PDREP-2022-115	LEVEL II	CAP SUBMITTED	PDREP		11/03/2022
PDREP-2023-5	LEVEL II	OASIS DCMA CLOSED	PDREP		01/20/2023
PDREP-2022-113	LEVEL III	CLOSED - COMPLETED	PDREP		11/03/2022
PDREP-2023-7	LEVEL III	OASIS DCMA CLOSED	PDREP		01/26/2023

SURVEY DATA (1 Year)

NO SURVEY RECORDS FOUND FOR THIS CAGE

PRODUCT QUALITY DEFICIENCY REPORT (1 Year)

RCN	Preparation Date	Category	Status	Critical	Contract #	Qty Received	Qty Deficient	Defect Responsibility	Closed Date
N45112-230010	05/25/2023	2	CORRECTED AND VERIFIED	N		1	1	PRIVATE CONTRACTOR	05/25/2023

Figure 3.20

3.2.6.1 Supplier Audit & Assessments

The Supplier Audit & Assessments (SAA) data set in the PDREP-AIS, contains information regarding Supplier Audits and Assessments performed by the government. Associated SAA records populate based of the CAGE Code and a creation date within the last 365 days.

3.2.6.2 Material Inspection Record

Hyperlinked
The Material Inspection Record (MIR) data set in the PDREP-AIS, contains technical receipt inspection information for materials supplied by a contractor. Records are typically performed by a receipt inspection Activity or end-user. Information includes what was accepted or rejected on the inspection in the form of Inspection Attributes. Associated MIR records populate based of the CAGE Code and a creation date within the last 365 days.

3.2.6.3 Corrective Action Requests.

The Corrective Action Requests (CAR) data set in the PDREP-AIS, contains a table of CARs written against the contractor within the one-year window. Future enhancements will enable viewing of, as well as creation of CARs directly from the Surveillance Plan. Associated CAR populate based of the CAGE Code, a creation date within the last 365 days and a CSR type of PRIME or OASIS.

3.2.6.4 Survey Data

The Survey data set in the PDREP-AIS, contains Pre-Award Surveys, Post-Award Surveys, and Product Oriented Surveys. *Within the SRV table, identifies records having the provided (from the SP) CAGE Code and a completion date between the current date and ONE year trailing.*

3.2.6.5 Product Quality Deficiency Report

The Product Quality Deficiency Report (PQDR) data set in the PDREP-AIS, contains material deficiency data and is a process used to determine root cause, perform corrective actions and to prevent recurrence of material issues, as well as being the basis for requesting credit for deficient material. PQDRs written against the Surveillance Plan's Primary Location CAGE Code will be listed, regardless of the final disposition or determined root cause. Associated PQDR records populate based on the CAGE Code for closed & defect responsible (for a private contractor to be liable) within the last 365 days.

3.2.7 Plan Review

Surveillance Plan Reviews can be performed by multiple teams, but restricted to one team at a time. User will also be limited to selections within their own Region and Team Code, regardless of module access rights. Though reviews are not mandatory to Activate or Archive a Plan, they may be required per specific DCMA CMO/Region policies. Refer to local procedures to determine if a First Level Supervisor Review is required.

3.2.7.1 Initiating FLS Review

To initiate the review process, check the box for “First Level Supervisor Review Required” to populate a list of Supervisors within the same Region and Team Code. An example of the FLS Review display may be seen on **Figure 3.21**. When no name(s) are present within the drop-down, that signifies the Region & Team Code lacks a Supervisor with an active PDREP account.

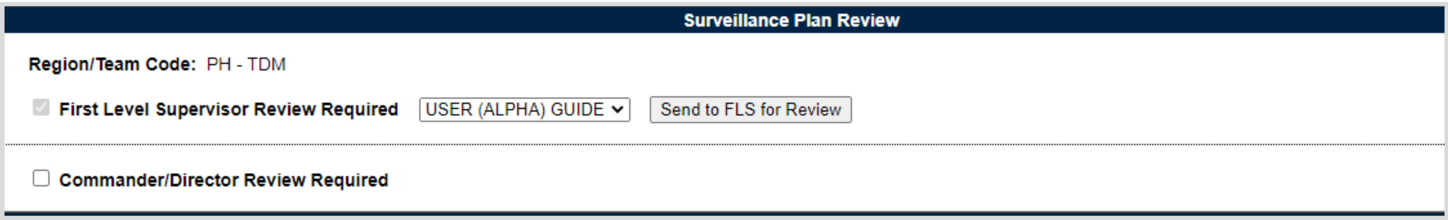
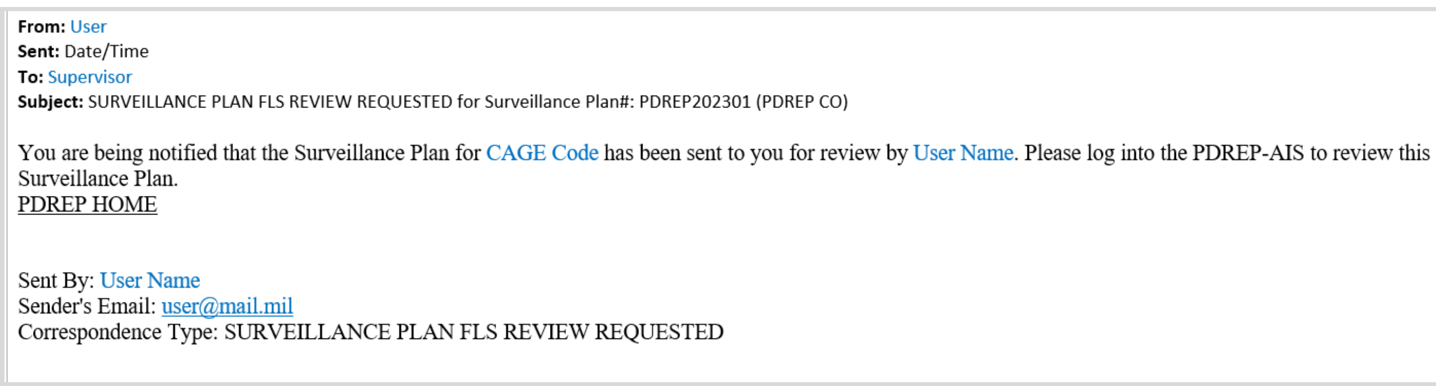


Figure 3.21

After making a selection from the provided drop-down, use the “Send to FLS for Review” button to generate an email notification to the selected Supervisor. An example of the email generated can be seen in **Figure 3.22**. Once the notification has been sent, users with Functional Specialist access are unable to take any further review action until the “First Level Supervisor Review Required” check box is removed by a higher access level.



From: User
Sent: Date/Time
To: Supervisor
Subject: SURVEILLANCE PLAN FLS REVIEW REQUESTED for Surveillance Plan#: PDREP202301 (PDREP CO)

You are being notified that the Surveillance Plan for CAGE Code has been sent to you for review by User Name. Please log into the PDREP-AIS to review this Surveillance Plan.
PDREP HOME

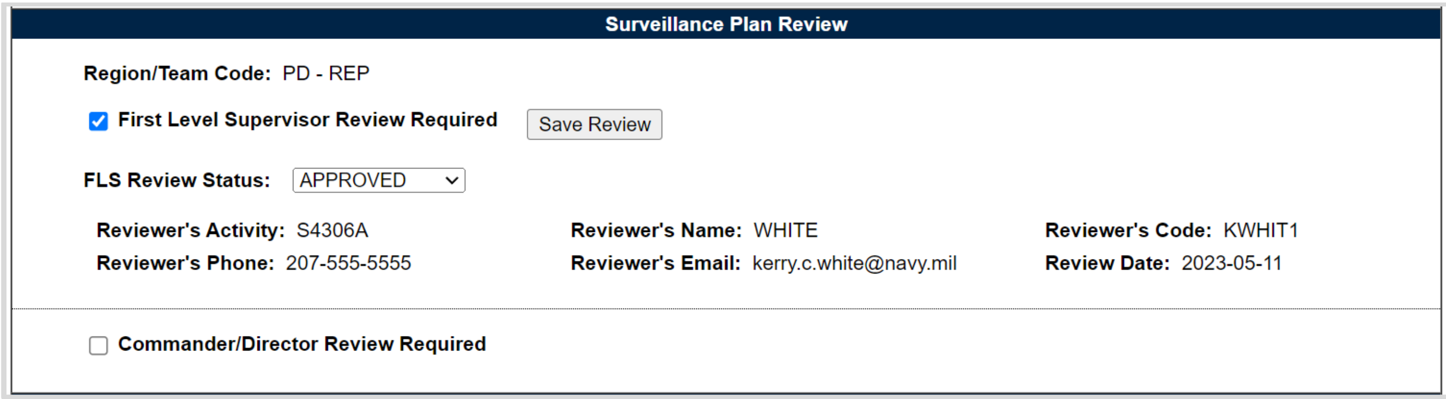
Sent By: User Name
Sender's Email: user@mail.mil
Correspondence Type: SURVEILLANCE PLAN FLS REVIEW REQUESTED

Figure 3.22

3.2.7.2 Making A Determination On FLS Review

Supervisors have the ability to approve a Plan, disapprove a Plan or initiate a Commander/Director Review. When a Supervisor is going to make a determinations regarding a Plan’s status, they will begin by making their selection (*Approved/Disapproved*) from the “FLS Review Status” drop-down. After a selection is made, the page will refresh to one of two displays.

- **APPROVED** display, shown in **Figure 3.23**.
- **DISAPPROVED** display, shown in **Figure 3.24**.



Surveillance Plan Review

Region/Team Code: PD - REP

☑ First Level Supervisor Review Required [Save Review]

FLS Review Status: APPROVED

Reviewer's Activity: S4306A | Reviewer's Name: WHITE | Reviewer's Code: KWHIT1

Reviewer's Phone: 207-555-5555 | Reviewer's Email: kerry.c.white@navy.mil | Review Date: 2023-05-11

☐ Commander/Director Review Required

Figure 3.23

Once the page refresh for “Approved” Plan’s, select the “Save Review” button to capture the status, generate the action notification and populate the six basic data values based on the action taken (below the drop-down). The auto-populated content pulls from the user profile and will display until a new review is submitted or the Plan is archived.

Surveillance Plan Review

Region/Team Code: PD - REP

☑ First Level Supervisor Review Required [Save Review]

FLS Review Status: DISAPPROVED

Disapproval Comments (1000 chars max.):

Reviewer's Activity: S4306A | Reviewer's Name: WHITE | Reviewer's Code: KWHIT1

Reviewer's Phone: 207-555-5555 | Reviewer's Email: kerry.c.white@navy.mil | Review Date: 2023-05-11

☐ Commander/Director Review Required

Figure 3.24

For “Disapproved” Plan’s, a text box will populate for the Supervisors Disapproval Comments. This is not a required field and has a max character limit of 1,000. Select the “Save Review” button to capture the status, generate the action notification and populate the six basic data values based on the action taken (below the drop-down). The content displayed is auto-populated and pulls from the user profile.

Note: *Regardless of an Approved or Disapproved status, after the Review is completed, the Supervisor will need to remove the selection on the “First Level Supervisor Review Required” check box to allow for a new review cycle. A new review cannot be initiated until this check box is released.*

3.2.7.3 Commander/Director Review

If an additional review is required past the First Level Supervisor, a FLS can select the “Commander/Director Review Required” check box to initiate this a CMO Review. This process is equivalent in functionality to the Supervisor Review process as described above, with the exception being that the email notification is sent to users of CMO Access on the same Team.

Associated Data Fields for **Figure 3.24**

- **First Level Supervisor Review Required:** Checkbox denoting that the associated review is required.
- **User Dropdown:** Drop-down box of users having Supervisor access.
- **Commander/Director Review Required:** Checkbox denoting that the associated review is required.
- **FLS Review Status:**
    - Approved
    - Disapproved
- **Commander/Director Review Status:**
    - Approved
    - Disapproved

Note: *Reviewer data fields and comments are relevant to both FLS and CMO Review.*

- **Disapproval Comments:** Field to describe reasoning for SP Review disapproval.
- **Reviewer's Activity:** DODAAC of the Reviewer pulled from their user profile.
- **Reviewer's Phone:** Phone number of the Reviewer pulled from their user profile.
- **Reviewer's Name:** Name of the Reviewer pulled from their user profile.
- **Reviewer's Email:** Email Address of the Reviewer pulled from their user profile.
- **Reviewer's Code:** User ID of the Reviewer pulled from their user profile.
- **Review Date:** Date the Review was performed.

Associated Button Functionality for **Figure 3.24**

- **Send to FLS for Review:** Generates an email to the selected supervisor notifying them that the SP is ready for their review.
- **Save Review:** Available to Supervisor users and saves the selected Review Status along with the reviewer's information to the SP.

3.2.8 Surveillance Plan Status

There are three Surveillance Plan status, "Draft", "Active" and "Inactive".

3.2.8.1 Draft

Draft is the default status when creating a Surveillance Plan. Any user, from any Region or Team can create and or work on a draft status Surveillance Plan. This preliminary status adheres to record locking restrictions. For more information on Record Locking, see **Section 4** of this document.

3.2.8.2 Activate

When the necessary reviews are completed or if a review is not required, the Surveillance Plan can be activated from the bottom of the Surveillance Plan. Located in the Activate/Close-Out Surveillance Plan section is the "Activate SP" button (see **Figure 3.25**). To activate the Surveillance Plan, simply click the "Activate SP" button and the status will change from "Draft" to "Active".

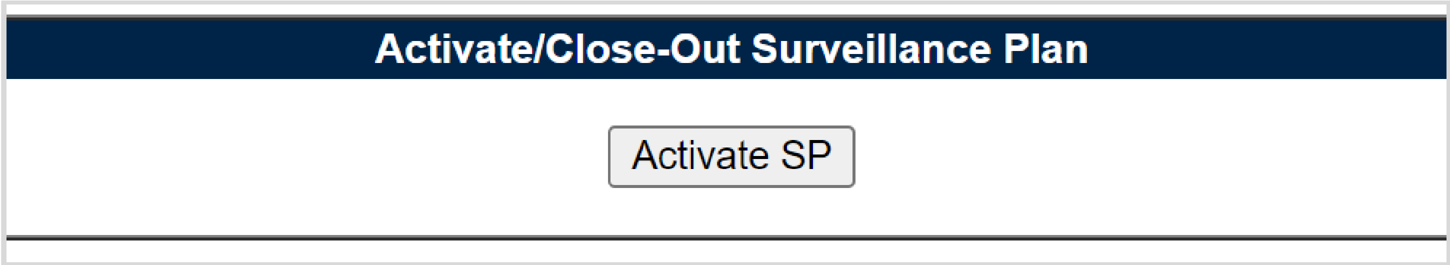


Figure 3.25

Associated Button Functionality for **Figure 3.25**

- **Activate SP:** This button sets the Plan to an "Active" status. Enables the Plan to be Archived.

When activated, the Activate/Close-Out Surveillance Plan section will refresh and display the date the Plan was activated, the name of the user who activated the Plan and those users with Supervisor Access within the Activating user's team will receive a notification (via email), that the Plan was activated.

3.2.8.3 Archive Surveillance Plan

A Surveillance Plan must be marked as "Active" before it can be "Archived". To Archive a Plan, select the "Archive SP" button in the "Activate/Close-Out Surveillance Plan" (located at the bottom of the Plan). Archived Plans cannot be changed but subsequently can be re-opened if needed. Click on "Archive SP" to archive the Plan and set the SP to an "Inactive" status (see **Figure 3.26**).
When a Plan is marked as "Archived", the "Activate/Close-Out Surveillance Plan" section becomes "Reopen Surveillance Plan" and displays the date and user who archived the Plan. Archived Plans do not allow additional adding to or editing of the Plan's information.

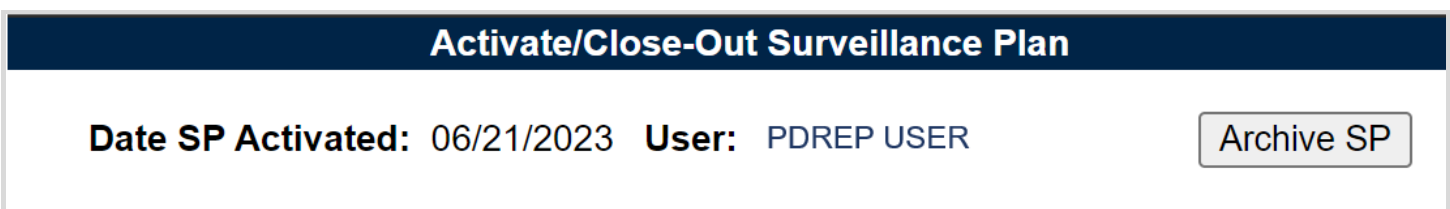


Figure 3.26

Associated Data Fields for **Figure 3.26**

- **Date SP Activated:** The date that the SP was activated.
- **User:** User that Activated the SP.

Associated Button Functionality for **Figure 3.26**

- **Archive: Archive SP:** This button sets the Plan to an "Inactive" status. Functionality is disabled throughout the Plan, restricting users to a View only status of all record types. Enables the Plan to be Reopen.

3.2.8.4 Reopen Surveillance Plan

Though archived Surveillance Plans cannot be added to or edited, they can be reopened. To do this, click on the Landing Page's "View KTR Detail" navigational button. Scroll down to the bottom of the KTR Details page and select the "Reopen SP" button to reopen the Plan. This action sets the SP back to a draft status. This action reopens all aspects of the Plan allowing for further editing and functionality.

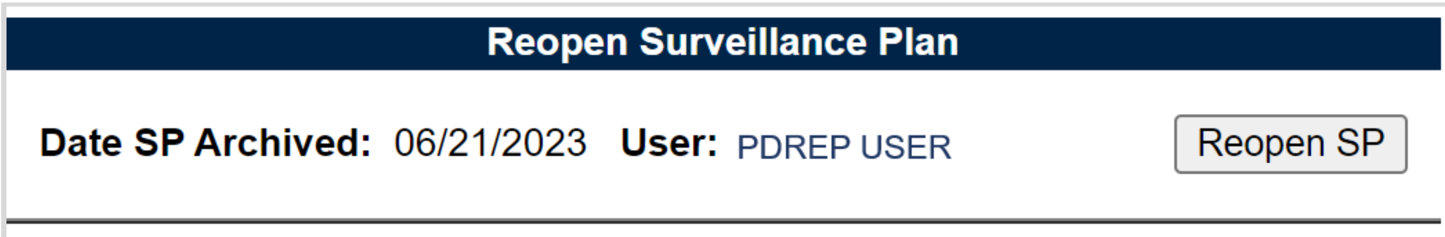


Figure 3.27

Associated Data Fields for **Figure 3.27**

- **Date SP Archived:** The date that the Surveillance Plan was archived.
- **User:** User that archived the SP.

Associated Button Functionality for **Figure 3.27**

- **Reopen SP:** Sets the SP back to draft status to allow for further editing and use.

3.2.9 KTR Button Functionality

Buttons available on the Surveillance Plan "Create a DCMA Multi-Functional Surveillance Plan" main page (also known as the KTR Details Page) and their functionality are described below.

- **Save:** This button may be used at any time to save the contents of the page.

Note: *When working within the KTR Details Page (displayed as the "Create a DCMA Multi-Functional Surveillance Plan"), saving is required to capture the additions made to the various sections. PDREP does not have an auto-save feature. If the "Save" button is not used, work will be lost!*

- **Add/View Attachments:** The "Add/View Attachments" button allows uploading, viewing and deleting of attachments. Navigation to the attachments page starts by click the "Add/View Attachments" button. After the page refresh, the ability to add, view or remove related documents will be available for users with Functional Specialist (or higher access).
    - Please note that each Plan, Record and QAI has its own space for Attachments. This means that applied documents are exclusive to the location they are applied and will not populate elsewhere.
    - For further instructions, please see the user guide on *Attaching a File in PDREP*, found on the PDREP website under "References" and housed within "Guides and Manuals".

- **Lookup:** CAGE Codes utilized in the application are validated against the PDREP database. The "Lookup" button allows the user to lookup vendor information either by CAGE Code or Company Name.

  To search, enter the desired (CAGE) Code or Company (Name) on the Lookup CAGE Page and select the "Search" button to generate results. Enter either a CAGE or Name and click the "Search" button. The search supports both full and partial entries.

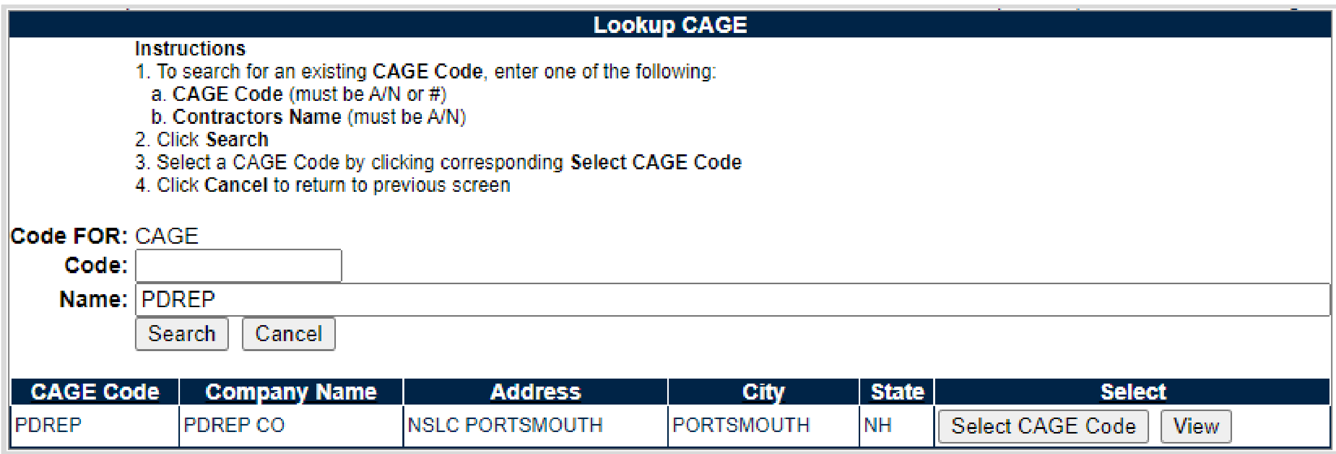


Figure 3.28

  The returned display will show instances where the database was able to match the content submitted for query. Matching values will display at the bottom of the page along with two functional buttons as shown in **Figure 3.28**.

  - **Select CAGE Code:** This button pulls the selected CAGE into the data field for which the Lookup button was selected.
  - **View**: This button opens a non-editable display of the selected Company's Additional Detail Page along with two functional buttons (see **Figure 3.29**).
    i. **Print:** Returns a print preview display of the CAGE Code selected. Select the "Print" button on the preview to generate a paper copy of the CAGE Codes Additional Detail Page.
    ii. **Back:** Returns the display to the previous page (returned results of Lookup CAGE Page).

Print | Back

PDREP - CAGE CODE

Date: 05/11/2023

CAGE:	0KAA3
REPLACED BY:	
COMPANY:	PDR INC
PO BOX:	
ADDRESS:	54 ADAMS ST
	FOXBORO, MA 02035-2282
PHONE NUMBER:	508-543-4052
CAO:	S2206A
CODES:	
STATUS:	ACTIVE (COMPANY IN OPERATION)
LAST UPDATED:	06/28/2004
SMALL BUSINESS:	NOT DISADVANTAGED
INDICATORS:	
MANUFACTURER:	Y
GOVERNMENT IND:	N

Figure 3.29

When the database cannot find an exact match, the returned display will notify the user “No data found”. An example of this can be seen in **Figure 3.30**.

Lookup CAGE

Instructions

1. To search for an existing **CAGE Code**, enter one of the following:
   a. **CAGE Code** (must be A/N or #)
   b. **Contractors Name** (must be A/N)
2. Click **Search**
3. Select a CAGE Code by clicking corresponding **Select CAGE Code**
4. Click **Cancel** to return to previous screen

Code FOR: CAGE
Code:
Name: 33333

Search | Cancel

No data found.

Figure 3.30

4 RECORD LOCKING

4.1 Engaging Record Locking

To prevent users from saving over each other, Record Locking was enabled for Surveillance Plans. To engage the lock on a particular Plan, enter a CAGE Code from the Worklist and then select the "Edit KTR Details" button on the SP Landing Page as shown in **Figure 4.1**.

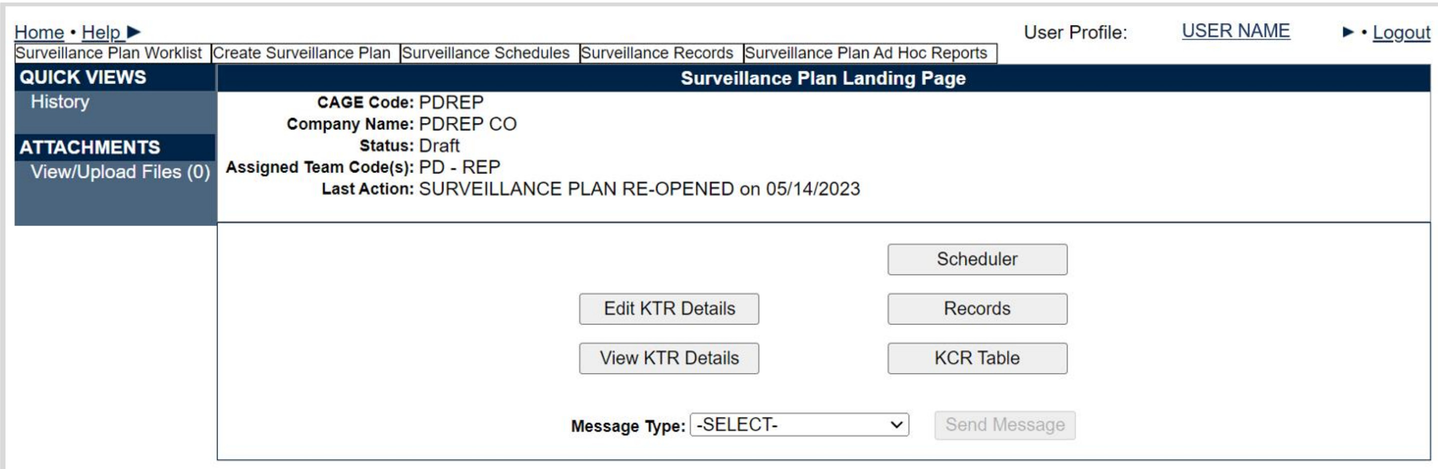


Figure 4.1

4.2 Locked SP Records

Record locking happens when attempting to access the KTR details page utilized by another user (actively working in it). If a user is performing edits to a Plan, their UserID and Email Address will be displayed to additional users attempting to access the editable version of the same Plan (KTR Details). This is done so that additional users know whom to contact if editing capabilities are immediately needed and may coordinate accordingly (see **Figure 4.2** for an example of this message).

- KTR DETAILS IS CURRENTLY IN USE BY [*USER ID*]: [USERS Email Address] AND IS NOT AVAILABLE TO BE EDITED AT THIS TIME.

Figure 4.2

4.3 Acquiring / Releasing the KTR

Acquiring and Releasing the KTR is limited to those Users with Supervisor or higher access. When such a user attempts to access the KTR Details page occupied by another user, a notification will display indicating which user is working the page. Beneath the notification will be three functional buttons to "Acquire Record", to "Release Record", or to navigate to the "Landing Page" as shown in **Figure 4.3**.

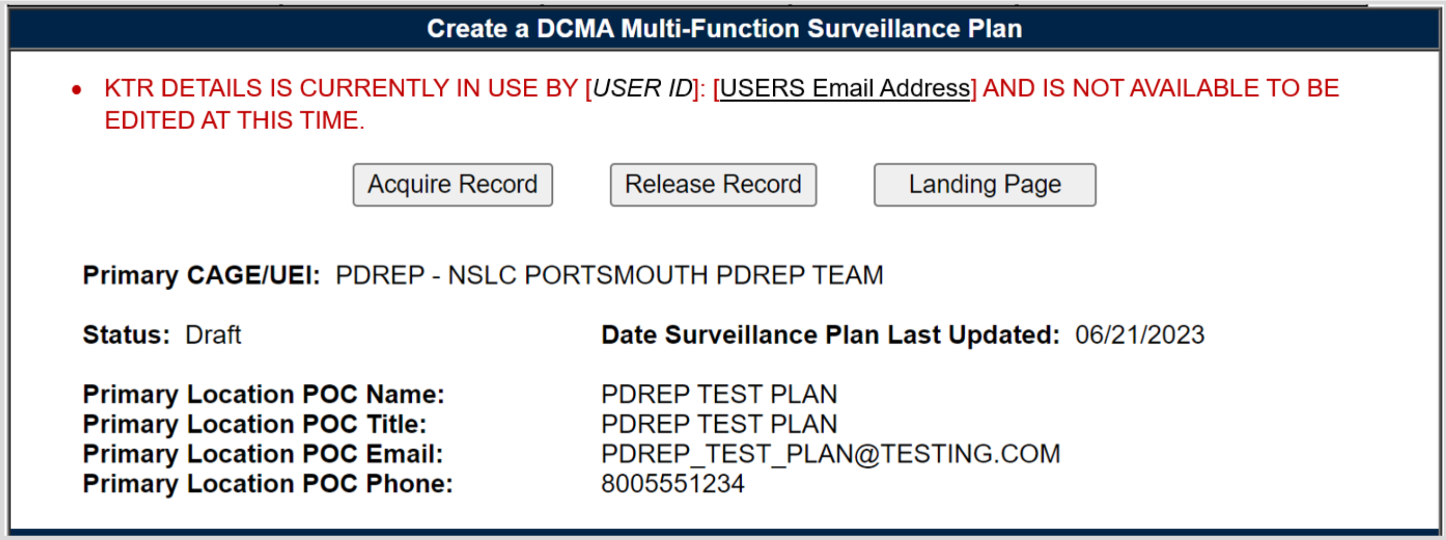


Figure 4.3

Acquiring the KTR moves edit rights from the user whose working in the Plan, to the user acquiring the Plan. To acquire a locked KTR, select the “Acquire Record” button. An editable KTR Details page will display after the page refresh. The initial user will be notified of this change when they attempt to “Save” the Plan. An example of the notification displayed may be seen in **Figure 4.4**.

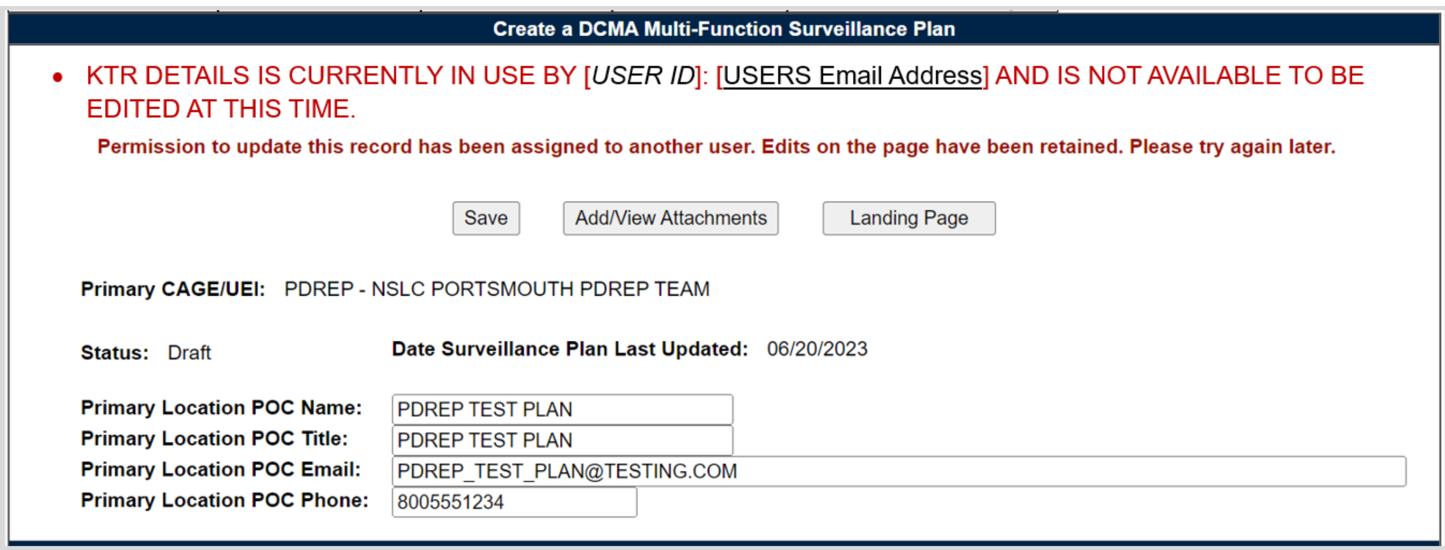


Figure 4.4

Releasing the record lock enables other users to enter the Plan. This is done when the KTR Details page was left improperly (without the use of the “Landing Page” button), or when another user needs immediate access of an occupied Plan.

To Release record locking of a locked KTR, select the “Release Record” button. After the page refresh, the Supervisor (or higher access) user is navigated back to the Landing Page, and the Plan’s lock is lifted. This action allows another user access to the Plan outside of the KTR Details page. Access is once again obtained through the navigational button “Edit KTR Details”. A notification of the change in editing rights will display for the user whose editing capabilities were acquired (upon the “Save” action). An example of the notification displayed may be seen in **Figure 4.5**.

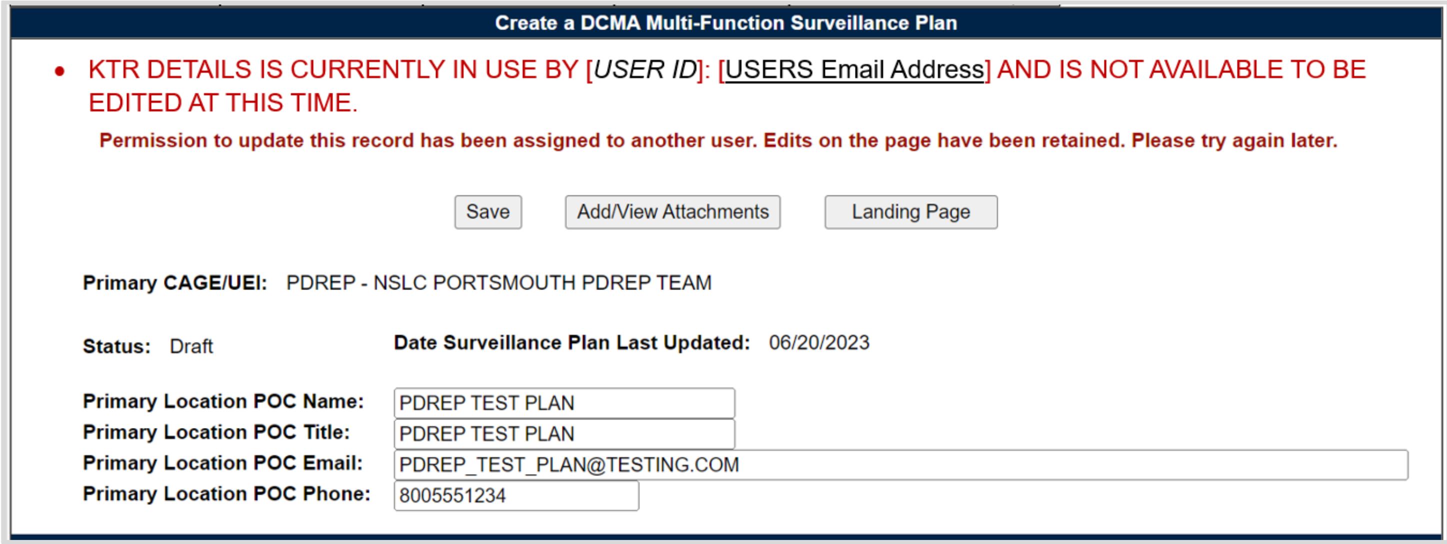


Figure 4.5

Associated Data Fields for **Figure 4.5**

- **Record Locked Display:** UserID and Email of the user working within the Plan.

Associated Button Functionality for **Figure 4.5**

- **Acquire Record:** Used to take ownership of the KTR's editing rights. Acquiring the record places, the record locking in the name of the user selecting to Acquire the record.
- **Release Record:** Used to open the Plan for a user outside of the KTR Details page. Releasing the record lock enables other users to enter an editable view of the occupied Plan.
- **Landing Page:** Navigates the user to the Landing Page of the Plan.

4.4 Avoid Record Locking

In order to allow other Surveillance Plan users access to the KTR Details page and it's editing rights, the "Landing Page" button ***MUST*** be used when leaving the KTR Details Page. The Landing Page button is found at the top of the Surveillance Plan as shown in **Figure 4.6**.

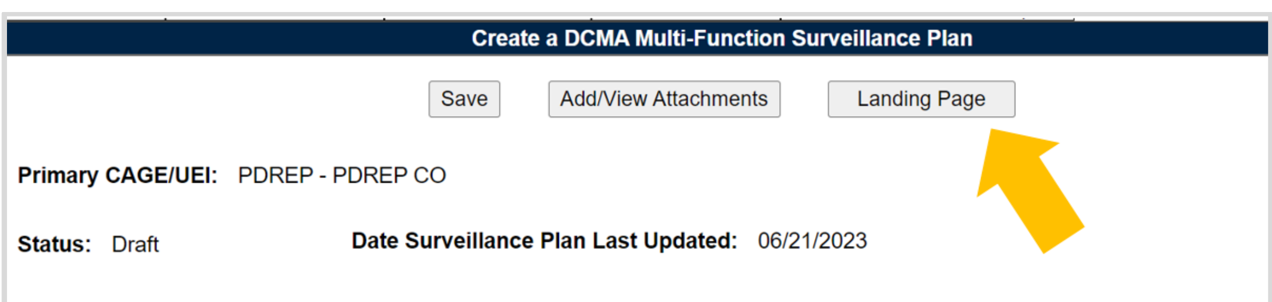


Figure 4.6

If a user leaves the KTR Details page without using the "Landing Page" button, the Plan will remain locked for 15 minutes or until a user with Supervisor (or higher access) releases the record. If a Plan is not released by a Supervisor (or higher access), the record is automatically unlocked after 15 minutes of inactivity (*page refreshes and saving actions count as activity*).

5 SP LANDING PAGE

When accessing an existing Plan from the Worklist, the first page encountered is the Plan's Landing Page as seen in **Figure 5.1**. This page is essentially the waiting room of the Surveillance Plan. It shows the general information of the SP without the user having to access the KTR Details page. The button functionality allows for movement to other pages within the Plan. The Message Type enables user to send correspondences to other users. This page also houses the Plans history, as well as it's associated documents (at the Plan level).

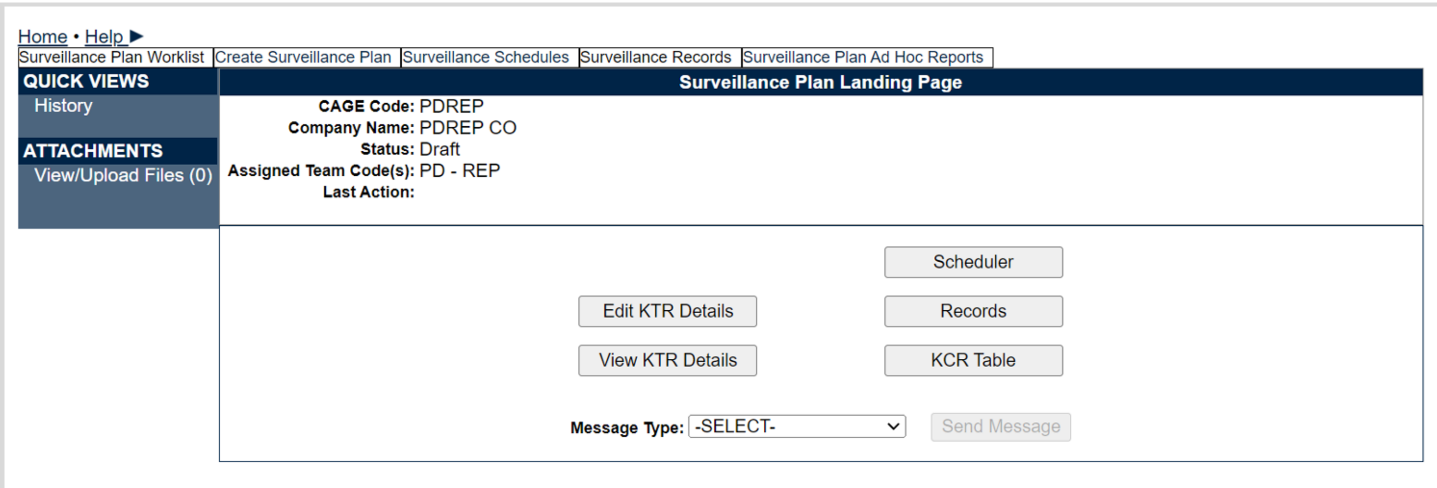


Figure 5.1

Associated Data Fields for **Figure 5.1**

- **CAGE Code:** The CAGE Code of the contractor to whom the Surveillance Plan is attributed.
- **Company Name:** The name of the company associated with the Primary Location for the Surveillance Plan. Automatically populates based on the CAGE Code data.
- **Status:** The current status (*Draft, Active or Archived*) of the Surveillance Plan.
- **Assigned Team Code(s):** Populates associated Team Codes based on list of Assigned Functional Specialists, found within the Plans KCR's.
- **Last Action:** The last action performed on the Plan (as recorded by the history page), along with the date (MM/DD/YYYY) the last action occurred.

Associated Button Functionality for **Figure 5.1**

- **Edit KTR Details:** Navigates the user to an editable display of the KTR Details page (the "Create a DCMA Multi-Functional Surveillance Plan" page). Record locking rules apply.
- **View KTR Details:** This button opens the KTR Details page as a non-editable view.
- **Scheduler:** Navigates the user to the Surveillance Plan Scheduler. When this button is used, the Scheduler's default will automatically fill and display the Primary CAGE of the Plan the user is working in, along with the User's ID and Team Code pulled from their profile.
- **Records:** Navigates the user to the Surveillance Plan Records Page for the Plan the user is working in. The default view of the Records Page displays that of the returned Surveillance Plan's associated KCR's.
- **KCR Table:** Navigates the user to the Key Contract Requirement table of the Plan the user is working in.
- **Send Message:** To access this button, select the Message Type from the dropdown provided. Once enabled (and no longer grayed out), this button initiates the creation of a

correspondence and opens to the “Send Message” page. For more information on sending messages and correspondence types.

Associated Links & Other Functionality for **Figure**

- **History:** This hyperlink opens the reference history of the Plan. Current functionality is limited to displaying history for KCR’s and KTR Details.
- **View/Upload Files (#):** This hyperlink opens to the “Upload Attachment(s)” page and allows users to upload, view and delete attachments related to that of the Plan being worked. The number exhibited in parentheses, indicates the number of attachments associated with the Plan. This number does not take into consideration attachments made to any Records or Child Records (QAI’s). This means that applied documents are exclusive to the location they are applied and will not populate elsewhere.
- **Message Type:** This dropdown provides two correspondence options (General Message & Message to Supervisor) for a user to choose from. Select the desired message type and click the “Send Message” button to initiate the creation of a correspondence and open to the “Send Message” page.

5.1 Button Navigation

Implementation of five navigational buttons have been added to the Surveillance Plan Landing Page as a way to assist users in moving more easily within a Plan. These buttons consist of:

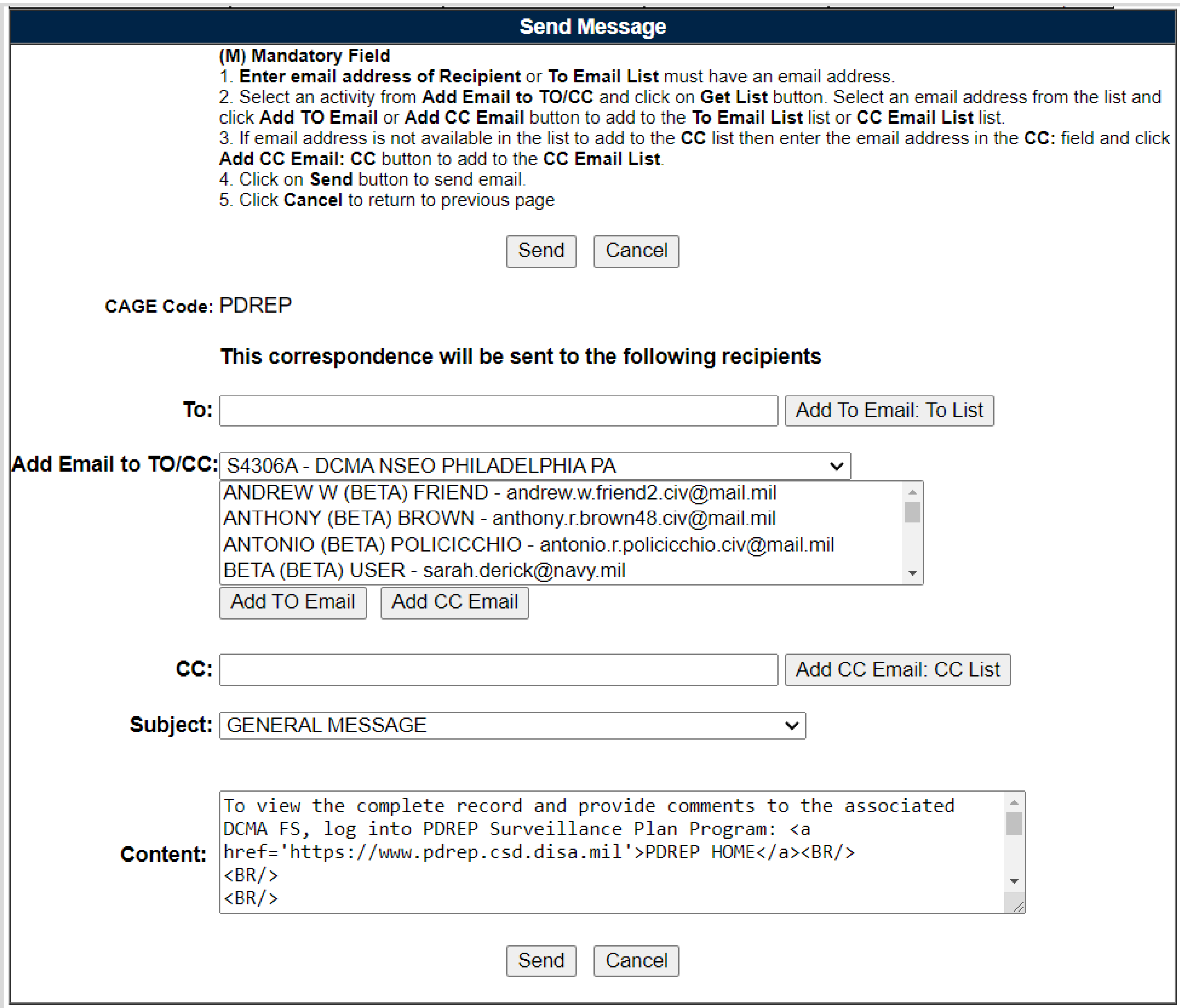
- **Edit KTR Details:** This button navigates the user to an editable display of the KTR Details page (the “Create a DCMA Multi-Functional Surveillance Plan” page). Record locking rules apply.
- **View KTR Details:** This button opens the KTR Details page as a non-editable view.
- **Scheduler:** This button navigates the user to the Surveillance Plan Scheduler. When this button is used, the Scheduler’s default will automatically fill and display the Primary CAGE of the Plan, along with the User’s ID and Team Code as pulled from their profile.
- **Records:** This button navigates the user to the Surveillance Plan Records Page for the Plan they are working in. The default view of the Records Page displays that of the returned Surveillance Plan’s associated KCR’s.
- **KCR Table:** This button navigates the user to the Key Contract Requirement table of the Plan the user is working in.

5.2 Send Message

Users have the ability to generate or send messages to other users regardless of access level. These messages are created via a stock correspondence and may be edited or added to if necessary.

5.2.1 Accessing the Send Message Page

Located on the selected Plan's Landing Page is the "Message Type" drop-down. To access the "Send Message" page, make a selection from the "Message Type" drop-down and click on the "Send Message" button. After doing so, the Send Message page will automatically open immediately following the page refresh. A view of the Send Message page may be seen in **Figure 5.2**.



Send Message

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

Send | Cancel

CAGE Code: PDREP

This correspondence will be sent to the following recipients

To: [ ] Add To Email: To List

Add Email to TO/CC: S4306A - DCMA NSEO PHILADELPHIA PA

ANDREW W (BETA) FRIEND - andrew.w.friend2.civ@mail.mil
ANTHONY (BETA) BROWN - anthony.r.brown48.civ@mail.mil
ANTONIO (BETA) POLICICCHIO - antonio.r.policicchio.civ@mail.mil
BETA (BETA) USER - sarah.derick@navy.mil

Add TO Email | Add CC Email

CC: [ ] Add CC Email: CC List

Subject: GENERAL MESSAGE

Content: To view the complete record and provide comments to the associated DCMA FS, log into PDREP Surveillance Plan Program: PDREP HOME

Send | Cancel

Figure 5.2

5.2.2 Creating a Correspondence

To initiate a correspondence, locate the “Message Type” drop-down on the Plan’s Landing Page (see **Figure 5.3**) and make a selection from the two available message types.

- **General Message:** Utilized as a way to formally request another user to comment on the Plan selected and correspondence generated from.
- **Message to Supervisor:** Utilized as a way to formally request supervisors to comment on the Plan selected and correspondence generated from.

Immediately after a selection is made from the drop-down, the “Send Message” button will be enabled and no longer grayed out as shown in **Figure 5.3**. Click the “Send Message” button to initiates the creation of the correspondence and open the “Send Message” page.

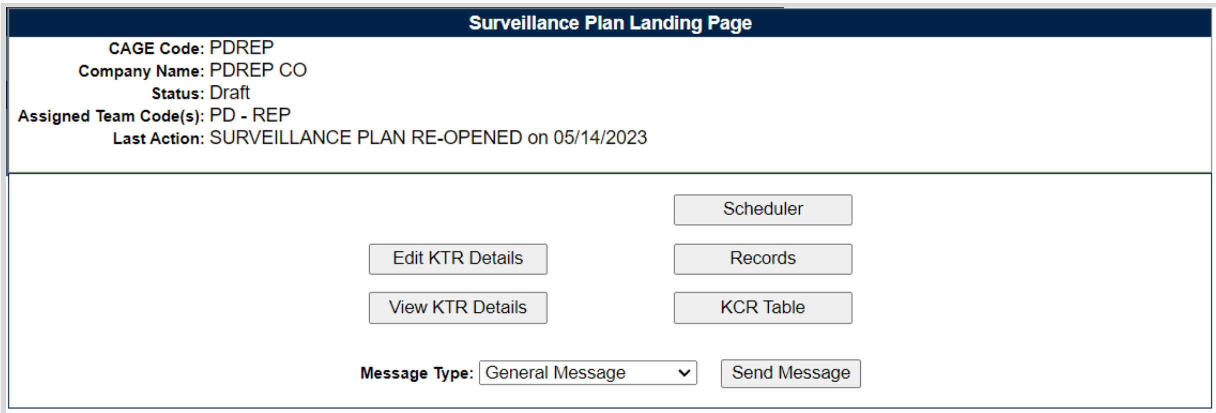


Figure 5.3

After the automatic page refresh (initiated by the “Send Message” button) is finished, the Send Message page will display as seen in **Figure 5.4**. Page instructions are listed at the top of the page with two functional buttons (Save & Cancel) located below.

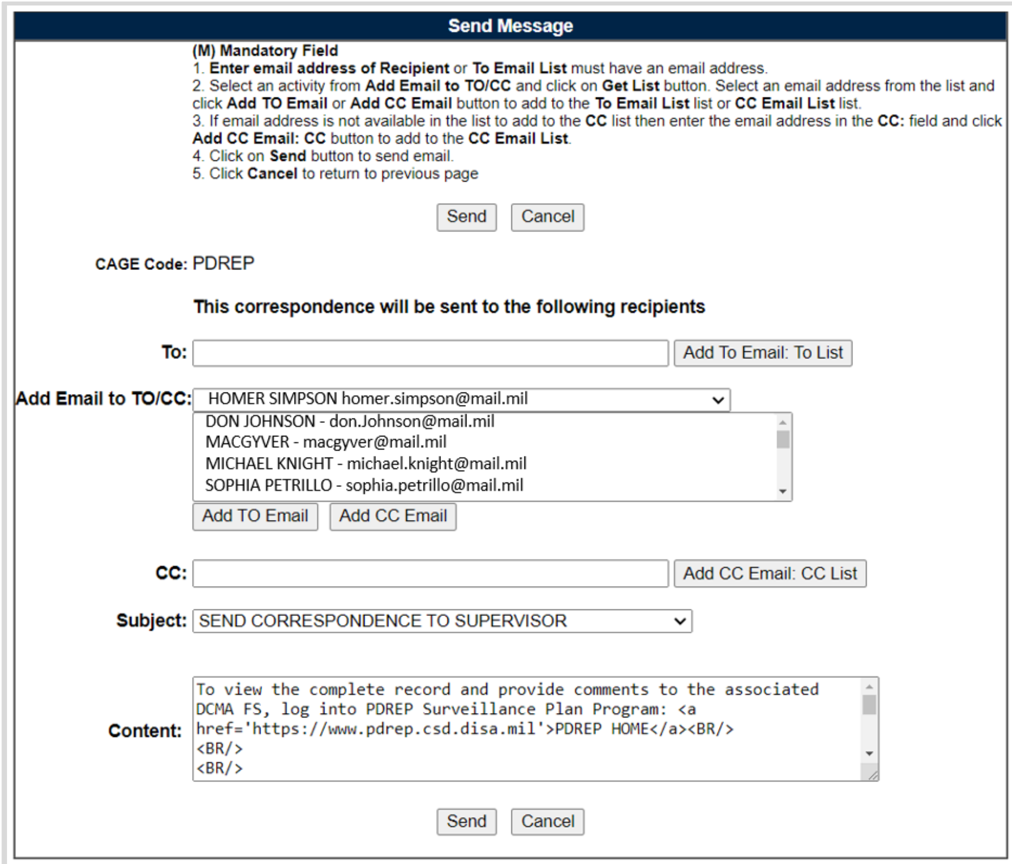


Figure 5.4

5.2.2.1 Recipients

Recipients can be applied to the list box for “TO Email List” one of two ways.

- Manual entry of the recipient’s email address into the “To” field.
- Selecting a recipient’s email from the “Add Email to TO/CC” scroll box.

Once a recipient’s email address is hard typed into the “To:” data field, click the “Add To Email: To List” button. This action applies the intended email address to the “To Email List:” box.
If the “Add To Email: To List” button is clicked without a recipient’s email entered, an error message will display as shown in **Figure 5.5**.

Figure 5.5

When selecting users from the “Add Email to TO/CC:” provided list box, the default will display a list of email addresses to select from, all of whom share the same Primary DoDAAC as the user creating the correspondence. Click the “Add TO Email” button to apply the selected email to the “TO Email List” box. An example of this can be seen in **Figure 5.6**.

Note: *Use the data fields and buttons labeled “CC” to apply CC users. CCing users, utilizes the same process as applying the recipient(s) described above.*

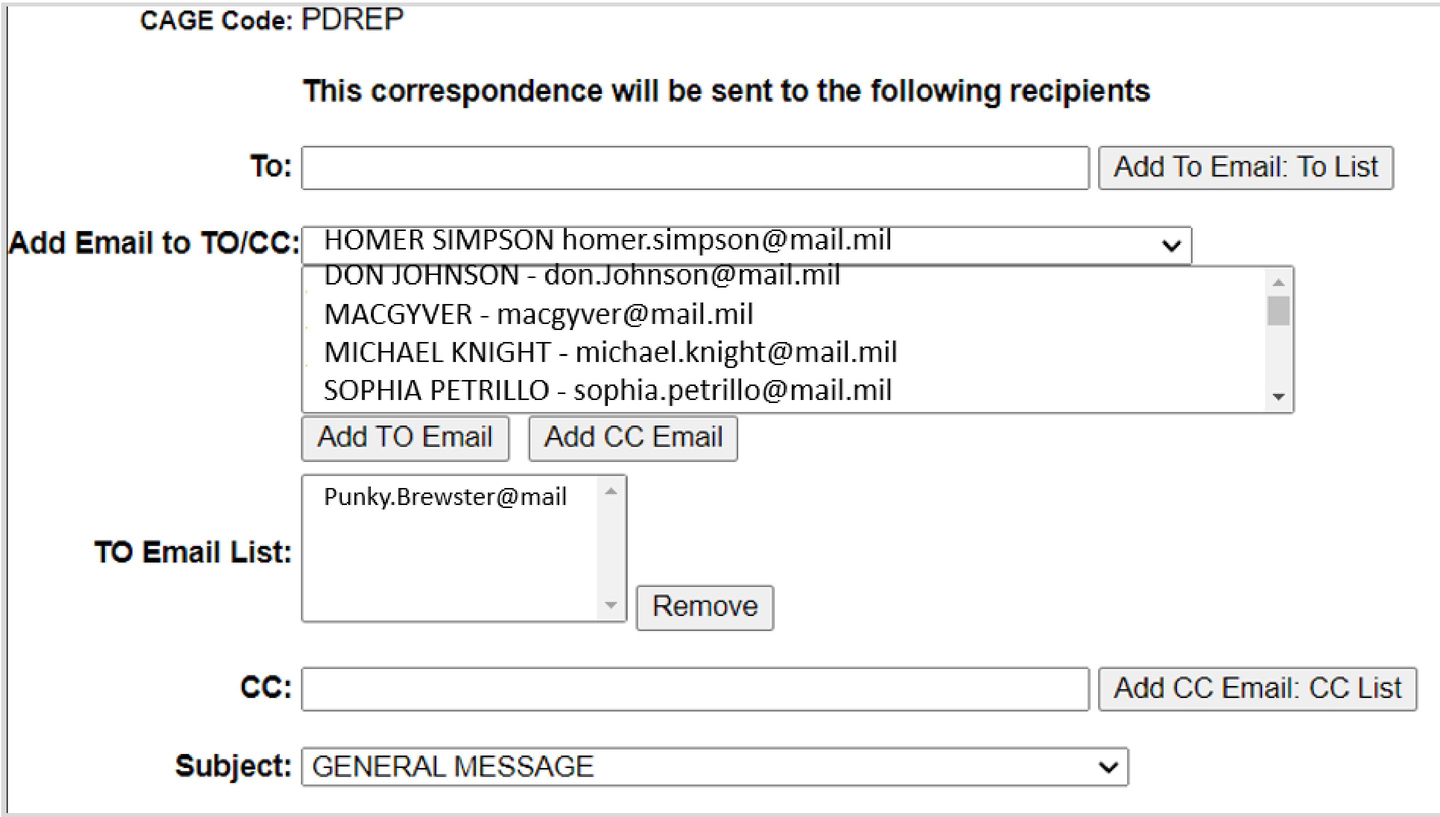


Figure 5.6

5.2.2.2 Subject

The subject line automatically populates based on the Message Type selected. The subject may be changed by using the dropdown and making a new selection.

5.2.2.3 Message

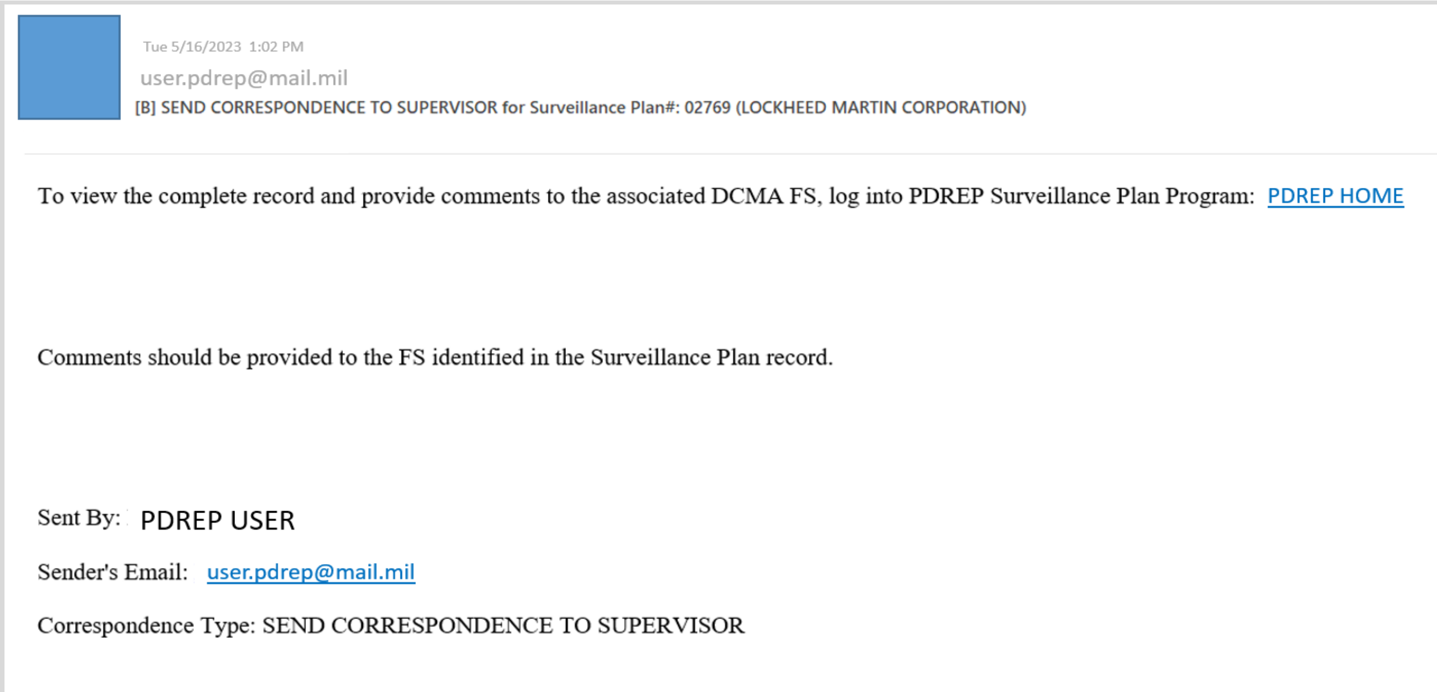
Regardless of the selected type, the body of the stock correspondence is the same for both the General Message and Send Correspondence to Supervisor (see **Figure 5.7**).

Note: *<u>DO NOT</u> include any Controlled Unclassified Information (or higher classification level) as these emails <u>will not be encrypted</u>.*

Subject type will be notated on the History Page. Once the message has been composed, click the “Send” button to send the correspondence (via email) to the indicated users.

To leave the screen without sending a message, click the “Cancel” button.

Note: *There may be some unfamiliar text displayed within the content box. This text, such as <BR/> as seen in **Figure 5.10**, is needed code for placement and spacing of the stock message, and will not display in the email when sent. An example of a successfully sent correspondence may be seen in **Figure 5.7**.*



Tue 5/16/2023 1:02 PM

user.pdrep@mail.mil

[B] SEND CORRESPONDENCE TO SUPERVISOR for Surveillance Plan#: 02769 (LOCKHEED MARTIN CORPORATION)

To view the complete record and provide comments to the associated DCMA FS, log into PDREP Surveillance Plan Program: PDREP HOME

Comments should be provided to the FS identified in the Surveillance Plan record.

Sent By: PDREP USER

Sender's Email: user.pdrep@mail.mil

Correspondence Type: SEND CORRESPONDENCE TO SUPERVISOR

Figure 5.7

Associated Data Fields for **Figure 5.7**

- **CAGE Code:** The CAGE Code of the contractor to whom the Surveillance Plan is attributed.
- **To:** Recipient’s email address may be entered in this data field by the user. Use the “Add Email to TO/CC:” button to apply the email entered to the “To Email List” box. additional recipients by typing their email address in the To: box and then clicking the ‘Add To Email list’ button.
- **Add Email to TO/CC:** This list box defaults to available recipients whom share the same Primary DODAAC as the user generating the correspondence.
- **To Email list:** This hidden box populates only after a user has been applied through the use of the “Add To Email: To List” button or the “Add TO Email” button. List boxes is hidden when no recipients are attached.
- **CC:** This field is used to send a copy of the email to the recipient(s) identified as CC. Recipient’s email address may be entered in this data field by the user. Use the “Add Email to TO/CC:” button to apply the email entered to the “CC Email List” box.
- **CC: Email List:** This hidden box populates only after a user has been applied through the use of the “Add CC Email: CC List” button or the “Add CC Email” button. List boxes is hidden when no recipients are attached.
- **Subject:** Describes/ references what the email is about.
- **Content:** The communication sent to the intended recipient.

Associated Button Functionality for **Figure 5.7**

- **Add To Email: To List:** Applies the hard typed email address to the email list of intended recipients.
- **Add TO Email:** Applies the selected email address to the email list of intended recipients.
- **Add CC Email:** Applies the hard typed email address to the email list of recipients intended to receive a copy of the correspondence.
- **Add CC Email: CC List:** Applies the selected email address to the email list of recipients intended to receive a copy of the correspondence.

- **Cancel:** This button navigates back to the Landing Page of the Surveillance Plan being worked.
- **Send:** This button initiates the sharing of the correspondence with that of the intended recipient(s). If this button is used without a recipient applied, an error message will display notifying the user to list the intended recipients email (see **Figure 5.8**).

- Click "Add To Email: To List" button to add the email to the list

Figure 5.8

When the “Send” button is used successfully, the message generated is sent to those recipients that have been applied to one of the email list boxes. An example of the confirmation page that displays when a message was successfully sent can be seen in **Figure 5.9**.

PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)

Home • Help ► User Profile: PDREP USER ► • Logout

PDREP MESSAGE

CAGE Code 02769
Message Surveillance Plan Email sent successfully

Continue

Figure 5.9

Lastly, a record of the correspondence is added to the History Page (see **Figure 5.10**).

05/16/2023	S4306A	PDREP USER			GENERAL MESSAGE	MESSAGE: TO VIEW THE COMPLETE RECORD AND PROVIDE COMMENTS TO THE ASSOCIATED DCMA FS, LOG INTO PDREP SURVEILLANCE PLAN PROGRAM: <A HREF='HTTPS://WWW.PDREP.CSD.DISA.MIL'>PDREP HOME</A> CMMENTS SHOULD BE PROVIDED TO THE FS IDENTIFIED IN THE SURVEILLANCE PLAN RECORD. SENT BY: KERRY (BETA) WHITE SENDER'S EMAIL: KERRY.C.WHITE@NAVY.MIL CORRESPONDENCE TYPE: GENERAL MESSAGE SENT TO: KERRY.C.WHITE3.CIV@US.NAVY.MIL

Figure 5.10

5.3 SP History

Accessed via the link on the Surveillance Plans Landing Page, the History page provides an account of certain actions taken. At this time, these actions are exclusive to the Plan and KCR. But events related to SP Records and the Scheduler are anticipated for a future release.
The History Page captures the following actions:

- Create New Surveillance Plan
- KCRs – Added, Edited & Completed
- Record Activation
- Record Archiving
- Record Re-Opening

- Requesting Review
- Surveillance Plan Contract – Adding, Archiving and Unarchiving
- Surveillance Plan End Items - Adding, Archiving, Unarchiving and Removing
- Surveillance Plan Programs - Adding, Archiving and Unarchiving
- Surveillance Plan Saved

The History page will also provide an account of when changes occur to the following data fields:

- Allocated Hours
- Applicable Contract(s)
- Applicable KCR Sub Location(s)
- Applicable Programs
- Assigned Functional Specialist
- End Date
- Frequency of Surveillance
- Intensity of Surveillance
- KTR Sub Location
- Rational for Consequence
- Rational for Likelihood
- Risk Consequence
- Risk Likelihood
- Risk Rating
- Start Date
- Surveillance Category
- Surveillance Complete
- Surveillance Warranted
- Surveillance Warranted Reason
- Unallocated Hours
- Will KCR be delegated

The History Page opens to a default view of general information. The “Points of Contact Info for Surveillance Plan” indicating the Plans CAGE Code, followed by contact information for the QAR who initiated the Plan, and finally the “History for Surveillance Plan” displays the SP Number broken up by CAGE Code – Year Created – Number of Plan’s.

Note: *Previous builds allowed for Plan revisions whereas the Number of Plan’s could be greater than 1. This capability was eliminated as of September 2021. Though the SP Number continues to display this number, the number should never exceed 01. If it does, please contact the PDREP help desk.*

Beneath the general information area is a seven columns display of the Plan’s history. In most cases, the “To Activity” and “POC” columns will not be utilized as they refer to a recipient of a correspondence. This is particularly relevant when requesting a review of the Surveillance Plan. An example is shown in **Figure 5.11**. Events are displayed in chronological order with the first action (Plan creation) displaying as the first line item. Proceeding actions are saved below.

Note: *The History Page is a free standing window that allows users to continue working within the Plan without closing the pane.*

Date Released	From Activity	From POC	To Activity	POC	Correspondence	Message
01/06/2021	S0101A	DCMA (BETA) TEST USER			CREATE NEW SURVEILLANCE PLAN	
03/26/2021	S0101A	DCMA (BETA) TEST USER			SURVEILLANCE PLAN SAVED	
03/26/2021	S0101A	DCMA (BETA) TEST USER			SURVEILLANCE PLAN KCR ADDED	KCR-QA-0001 - CRITICAL ITEM
03/26/2021	S0101A	DCMA (BETA) TEST USER	[DoDAAC]	[Name of Recipient]	SURVEILLANCE PLAN FLS REVIEW REQUESTED	
03/26/2021	S0101A	DCMA (BETA) TEST USER			SURVEILLANCE PLAN ACTIVATED	
03/26/2021	S0101A	DCMA (BETA) TEST USER	[DoDAAC]	[Name of Recipient]	SURVEILLANCE PLAN TRANSFERRED	

Figure 5.11

Associated Data Fields for **Figure 5.11**

- **Date Released:** Date the action occurred.
- **From Activity:** DoDAAC of the user who initiated the action / sent the correspondence.
- **From POC:** User who initiated the action / sent the correspondence.
- **To Activity:** DoDAAC of the user receiving the correspondence.
- **POC:** User receiving the correspondence.
- **Correspondence:** Type of action associated with the history line item.
- **Message:** Relevant details pertaining to the action or notification.

6 KEY CONTRACT REQUIREMENTS

Key Contract Requirements (KCR) of the Surveillance Plan, are used as an input to assess risk. Identified by function and based on risk, KCRs are contract requirements, that may drive surveillance events or activities. Key Contract Requirements contain details regarding specific dates and actions, as well as risk ratings for the particular Surveillance Events, Activities, and Sub-Activities associated with the Plan's overall surveillance of a contractor.

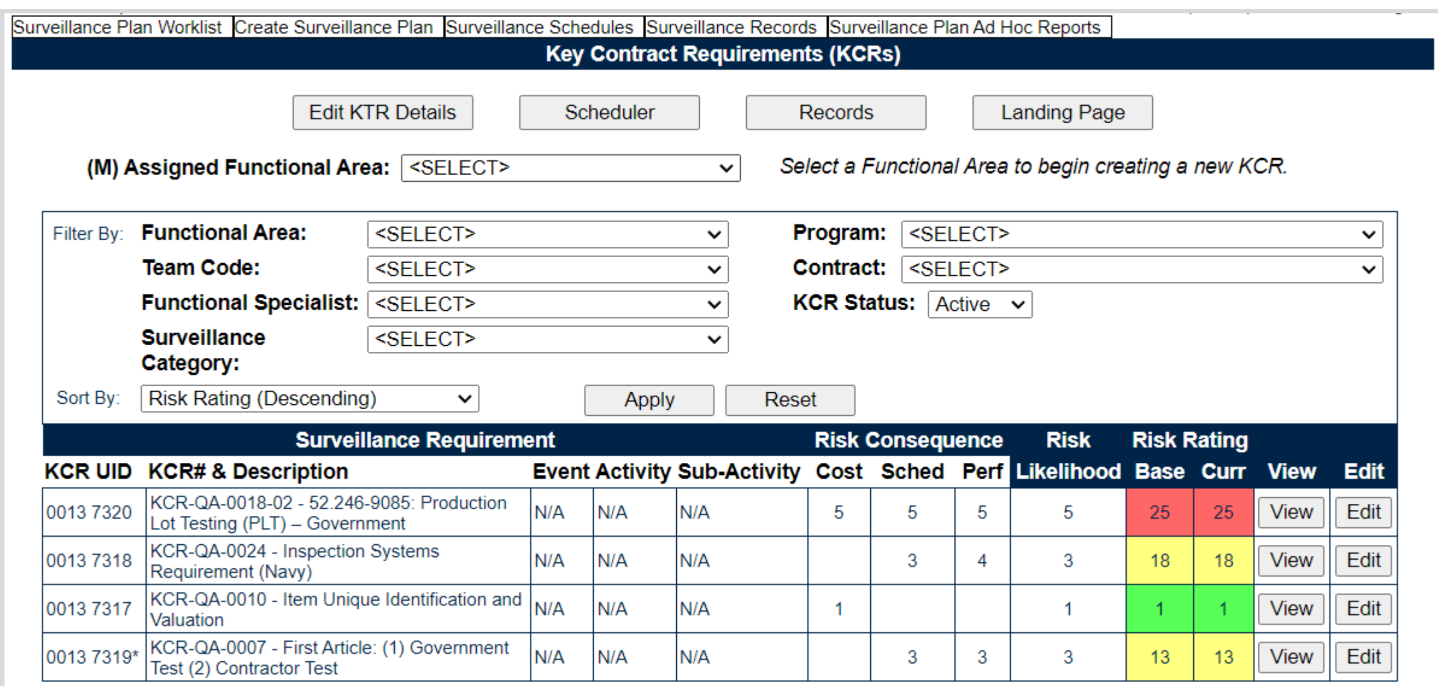
IMPORTANT NOTICE: For questions regarding Key Contract Requirements, including but not limited to KCRs needing to be added to or removed from the table, questions regarding obsolete KCRs, questions related to work flow or process, please reach out to your DCMA PDREP POC and route the question to DCMA HQ through your chain of command as appropriate.

6.1 Key Contract Requirements Page

A principal component of the Surveillance Plan, are the Key Contract Requirements (KCRs). Because of this they are housed on their own page known as the "KCR Table".

6.1.1 Accessing the KCR Page

Access to the Plan's Key Contract Requirements & subsequently the KCR Table, can only be obtained through use of the Plan's navigational buttons. The SP Landing Page, KTR Details Page, and the Plans Record Page contain the "KCR Table" button needed to access the Plan's Key Contract Requirements. From one of the listed pages, select the "KCR Table" button to open the Key Contract Requirements Page as shown in **Figure 6.1**.


Surveillance Plan Worklist | Create Surveillance Plan | Surveillance Schedules | Surveillance Records | Surveillance Plan Ad Hoc Reports

Key Contract Requirements (KCRs)

Edit KTR Details | Scheduler | Records | Landing Page

(M) Assigned Functional Area: <SELECT> *Select a Functional Area to begin creating a new KCR.*

Filter By: **Functional Area:** <SELECT> **Program:** <SELECT>
Team Code: <SELECT> **Contract:** <SELECT>
Functional Specialist: <SELECT> **KCR Status:** Active
Surveillance Category: <SELECT>
Sort By: Risk Rating (Descending) Apply Reset

Surveillance Requirement					Risk Consequence			Risk	Risk Rating			
KCR UID	**KCR# & Description**	**Event**	**Activity**	**Sub-Activity**	**Cost**	**Sched**	**Perf**	**Likelihood**	**Base**	**Curr**	**View**	**Edit**
0013 7320	KCR-QA-0018-02 - 52.246-9085: Production Lot Testing (PLT) – Government	N/A	N/A	N/A	5	5	5	5	25	25	View	Edit
0013 7318	KCR-QA-0024 - Inspection Systems Requirement (Navy)	N/A	N/A	N/A		3	4	3	18	18	View	Edit
0013 7317	KCR-QA-0010 - Item Unique Identification and Valuation	N/A	N/A	N/A	1			1	1	1	View	Edit
0013 7319*	KCR-QA-0007 - First Article: (1) Government Test (2) Contractor Test	N/A	N/A	N/A		3	3	3	13	13	View	Edit

Figure 6.1

6.1.2 KCR Page Display

When the Key Contract Requirements Page opens, it opens to a default display of the navigational buttons at the top of the page followed by three distinct sections as displayed in **Figure 6.2**.

1. Creating a New KCR
2. Filtering KCR's
3. Associated KCR 's

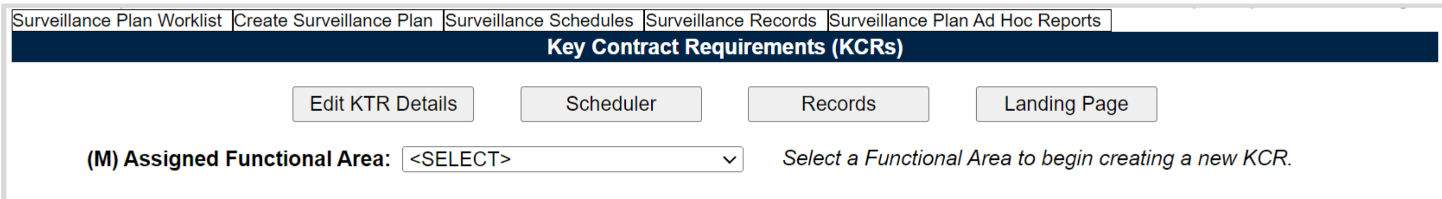


Figure 6.2

6.2 Creating a New KCR

Located beneath the page's navigational buttons, is the "(M) Assigned Functional Area" drop-down. To begin creating a new KCR, start by selecting a functional area from the dropdown (see **Figure 6.3**). Once an Assigned Functional Area has been selected, the screen will refresh as it retrieves the KCR# & Description associated with the selected Functional Area (see **Figure 6.4**).

Note: *KCR Descriptions, Events, Activities, and Sub-Activities are controlled by DCMA Headquarters. If there are options missing or otherwise need to be changed, please contact DCMA HQ. For additional information on KCRs, contact your DCMA chain of command.*

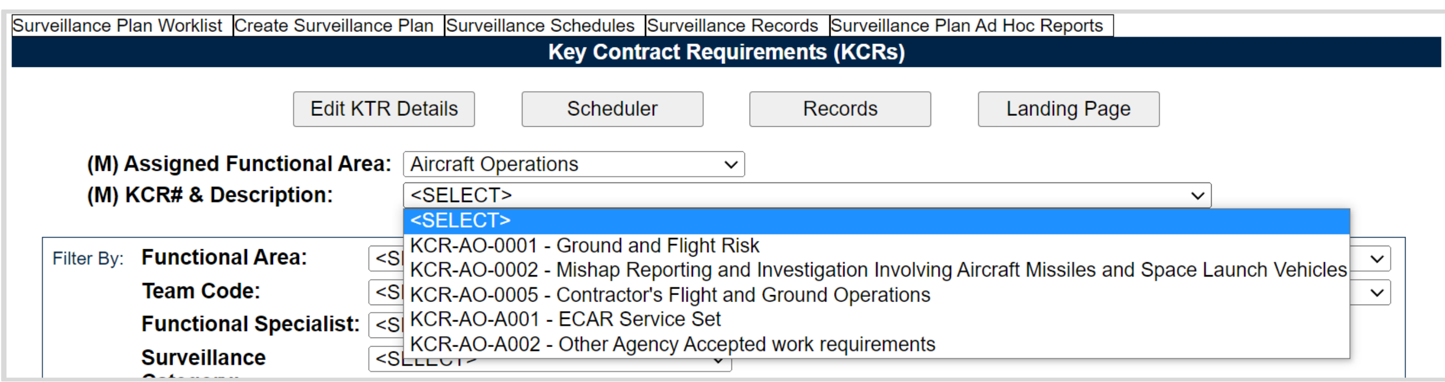


Figure 6.3

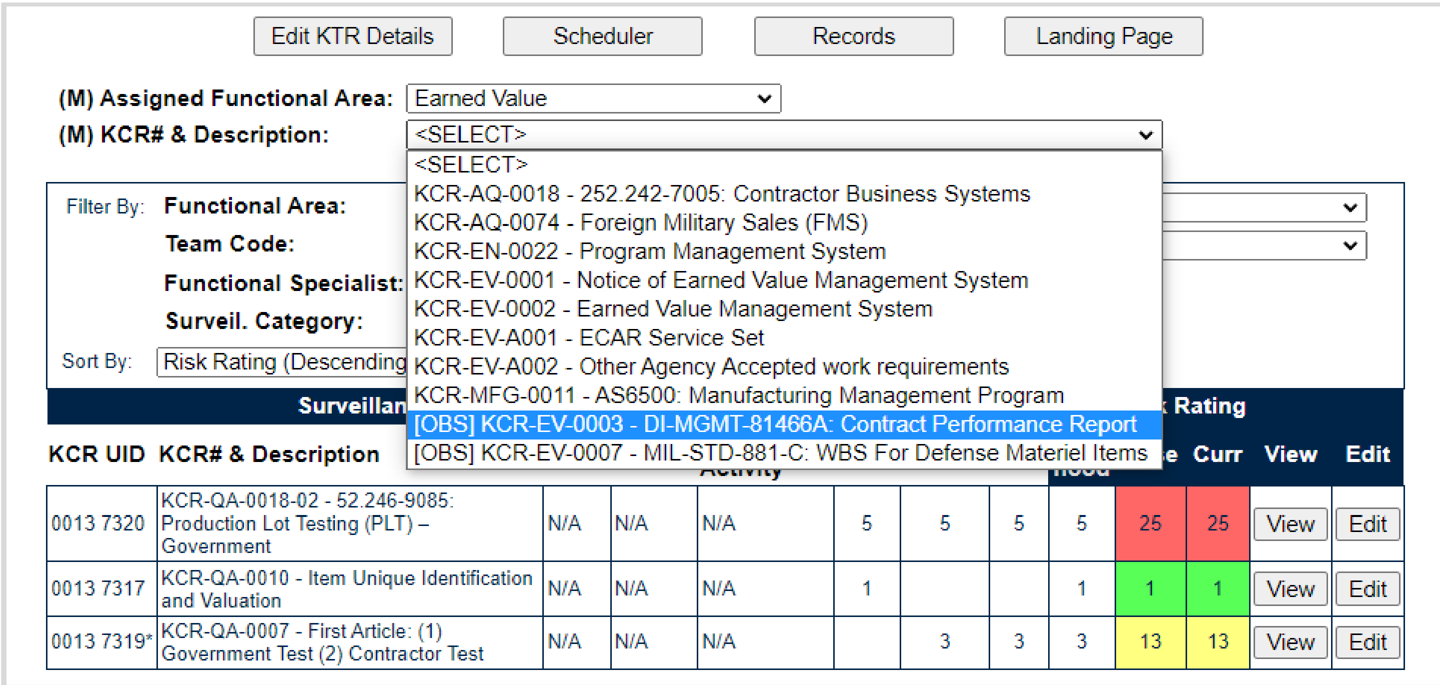


Figure 6.4

IMPORTANT NOTICE: *KCRs with a prefix of [OBS] are obsolete and* ***should NOT be used****. This is why they display last on each dropdown (see* ***Figure 6.4****). Please ensure obsolete items are updated with selections not identified as [OBS].*

Once the desired KCR# & Description has been selected, the screen will refresh one more time to display the full KCR menu. Use **Figure 6.5A**, **Figure 6.5B** & **Figure 6.5C** to see the KCR in its entirety.

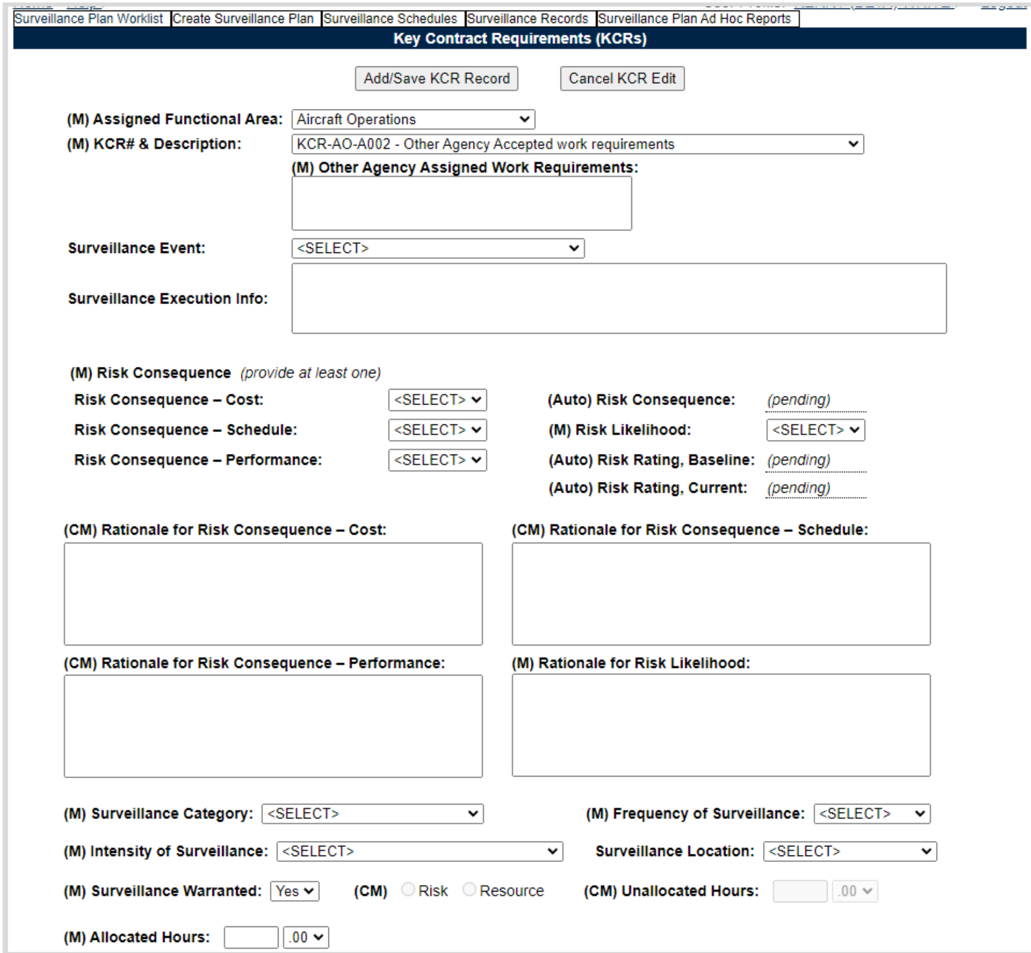


Figure 6.5A

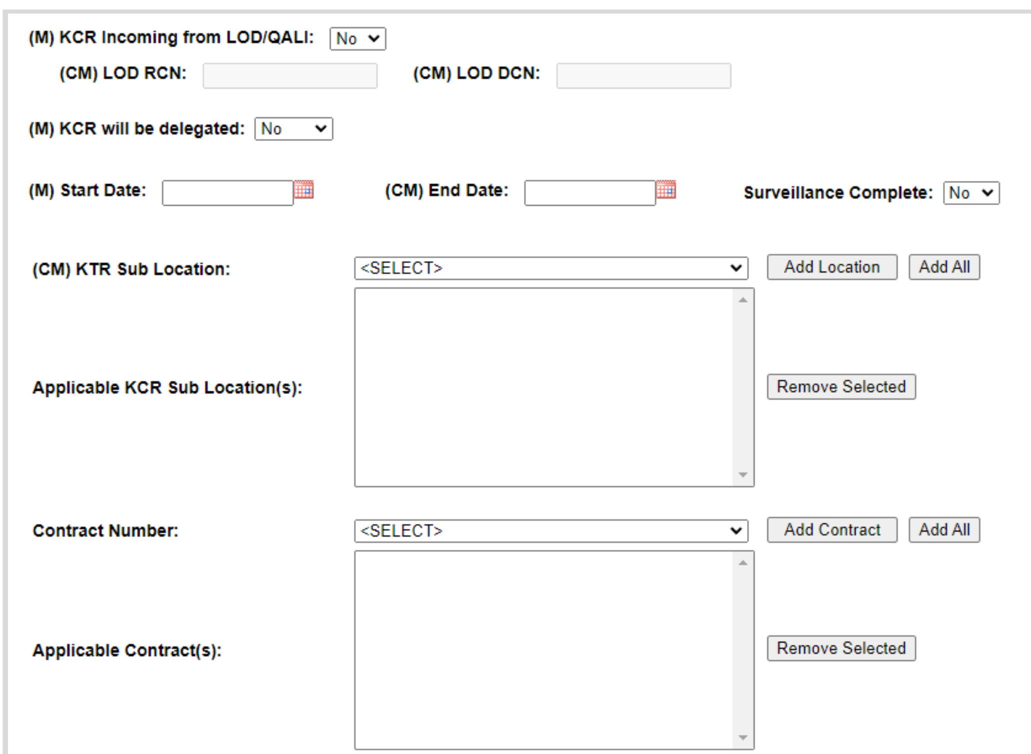


Figure 6.5B

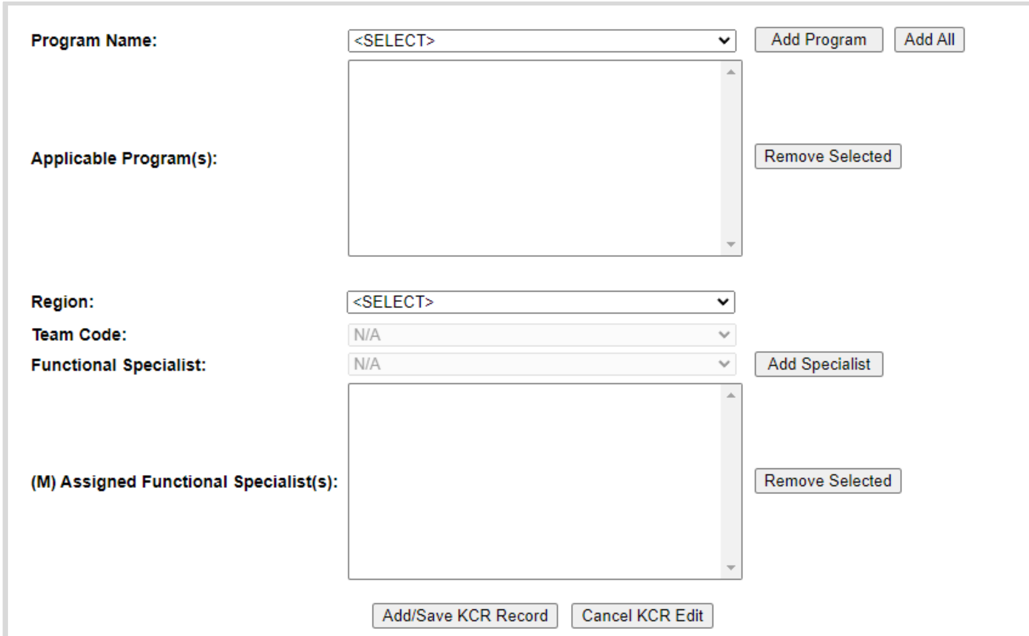


Figure 6.5C

Working through the KCR, fill in all mandatory fields and select the “Add/Save KCR Record” button to save.

Once a KCR has been successfully saved, Assigned Functional Area, KCR# & Description, Other Agency Assigned Work Requirements, Surveillance Event, Surveillance Activity, Surveillance-Sub Activity, Surveillance Category, and Baseline Risk Rating cannot be changed.

The “Add/Save KCR Record” button captures the data, performs the save action, and adds the KCR to the KCR Table. As a default, the KCR table will show only active KCR’s associated with the Plan and will display Warranted KCR’s by descending order of overall Risk Rating before those KCR’s marked as Not Warranted.

Note: *For questions regarding KCRs, including but not limited to KCRs needing to be added to or removed from the list, or any questions regarding Obsolete KCRs, please reach out to your DCMA PDREP POC and route the question to DCMA HQ through your chain of command as appropriate.*

Associated Data Fields for **Figure 6.5** *(in order of appearance)*

- **(M) Assigned Functional Area:**
  i. Aircraft Operations
  ii. Contract Safety
  iii. Contracts
  iv. Earned Value
  v. Earned Value Analysis
  vi. Engineering
  vii. Manufacturing
  viii. NASA Quality Assurance
  ix. NSEO Quality Assurance
  x. Packaging
  xi. Plant Clearance
  xii. Property Administration
  xiii. Quality Assurance

xiv. Small Business
xv. Software Acquisition Management
xvi. Transportation

- **(M) KCR# & Description:** Based on the Assigned Functional Area selected, choose the KCR# & Description from the dropdown. The Surveillance Events data field will then populate based off this selection.

Note: *KCRs in the list are currently organized by "parent" functional area. KCRs considered "Need to Know for Awareness" may be selected from the functional area they are associated with directly.*

- **(M) Other Agency Assigned Work Requirements:** Describe the requirement in the provided box. Only available/applicable when a KCR ending in "A002" is selected (see **Figure 6.6**).

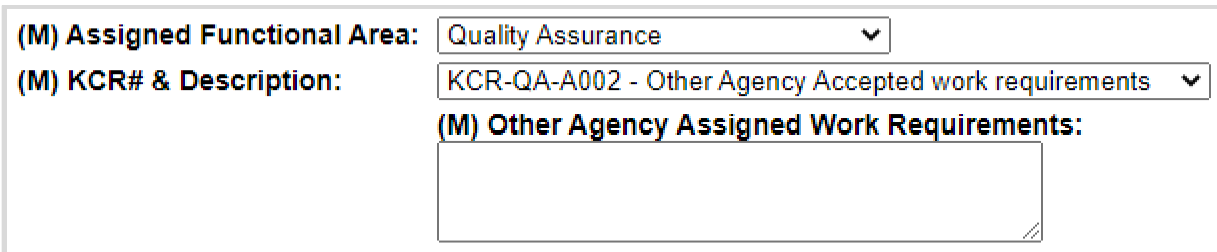


Figure 6.6

- **Surveillance Event:** Based on the KCR# & Description selected, choose the Surveillance Event from the dropdown. The Surveillance Activity data field may then populate if relevant to the selection.
- **Surveillance Activity:** Based on the Surveillance Event selected, choose Surveillance Activity from the dropdown. The Surveillance Sub-Activity data field may then populate if relevant to the selection.
- **Surveillance Sub-Activity:** Based on the Surveillance Activity selected, choose the Surveillance Sub-Activity from the dropdown.
- **Surveillance Execution Info:** A text box that allows the user to enter execution information for the surveillance.
- **(M) Risk Consequence** *(provide at least one)***:**
  - **Risk Consequence – Cost:** Numeric 1-5 Selection for Lowest to Highest Risk.
  - **Risk Consequence – Schedule:** Numeric 1-5 Selection for Lowest to Highest Risk.
  - **Risk Consequence – Performance:** Numeric 1-5 Selection for Lowest to Highest Risk.

- **(Auto) Risk Consequence:** Takes the highest value from the Cost/Schedule/Performance Risk values to assign an overall Risk Consequence.
- **(M) Risk Likelihood:** Numeric 1-5 Selection for Lowest to Highest Risk.
- **(Auto) Risk Rating, Baseline:** Initial risk calculation using the risk table (see **Appendix 2** for the table used). Calculates by using at least one or up to three Risk Consequence(s) and the Risk Likelihood. This value is generated on the initial save action. Once established it will not change.
- **(Auto) Risk Rating, Current:** Most current risk calculation using a risk table (see **Appendix 2** for the table used). Calculates by using at least one or up to three Risk Consequence(s) and the Risk Likelihood. This value is generated on the initial save action and subsequently on any save action where there has been a change to risk.

- **(CM) Rationale for Risk Consequence – Cost:** Required when a numeric value is added to the Risk Consequence requiring a narrative in the text field to discuss reasons for selecting a particular option for Cost Risk.
- **(CM) Rationale for Risk Consequence – Schedule:** Required when a numeric value is added to the Risk Consequence requiring a narrative in the text field to discuss reasons for selecting a particular option for Schedule Risk.
- **(CM) Rationale for Risk Consequence – Performance:** Required when a numeric value is added to the Risk Consequence requiring a narrative in the text field to discuss reasons for selecting a particular option for Performance Risk.
- **(M) Rationale for Risk Likelihood:** Narrative text field to discuss reasons for selecting a particular option for Risk Likelihood. Required even if Surveillance Warranted is set to "No".
- **(M) Surveillance Category:** Type of surveillance associated with the KCR. Select one of the four Surveillance Categories that matches the requirement.
    i. Deliverable Product Evaluation (DPE)
    ii. Deliverable Service Evaluation (DSE)
    iii. Process Evaluation (PE)
    iv. Progress Evaluation (SPE)

- **(M) Frequency of Surveillance:** The Frequency of the Planned Surveillance. When a frequency of once is chosen, the End Date becomes mandatory.

Frequency of Surveillance	Duration
9 Months	Same numerical date 9 months later
Annually	Same numerical date 1 year later
Bi-monthly	Same numerical date 2 months later
Bi-weekly	14 calendar days later
Biennially	Same numerical date 2 years later
Daily	Occurring each work day (Monday thru Friday)
Monthly	Same numerical date 1 month later
Once	One occasion only
Quarterly	Same numerical date 3 months later
Semi-Annually	Same numerical date 6 months later
Triannually	Same numerical date 4 months later (3x year)
Triennially	Same numerical date 3 years later
Weekly	7 calendar days later

- **(M) Intensity of Surveillance:** The list of intensities determining the appropriate level of oversight of a contractor to meet contractual requirements.
    - 0.25% AQL (Critical) Tighten
    - 0.4% AQL (Critical)
    - 0.65% AQL (Complex/Critical) Tighten
    - 1.0% AQL (Complex Critical)
    - 1.5% AQL (Complex/Critical) Reduced
    - 100% Mandatory
    - 2.5% AQL (Non-complex/non-critical) Tighten
    - 4.0% AQL (Non-complex/non-critical)
    - 6.5% AQL (Non-complex/non-critical) Reduced
    - Full
    - Incremental
    - Partial

Note: *Typically, i-ix describes intensity for DPEs and x-xii describes type of PE.*

- **Surveillance Location:** A drop-down list of physical locations where the surveillance is being performed. Use the scroll bar to view the entirety of the list (see **Figure 6.7**).

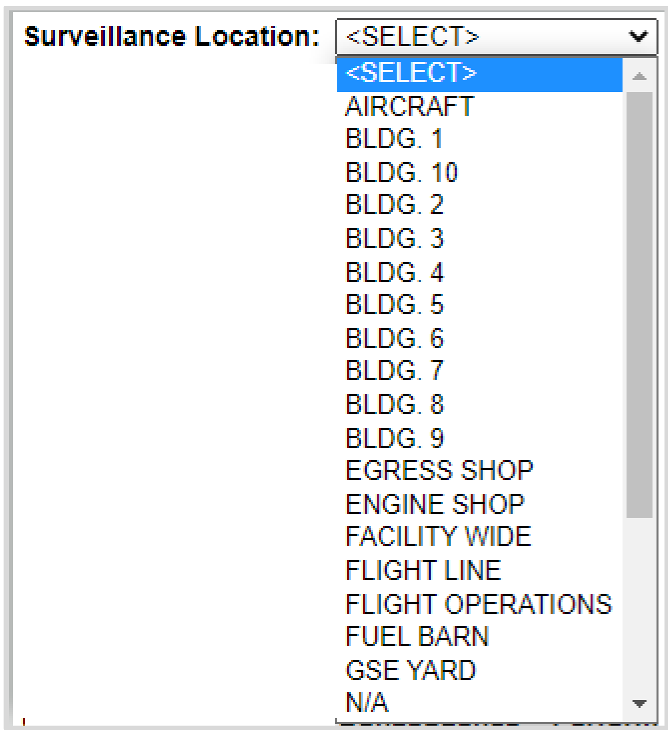


Figure 6.7

- **(M) Surveillance Warranted:** Indicates if surveillance is to be performed on the selected KCR requirements. Default value is “Yes”. When Surveillance Warranted is changed from “No” to “Yes” a new Start Date is required.

  If surveillance is Not Warranted:
    - Additional data fields of Risk/Resource and Unallocated Hours will become mandatory.
    - Draft records will need to be closed or completed before the save action is allowed.
    - Once saved, the KCR will not populate occurrences in the scheduler.

Note: *Regardless of the selection for "Surveillance Warranted", all mandatory data fields (M/CM) are required prior to saving. FS will receive a waring at the top of the KCR edit area, when a mandatory data field has not been satisfied. An example of this is shown in **Figure 6.8**.*

- Provide all Mandatory KCR data fields (M/CM) prior to saving KCR. Missing KCR values: Risk Likelihood, Rationale for Risk Likelihood, Rationale for Risk Consequence - Performance, KCR Specialist.

Figure 6.8

- **(CM) Risk:** Risk Rating is low enough to support Surveillance Warranted as No**.**
- **(CM) Resource:** Resource constraint is the reason to support Surveillance Warranted as No.
- **(CM) Unallocated Hours:** The amount of time that has not been allocated to perform an event/activity due to Risk or Resource constraints.

- **(M) Allocated Hours:** Recorded in two fields, this is the time Planned to complete one event (includes travel, preparation, and documentation). First field is related to hours and does not allow for negative hours or special characters. Second field is a drop-down related to minutes and defaults as ".00".

  Minute(s) dropdown values:

  - .00 = On the hour
  - .25 = Quarter Past the hour
  - .50 = Half past the hour
  - .75 = Quarter till the next hour

- **(M) KCR Incoming from LOD/QALI:** Yes/No selection indicating if the KCR registered from a LOD/QALI.
- **(CM) LOD RCN:** A Record Control Number (RCN) is a unique tracking number associated with each QALI/LOD consisting of the DODAAC, four-digit year and serial number.
- **(CM) LOD DCN:** A Document Control Number (DCN) is a unique tracking number associated with each QALI/LOD consisting of the DODAAC, two-digit year, two-digit month and serial number.
- **(M) KCR will be delegated:** Yes/No selection indicating if the KCR Requirements will be delegated via a LOD.

  When delegated is "Yes":
  - A minimum of, one KTR Sub-Location must be entered**. Figure 6.9** shows the warning message that appears when a Sub-Location has not been applied.
  - Once saved, the KCR will not populate occurrences in the scheduler.

- A minimum of one KTR Sub-Location must be provided when KCR is delegated.

Figure 6.9

- **(M) Start Date:** The date the surveillance evaluation is Planned to begin.

- **(CM) End Date (optional):** The date the surveillance is Planned to conclude.
    - Mandatory with a Frequency of “Once”.
    - Mandatory when Surveillance Complete is “YES”.
    - When met, concludes KCR occurrences from further populating in the scheduler.

- **Surveillance Complete:** Yes/ No drop-down that indicates if the surveillance is complete. When “Yes”:
    - The user will need to enter an end date.
    - Draft records will need to be closed or completed before the save action is allowed.
    - When successfully saved, concludes KCR occurrences from further populating in the scheduler.
    - When successfully saved, KCR status changes from “Active” to “Inactive”.

- **(CM) KTR Sub-Location(s):** Select from the list. List is comprised of the Sub-Locations added to the Surveillance Plan. Pulls from the KTR Details Page. The drop-down will be blank when a Sub-Location has not been applied to the Plan.
- **Applicable Contract Number(s):** Select from the list. List is comprised of contracts added to the Surveillance Plan. Pulls from the KTR Details Page. The drop-down will be blank when a contract has not been applied to the Plan.
- **Applicable Program(s):** Select from the list. List is comprised of programs added to the Surveillance Plan. Pulls from the KTR Details Page. The drop-down will be blank when a program has not been applied to the Plan.
- **(M) Assigned Functional Specialists:** This field is used to apply users who will be conducting the surveillance event/activity to the KCR. Select the Region for the desired user, followed by the “Team Code” and subsequently “Functional Specialist” from the drop-down. Click on the desired user and then the “Add Specialist” button to add them to the “(M) Assigned Functional Specialist(s)” list box.
    - Users with Team Lead or Functional Specialist access will have the Region & Team Code populate per their users’ profile.
    - Users with Supervisor or CMO access will have the ability to select Region and Team Code values from the provided drop downs.

Note: *For KTR Sub Location/Contract/Program fields, these values must first be saved to the Surveillance Plan before they can be applied to a KCR.*

Associated Button Functionality for **Figure 6.5**

- **Add/Save KCR Record**: Saves and adds the KCR, along with its associated data, to the database. Successful saves will return the User to the Key Contract Requirements Page with a confirmation message of a successfully added KCR and its KCR UID (as shown in **Figure 6.10**). Unsuccessful saves will generate an error message indicating where the error occurred and what action needs to be taken.

Note: *Once a KCR has been successfully saved it cannot be deleted.*

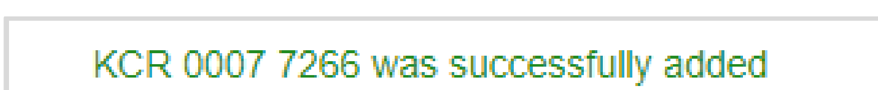


Figure 6.10

- **Cancel KCR Edit:** Cancels any modifications to the KCR that have not be saved. When this button is used, a pop-up notification will display asking to confirm the request (see **Figure 6.11**).
  - **OK:** Returns the user to the KCR Page.
  - **Cancel:** Clears the request and maintains the editable KCR.

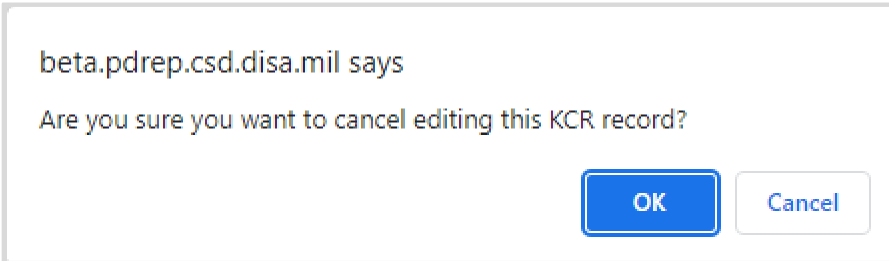


Figure 6.11

- **Add Location/Contract/Program:** Adds the selected value to the list box.
- **Add All:** Adds all values from the dropdown to the list box.
- **Remove Selected:** Removes the selected Location/Contract/Program from the list box.

6.3 KCR Rules

Key Contract Requirement have implemented rules to ensure success of the tools functionality. Every KCR abides by the same set of rules regardless of user access or Plan status. These rules are necessary due to how information is captured and sourced within a Plan.

6.3.1 Assigned FS

Assigned Functional Specialist is a mandatory filed relating to Assigned FS who will be conducting the surveillance.

Rules:

- A new start date is required when adding or removing an assigned FS from a KCR.
- A functional special cannot be removed from a KCR if they have an in-progress occurrence (Draft Record) within the scheduler. An error message will display at the top of the KCR notifying the user that the requested action cannot occur, as shown in **Figure 6.12**.

Figure 6.12

6.3.2 End Date

The End Date of a KCR relates to the date the surveillance is Planned to conclude on. This data element is generally optional within the KCR and determines when occurrences stop populating in the scheduler (**Figure 6.13**).
Rules:

- Mandatory with a frequency of “Once”.
- Mandatory when “Surveillance Complete” is “Yes”.
- When met, concludes KCR occurrences from further populating in the scheduler.
- When met and the KCR is still active, a pop-up notification will generate on the Key Contract Requirements Page. The notification will continue to populate each time the page is accessed, until the KCR is Inactivated (marked “Complete”) or the End Date is pushed out.

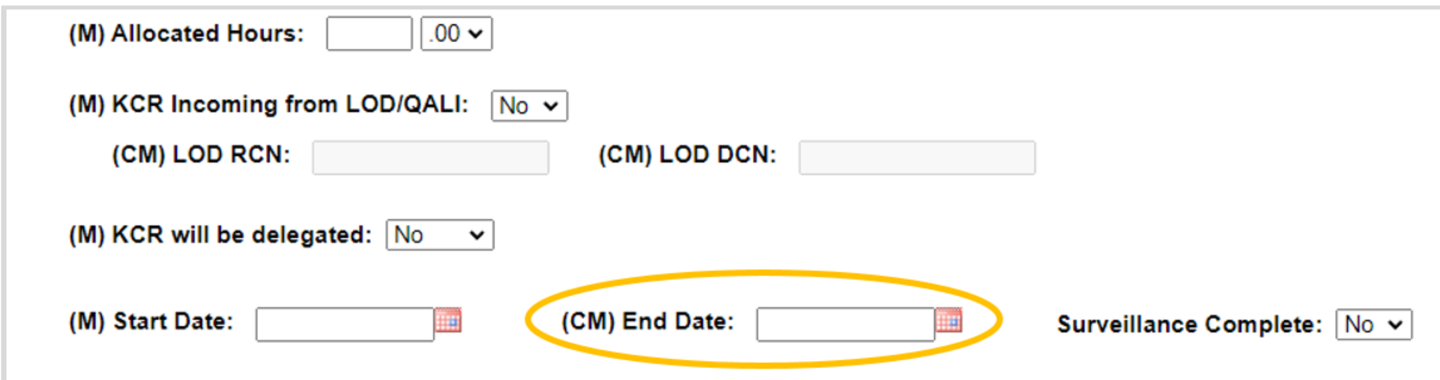


Figure 6.13

6.3.3 Fixed Data Fields

Once a KCR has been successfully saved, Assigned Functional Area, KCR# & Description, Other Agency Assigned Work Requirements, Surveillance Event, Surveillance Activity, Surveillance Sub Activity, Surveillance Category, and Baseline Risk Rating cannot be changed (Figure **6.14**).

Fixed Data Fields:

i. Assigned Functional Area
ii. KCR # & Description
iii. Surveillance Event
iv. Surveillance Activity
v. Surveillance Sub-Activity
vi. Text Field associated with A002 (Other Agency Accepted Work Requirements)
vii. Surveillance Category
viii. KCR UID (issued on the save action)

Figure 6.14

6.3.4 Frequency

The frequency of the Planned Surveillance relates to how often the surveillance will be performed and subsequently how often it will populate in the scheduler (**Figure 6.15**).

Rules:

i. A new “Start Date” is required with a change in Frequency.

ii. When a frequency of once is chosen, the end date becomes mandatory.

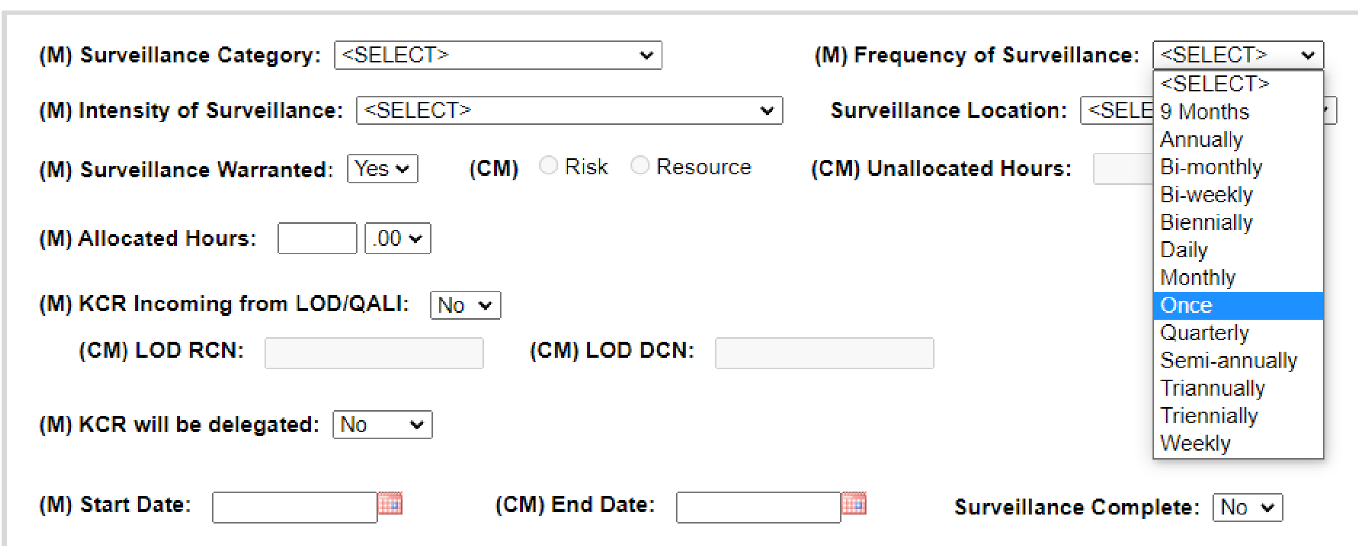


Figure 6.15

6.3.5 KCR Incoming from LOD/QALI

The KCR Incoming from LOD/QALI field indicates if the KCR registered from a LOD/QALI (**Figure 6.16**).

Rules:

i. An active LOD RCN or an active LOD DCN must be entered (either or).

ii. When both are used (active LOD RCN & LOD DCN) they must match to the same LOD/QALI.

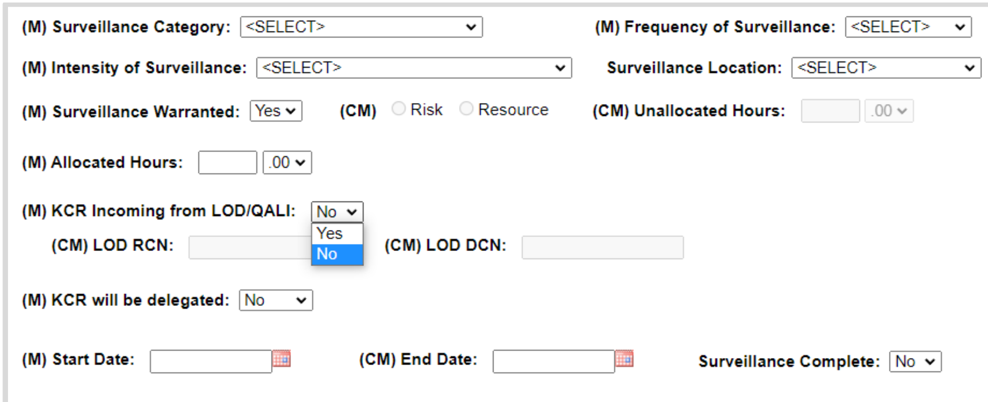


Figure 6.16

6.3.6 KCR will be Delegated

The KCR will be Delegated field indicates if the KCR Requirements will be delegated to a LOD (**Figure 6.17**).
Rules:

i. A KTR Sub Location must be applied when the KCR is delegated (“Yes”).
ii. Delegated KCR’s & KCR’s identified as RGQA, will not populate occurrences in the scheduler.

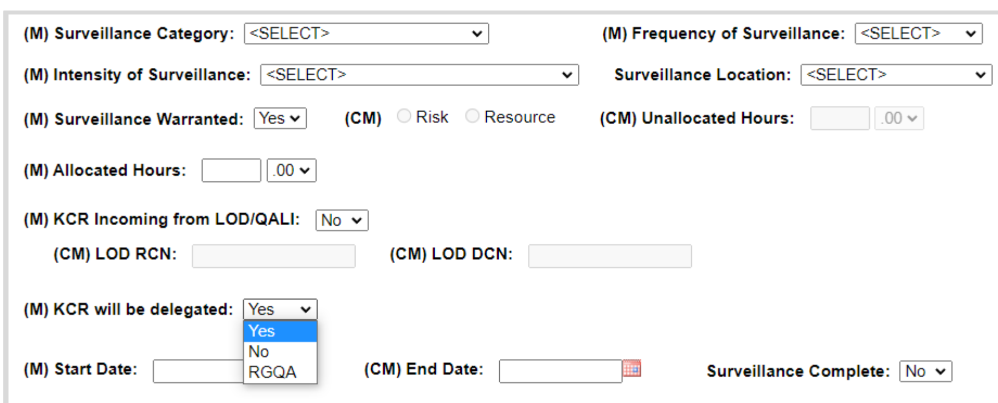


Figure 6.17

6.3.7 Start Date

The date the surveillance evaluation is Planned to begin is known as the “Start Date”. This field also distinguishes when occurrences will begin populating in the scheduler (**Figure 6.18**).

i. When a KCR status is changed from Inactive to Active, a new “Start Date” is required.

ii. Changes in Frequency of surveillance requires a new start date.

iii. When a KCR changes from Not Warranted to Warranted, a new start date must be entered.
iv. A new start date is required whenever an Assigned FS is added or removed.

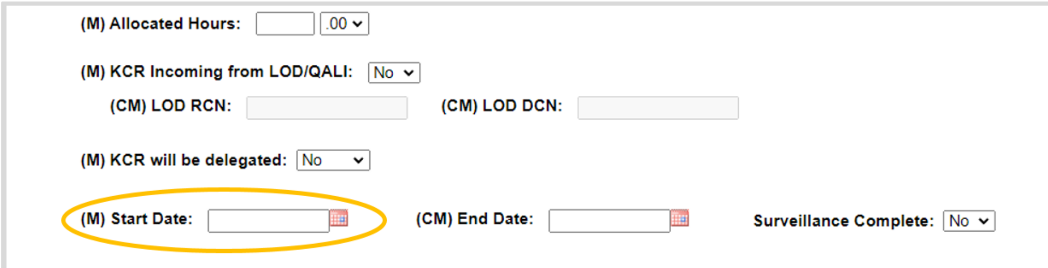


Figure 6.18

6.3.8 Surveillance Complete

Surveillance Complete Indicates if the surveillance is Active ("Complete") or Inactive (**Figure 6.19**).
Rules:

i. A new "Start Date" is required with a change in Frequency.
ii. When the "Surveillance Complete" is marked "Yes", an "End Date" is required (see **Figure 6.19**).
iii. If the KCR is marked complete, the KCR status become "Inactive".
iv. The KCR cannot be edited while in an inactive status.
v. Inactive KCR's are hidden on the KCR worklist. This is due to the "Active" default view. Inactive KCR's will again populate in the table when "Any" is used as the display status.
vi. Inactive KCR's do not populate in the scheduler.
vii. When the "Surveillance Complete" goes from being "Yes" to "No" (*Inactive to Active*), a new "Start Date" is required.
viii. Only Active KCR's will populate in the scheduler.

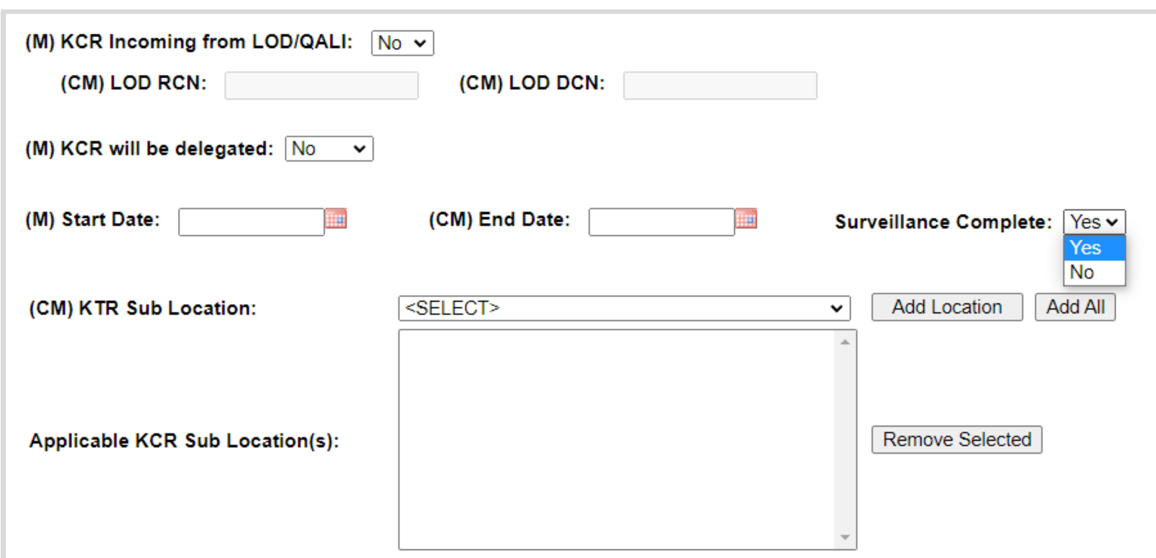


Figure 6.19

6.3.9 Surveillance Warranted

Surveillance Warranted indicates if surveillance is to be performed on the selected KCR (**Figure 6.20**).
Rules:

i. If the KCR goes from Not Warranted to Warranted, a new Start Date is required (see **Figure 6.21**).
ii. When surveillance is Not Warranted (“No”), a basis of either “Risk” or “Resource” must be selected.
iii. When “Resource” is determined as the basis for why surveillance is Not Warranted, Unallocated Hours must be entered.
iv. KCRs where surveillance is Not Warranted, do not populate in the Scheduler.
v. KCR’s identified as Not Warranted will have an asterisk (*) following their UID number, on the KCR Table.
vi. The KCR Table will display Warranted KCR’s before KCR’s Not Warranted.

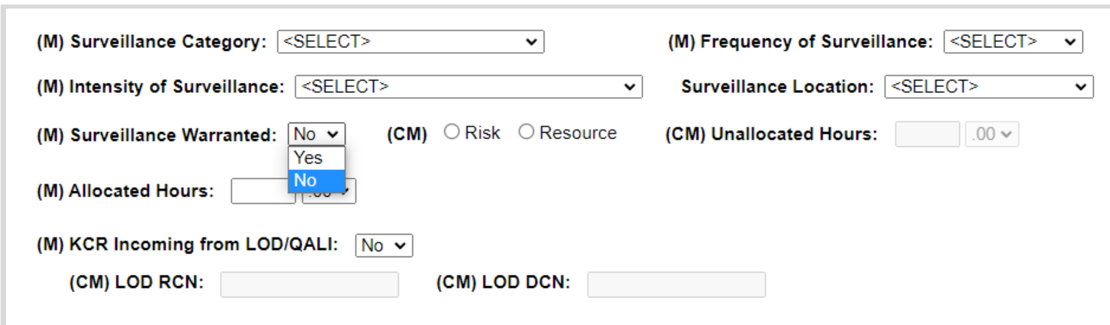


Figure 6.20

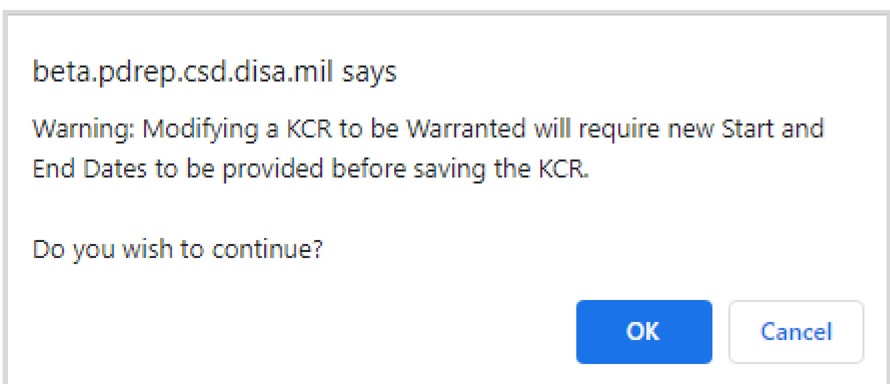


Figure 6.21

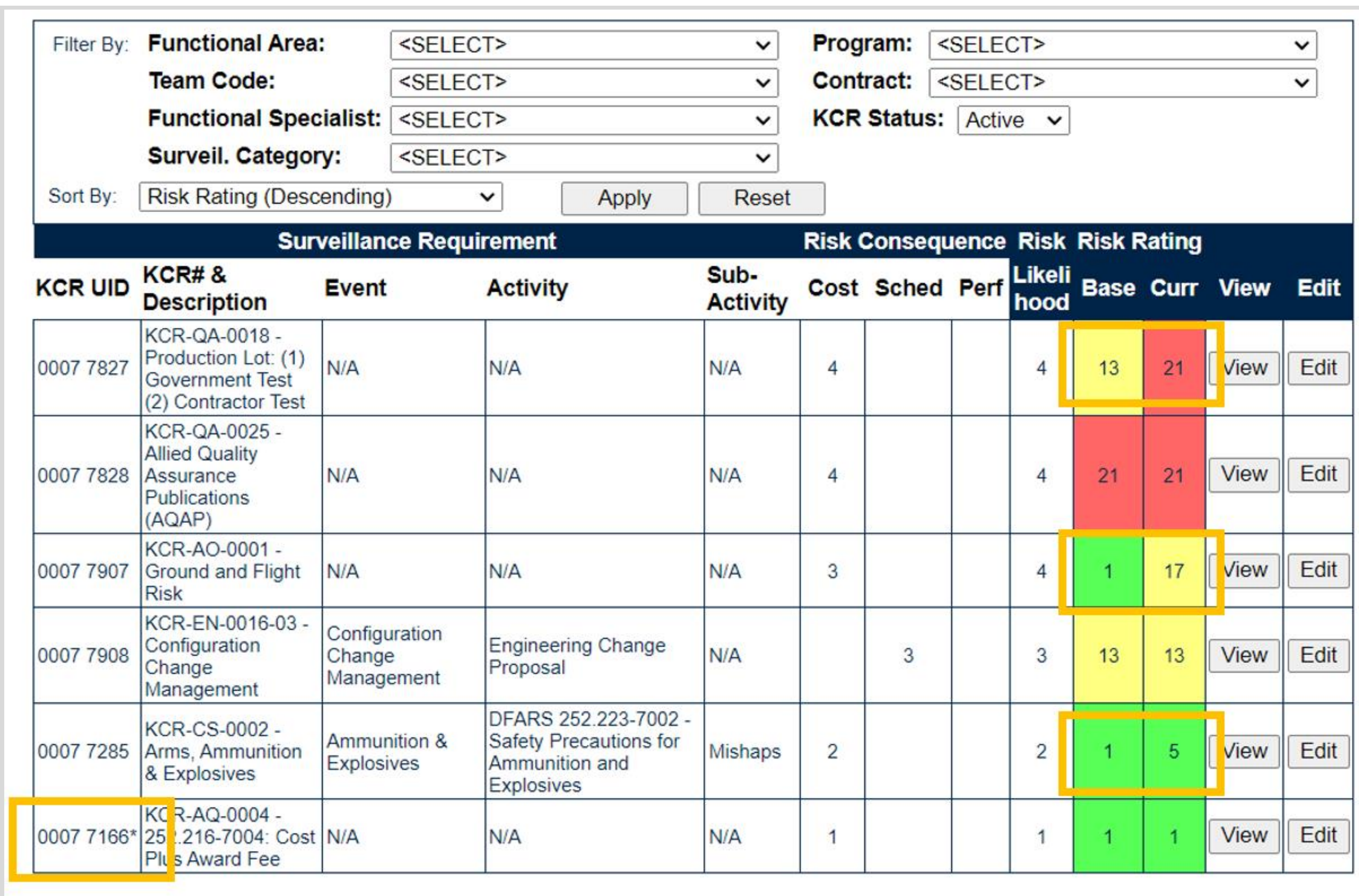
7 KCR Table

Saved KCRs are displayed in a table beneath the area in which KCRs are filtered. This display has a default view of “Active” KCR’s. Inactive KCR’s will display when “Any” or “Inactive” is selected as a filter Status.

Risk Consequence columns of Cost, Schedule, Performance and Likelihood, update immediately following the save action.

The Current Risk Rating and the Baseline Risk Rating of a KCR is displayed with a red, yellow, or green box color based on the 5x5 Risk Matrix (see **Appendix 2**). The color box of the Baseline Risk Rating will never change. However, the color box of a Current Risk Rating may differ from that of the Baseline Risk Rating, if updates were made to the KCR Risk Rating in reassessment. An example of this can be seen in **Figure 7.1**.

If a KCR is noted as Surveillance Not Warranted, the KCR will have an asterisk placed to the end of its KCR UID (number) and will be moved to the bottom of the KCR list. Warranted KCR’s are displayed before those KCR’s indicated as Not Warranted and both are displayed in descending order of Current Risk Rating (see **Figure 7.1**).



Filter By: **Functional Area:** <SELECT> **Program:** <SELECT>
Team Code: <SELECT> **Contract:** <SELECT>
Functional Specialist: <SELECT> **KCR Status:** Active
Surveil. Category: <SELECT>
Sort By: Risk Rating (Descending) Apply Reset

	Surveillance Requirement				Risk Consequence			Risk	Risk Rating			
KCR UID	KCR# & Description	Event	Activity	Sub-Activity	Cost	Sched	Perf	Likelihood	Base	Curr	View	Edit
0007 7827	KCR-QA-0018 - Production Lot: (1) Government Test (2) Contractor Test	N/A	N/A	N/A	4			4	13	21	View	Edit
0007 7828	KCR-QA-0025 - Allied Quality Assurance Publications (AQAP)	N/A	N/A	N/A	4			4	21	21	View	Edit
0007 7907	KCR-AO-0001 - Ground and Flight Risk	N/A	N/A	N/A	3			4	1	17	View	Edit
0007 7908	KCR-EN-0016-03 - Configuration Change Management	Configuration Change Management	Engineering Change Proposal	N/A		3		3	13	13	View	Edit
0007 7285	KCR-CS-0002 - Arms, Ammunition & Explosives	Ammunition & Explosives	DFARS 252.223-7002 - Safety Precautions for Ammunition and Explosives	Mishaps	2			2	1	5	View	Edit
0007 7166*	KCR-AQ-0004 - 252.216-7004: Cost Plus Award Fee	N/A	N/A	N/A	1			1	1	1	View	Edit

Figure 7.1

The “Reset” button clears the returned KCR Table back to its default view. Tables returned with applied “Sort By” or “Filters”, will maintain their display until the table is Reset, a new query is run or the page is exited.

Associated Data Fields for **Figure 7.1**

- **KCR UID:** Auto-populated, non-editable, 8-digit unique identifier of the KCR.
- **KCR# & Description:** Key Contract Number & Description of the KCR.
- **Event:** The Event associated with the KCR. Field will display as “N/A” when lacking a Surveillance Event in the KCR.
- **Activity:** The Activity associated with the KCR. Field will display as “N/A” when lacking a Surveillance Activity in the KCR.
- **Sub-Activity:** The Sub-Activity associated with the KCR. Field will display as “N/A” when lacking a Surveillance Sub-Activity in the KCR.
- **Risk Consequence:**
  - **Cost:** Displays the KCR’s present value for Risk Consequence related to Cost.
  - **Schedule:** Displays the KCR’s present value for Risk Consequence related to Schedule.
  - **Performance:** Displays the KCR’s present value for Risk Consequence related to performance.

- **Risk Likelihood:** Displays The number associated with the Risk Likelihood of the KCR.
- **Baseline Risk Rating:** Displays the initial Risk Rating calculated for the KCR. This number is displayed with a red, yellow, or green colored box based on the 5x5 Risk Matrix (see **Appendix 2**). Both the number and associated risk color will never change.
- **Current Risk Rating:** The most current Risk Rating calculated for the KCR. This number is displayed with a red, yellow, or green colored box based on the 5x5 Risk Matrix (see **Appendix 2**). Both the number and associated risk color will display as the KCR’s current values indicate and may differ from that of the Baseline Risk Rating.

Though multiple users are able to work on the KCR Table page together and at the same time, Record locking is still applicable at the KCR level. If a user is performing edits to a Key Contract Requirement, their UserID and Email Address will be displayed to additional users who attempt to open the KCR while it’s in use. This is done so that additional users know whom to contact if editing capabilities are immediately needed and may coordinate accordingly (see **Figure 7.2** for an example of this message).

- THIS RECORD IS CURRENTLY IN USE BY [User ID] E-MAIL: [E-Mail Address] AND IS NOT AVAILABLE TO BE EDITED AT THIS TIME.

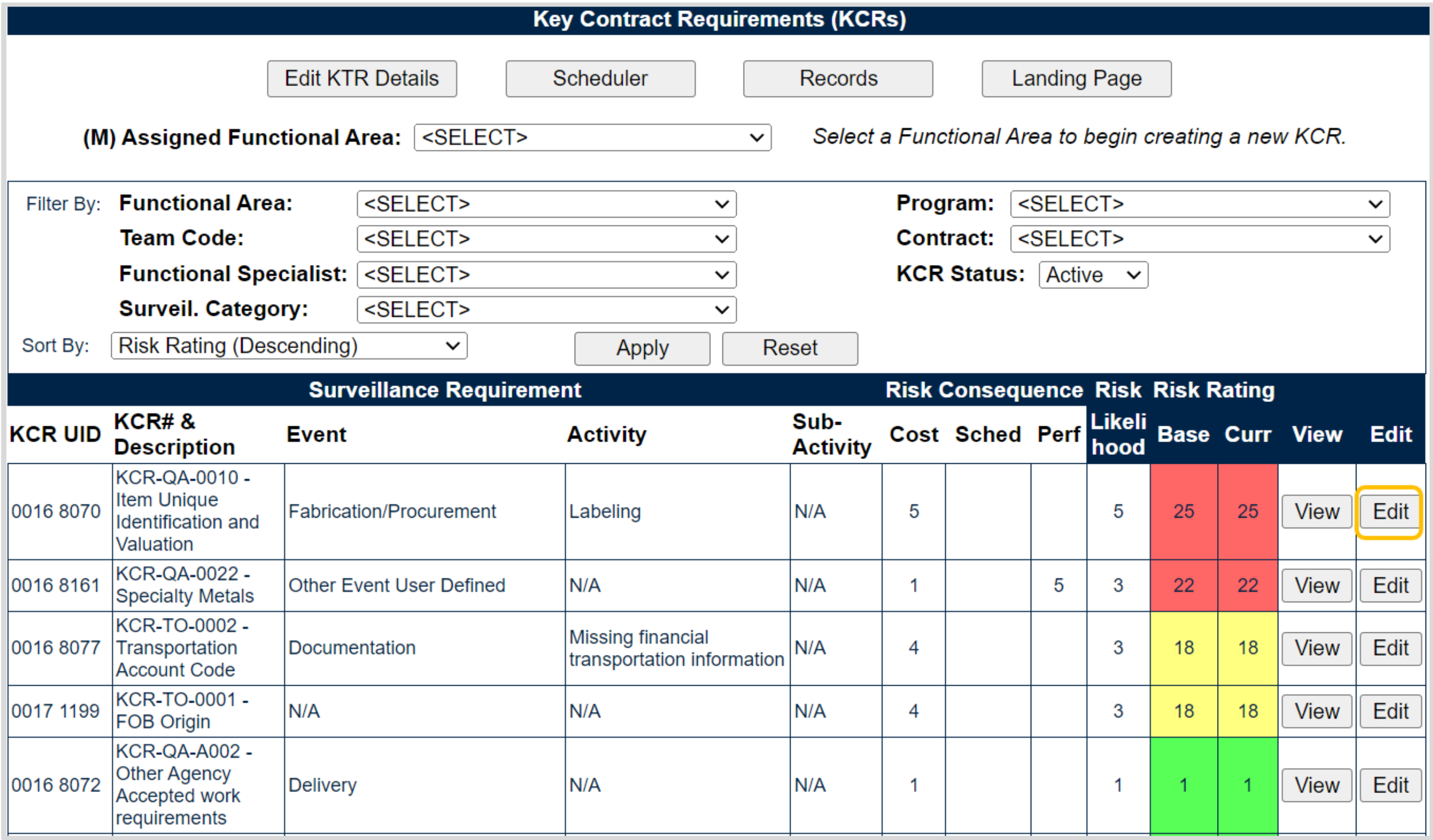
Figure7.2

7.1 Editing a KCR

To modify an existing KCR, select the “Edit” button for the row that correlates with the KCR to be edited. The associated data will be loaded into a view similar to that of adding a new KCR (see **Figure 6.5A, Figure 6.5B** and **Figure 6.5C**) as described in **Section 6**. Once changes have been made, select the “Update/Save KCR Record” to capture the change and record the ***previous value*** to the history page.

7.2 Reactivating a KCR

If a KCR needs to be reactivated, select the “Edit” button for the intended KCR on the KCR Table (see **Figure 7.3**).



Key Contract Requirements (KCRs)

Edit KTR Details | Scheduler | Records | Landing Page

(M) Assigned Functional Area: <SELECT> — *Select a Functional Area to begin creating a new KCR.*

Filter By: Functional Area: <SELECT> | Program: <SELECT>
Team Code: <SELECT> | Contract: <SELECT>
Functional Specialist: <SELECT> | KCR Status: Active
Surveil. Category: <SELECT>
Sort By: Risk Rating (Descending) | Apply | Reset

	Surveillance Requirement				Risk Consequence			Risk	Risk Rating			
KCR UID	KCR# & Description	Event	Activity	Sub-Activity	Cost	Sched	Perf	Likelihood	Base	Curr	View	Edit
0016 8070	KCR-QA-0010 - Item Unique Identification and Valuation	Fabrication/Procurement	Labeling	N/A	5			5	25	25	View	Edit
0016 8161	KCR-QA-0022 - Specialty Metals	Other Event User Defined	N/A	N/A	1		5	3	22	22	View	Edit
0016 8077	KCR-TO-0002 - Transportation Account Code	Documentation	Missing financial transportation information	N/A	4			3	18	18	View	Edit
0017 1199	KCR-TO-0001 - FOB Origin	N/A	N/A	N/A	4			3	18	18	View	Edit
0016 8072	KCR-QA-A002 - Other Agency Accepted work requirements	Delivery	N/A	N/A	1			1	1	1	View	Edit

Figure 7.3

After the page refresh, the warning message shown in **Figure 7.4** will be displayed.
OK: Clears the popup as well as some fields within the KCR (such as Start date, Assigned FS, etc.).
Cancel: The “Cancels” button will discard any modifications to the KCR that had not be previously saved.

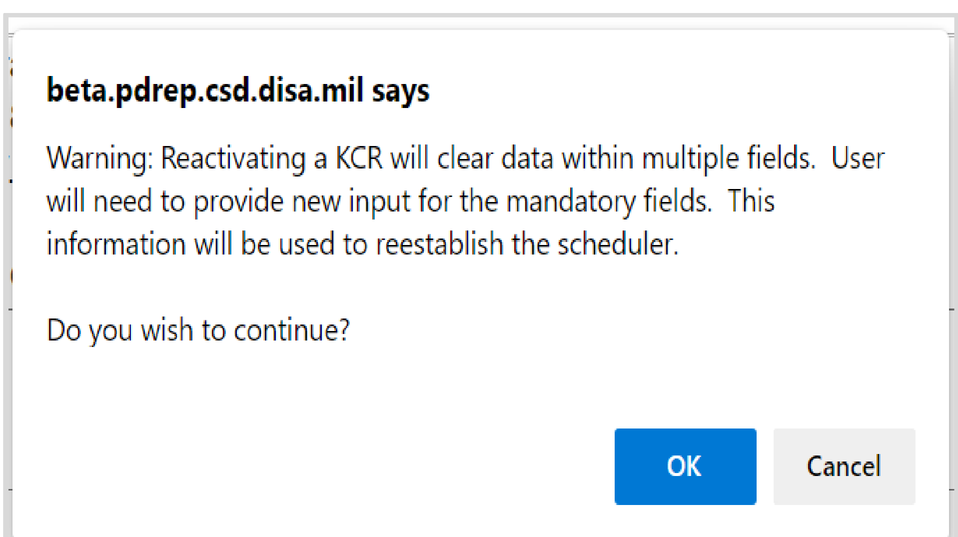


Figure 7.4

In order to reactivate a KCR, the KCR will need to have certain parameters re-established (i.e. mandatory data fields of the KCR e.g. Intensity of Surveillance, Frequency of Surveillance, Start Date etc.) The “Update/Save KCR Record” button will be used to capture the change and display a confirmation that the KCR had been successfully modified as shown in **Figure 7.5**.

Figure 7.5

Active KCR’s are subject to Record Locking. Record Locking was instituted to prevent users from saving over each other’s work. Only one user is allowed to be actively working in the KCR at a time. To engage the lock on a particular KCR, select the “Edit” button on KCR Table with that of the correlating KCR. Additional users attempting to edit the same KCR will be met with a read only view and a notification of the user with current editing rights. An example of this can be seen in **Figure 7.6**.

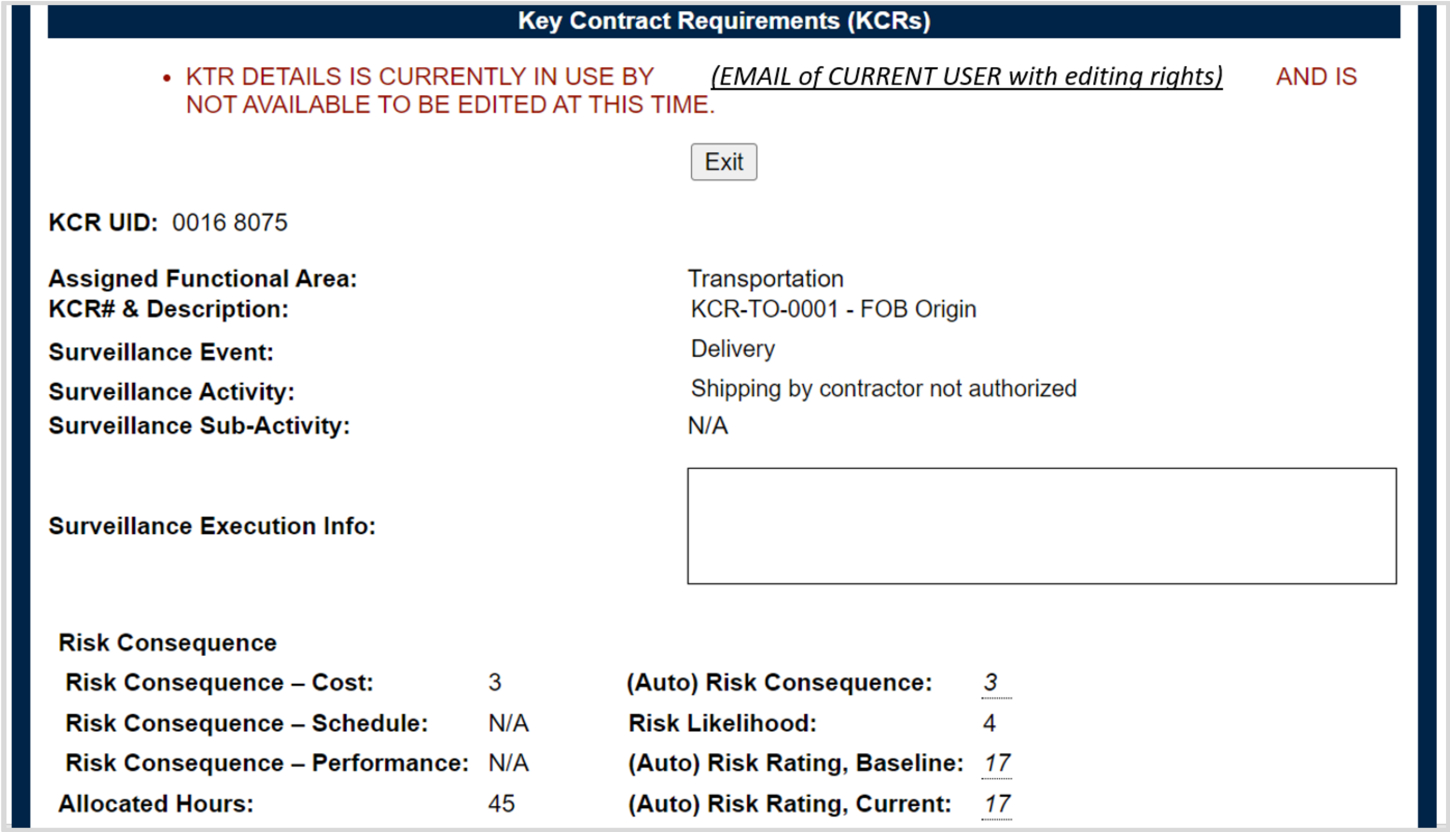
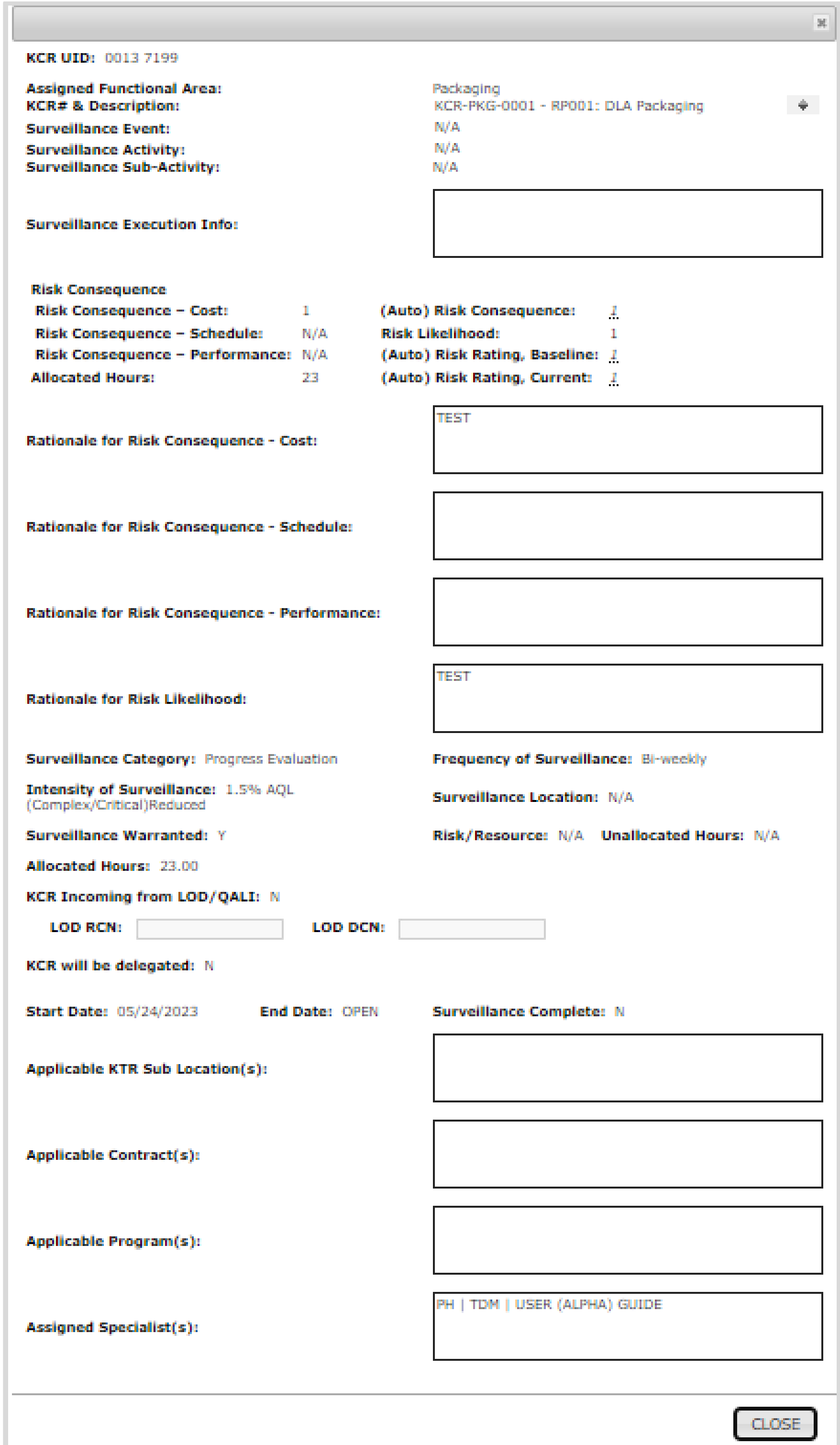


Figure 7.6

7.3 Viewing KCR Data

An at-a-glance view of the KCR data can be viewed by selecting the “View” button on the KCR table. When this is done, a pop-up window will display a view of the KCR selected along with its contents. The window generated can be closed by either clicking the “X” button (in the top right corner), or the “Close” button (in the bottom right corner). An example of this display can be seen in **Figure 7.7**. Record locking is not effected when viewing a KCR. Data associated with this view is described in **Section 6**.



KCR UID: 0013 7199

Assigned Functional Area: Packaging
KCR# & Description: KCR-PKG-0001 - RP001: DLA Packaging
Surveillance Event: N/A
Surveillance Activity: N/A
Surveillance Sub-Activity: N/A

Surveillance Execution Info:

Risk Consequence
Risk Consequence – Cost: 1 | (Auto) Risk Consequence: 1
Risk Consequence – Schedule: N/A | Risk Likelihood: 1
Risk Consequence – Performance: N/A | (Auto) Risk Rating, Baseline: 1
Allocated Hours: 23 | (Auto) Risk Rating, Current: 1

Rationale for Risk Consequence - Cost: TEST

Rationale for Risk Consequence - Schedule:

Rationale for Risk Consequence - Performance:

Rationale for Risk Likelihood: TEST

Surveillance Category: Progress Evaluation | Frequency of Surveillance: Bi-weekly
Intensity of Surveillance: 1.5% AQL (Complex/Critical)Reduced | Surveillance Location: N/A
Surveillance Warranted: Y | Risk/Resource: N/A Unallocated Hours: N/A
Allocated Hours: 23.00
KCR Incoming from LOD/QALI: N
LOD RCN: LOD DCN:
KCR will be delegated: N
Start Date: 05/24/2023 End Date: OPEN | Surveillance Complete: N

Applicable KTR Sub Location(s):

Applicable Contract(s):

Applicable Program(s):

Assigned Specialist(s): PH | TDM | USER (ALPHA) GUIDE

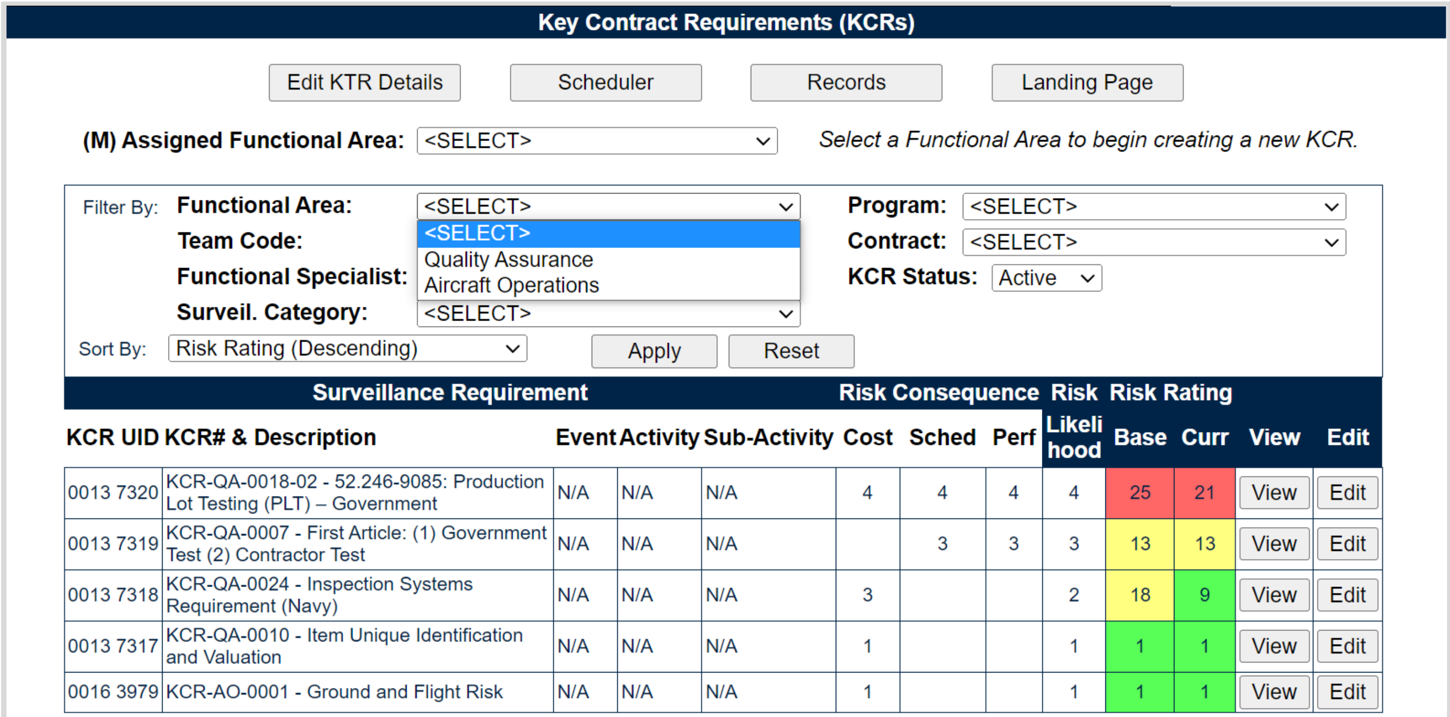
CLOSE

Figure 7.7

7.4 Filtering KCR's

Above the KCR Table are filtering options that can affect the number of displayed KCRs within the KCR table. In all cases, options are limited to those values saved within a KCR. (i.e.: Only Functional Areas for which a KCR is present on the SP will be available to select).

*For example: The 5 KCRs displayed in the sample Plan on **Figure 7.8**, fall within two functional areas' (AO & QA). Because of this the "Filter By" (for Functional Area) will only generate those two values (Aircraft Operations & Quality Assurance) in the dropdown.*



Surveillance Requirement					Risk Consequence			Risk	Risk Rating			
KCR UID	KCR# & Description	Event	Activity	Sub-Activity	Cost	Sched	Perf	Likelihood	Base	Curr	View	Edit
0013 7320	KCR-QA-0018-02 - 52.246-9085: Production Lot Testing (PLT) – Government	N/A	N/A	N/A	4	4	4	4	25	21	View	Edit
0013 7319	KCR-QA-0007 - First Article: (1) Government Test (2) Contractor Test	N/A	N/A	N/A		3	3	3	13	13	View	Edit
0013 7318	KCR-QA-0024 - Inspection Systems Requirement (Navy)	N/A	N/A	N/A	3			2	18	9	View	Edit
0013 7317	KCR-QA-0010 - Item Unique Identification and Valuation	N/A	N/A	N/A	1			1	1	1	View	Edit
0016 3979	KCR-AO-0001 - Ground and Flight Risk	N/A	N/A	N/A	1			1	1	1	View	Edit

Figure 7.8

By default, the KCR table will show the Plan's "Active" KCRs. Select one or more values from the "Filter By:" and or "Sort By:" options and click the "Apply" button to generate KCR's matching the criteria used to sort/filter. Using the filters should reduce the items within the table. Click the "Reset" button to remove filter(s) and sort(s) used.

Note: *KCRs identified as Surveillance Not Warranted will now be identified with an asterisk (*) and moved to the bottom of the list (regardless of risk rating) as shown in **Figure 7.9**.*

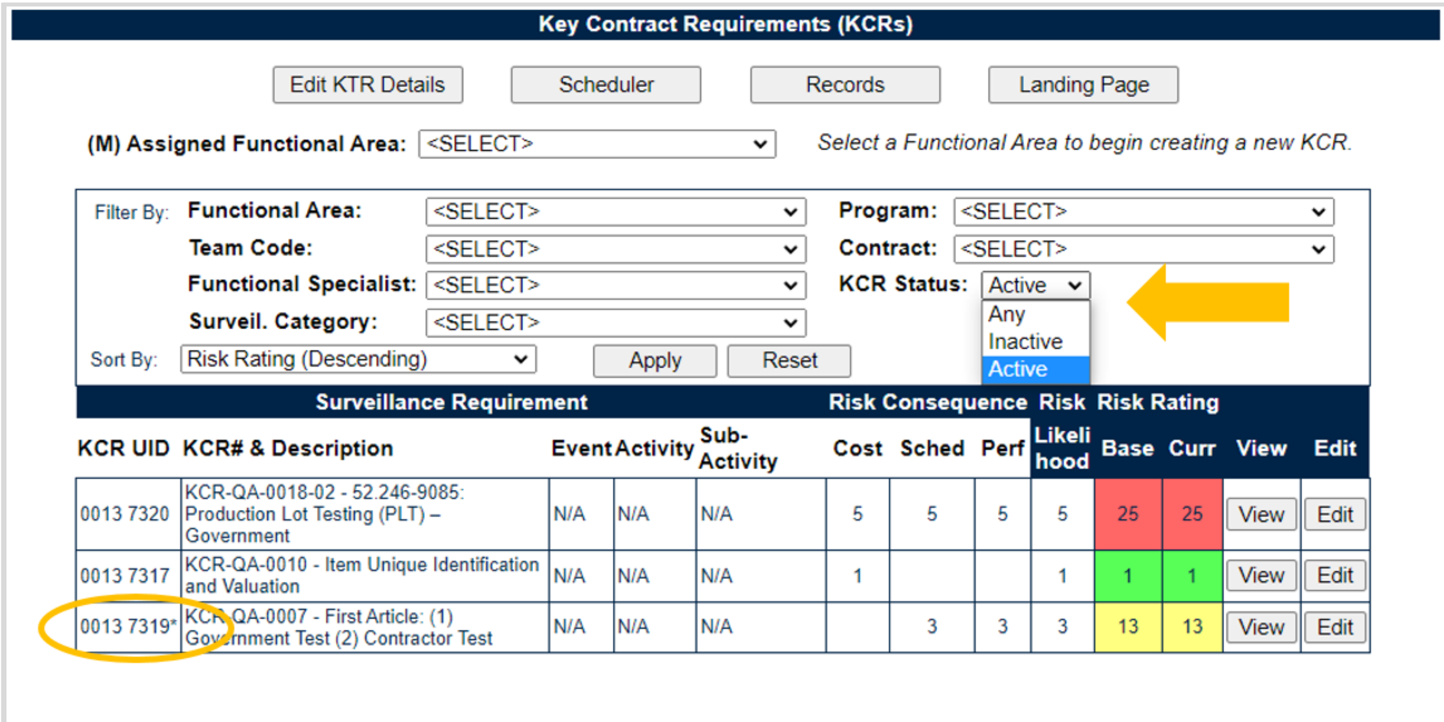


Figure 7.9

Associated Filtering for **Figure 7.9**

- **Functional Area:** Filters the table by KCR Functional Area.
- **Team Code:** Filters the table by Team Code of the KCR's Assigned Functional Specialists.
- **Functional Specialist:** Filters the table by Assigned Functional Specialist within the KCR.
- **Surveil. Category:** Type of surveillance evaluation (DPE, DSE, PE, SPE) identified within the KCR.
- **Program:** Filters KCRs in the table by Applicable Program.
- **Contract:** Filters KCRs in the table by Applicable Contract.
- **KCR Status:** Filter KCRs in the table by the KCR's current status. Drop-down defaults to "Active". Other options include "Inactive" and "Any" as shown in **Figure 7.9**.

Associated Sorting for **Figure 7.9**

- **Sort By:** Allows for sorting the table by different options that arranges the list of KCRs based on the selected sorting method.
  - Risk Rating (Descending) – *default status*
  - Risk Rating (Ascending)
  - Risk Likelihood (Descending)
  - Risk Likelihood (Ascending)
  - Start Date (Descending)
  - Start Date (Ascending)
  - End Date (Descending)
  - End Date (Ascending)

- KCR UID (Descending)
- KCR UID (Ascending)
- KCR# & Description (Descending)
- KCR# & Description (Ascending)

Associated Button Functionality for **Figure 7.9**

- **Edit KTR Details:** Navigates the user to an editable display of the KTR Details page (the "Create a DCMA Multi-Functional Surveillance Plan" page). Record locking rules apply.
- **Scheduler:** Navigates the user to the Surveillance Plan Scheduler. When this button is used, the Scheduler's default will automatically fill and display the Primary CAGE of the Plan the user is working in along with the User ID and Team Code associated with their profile.
- **Records:** This button navigates the user to the Surveillance Plan Records Page for the Plan the user is working in. The default view of the Records Page displays that of the returned Surveillance Plan's associated KCR's.
- **Landing Page:** This button navigates back to the Landing Page of the Surveillance Plan being worked.
- **Apply:** Refreshes the pages display to implements Filter & Sort selections made.
- **Reset:** Resets selections made to Filter & Sort back to their default status.
- **View:** This button opens the KCR to a non-editable view.
- **Edit:** This button navigates to an editable display of the KCR. Record locking rules apply.

7.5 KCR in Need of Attention

When a KCR has met or exceeded its End Date, it is known as a KCR Requiring Attention. In such instances, a pop-up message is generated to notify users that action needs to be taken (see **Figure 7.10**).

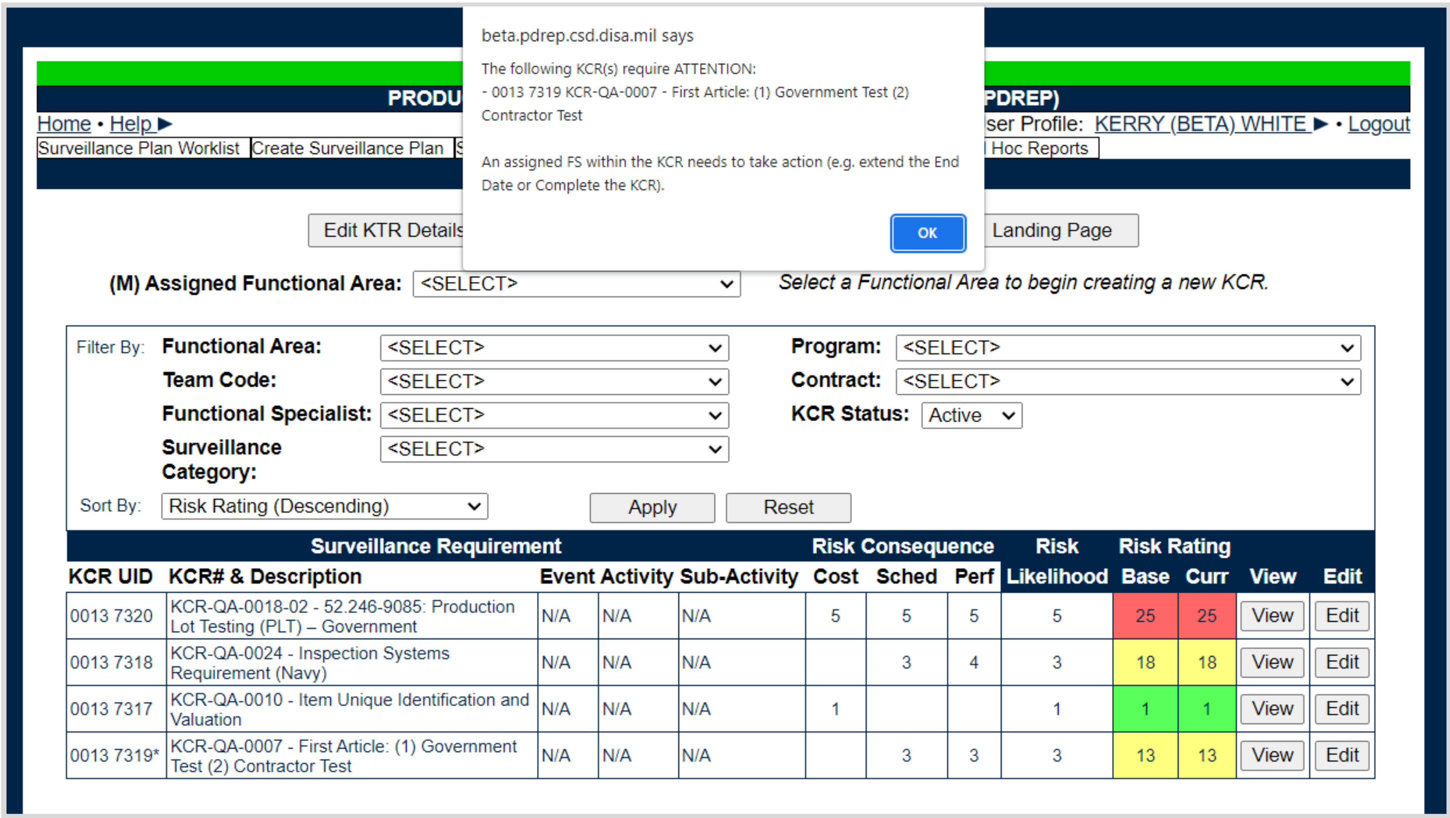


Figure 7.10

This message is encountered each time the Key Contract Requirements Page is accessed and will only be cleared once action is taken to place the KCR back to an active timeframe. The pop-up window does not require the user to make any immediate changes; it is only a method to notify the functional specialists that action is needed. The display will be similar to **Figure 7.11**. Clicking the "OK" button to close the window.

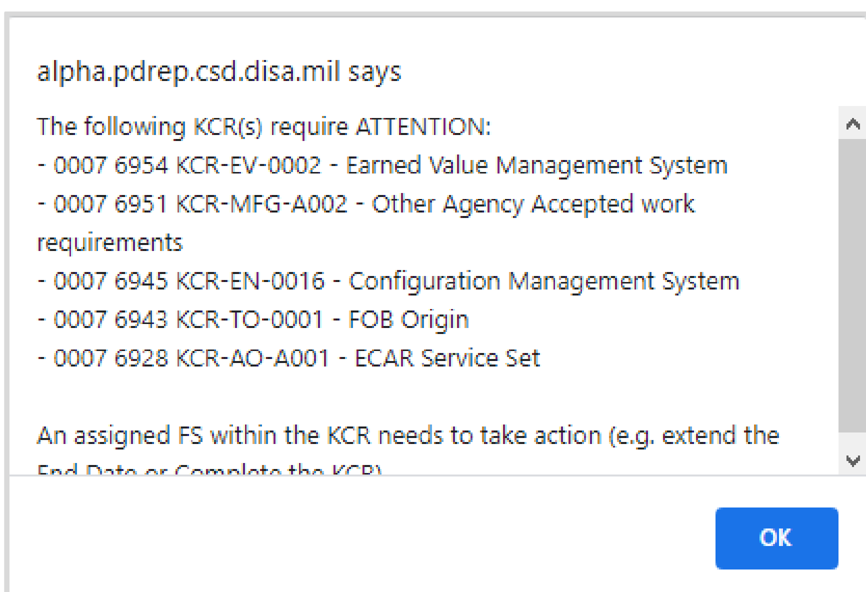


Figure 7.11

8 SURVEILLANCE SCHEDULES

Surveillance Schedules was designed as a tool to ensure the correct type of oversight is completed efficiently and on time. Through automated forecasting, users are provided an anticipated series (schedule) of surveillance occurrences. An occurrence is one, singular anticipated oversight based off the KCR start date and multiplied by the frequency, per assigned FS. The anticipated oversight also known as an occurrence, begins populating in the scheduler via the KCR start date. The anticipated series also known as reoccurrence, takes the “Frequency of Surveillance” and multiplies that against the start date.

8.1 Schedules

Not all KCR’s generate a returned schedule. Schedules are based off a specific formula of forecasting oversight when Surveillance is <u>Warranted</u> and <u>Not Delegated</u> (see **Figure 8.1**).

The initial date of an oversight (also known as an “Occurrence”) begins on the Start Date entered within the KCR. The anticipated series (also known as a “Reoccurrence”), takes the first occurrence (Start Date) and multiples it by the KCR’s Frequency of Surveillance, to provide a schedule of oversight per assigned FS. These reoccurrences will continue to populate up to (but not including) the KCR’s End Date.

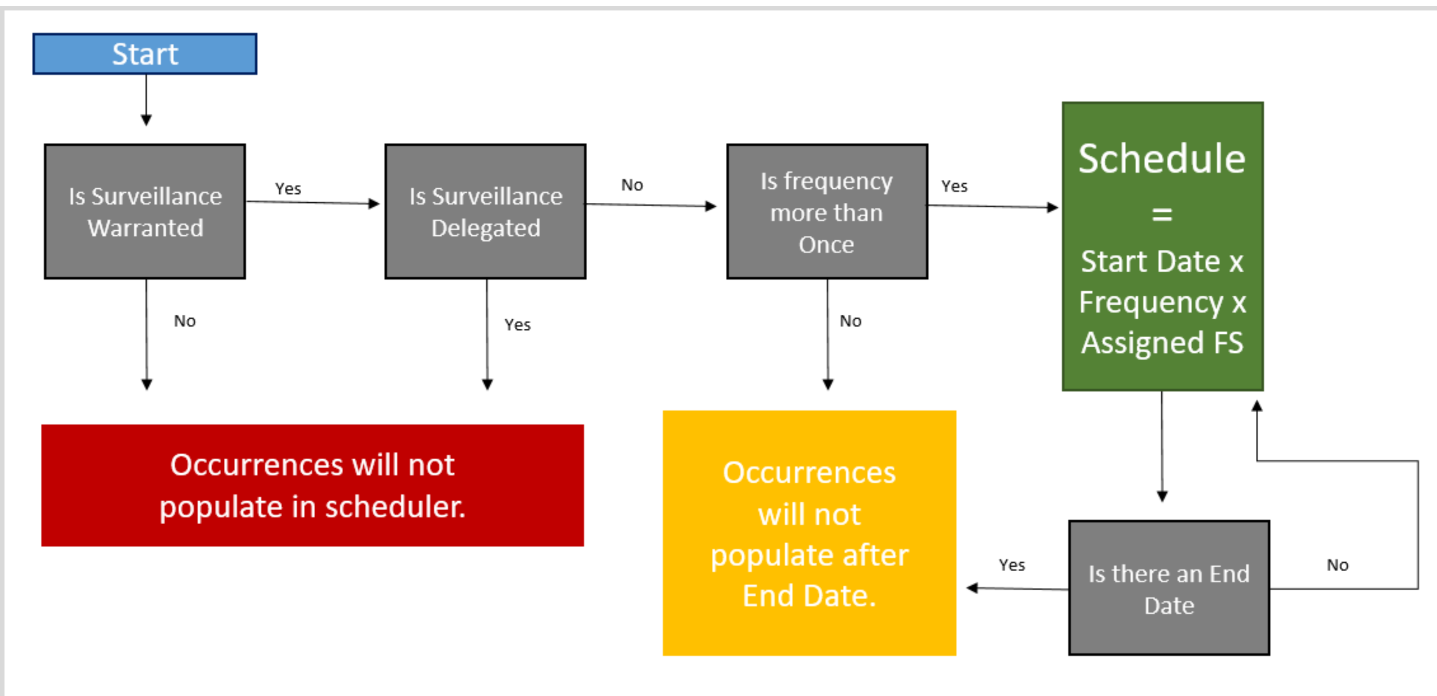


Figure 8.1

8.2 Accessing SP Schedules

On the PDREP Home Page, select “Surveillance Schedules” from the “Surveillance Plan (SP)” fly out (see **Figure 8.2**). The default page of Surveillance Schedules will generate as shown in **Figure 8.3**. This basic view does not prepopulate any data field.

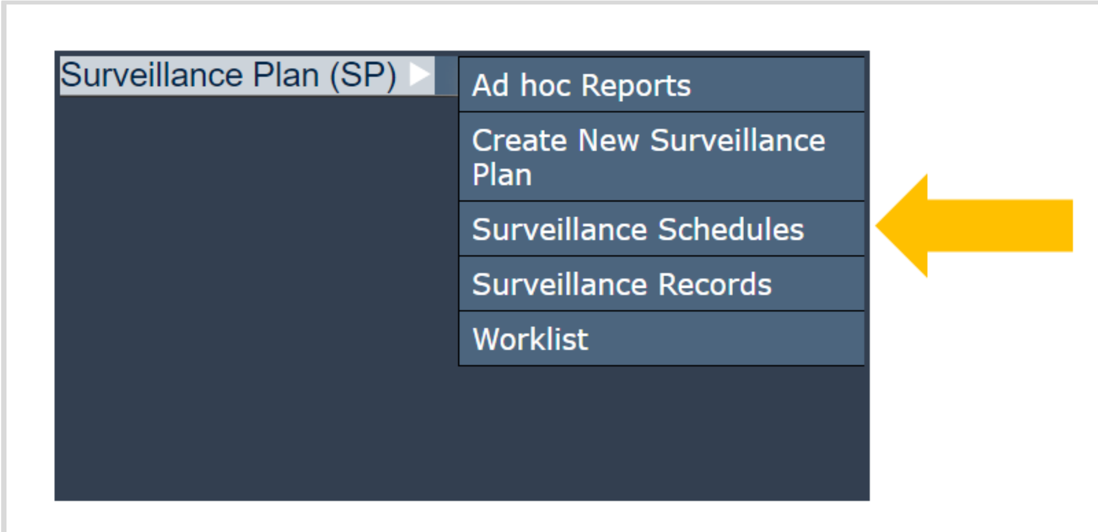


Figure 8.2

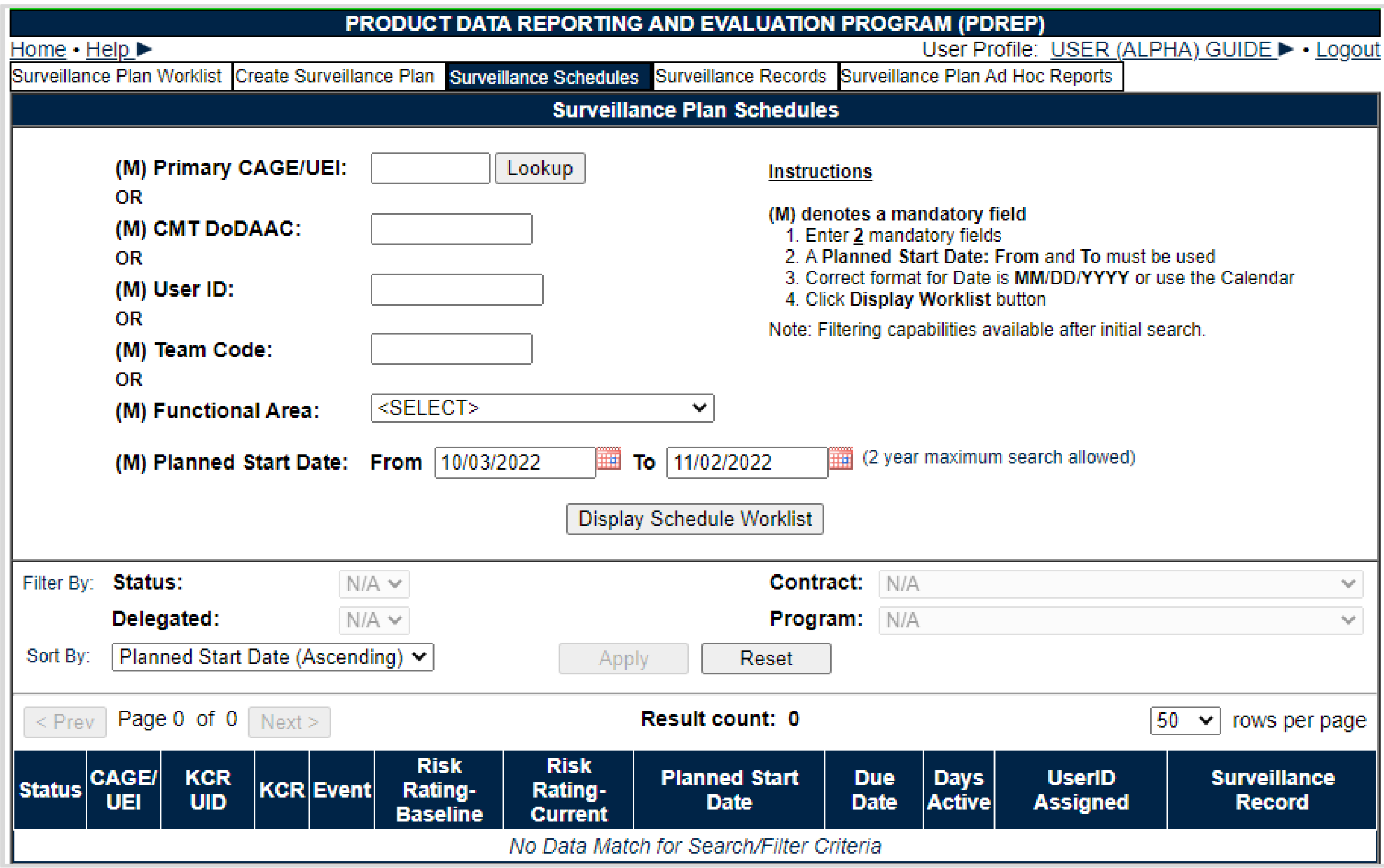


Figure 8.3

If already working in the application, select the “Surveillance Schedules” tab at the top of the page or use the navigational button labeled “Scheduler” (see **Figure 8.4**). When accessing the Surveillance Schedules Page from the tab, the default view, as shown in **Figure 8.4**, will generate. However, using the navigational buttons located within the Plan, three data fields (Primary CAGE, User ID and Team Code) will prepopulate based. These values draw from the user’s profile and the CAGE Code being worked.

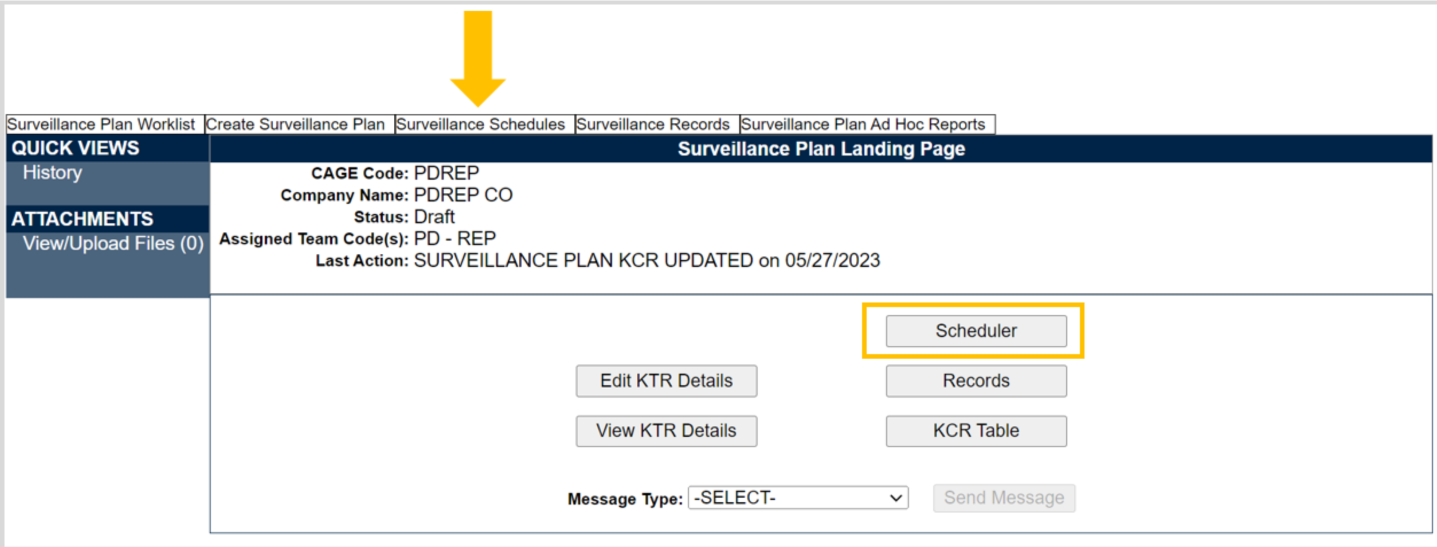


Figure 8.4

8.3 SP Schedules Page

Surveillance Schedules Page (also known as the Scheduler), has a default view & a populated view. The default view does not prepopulate any of the field criteria required to generate a schedule, whereas the populated view contains the CAGE Code currently being worked, the User ID and Team Code as pulled from the user profile. Both display types contain three distinct sections:

1. Creating a Schedule
2. Filtering the Schedule
3. Schedule

Note: *Populated Schedules contain a "Landing Page" button which navigates the user back to the Landing Page of the Plan being worked (see **Figure 8.5**).*

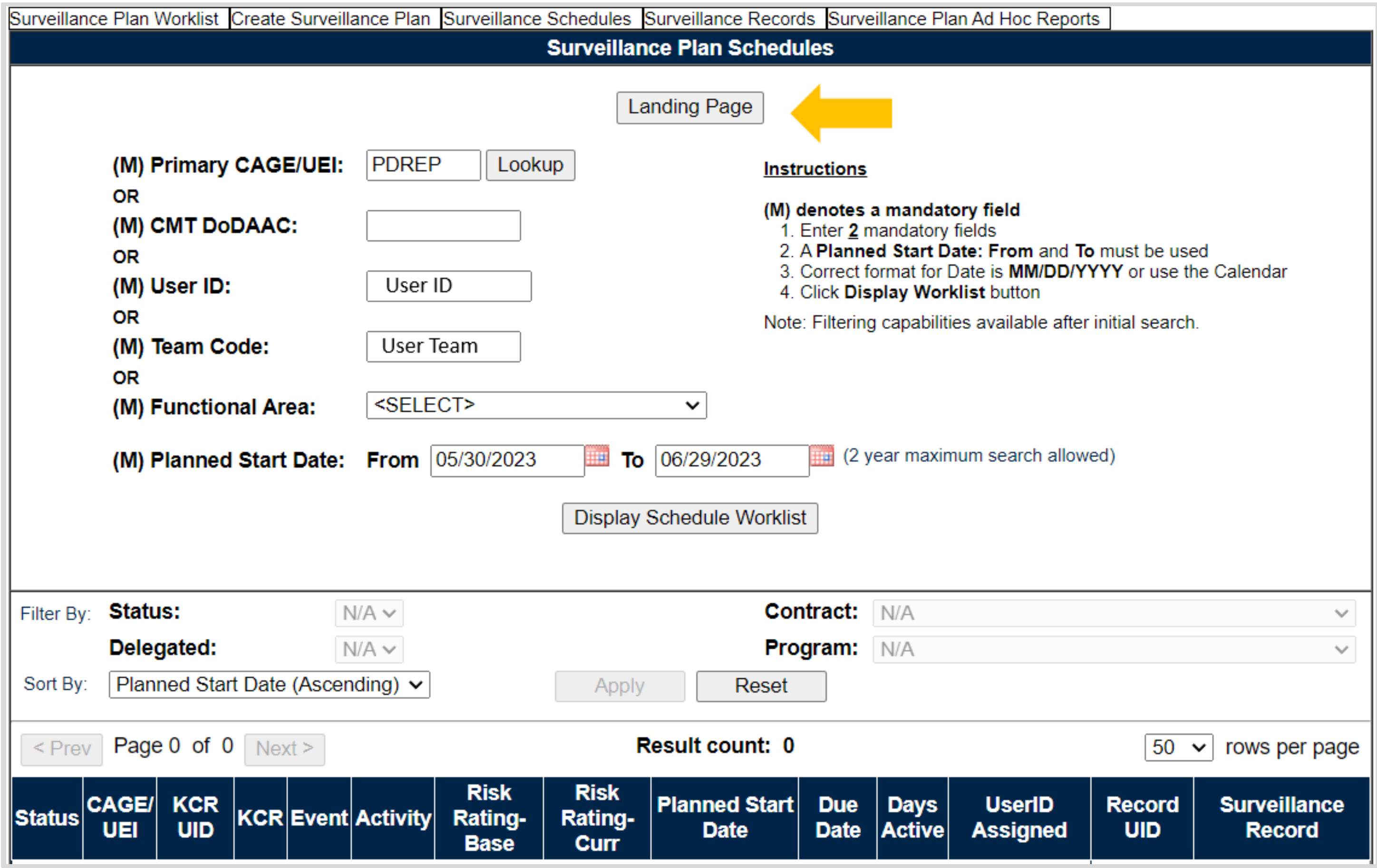


Figure 8.5

8.3.1 Creating a Schedule

At the top of the page are some data fields to be used when creating a schedule. Both the schedulers default and populated displays contain a date range of 30 days out. The date range is used to identify which occurrences should populate. Any occurrence on or within the dates entered will display within the returned schedule as shown in **Figure 8.5**.

To begin creating a schedule, enter at least two of the mandatory data fields and use a date range of no more than two years. Select the “Display Schedule Worklist” button to create the schedule. When creating a schedule, once the two mandatory values are satisfied and a date range is present, what populates below the filtering, is the returned Schedule as determined by the Reoccurrence Formula.

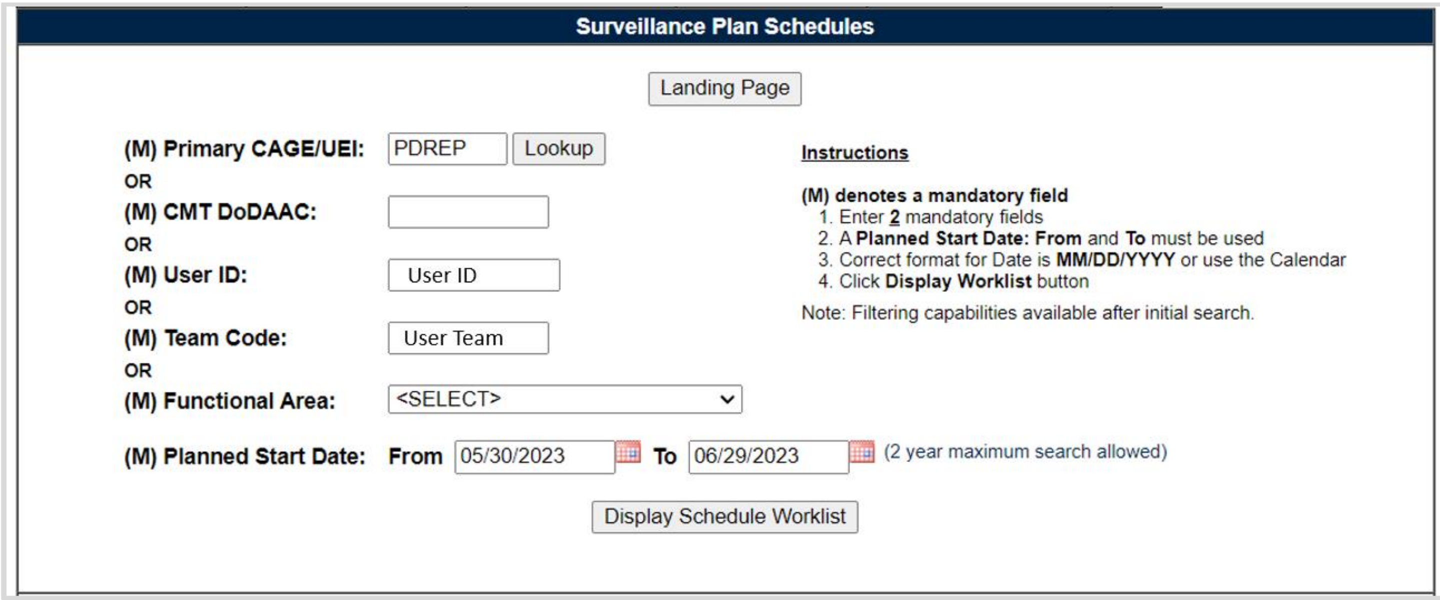


Figure 8.6

Associated Data Fields for **Figure 8.6**

- **(M) Primary CAGE/UEI:** CAGE Code or UEI of the contractor to whom the Surveillance Plan is attributed.
- **(M) CMT DoDAAC:** Organization assigned to the Prime Location for Surveillance.
- **(M) User ID:** Assigned Functional Specialist within the KCR.
- **(M) Team Code:** Team Codes based on Assigned Functional Specialists found within the Plan's KCR's.
- **(M) Functional Area**: Drop down list based on the sixteen Functional Areas.
  - i. Aircraft Operations
  - ii. Contract Safety
  - iii. Contracts
  - iv. Earned Value
  - v. Earned Value Analysis
  - vi. Engineering
  - vii. Manufacturing
  - viii. NASA Quality Assurance
  - ix. NSEO Quality Assurance
  - x. Packaging
  - xi. Plant Clearance
  - xii. Property Administration
  - xiii. Quality Assurance
  - xiv. Small Business
  - xv. Software Acquisition Management
  - xvi. Transportation

- **(M) Planned Start Date (*Date Range*):** Date range will default to a 30-day query starting with "todays" date. This editable field will generate occurrences on or within the dates provided up to two years.

- **From:** Start date of query. Defaults to “todays” date and forecasts out 30 calendar days out and is editable by user.
- **To:** Ending point of query and is editable by user.
    i. Query cannot be performed without a start or end date. The user will receive the standard error message if one of the dates is not present and queried.
    ii. Message will generate when return exceeds 500. Prompt user to use excel to get information
    iii. Maximum return will be 2 years of the “From” date entered and concluding on the “To” date entered. For instance, if the start date entered is 01/10/2050 the end date cannot exceed 01/09/2052.

Associated Buttons for **Figure 8.6**

- **Landing Page:** Navigates the user back to the Landing Page of the Plan being worked.
- **Display Schedule Worklist:** Will display the returned Schedule based on the criteria entered and the date range used.

8.3.2 Filtering The Schedule

The second section of the Surveillance Plan Schedules page is where the primary query may be filtered, allowing the user to view a more detailed return (see **Figure 8.7**). The filtering drop-downs generate their returned values based on the entries made when creating a schedule.

Note: A combination of *Primary CAGE/UEI, CMT DoDAAC, Assigned FS ID, Assigned FS Team Code or Functional Area and a Date Range must be queried first and register a returned schedule in order to have additional filtering options populate.*

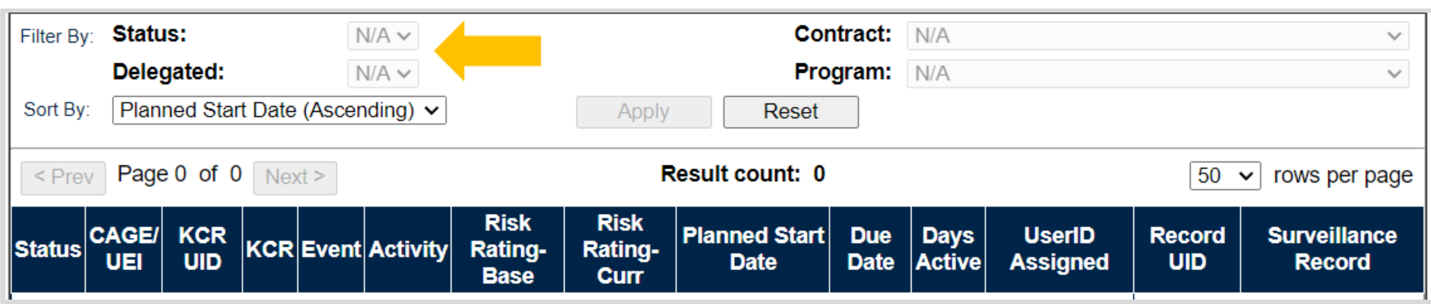


Figure 8.7

Associated Filters for **Figure 8.7**

- **Status:** Drop-down which may include the following depending what statuses are in the return:
    - **---:** This status denotes an anticipated oversight that does not have a related record (DPE/DSE/PE/SPE).
    - **--- Overdue:** This status denotes an anticipated oversight that does not have a related record (DPE/DSE/PE/) and is considered overdue.
    - **Draft:** This status denotes an oversight in process, but not yet completed. Essentially, there is a draft record associated with the occurrence.
    - **Draft Overdue:** This status denotes a record associated to an oversight that is considered past due, the day after the oversight “should” have occurred based on the

time between the "Start Date & Due Date" of the occurrence. The status text will turn from black (current) to red for overdue.

    i. An example of this would be an oversight start date of 30 May 2023 with a weekly frequency, the due date would be 06 June 2023. The status would turn red and "Overdue" on 07 June 2023.
    ii. Days Active starts counting the day after the start date then turns red the day after the due date.
    iii. Days Active count begins again at zero (on the day after the Due Date) and starts counting overdue days the day after a missed occurrence.
    iv. It does not matter if a record is attached to the oversight or not. The only consideration is if the frequency had been exceeded.

- **Complete:** This status denotes a completed oversight. All mandatory fields have been satisfied and the corresponding record (DPE, DSE, PE, SPE) reflect as "Completed". Red text will display when the occurrence was completed after the anticipated Due Date.
- **Re-Opened:** This status denotes a record previously marked as "complete" has been reopened.
    - "Reopen" will remain as the status and show in red font if overdue.
    - It will remain in red font as "Reopened" until the user makes the necessary changes then completes the record again.
    - If a record is reopened after being closed, the text color will be representative of the date's status.
    - Red text will display when the occurrence was completed after the anticipated Due Date before being reopened.

Note: *Once a status becomes overdue, the status text becomes red and stays red regardless of any action taken.*

- **Delegated:** At this time, it is set to No and not editable.
- **Contract:** Text field allows alphanumeric characters, when six characters are entered (beginning of the contract) allows a search to be conducted, each additional character will further reduce the return. If a Program has been selected before a Contract has been entered, this field will be grayed out.
- **Program:** Drop down display of any program that is associated to initial query results. If a Contract has been entered before a Program has been selected, this field will be grayed out.
- **Sort By:** The return may be sorted based on the following criteria**:**
    - Planned Start Date (Ascending)
    - Planned Start Date (Descending)
    - Due Date (Ascending)
    - Due Date (Descending)
    - KCR UID (Ascending)
    - KCR UID (Descending)
    - CAGE/UEI (Ascending)
    - CAGE/UEI (Descending)
    - Assigned FS (Ascending)
    - Assigned FS (Descending)

8.4 Table Return – Scheduler

There are two returned schedules types, an individual schedule whereas the returned schedule is limited to a singular user and a group schedule whereas the returned schedule may show multiple users within the same Team Code or Plan (see **Figure 8.8**).

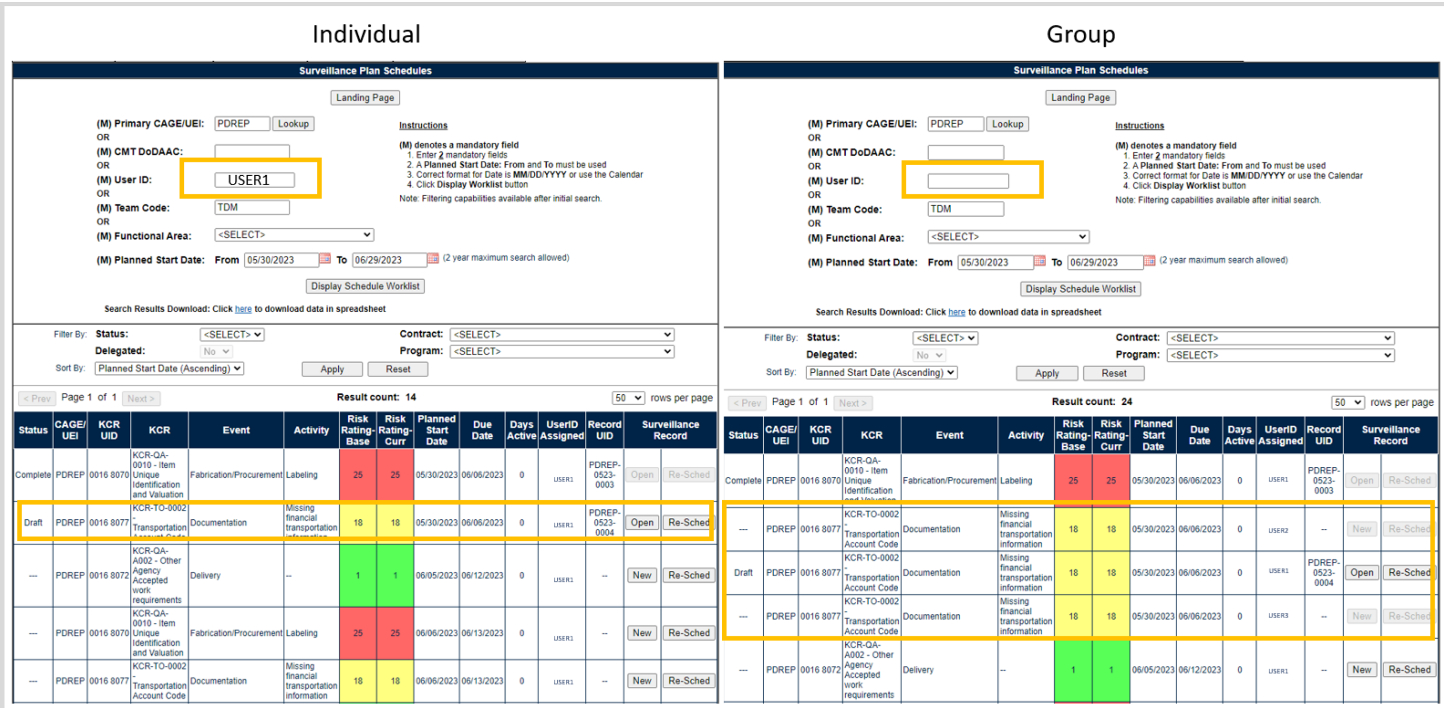


Figure 8.8

Filtering an individual schedule (based off the User ID), can be done for any user & by any user, as shown on the left side of **Figure 8.8**. However, functionality is restricted to the user for which the occurrence populated. This means the ability to cancel an occurrence, reschedule an occurrence, create a record or access a record is limited to the individual listed in the UserID Assigned column. When a User ID is not entered as shown on the right side of **Figure 8.8**, a group schedule will be returned displaying all assigned Functional Specialist associated with those KCR values entered. An example of an individual schedule can be seen in **Figure 8.9** and a group schedule can be seen on **Figure 8.10**.

Note: *With the exception of weekly oversight, returned schedules due not take into consideration weekends or Holidays. When a weekly frequency has been determined, the Scheduler will populate occurrences for Monday thru Fridays. Otherwise the Scheduler does not take into consideration Saturday's, Sunday's, or federal holidays. For additional information pertaining to Frequencies, see **Section 6.3.4** of this document.*

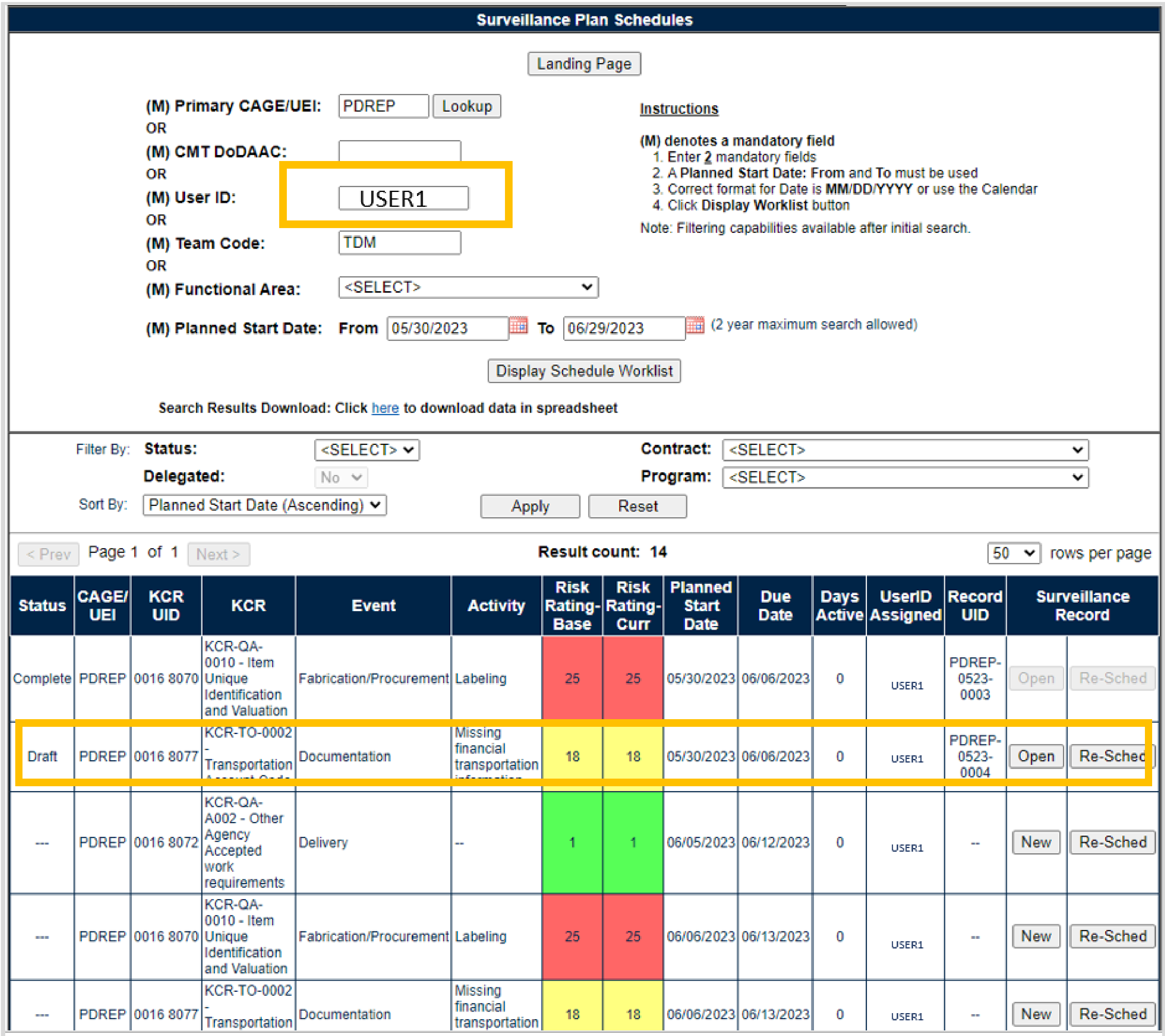

Surveillance Plan Schedules
Landing Page
(M) Primary CAGE/UEI: PDREP Lookup
OR
(M) CMT DoDAAC:
OR
(M) User ID: USER1
OR
(M) Team Code: TDM
OR
(M) Functional Area: <SELECT>
(M) Planned Start Date: From 05/30/2023 To 06/29/2023 (2 year maximum search allowed)
Instructions
(M) denotes a mandatory field
1. Enter 2 mandatory fields
2. A Planned Start Date: From and To must be used
3. Correct format for Date is MM/DD/YYYY or use the Calendar
4. Click Display Worklist button
Note: Filtering capabilities available after initial search.
Display Schedule Worklist
Search Results Download: Click here to download data in spreadsheet
Filter By: Status: <SELECT>
Delegated: No
Contract: <SELECT>
Program: <SELECT>
Sort By: Planned Start Date (Ascending)
Apply
Reset
< Prev Page 1 of 1 Next >
Result count: 14
50 rows per page
Status
CAGE/ UEI
KCR UID
KCR
Event
Activity
Risk Rating-Base
Risk Rating-Curr
Planned Start Date
Due Date
Days Active
UserID Assigned
Record UID
Surveillance Record
Complete PDREP 0016 8070 KCR-QA-0010 - Item Unique Identification and Valuation Fabrication/Procurement Labeling 25 25 05/30/2023 06/06/2023 0 USER1 PDREP-0523-0003 Open Re-Sched
Draft PDREP 0016 8077 KCR-TO-0002 - Transportation Documentation Missing financial transportation 18 18 05/30/2023 06/06/2023 0 USER1 PDREP-0523-0004 Open Re-Sched
--- PDREP 0016 8072 KCR-QA-A002 - Other Agency Accepted work requirements Delivery -- 1 1 06/05/2023 06/12/2023 0 USER1 -- New Re-Sched
--- PDREP 0016 8070 KCR-QA-0010 - Item Unique Identification and Valuation Fabrication/Procurement Labeling 25 25 06/06/2023 06/13/2023 0 USER1 -- New Re-Sched
--- PDREP 0016 8077 KCR-TO-0002 - Transportation Documentation Missing financial transportation 18 18 06/06/2023 06/13/2023 0 USER1 -- New Re-Sched

Figure 8.9

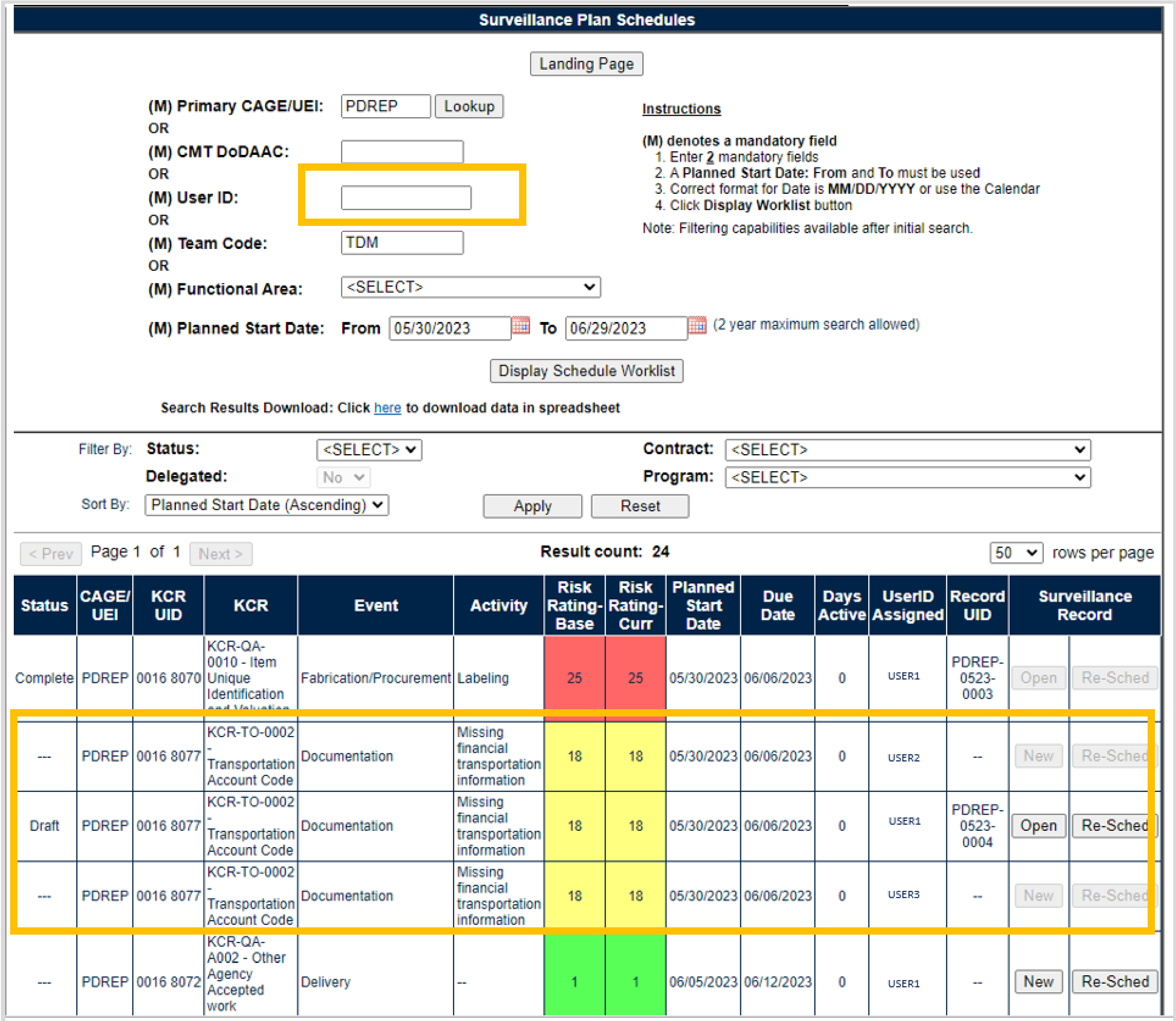


Figure 8.10

Associated Table Columns for **Figure 8.10**

- **Status:** The current status (Draft, Overdue, Complete, etc.) of the occurrence.
- **CAGE/UEI:** The CAGE Code or UEI of the contractor to whom the Surveillance oversight is attributed.
- **KCR UID:** The 8-digit unique identifier of the KCR for which the occurrence is referencing.
- **KCR:** Key Contract Requirement Number & Description for which the occurrence is referencing.
- **Event:** The Event associated with the KCR for which the occurrence is referencing. Field will display as “N/A” when lacking a Surveillance Event in the KCR.

- **Activity:** The Activity associated with the KCR for which the occurrence is referencing. Field will display as "N/A" when lacking a Surveillance Activity in the KCR.
- **Risk Rating Baseline**: The initial Risk Rating documented in the KCR for which the occurrence is referencing.
- **Risk Rating Current:** Most current Risk Rating associated with the KCR for which the occurrence is referencing.
- **Planned Start Date:** This field populates the date for each occurrence to start with the expectation that the surveillance record should be created on this date but does not have to be completed. Planned Start Dates are generated on a calculation of the KCR's Start Date multiplied by the Frequency of which oversight should be performed. The date will display in black font with the exception of those occurrences considered past due.

Note: *Frequencies with a start date or occurrence date of February 29th, will occur as February 28th for non-leap years.*

- **Due Date:** At this time, Due Date is by default the Start Date of the next occurrence.
- **Days Active**: Starts counting according to the start date before resetting and turning red once the Due Date has been exceeded. This column will represent a numeric day count of how many days active from the Start Date. And then a numeric representation of how many days the occurrence has exceeded the end date.
    - Current = Black
    - Past Due (late) = Red
- **User ID Assigned:** The ID of the Assigned Functional Specialist within the KCR.
- **Record UID:** Unique identifier of an associated record of the KCR.
- **Surveillance Record:** Functionality restricted to that of the User ID Assigned.
- **Open/New:** Ability to create or access the associated record.
- **Re-Schedule:** Ability to Cancel or Re-Schedule anticipated oversight.

8.4.1 Changes to the Schedulers Return

Changes to the KCR trickle down and effect not only the KCR itself but also what's shown in the scheduler and subsequently the contents of the record. The KCR communicates these changes to the Scheduler immediately following the KCR's "Save" action. Once the Scheduler receives notification, the anticipated oversight (aka scheduler) will automatically adjust its return based on the current KCR's values for Start Date, Frequency and assigned FS. This same logic is also applied when a KCR is moved from Not Warranted to Warranted or when a KCR's delegation status goes from Delegated to Not Delegated.

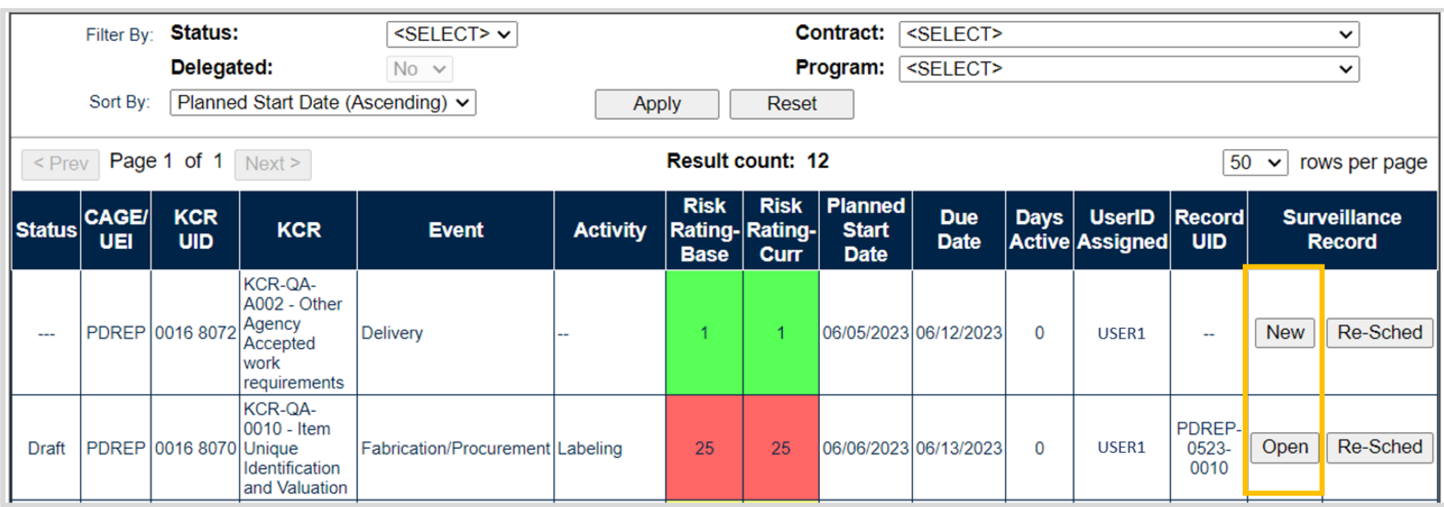
Because Surveillance Schedules are created in "Real Time", changes to data elements used to populate occurrences, will be immediately applied to the Scheduler. This is true only for occurrences lacking an attached Record. When a record is associated to an occurrence, the Scheduler ignores changes to the KCR for that particular oversight, keeping the record-attached occurrence untouched. For instance, when a change occurs to a KCR's Start Date, the Schedules Planned Start Date, Due Date and Days Active will automatically adjust their values to that of the KCR for all occurrences and reoccurrences lacking a record. Since the scheduler ignores those occurrences with an associated Record, no change is made to the Planned Start Date, Due Date or Days Active for these oversights.

8.5 Button Functionality

Buttons available on the Surveillance Plan Schedules page and their functionality are described below.

- **Landing Page:** Navigates the user to the Surveillance Plan Landing Page associated with the CAGE Code.
- **Lookup**: CAGE Codes utilized in the application are validated against the PDREP database. The Lookup CAGE button allows the user to lookup Vendor information either by CAGE Code or Company Name. When a CAGE is selected from the lookup page, it populates the field associated with the button.
- **Display Schedule Worklist:** Will display the Scheduled list based on the criteria entered in required data fields.
- **Apply:** Will further filter the Scheduled worklist based on the additional filters entered.
- **Reset:** Returns selections made to Filter & Sort back to their default status.
- **New:** Available only to the UserID Assigned**,** this button opens the records page for the type of surveillance required as determined within the KCR.
- **Open:** Available only to the UserID Assigned**,** this button displays after a record has been created and saved the "New" button will become the Open button which allows to user to enter and edit the record (see **Figure 8.11**).
-

NOTE: *Records accessed by way of the scheduler, will return the user to the scheduler when the "Back" button is used.*



Status	CAGE/ UEI	KCR UID	KCR	Event	Activity	Risk Rating-Base	Risk Rating-Curr	Planned Start Date	Due Date	Days Active	UserID Assigned	Record UID	Surveillance Record
---	PDREP	0016 8072	KCR-QA-A002 - Other Agency Accepted work requirements	Delivery	--	1	1	06/05/2023	06/12/2023	0	USER1	--	New Re-Sched
Draft	PDREP	0016 8070	KCR-QA-0010 - Item Unique Identification and Valuation	Fabrication/Procurement	Labeling	25	25	06/06/2023	06/13/2023	0	USER1	PDREP-0523-0010	Open Re-Sched

Figure 8.11

- **Re-Sched**: The button will open a new window where the user can choose to reschedule or cancel the anticipated oversight.

Note: The ability to Reschedule an occurrence or Cancel an occurrence is restricted on those records marked as “Complete”.

  - **Reschedule:** When selected a Justification as to why the occurrence needs to be reschedule is required along with a new Start Date & End Date of when the occurrence will begin its oversight and conclude. Values entered do not affect any other occurrence, or series of occurrences (see **Figure 8.12**).
    i. **Save:** Captures the request and reschedules the occurrence based on the New Start Date and End Date entered.
    ii. **Cancel:** Refreshes the page and returns to the scheduler.

  - **Cancel:** When selected Rescheduled Date fields becomes inactive. And only a Justification as to why the occurrence needs to be Canceled is required. Values entered do not affect any other occurrence, or series of occurrences (see **Figure 8.13**).
    i. **Save:** Captures the request and eliminates the occurrence from the schedulers return indefinitely.
    ii. **Cancel:** Refreshes the page and returns to the scheduler.

Note: *Canceling an occurrence is an action that cannot be undone. Not even PDREP can reinstate an occurrence that has been canceled.*

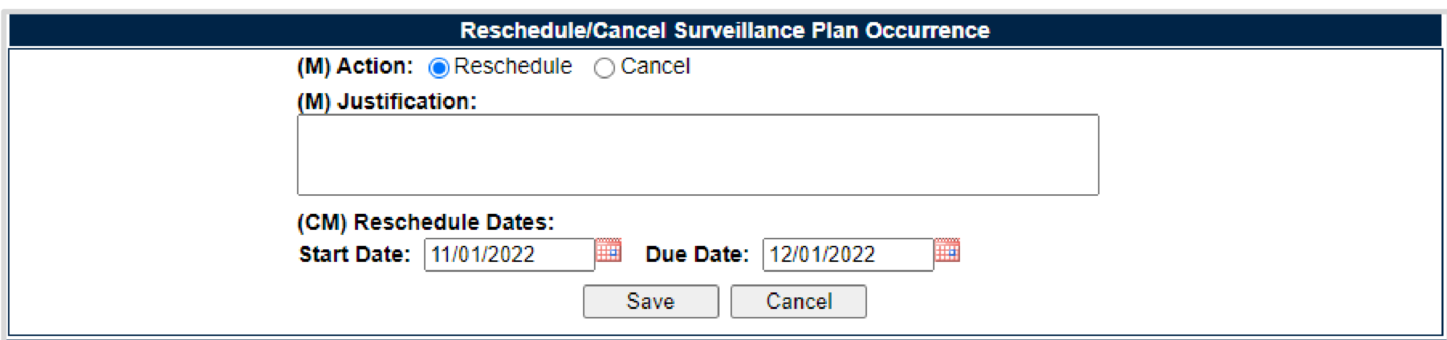


Figure 8.12

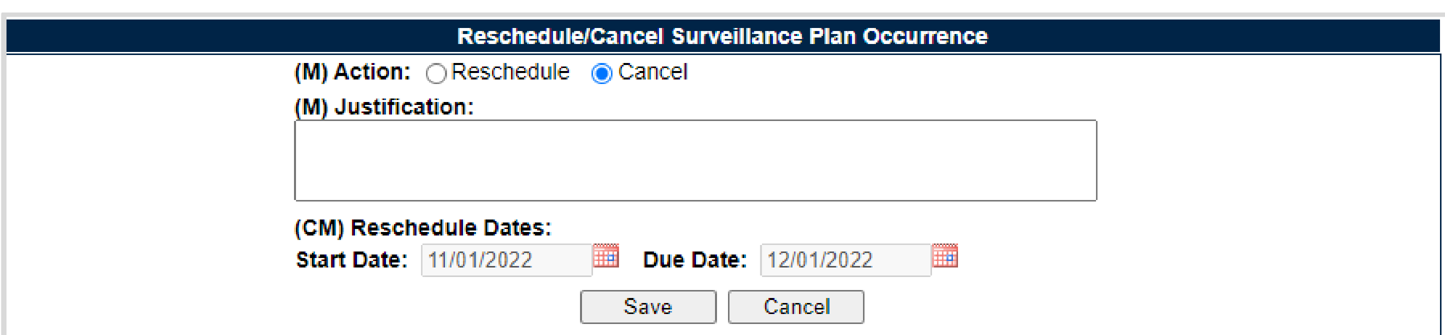


Figure 8.13

8.6 Additional Features

- **Download:** Downloads returned schedule to a spreadsheet – If the return from the query/filter is greater than 500 rows, the user will be able to download the entirety of the return to a spreadsheet. Use the >here< hyperlink (see **Figure 8.14**).

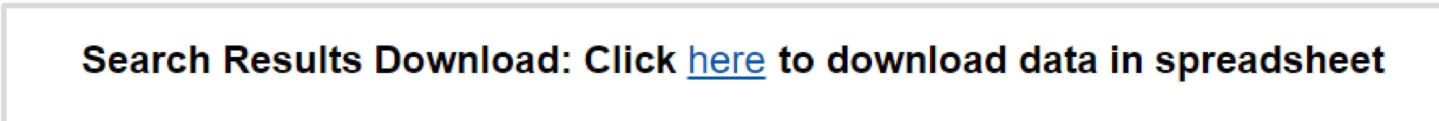


Figure 8.14

- **Page Counter:** Enables the ability to toggle between pages when more than one page of data is returned from the query/filter as shown in **Figure 8.15**. The “Next” button produces the succeeding page where as the “Prev” button navigates back to the previous page.

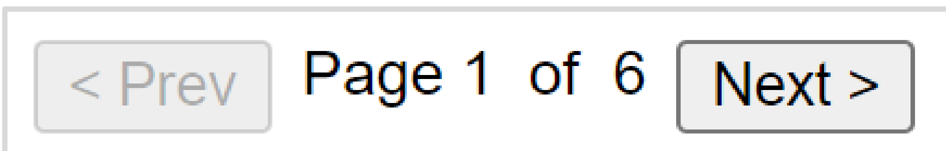


Figure 8.15

- **Rows Per Page:** By using the provided drop-down, this feature enables a larger returned schedule as determined by the selected number of rows to be displayed. Returned schedules default to a 50 row return but may be increased to 100, 250 or 500 (see **Figure 8.16**).

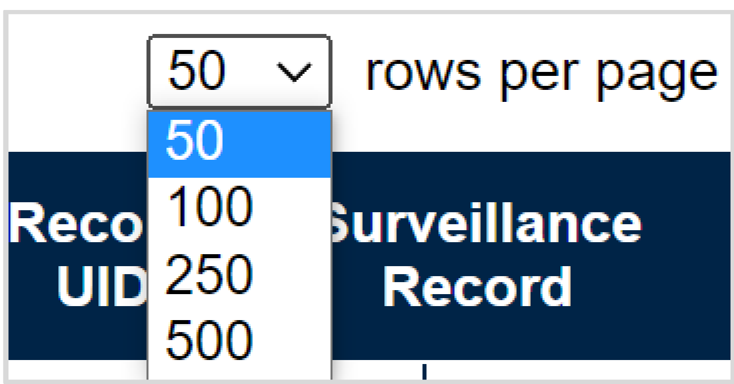


Figure 8.16

9 ACCESSING SP RECORDS

On the PDREP Home Page, select “Surveillance Records” from the “Surveillance Plan (SP)” fly out (see **Figure 9.1**).

Figure 9.1

The default page of Surveillance Records will generate. This view does not prepopulate any information and requires a Primary CAGE be entered. Select the “Display KCRs” button to access the Plan’s associated Record Page (see **Figure 9.2**).

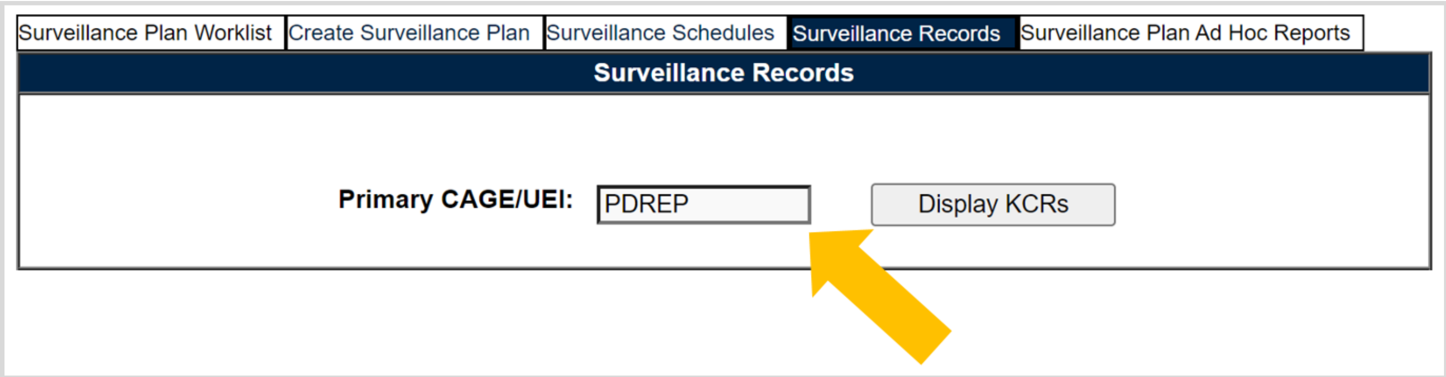


Figure 9.2

When a CAGE Code has been entered without an existing Surveillance Plan, a notification will display instructing the user that a Plan does not exist. An example of this display may be seen in **Figure 9.3**.

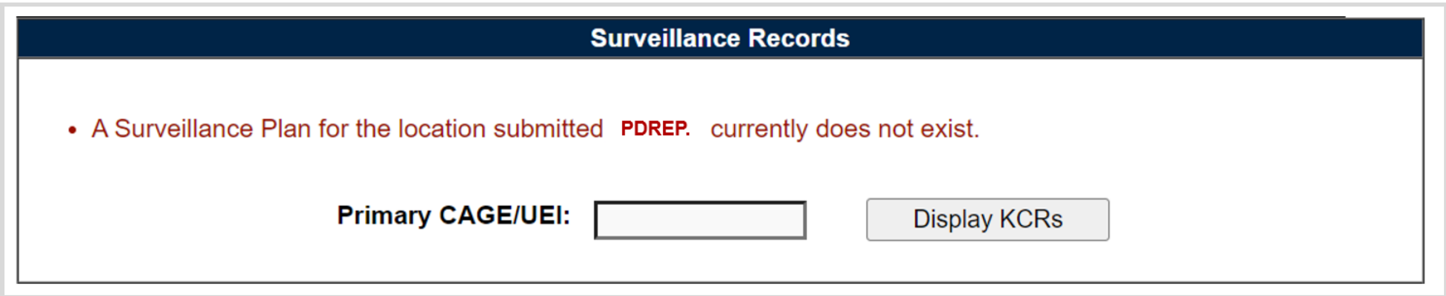


Figure 9.3

For those instances where a Surveillance Plan has been created but does not have at least one KCR associated to it, the tools navigational buttons will display (after selecting the “Display KCRs” buttons) with a notification instructing the user to add KCR's via the worklist. An example of this display may be seen in **Figure 9.4**.

Figure 9.4

If already working in the application and within a specific Plan, select the "Surveillance Records" tab at the top of the page or use the navigational button labeled "Records" to access the associated Plan's Record Page along with related worklist (see **Figure 9.5**).

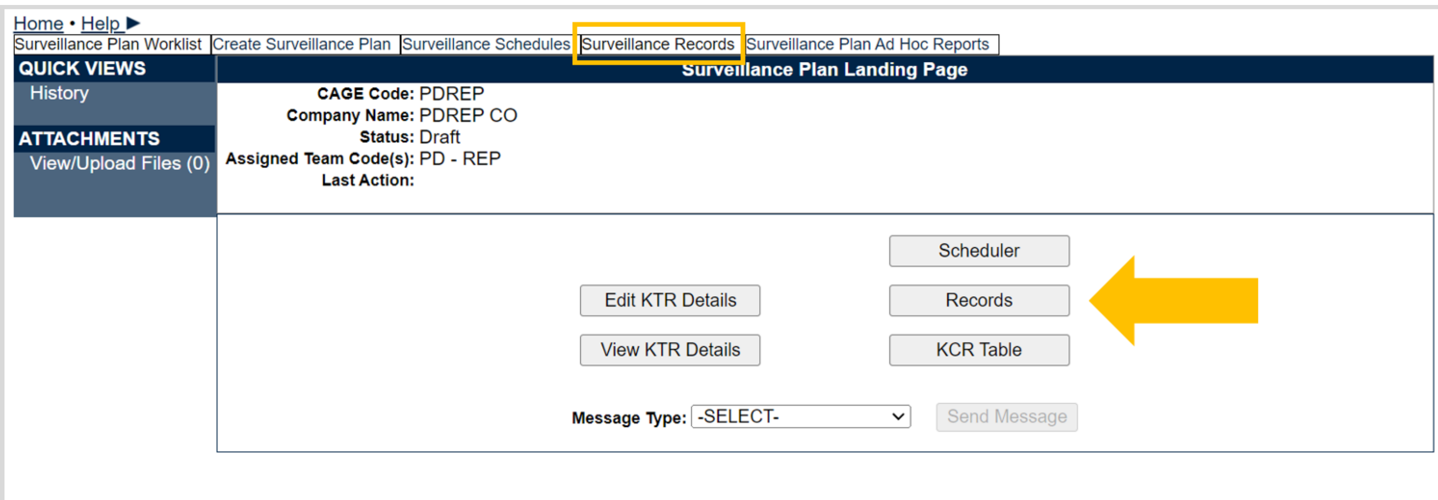


Figure 9.5

9.1 SP Records Page

After accessing the Records Page (via navigational buttons or entering the Primary CAGE Code into the data field and selecting the "Display KCRs" button), there will be four to five sections that make up the SP Records Page display.

1. Recently Accessed Records *(sometimes but not always)*
2. Filtering KCR's
3. Associated KCR Table
4. Associated Records
5. Key Contract Requirements View

9.1.1 Recently Accessed Records

Populating at the top of the page, directly under the navigational buttons, are the Recently Accessed Records of the Plan being worked (see **Figure 9.6**). The Associated Records table displays the associated records that have had an action taken (save, complete, reopen or reassign) within the last 72 hours, regardless of the user who took the action.

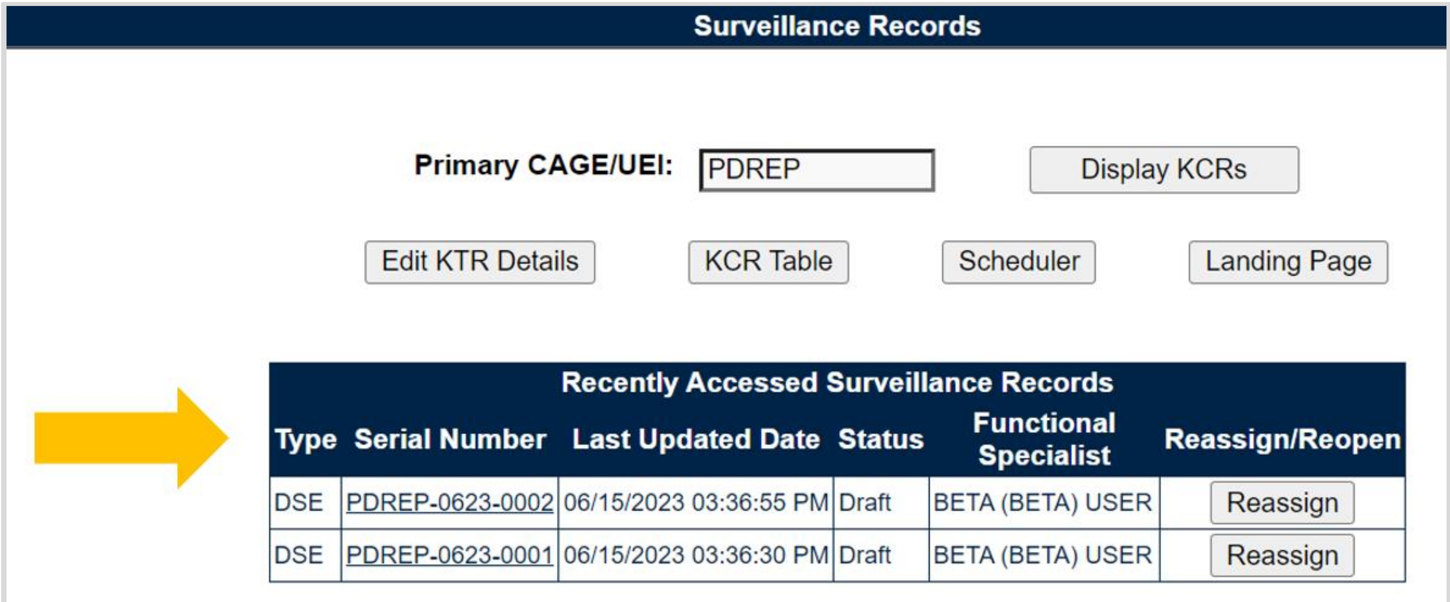


Figure 9.6

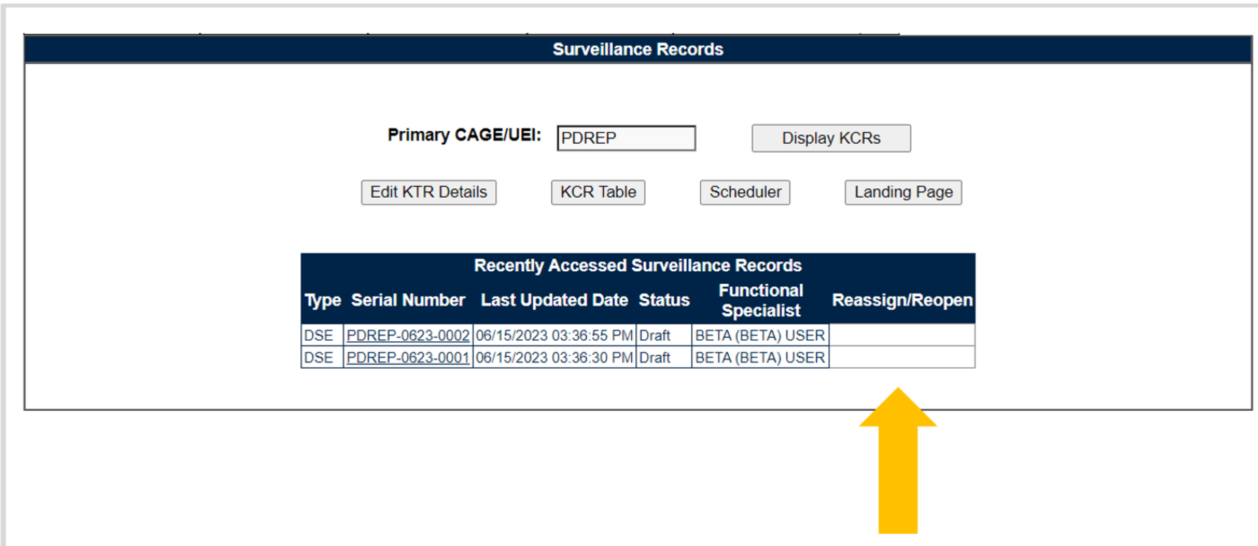
Associated Data Fields for **Figure 9.6**

- **Type:** Type of surveillance evaluation associated with the KCR (DPE, DSE, PE, SPE).
- **Serial Number:** Also known as the Record UID, is the unique identifier of the record. The Serial Number displays as the Plans 5-digit CAGE Code, 2-digit month & 2-digit year, ending with a 4-digit sequential creation number (CAGE – MMYY - ####).
- **Last Updated Date:** The date the record was last updated, based on the “Save” action.
- **Status:** The present status *(Draft / Complete)* of the record.
- **Functional Specialist:** Assigned FS responsible for the record. Also known as the Record Owner.

Associated Hyperlink & Button Functionality for **Figure 9.6**

- **Serial Number:** Also known as the Record UID, is the unique identifier of the record. When selected this hyperlink will open the record to the appropriate display per the user selecting it (draft for the Record Owner/ view for all other users).
- **Display KCRs:** Displays the KCRs for the Primary CAGE listed in the data field.
- **Edit KTR Details:** Navigates the user to an editable display of the KTR Details page (the “Create a DCMA Multi-Functional Surveillance Plan” page). Record locking rules apply.
- **KCR Table:** Navigates the user to the Key Contract Requirement table of the Plan the user is working in.
- **Scheduler:** Navigates the user to the Surveillance Plan Scheduler. When this button is used, the Scheduler’s default will automatically fill and display the Primary CAGE of the Plan the user is working in along with the User’s ID and Team Code associated with their profile.

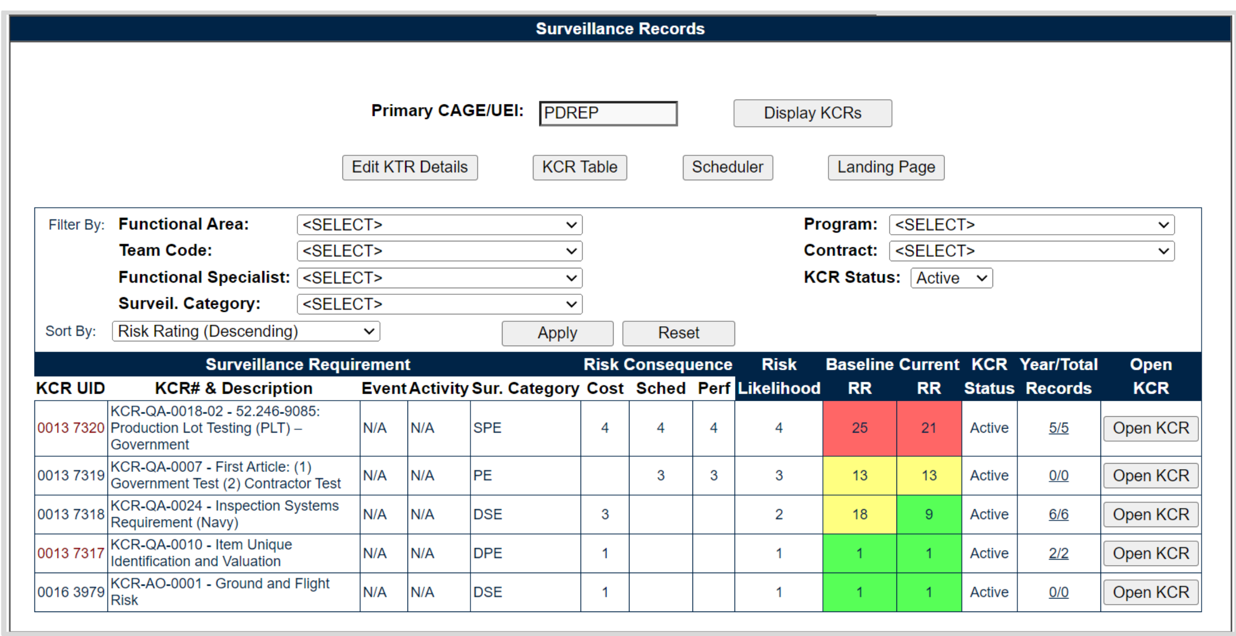
- **Landing Page:** This button navigates back to the Landing Page of the Surveillance Plan being worked.
- **Reassign/Reopen:** The Reassign/Reopen column displays either one button or the other depending on the record status. The Reassign button populates when the record is in a draft status, while "Reopen" displays for completed records. This column only populates for users with Supervisor or higher access and button functionality enabled within the same Team. **Figure 9.7** shows an example of what the display would look like when the user has the proper access level but a different Team Code than that of the Record Owner.



Recently Accessed Surveillance Records					
Type	Serial Number	Last Updated Date	Status	Functional Specialist	Reassign/Reopen
DSE	PDREP-0623-0002	06/15/2023 03:36:55 PM	Draft	BETA (BETA) USER	
DSE	PDREP-0623-0001	06/15/2023 03:36:30 PM	Draft	BETA (BETA) USER	

Figure 9.7

The Recently Accessed Records table will be hidden after 72 hours of inactivity. An example of this may be seen in **Figure 9.8**. It will immediately reengage when a completed action has been made on an associated record of the Plan.



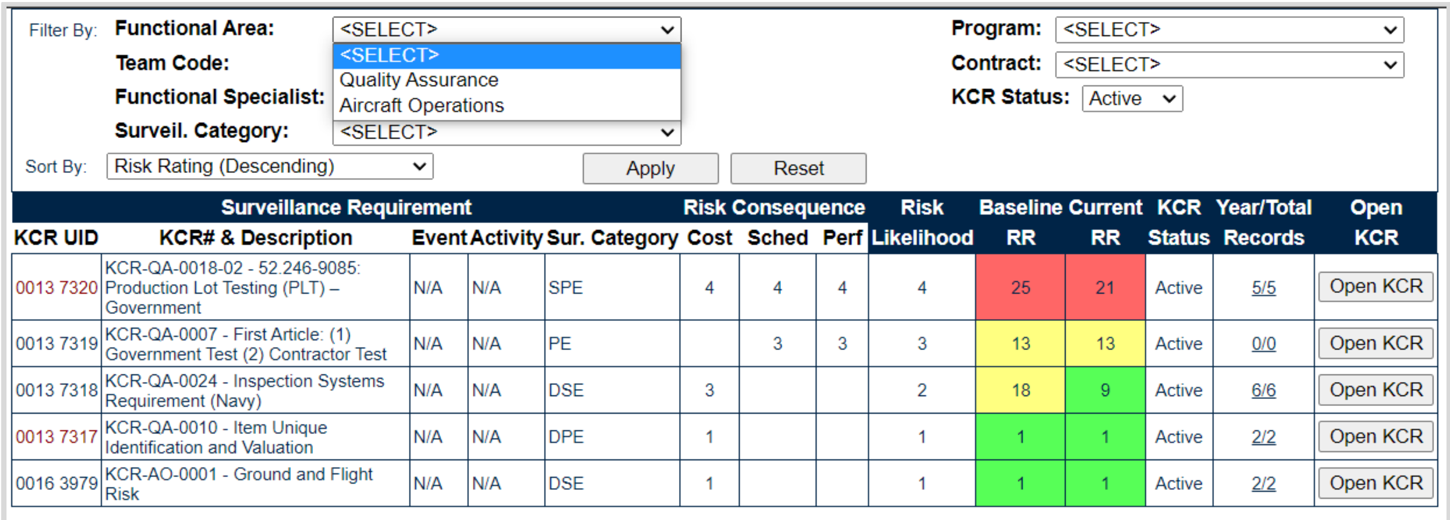
	Surveillance Requirement				Risk Consequence			Risk	Baseline	Current	KCR	Year/Total	Open
KCR UID	KCR# & Description	Event	Activity	Sur. Category	Cost	Sched	Perf	Likelihood	RR	RR	Status	Records	KCR
0013 7320	KCR-QA-0018-02 - 52.246-9085: Production Lot Testing (PLT) – Government	N/A	N/A	SPE	4	4	4	4	25	21	Active	5/5	Open KCR
0013 7319	KCR-QA-0007 - First Article: (1) Government Test (2) Contractor Test	N/A	N/A	PE		3	3	3	13	13	Active	0/0	Open KCR
0013 7318	KCR-QA-0024 - Inspection Systems Requirement (Navy)	N/A	N/A	DSE	3			2	18	9	Active	6/6	Open KCR
0013 7317	KCR-QA-0010 - Item Unique Identification and Valuation	N/A	N/A	DPE	1			1	1	1	Active	2/2	Open KCR
0016 3979	KCR-AO-0001 - Ground and Flight Risk	N/A	N/A	DSE	1			1	1	1	Active	0/0	Open KCR

Figure 9.8

9.1.2 Filtering KCR's

Beneath the Recently Accessed Records Table, or the Plan's navigational buttons (when the table is not available), are the filter & sort features that can affect the number of displayed KCRs within the associated KCR table. In all cases, options are limited to those values saved within a KCR.

*For example: The 5 KCRs displayed in the sample Plan on **Figure 9.9,** fall within two functional areas' (AO & QA). Because of this the" Filter By" for Functional Area will only generate those two values (Aircraft Operations & Quality Assurance) in the dropdown.*



Filter By: **Functional Area:** <SELECT> (<SELECT> / Quality Assurance / Aircraft Operations) **Program:** <SELECT>
Team Code: **Contract:** <SELECT>
Functional Specialist: **KCR Status:** Active
Surveil. Category: <SELECT>
Sort By: Risk Rating (Descending) Apply Reset

	Surveillance Requirement				Risk Consequence			Risk	Baseline	Current	KCR	Year/Total	Open
KCR UID	**KCR# & Description**	**Event**	**Activity**	**Sur. Category**	**Cost**	**Sched**	**Perf**	**Likelihood**	**RR**	**RR**	**Status**	**Records**	**KCR**
0013 7320	KCR-QA-0018-02 - 52.246-9085: Production Lot Testing (PLT) – Government	N/A	N/A	SPE	4	4	4	4	25	21	Active	5/5	Open KCR
0013 7319	KCR-QA-0007 - First Article: (1) Government Test (2) Contractor Test	N/A	N/A	PE		3	3	3	13	13	Active	0/0	Open KCR
0013 7318	KCR-QA-0024 - Inspection Systems Requirement (Navy)	N/A	N/A	DSE	3			2	18	9	Active	6/6	Open KCR
0013 7317	KCR-QA-0010 - Item Unique Identification and Valuation	N/A	N/A	DPE	1			1	1	1	Active	2/2	Open KCR
0016 3979	KCR-AO-0001 - Ground and Flight Risk	N/A	N/A	DSE	1			1	1	1	Active	2/2	Open KCR

Figure 9.9

By default, the associated KCR table will only show the Plan's "Active" KCRs. Select one or more values from the "Filter By:" and or "Sort By:" options and click the "Apply" button to generate those associated KCR's matching the criteria used to sort/filter. Using the filters should reduce the items within the table. Click the "Reset" button to remove filter(s) and sort(s) used.

Associated Filtering for **Figure 9.9**

- **Functional Area:** Filters the table by KCR Functional Area.
- **Team Code:** Filters the table by Team Code of the KCR's Assigned Functional Specialists.
- **Functional Specialist:** Filters the table by Assigned Functional Specialist within the KCR.
- **Surveil. Category:** Type of surveillance evaluation (DPE, DSE, PE, SPE) identified within the KCR.
- **Program:** Filters KCRs in the table by Applicable Program.
- **Contract:** Filters KCRs in the table by Applicable Contract.
- **KCR Status:** Filter KCRs in the table by the KCR's current status. Drop-down defaults to "Active". Other options include "Inactive" and "Any".

Associated Sorting for **Figure 9.9**

- **Sort By:** Allows for sorting the table by different options that arranges the list of KCRs based on the selected sorting method.
  - Risk Rating (Descending) – *default status*
  - Risk Rating (Ascending)
  - Risk Likelihood (Descending)
  - Risk Likelihood (Ascending)
  - Start Date (Descending)
  - Start Date (Ascending)
  - End Date (Descending)
  - End Date (Ascending)
  - KCR UID (Descending)
  - KCR UID (Ascending)
  - KCR# & Description (Descending)
  - KCR# & Description (Ascending)

Associated Button Functionality for **Figure 9.9**

- **Apply:** Will further filter the KCR worklist based on the additional filters entered
- **Reset:** Returns selections made to Filter & Sort back to their default status.

9.1.3 Associated KCR Table

The Plans Associated KCRs are located in a table beneath the area in which Associated KCRs are filtered. The tables 14 column display will default to “Active” KCR’s but may accommodate views of “Inactive” KCR’s or “Any” KCR’s with proper filtering.

Surveillance Requirement					Risk Consequence			Risk	Baseline	Current	KCR	Year/Total	Open
KCR UID	KCR# & Description	Event	Activity	Sur. Category	Cost	Sched	Perf	Likelihood	RR	RR	Status	Records	KCR
0013 7320	KCR-QA-0018-02 - 52.246-9085: Production Lot Testing (PLT) – Government	N/A	N/A	SPE	4	4	4	4	25	21	Active	5/5	Open KCR
0013 7319	KCR-QA-0007 - First Article: (1) Government Test (2) Contractor Test	N/A	N/A	PE		3	3	3	13	13	Active	0/0	Open KCR
0013 7318	KCR-QA-0024 - Inspection Systems Requirement (Navy)	N/A	N/A	DSE	3			2	18	9	Active	6/6	Open KCR
0013 7317	KCR-QA-0010 - Item Unique Identification and Valuation	N/A	N/A	DPE	1			1	1	1	Active	2/2	Open KCR
0016 3979	KCR-AO-0001 - Ground and Flight Risk	N/A	N/A	DSE	1			1	1	1	Active	2/2	Open KCR

Figure 9.10

Associated Data Fields for **Figure 9.10**

- **KCR UID:** The 8-digit unique identifier of the KCR.
- **KCR # & Description:** Key Contract Number & Description associated to the Surveillance Plan.
- **Event:** The Event associated with the KCR. Field will display as “N/A” when lacking a Surveillance Event in the KCR.

- **Activity:** The Activity associated with the KCR. Field will display as “N/A” when lacking a Surveillance Activity in the KCR.
- **Sur. Category:** Type of surveillance (DPE, DSE, PE, SPE) identified within the KCR’s Surveillance Category.
- **Cost:** The number associated with the Cost Consequence of the KCR.
- **Sched:** The number associated with the Schedule Consequence of the KCR.
- **Perf:** The number associated with the Performance Consequence of the KCR.
- **Risk Likelihood:** The number associated with the Risk Likelihood of the KCR.
- **Baseline Risk Rating:** The initial Risk Rating calculated for the KCR. This number is displayed with a red, yellow, or green colored box based on the 5x5 Risk Matrix (see **Appendix 2**). Both the number and associated risk color will never change.
- **Current Risk Rating:** The most present Risk Rating calculated for the KCR. This number is displayed with a red, yellow, or green colored box based on the 5x5 Risk Matrix (see **Appendix 2**). Both the number and associated risk color will display as the KCR’s current values indicate and may differ from that of the Baseline Risk Rating.
- **KCR Status:** The present status (*Active / Inactive*) of the KCR.

Associated Button & Hyperlink Functionality for **Figure 9.10**

- **Open KCR:** Button that opens the KCR to an editable view when selected. Record locking rules apply.

Note: *When accessing the KCR via the “Open KCR” button, the tools navigation has been moved from the Records Page and on to the KCR Table. This means when the KCR is exited, the user’s location will be on the KCR table.*

- **Year/Total Records:** Hyperlinked display of the KCR’s associated records by present year and total count of cumulative records that opens the KCR’s associated records when clicked. The records pertaining to the present year, located to the left of the divider, resets automatically back to zero as of January 1st. Whereas the total count of cumulative records, located to the right of the divider, will maintain a continuous count of all associated records pertaining to the KCR.

> *For example: **Figure 9.11** shows KCR-QA-0008 - Inspection Systems display as 4/5. This indicates that four records have been created this year, but the KCR houses a total of five records.*

Surveillance Requirement				Risk Consequence			Risk	Baseline	Current	KCR	Year/Total	Open
KCR# & Description	Event	Activity	Sur. Category	Cost	Sched	Perf	Likelihood	RR	RR	Status	Records	KCR
KCR-QA-0007 - First Article: (1) Government Test (2) Contractor Test	First Article Test (FAT) Government	Documentation	DPE			3	3	13	13	Active	1/1	Open KCR
KCR-QA-0007 - First Article: (1) Government Test (2) Contractor Test	First Article Test (FAT) Contractor	Documentation	DPE			3	3	13	13	Active	0/0	Open KCR
KCR-QA-0008 - Inspection System	Final Inspection	N/A	DPE			3	3	13	13	Active	4/5	Open KCR
KCR-AQ-0074 - Foreign Military Sales (FMS)	(FMS Requirement) OR (8242) OR (FMS COUNTRY/CASE)	N/A	DPE			2	1	6	3	Active	0/0	Open KCR

Figure 9.11

9.1.4 Associated Records

Associated records have been hidden to help reduce the returned display of the Records Page. By clicking on the “Year/Total Records” hyperlink, the page is prompted to display those hidden records in a bonus section beneath the Associated KCR Table as shown in **Figure 9.12**. Surveillance Records, also known as the “Records Table”, houses the associated records pertaining to the KCR, regardless of user or record status. Any user with view access or a higher access may open and look at any record. But the ability to edit or complete a record is restricted to that of the Record Owner.

Surveillance Requirement					Risk Consequence			Risk	Baseline	Current	KCR	Year/Total	Open
KCR UID	KCR# & Description	Event	Activity	Sur. Category	Cost	Sched	Perf	Likelihood	RR	RR	Status	Records	KCR
0016 8070	KCR-QA-0010 - Item Unique Identification and Valuation	Fabrication/Procurement	Labeling	DPE	5			5	25	25	Active	3/3	Open KCR
0016 8161	KCR-QA-0022 - Specialty Metals	Other Event User Defined	N/A	DPE	1		5	3	22	22	Active	2/2	Open KCR
0016 8077	KCR-TO-0002 - Transportation Account Code	Documentation	Missing financial transportation information	PE	4			3	18	18	Active	1/1	Open KCR
0016 8072	KCR-QA-A002 - Other Agency Accepted work requirements	Delivery	N/A	SPE	1			1	1	1	Active	5/5	Open KCR

Surveillance Records

Create An On-Demand Record

Type	Serial Number	Last Updated Date	Status	Actual Hours	Functional Specialist	Reassign/Reopen	Delete	Attachments
SPE	PDREP-0523-0011	05/31/2023 01:14:35 PM	Draft		PDREP User 1	Reassign	Delete	Attachments(0)
SPE	PDREP-0523-0006	05/30/2023 10:14:28 AM	Draft		PDREP User 2	Reassign	Delete	Attachments(0)
SPE	PDREP-0523-0005	05/30/2023 10:13:58 AM	Complete	1.00	PDREP User 2	Reopen	Delete	Attachments(0)
SPE	PDREP-0523-0001	05/30/2023 10:05:26 AM	Draft	1.00	PDREP User 1	Reassign	Delete	Attachments(0)
SPE	PDREP-0523-0002	05/30/2023 09:31:08 AM	Draft		PDREP User 1	Reassign	Delete	Attachments(0)

Figure 9.12

Associated Data Fields for **Figure 9.12**

- **Type:** Record type (DPE, DSE, PE, SPE) as determined by the KCR’s Surveillance Category.
- **Serial Number:** Also known as the Record UID, is the unique identifier of the record. The Serial Number displays as the Plans 5-digit CAGE Code, 2-digit month & 2-digit year, ending with a 4-digit sequential creation number (CAGE – MMYY - ####).
- **Last Updated Date:** The date the record was last updated, based on the “Save” action.
- **Status:** The present status *(Draft / Complete)* of the record.
- **Actual Hours:** Field displaying the number of hours it took to conduct the surveillance as entered by the Record Owner.
- **Functional Specialist:** Assigned FS responsible for the record. Also known as the Record Owner.

Associated Button Functionality for **Figure 9.12**

- **Reassign/Reopen:** The Reassign/Reopen column displays either one button or the other depending on the record status. The Reassign button populates when the record is in a draft status, while “Reopen” displays for completed records. This column only populates for users with Supervisor or higher access and button functionality enabled within the same Team.

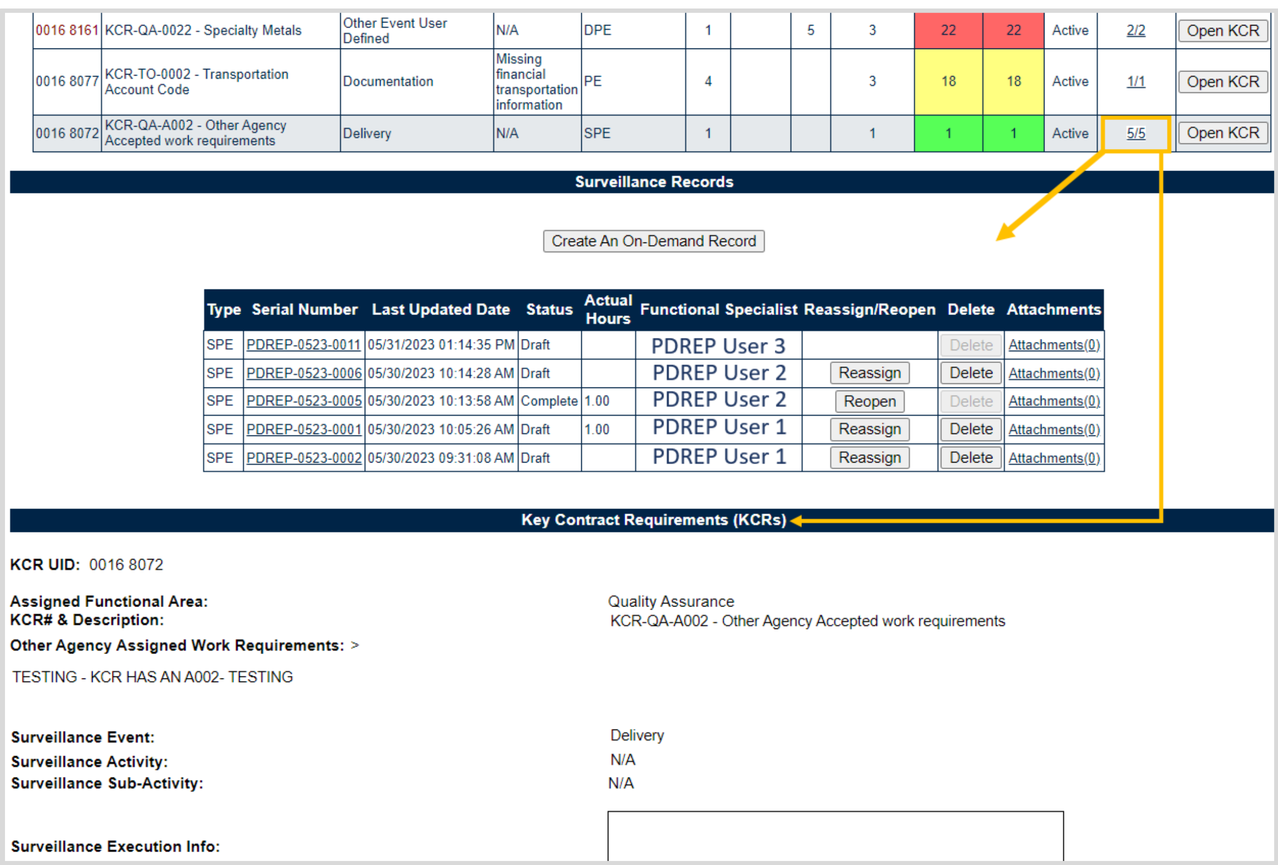
- **Delete:** The ability to delete is a restricted functionality for those users with Supervisor (or higher access), that are also on the same Team as the draft Record Owner. This button is grayed out for completed records or for those records containing a completed QAI. If a completed record needs to be deleted, the record is required to be "Reopened" first.

Associated Hyperlink Functionality for **Figure 9.12**

- **Serial Number:** Also known as the Record UID, is the unique identifier of the record. When selected, this hyperlink will open the record to the appropriate display per the user selecting it (draft for the Record Owner/ view for all other users).
- **Attachments(#):** This hyperlink opens to the "Upload Attachment(s)" page and allows users to upload, view and delete attachments related to that of the record being worked. The number exhibited in parentheses, indicates the number of attachments associated with the Record. This number does not take into consideration attachments made to the Plan, other Records or QAI's. This means that applied documents are exclusive to the location they are applied and will not populate elsewhere.

9.1.5 KCR View

A view of the KCR (along with its present entries) may be seen directly following the Surveillance Records Table. An example of this is shown in **Figure 9.13**. These areas are not a part of the page's default view and can only be accessed by selecting the KCR's hyperlink for "Year/Total Records". This action prompts the Records Page to display the hidden sections related to the KCR.



0016 8161	KCR-QA-0022 - Specialty Metals	Other Event User Defined	N/A	DPE	1		5	3	22	22	Active	2/2	Open KCR
0016 8077	KCR-TO-0002 - Transportation Account Code	Documentation	Missing financial transportation information	PE	4			3	18	18	Active	1/1	Open KCR
0016 8072	KCR-QA-A002 - Other Agency Accepted work requirements	Delivery	N/A	SPE	1			1	1	1	Active	5/5	Open KCR

Surveillance Records

Create An On-Demand Record

Type	Serial Number	Last Updated Date	Status	Actual Hours	Functional Specialist	Reassign/Reopen	Delete	Attachments
SPE	PDREP-0523-0011	05/31/2023 01:14:35 PM	Draft		PDREP User 3		Delete	Attachments(0)
SPE	PDREP-0523-0006	05/30/2023 10:14:28 AM	Draft		PDREP User 2	Reassign	Delete	Attachments(0)
SPE	PDREP-0523-0005	05/30/2023 10:13:58 AM	Complete	1.00	PDREP User 2	Reopen	Delete	Attachments(0)
SPE	PDREP-0523-0001	05/30/2023 10:05:26 AM	Draft	1.00	PDREP User 1	Reassign	Delete	Attachments(0)
SPE	PDREP-0523-0002	05/30/2023 09:31:08 AM	Draft		PDREP User 1	Reassign	Delete	Attachments(0)

Key Contract Requirements (KCRs)

KCR UID: 0016 8072

Assigned Functional Area: Quality Assurance
KCR# & Description: KCR-QA-A002 - Other Agency Accepted work requirements
Other Agency Assigned Work Requirements: >

TESTING - KCR HAS AN A002- TESTING

Surveillance Event: Delivery
Surveillance Activity: N/A
Surveillance Sub-Activity: N/A

Surveillance Execution Info:

Figure 9.13

10 Record Creation

A record may be created one of two ways, either as a Traditional Record or as a Record On-Demand. The majority of records will be traditionally created, and for good reason. Traditional records are established through the populated occurrences of the Scheduler. These records are easy to create, locate and manage through the entirety of its lifecycle. On-Demand Records are created via the Records Page, they are restricted to those users with Supervisor or higher access, and **they do not populate in the Scheduler**. Both record types restrict editing to the Record Owner. However, either Record type may be Reassigned to another user of the same Team Code, essentially transferring responsibility to a new Record Owner.

10.1 Traditional Record Creation

Traditional Records can only be created in the scheduler by an assigned FS of the KCR. A draft record is created by generating a schedule, locating the desired occurrence and selecting the "New" button to access the draft record (see **Figure 10.1**). Once the draft record opens, the "Save" button must be used to retain it. If the Record is exited before the "Save" button is used, all contents of the record will be lost.

Note: *PDREP does not have an auto-save feature so the tool needs to be told to keep the information. This is done through the save action. If the "Save" button is not used, work will be lost!*

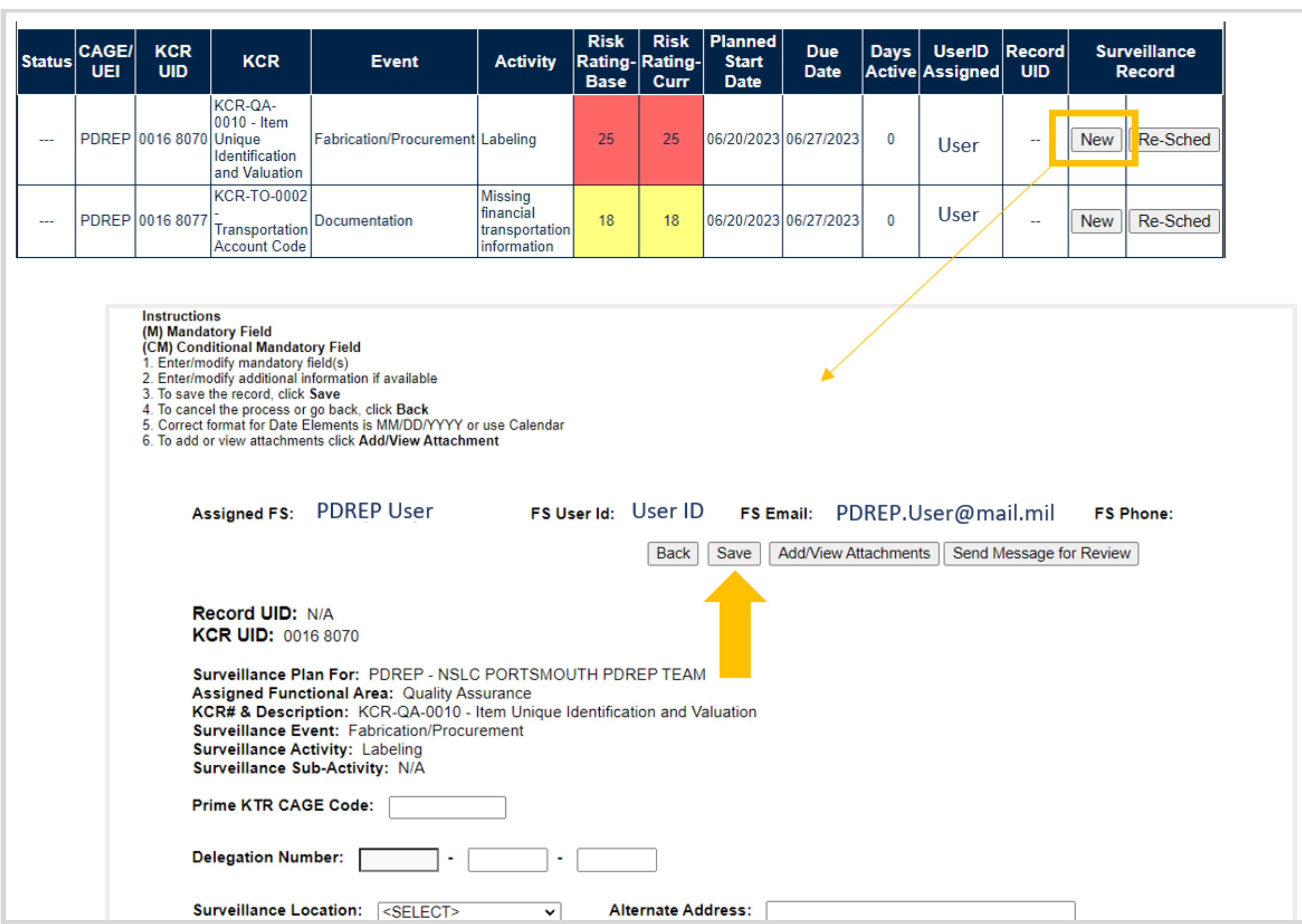


Figure 10.1

10.2 On-Demand Records

On-Demand Records are available to those users with an access level of Supervisor or higher access. They were implemented as a way to create a singular record for special circumstances outside of anticipated oversights. Though On-Demand Records adhere to the same rules as Traditionally created records, ***they do not populate in the Scheduler***.

To create an On-Demand Record, start by locating the desired KCR on the Records Page and select the "Year/Total Records" hyperlink to open up the Surveillance Records area. The "Create An On-Demand Record" button will display at the top of the Surveillance Records area. Click the "Create An On-Demand Record" button to open the draft creation of the On-Demand Record (see **Figure 10.2**).

Surveillance Records

Create An On-Demand Record

Type	Serial Number	Last Updated Date	Status	Actual Hours	Functional Specialist	Reassign/Reopen	Delete	Attachments
SPE	PDREP-0523-0011	05/31/2023 01:14:35 PM	Draft		PDREP User 3		Delete	Attachments(0)
SPE	PDREP-0523-0006	05/30/2023 10:14:28 AM	Draft		PDREP User 2	Reassign	Delete	Attachments(0)
SPE	PDREP-0523-0005	05/30/2023 10:13:58 AM	Complete	1.00	PDREP User 2	Reopen	Delete	Attachments(0)
SPE	PDREP-0523-0001	05/30/2023 10:05:26 AM	Draft	1.00	PDREP User 1	Reassign	Delete	Attachments(0)
SPE	PDREP-0523-0002	05/30/2023 09:31:08 AM	Draft		PDREP User 1	Reassign	Delete	Attachments(0)

Figure 10.2

The pending On-Demand draft record will open after the page refresh and requires a FS assignment, Start Date & End Date before the record becomes a recognized draft record (see **Figure 10.3**). Once the data fields have been satisfied, select the "Reassign" button to capture the information and finalize the process of creating a draft record.

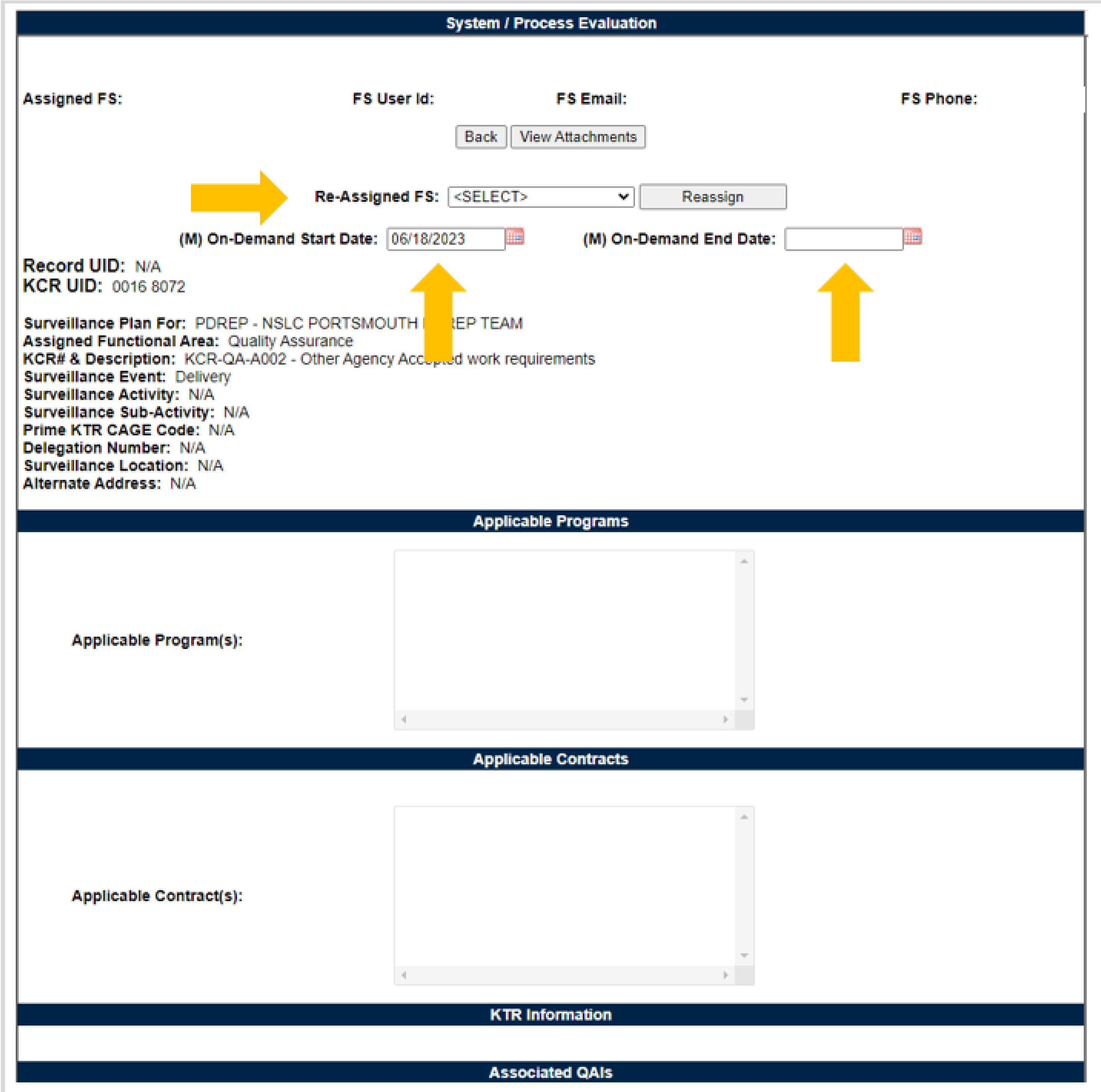


Figure 10.3

Associated Data Fields for **Figure 10.3**

- **Reassign FS:** Drop-down displaying the assigned FS (of the same Team Code) within the KCR. The selected user will become the Record Owner. Drop-down will be empty when lacking an assigned FS on the same Team.
- **(M) On-Demand Start Date:** The date the surveillance evaluation is Planned to begin.
- **(M) On-Demand End Date:** The date the surveillance is Planned to conclude.

Associated Button for **Figure 10.3**

- **Back:** Returns the display to the previous page.
- **View Attachments:** This button opens to the "Upload Attachment(s)" page and allows users to upload, view and delete attachments related to that of the Record being worked. Please note, each Plan, Record and QAI has its own space for Attachments. This means that applied documents are exclusive to the location they are applied and will not populate elsewhere.
- **Reassign:** Clicking this button saves the entries made on the page (acts as a save button).

A confirmation message will display as shown in **Figure 10.4**, when an On-Demand Record has been successfully created/saved.

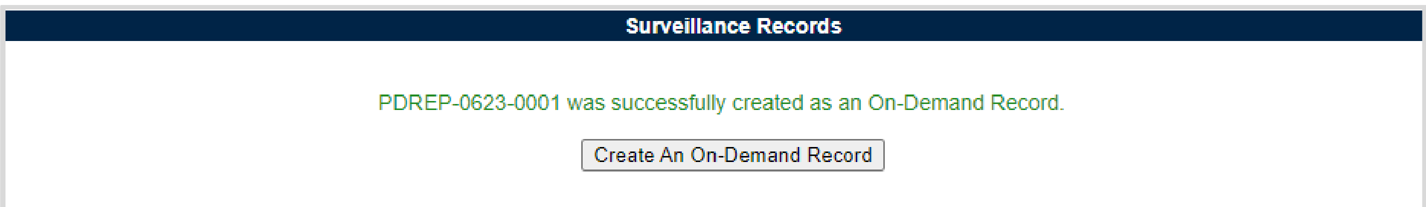
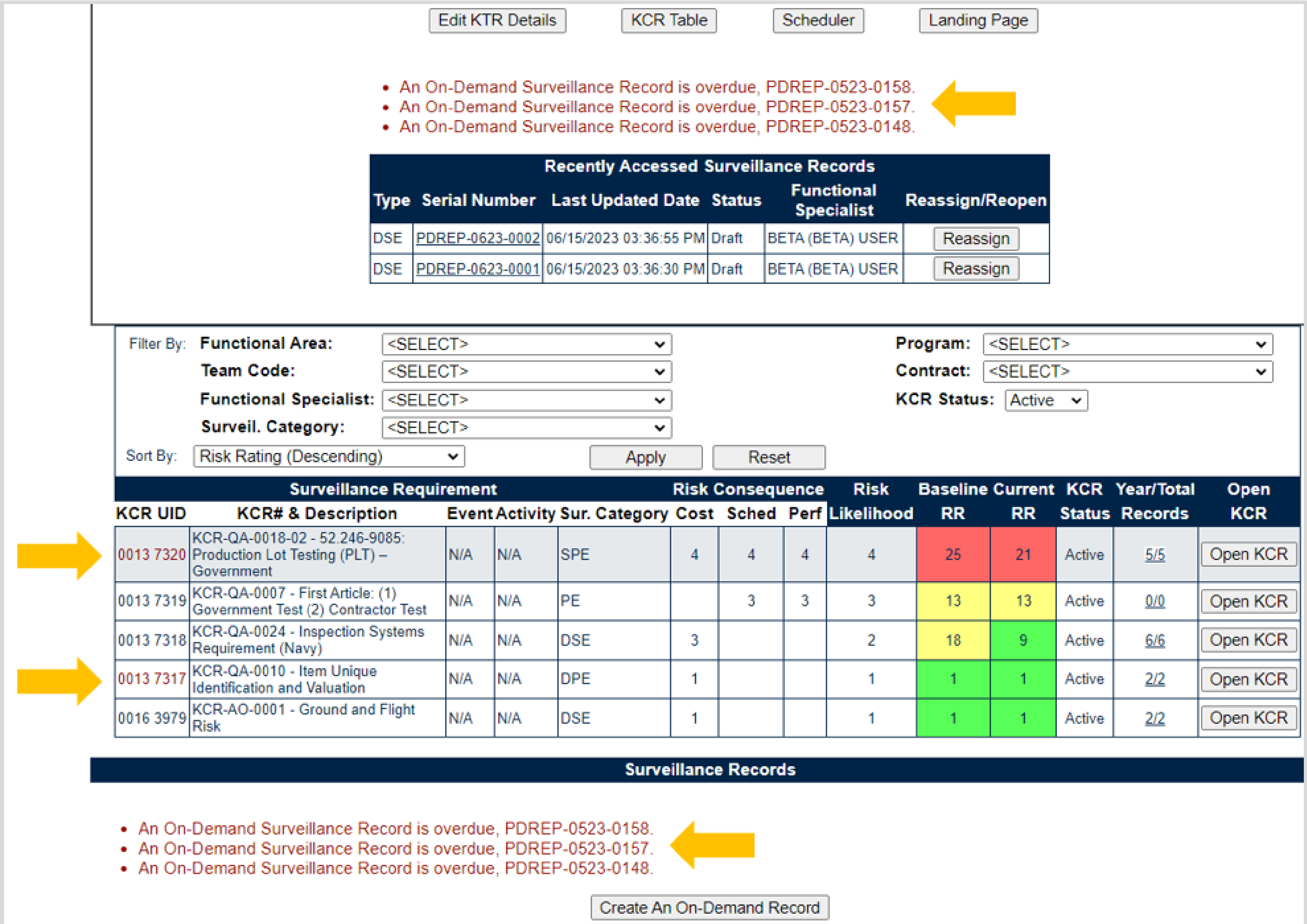


Figure 10.4

Note: *PDREP does not have an auto-save feature. The "Reassign" button acts as a save feature and tells the tool to keep the information. Once the pending On-Demand draft record has been created, the "Reassign" button must be used to register the page as a draft record. If the "Reassign" button is not used, work will be lost!*

Because On-Demand Record do not populate in the Scheduler, the tool has added cues to communicate when an On-Demand Record has met or exceeded its End Date. When such an instances occurs, the KCR UID text color will change from black to red. This serves as a cue that the identified KCR contains an overdue record.

Another cue can be seen in a notification of an overdue record and the record number. Displaying above the Recently Accessed Table, and at the top of the Surveillance Records Area will be a notification of each overdue On-Demand Record. An example of this may be seen in **Figure 10.5**. To clear these notifications, the overdue record must be either completed or have its End Date extended.



Edit KTR Details
KCR Table
Scheduler
Landing Page
An On-Demand Surveillance Record is overdue, PDREP-0523-0158.
An On-Demand Surveillance Record is overdue, PDREP-0523-0157.
An On-Demand Surveillance Record is overdue, PDREP-0523-0148.
Recently Accessed Surveillance Records
Type Serial Number Last Updated Date Status Functional Specialist Reassign/Reopen
DSE PDREP-0623-0002 06/15/2023 03:36:55 PM Draft BETA (BETA) USER Reassign
DSE PDREP-0623-0001 06/15/2023 03:36:30 PM Draft BETA (BETA) USER Reassign
Filter By: Functional Area: <SELECT>
Team Code: <SELECT>
Functional Specialist: <SELECT>
Surveil. Category: <SELECT>
Program: <SELECT>
Contract: <SELECT>
KCR Status: Active
Sort By: Risk Rating (Descending)
Apply
Reset
Surveillance Requirement
Risk Consequence
KCR UID KCR# & Description Event Activity Sur. Category Cost Sched Perf Risk Likelihood Baseline RR Current RR KCR Status Year/Total Records Open KCR
0013 7320 KCR-QA-0018-02 - 52.246-9085: Production Lot Testing (PLT) – Government N/A N/A SPE 4 4 4 4 25 21 Active 5/5 Open KCR
0013 7319 KCR-QA-0007 - First Article: (1) Government Test (2) Contractor Test N/A N/A PE 3 3 3 13 13 Active 0/0 Open KCR
0013 7318 KCR-QA-0024 - Inspection Systems Requirement (Navy) N/A N/A DSE 3 2 18 9 Active 6/6 Open KCR
0013 7317 KCR-QA-0010 - Item Unique Identification and Valuation N/A N/A DPE 1 1 1 1 Active 2/2 Open KCR
0016 3979 KCR-AO-0001 - Ground and Flight Risk N/A N/A DSE 1 1 1 1 Active 2/2 Open KCR
Surveillance Records
An On-Demand Surveillance Record is overdue, PDREP-0523-0158.
An On-Demand Surveillance Record is overdue, PDREP-0523-0157.
An On-Demand Surveillance Record is overdue, PDREP-0523-0148.
Create An On-Demand Record

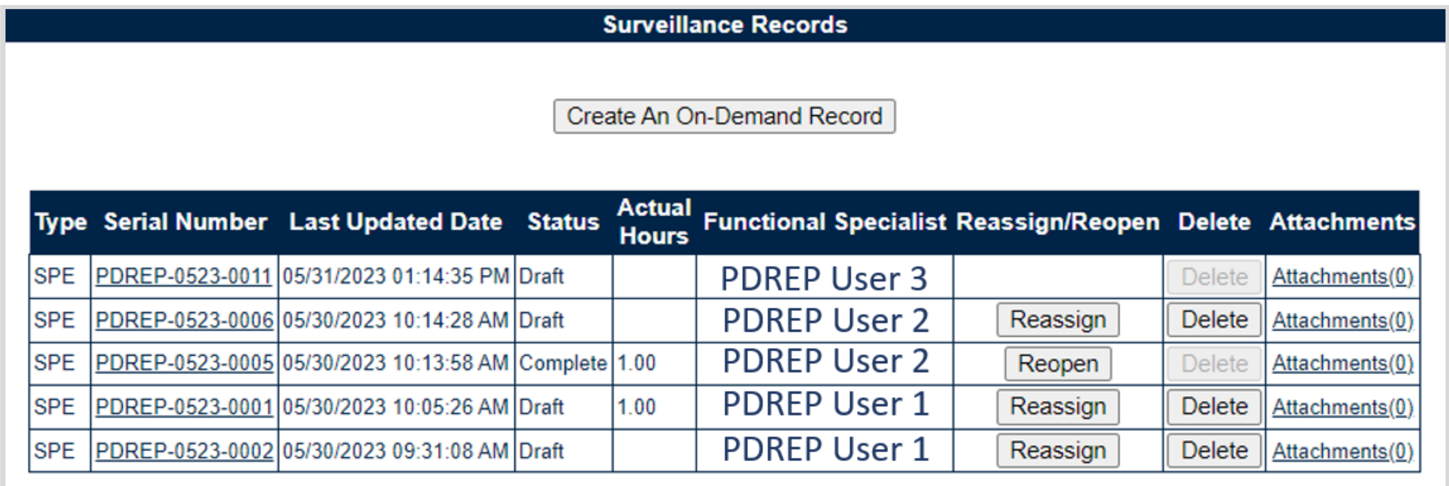
Figure 10.5

11 Record Capabilities

Record Capabilities outside of editing or completing a draft record is subject to certain restrictions such as Team, Code, User Access or Record Status. Any user with view access or a higher access may open and look at any record. But the ability to edit or complete a record is restricted to that of the Record Owner.

11.1 Delete Records

The ability to delete a record is restricted by a user's access level as well as their Team Code and the records status. The Delete column (on the Records Page) populates for those users with an access level of supervisor or higher access. Button functionality is limited to those users of the same Team Code as the Record Owner (aka Functional Specialist). An example of a user with the proper access level but differing Team Code is shown on the first row of sample **Figure 11.1**.


Surveillance Records

Create An On-Demand Record

Type	Serial Number	Last Updated Date	Status	Actual Hours	Functional Specialist	Reassign/Reopen	Delete	Attachments
SPE	PDREP-0523-0011	05/31/2023 01:14:35 PM	Draft		PDREP User 3		Delete	Attachments(0)
SPE	PDREP-0523-0006	05/30/2023 10:14:28 AM	Draft		PDREP User 2	Reassign	Delete	Attachments(0)
SPE	PDREP-0523-0005	05/30/2023 10:13:58 AM	Complete	1.00	PDREP User 2	Reopen	Delete	Attachments(0)
SPE	PDREP-0523-0001	05/30/2023 10:05:26 AM	Draft	1.00	PDREP User 1	Reassign	Delete	Attachments(0)
SPE	PDREP-0523-0002	05/30/2023 09:31:08 AM	Draft		PDREP User 1	Reassign	Delete	Attachments(0)

Figure 11.1

The ability to delete a record is also dependent upon the record being in a draft status. The "Delete" button's functionality is restricted to those records marked as "Complete" and will display as grayed/disabled in such instances. An example of this is shown on the third row of sample **Figure 11.1**.

To delete a Record, open the Records Table by selecting the "Year/Total Records" hyperlink. Locate the desired record to be deleted on the table, and select The "Delete" button. A popup message will display requesting confirmation of the delete request (see **Figure 11.2**).

- **OK:** Captures the request and eliminates the Record and its contents.
- **Cancel:** Refreshes the page, clears the delete request and returns to the top of the Records Page.

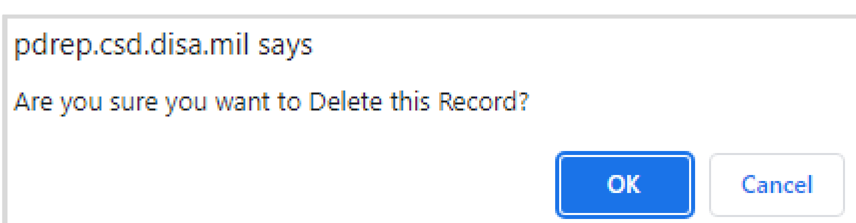


Figure 11.2

After the page refresh, a confirmation message will display as shown in **Figure 11.3**, stating the Record has been successfully deleted.

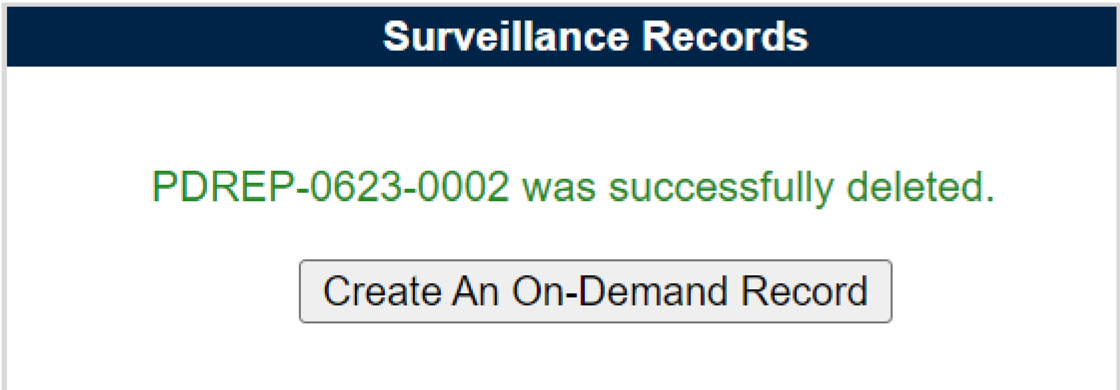
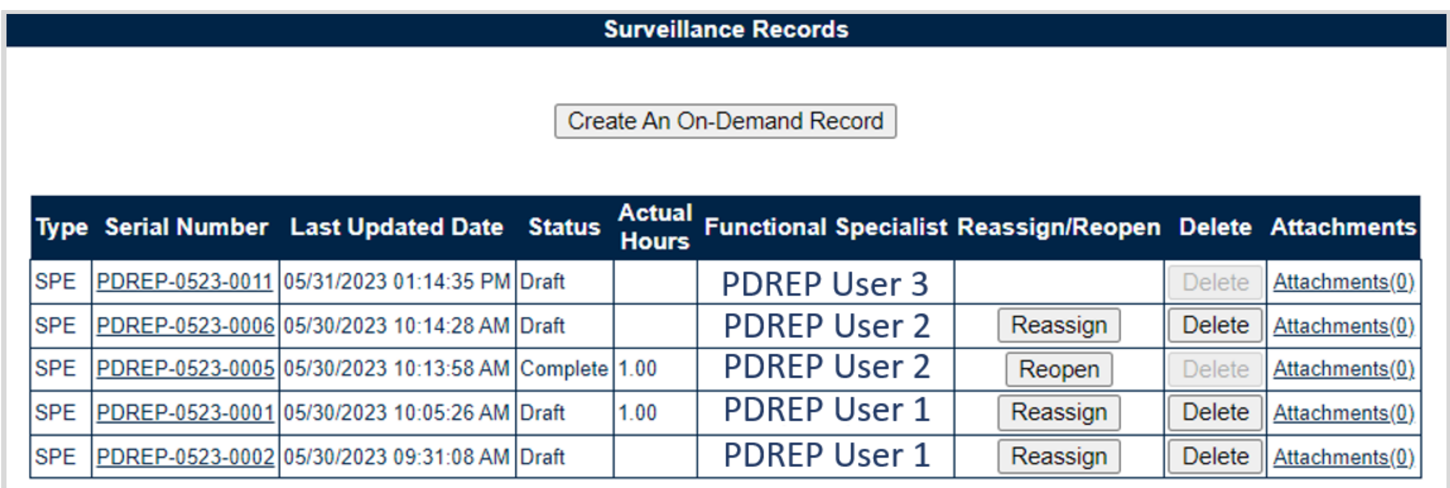


Figure 11.3

11.2 Record Reassign

The ability to Reassign a record is restricted by a user's access level as well as their Team Code and the records status. The Reassign/Reopen column (on the Records Page) populates for those users with an access level of supervisor or a higher access. Button functionality is limited to those users of the same Team Code as the Record Owner (aka Functional Specialist). An example of a user with the proper access level but differing Team Code is shown on the first row of sample **Figure 11.4**.


Surveillance Records

Create An On-Demand Record

Type	Serial Number	Last Updated Date	Status	Actual Hours	Functional Specialist	Reassign/Reopen	Delete	Attachments
SPE	PDREP-0523-0011	05/31/2023 01:14:35 PM	Draft		PDREP User 3		Delete	Attachments(0)
SPE	PDREP-0523-0006	05/30/2023 10:14:28 AM	Draft		PDREP User 2	Reassign	Delete	Attachments(0)
SPE	PDREP-0523-0005	05/30/2023 10:13:58 AM	Complete	1.00	PDREP User 2	Reopen	Delete	Attachments(0)
SPE	PDREP-0523-0001	05/30/2023 10:05:26 AM	Draft	1.00	PDREP User 1	Reassign	Delete	Attachments(0)
SPE	PDREP-0523-0002	05/30/2023 09:31:08 AM	Draft		PDREP User 1	Reassign	Delete	Attachments(0)

Figure 11.4

The ability to Reassign a record is also dependent upon the record being in a draft status. The "Reassign" button's functionality is restricted to those records marked as "Complete" and will display as "Reopen" in such instances. An example of this is shown on the third row of sample **Figure 11.4**.

To Reassign a Record, start by opening the Surveillance Records Table of the KCR for which the record is associated. Locate the record in need of being reassigned and select the "Reassign" button to initiate the process. A popup message will display requesting confirmation of the Reassign request as seen in **Figure 11.5**.

- **OK:** Captures the request and eliminates the Record and its contents.
- **Cancel:** Refreshes the page, clears the delete request and returns to the top of the Records Page.

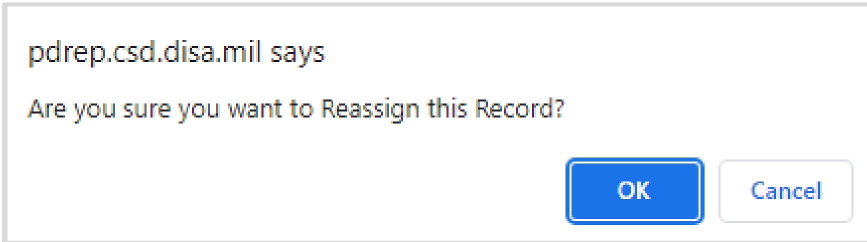


Figure 11.5

After the page refresh, the record will open to a view only display except for the “Re-Assigned FS” field as shown in **Figure 11.6**. The drop-down populates with other assigned FS of the KCR who share a Team Code. After selecting the intended user to take ownership of the record, click the “Reassign” button to capture the change.

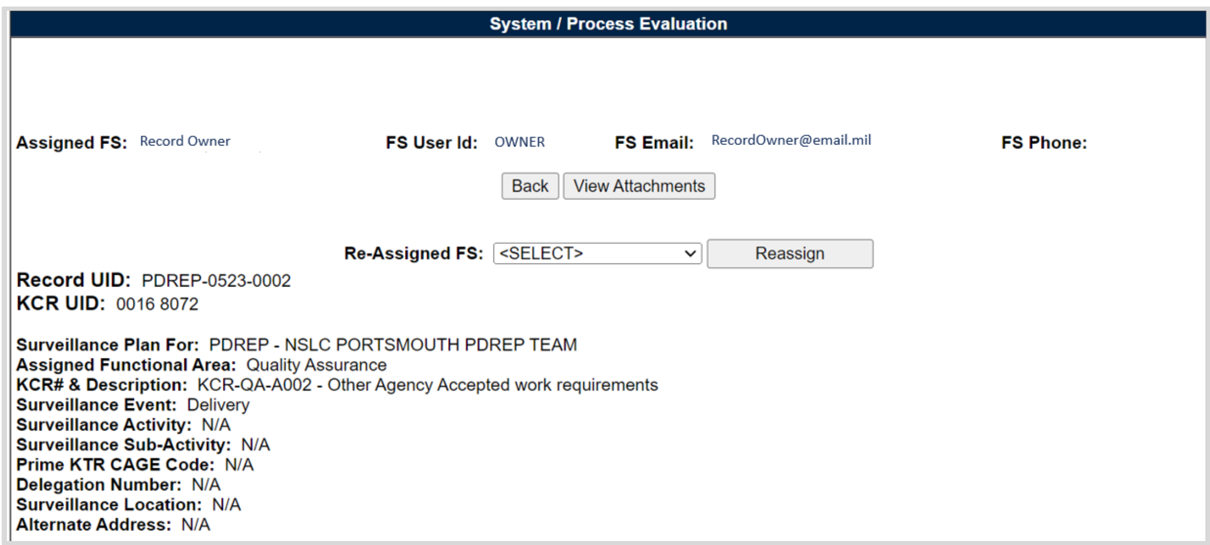


Figure 11.6

After the page refresh, a confirmation message will display as shown in **Figure 11.7**, stating the Record has been successfully reassigned.

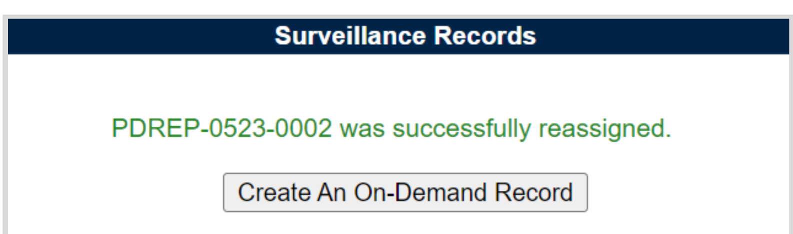
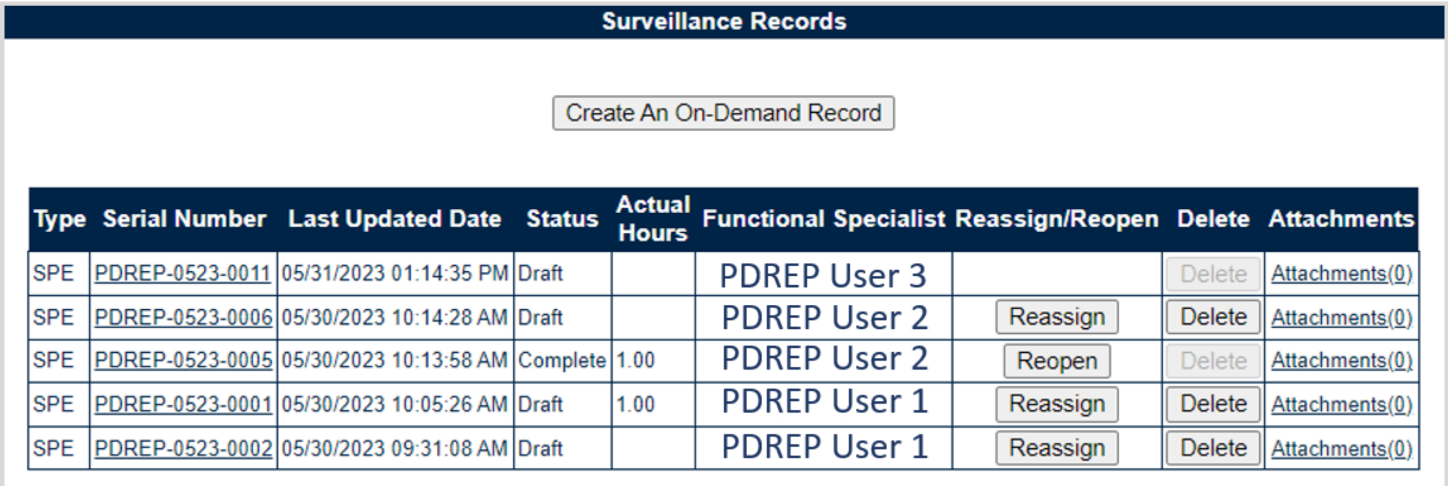


Figure 11.7

11.3 Record Reopen

The ability to Reopen a record is restricted by a user's access level as well as their Team Code and the records status. The Reassign/Reopen column (on the Records Page) populates for those users with an access level of supervisor or a higher access. Button functionality is limited to those users of the same Team Code as the Record Owner (aka Functional Specialist). An example of a user with the proper access level but differing Team Code is shown on the first row of sample **Figure 11.8**.


Surveillance Records

Create An On-Demand Record

Type	Serial Number	Last Updated Date	Status	Actual Hours	Functional Specialist	Reassign/Reopen	Delete	Attachments
SPE	PDREP-0523-0011	05/31/2023 01:14:35 PM	Draft		PDREP User 3		Delete	Attachments(0)
SPE	PDREP-0523-0006	05/30/2023 10:14:28 AM	Draft		PDREP User 2	Reassign	Delete	Attachments(0)
SPE	PDREP-0523-0005	05/30/2023 10:13:58 AM	Complete	1.00	PDREP User 2	Reopen	Delete	Attachments(0)
SPE	PDREP-0523-0001	05/30/2023 10:05:26 AM	Draft	1.00	PDREP User 1	Reassign	Delete	Attachments(0)
SPE	PDREP-0523-0002	05/30/2023 09:31:08 AM	Draft		PDREP User 1	Reassign	Delete	Attachments(0)

Figure 11.8

The ability to Reopen a record is also dependent upon the record being in a complete status. The "Reopen" button's functionality is restricted to those records marked as "Complete" and will display as "Reassign" in such instances. An example of this is shown on the second row of sample **Figure 11.8**.

To Reopen a Record, start by opening the Surveillance Records Table of the KCR for which the record is associated. Locate the record in need of being reopened and select the "Reopen" button to initiate the process. A popup message will display requesting confirmation of the Reopen request as seen in **Figure 11.9**.

- **OK:** Captures the request and eliminates the Record and its contents.
- **Cancel:** Refreshes the page, clears the delete request and returns to the top of the Records Page.

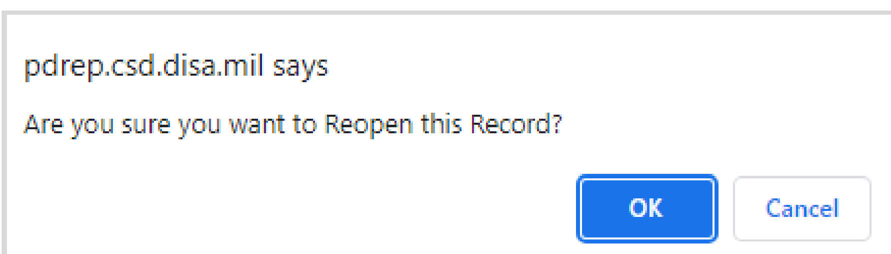


Figure 11.9

After the page refresh, a confirmation message will display as shown in **Figure 11.10**, stating the Record has been successfully reopened.

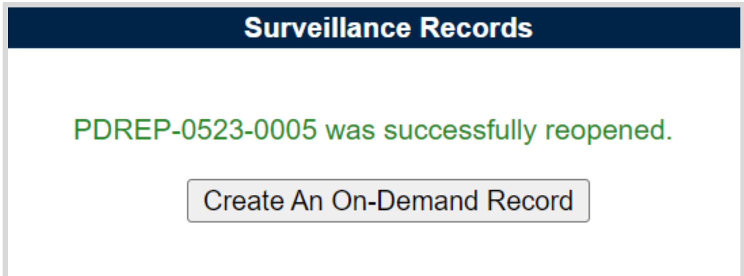


Figure 11.10

When a Record contains completed QAI's and is Reassigned, the associated QAI's will be untouched and maintain their existing data. When a Record contains a draft QAI and is reassigned, the draft QAI(s) are also reassigned to the new Record Owner.

12 RECORD TYPES

The SP tool currently supports three record types:

1. Deliverable Product Evaluation (DPE) / Deliverable Service Evaluation (DSE)
2. System Process Evaluation (SPE) or Progress Evaluation (PE)
3. Quality Assurance Inspection (QAI)
   QAI records are related to Quality Assurance KCR's and limited to DPE and SPE record types.

13 DPE / DSE

Deliverable Product Evaluation (DPE) & Deliverable Service Evaluation (DSE)

Though Deliverable Product Evaluation (DPE) & Deliverable Service Evaluation (DSE) share the same display, there are a few differences.

i. Page Title / Header
   (states if the record type is a DPE or a DSE)
ii. DPE's have the ability to house QAI's
   (exclusive to Quality Assurance KCR's)
iii. Evaluation Section will be absent for DPE's with QAI's

13.1 Creating a DPE or DSE

Since record creation is restricted to one record type per KCR, the creation of a DPE or a DSE really starts at the KCR level with the selection of the Surveillance Category data field (see **Figure 13.1**).

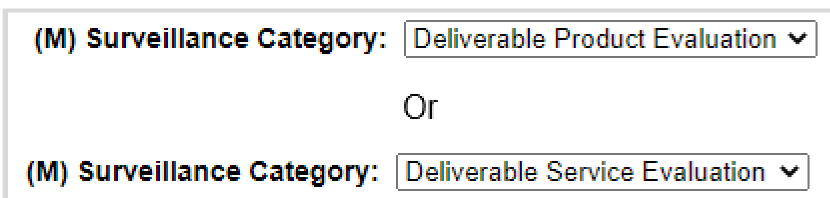


Figure 13.1

Once the record type has been established (within the KCR) a record may be created one of two ways (traditionally or on-demand).
Traditional Records are generated through the population of occurrences on the scheduler. Select the "New" button to begin the creation of a draft DPE/DSE record.
On-Demand Records are created through the Surveillance Records area of the Records Page. After locating the desired KCR for which the record needs to be created and selecting the "Year/Total Records" hyperlink, click the "Create An On-Demand Record" button to open the draft creation of the On-Demand Record for a DPE/DSE.

13.2 Record (DPE/DSE)

13.2.1 Details (DPE/DSE)

Figure 13.2 shows the Details section of a DPE/DSE Record.

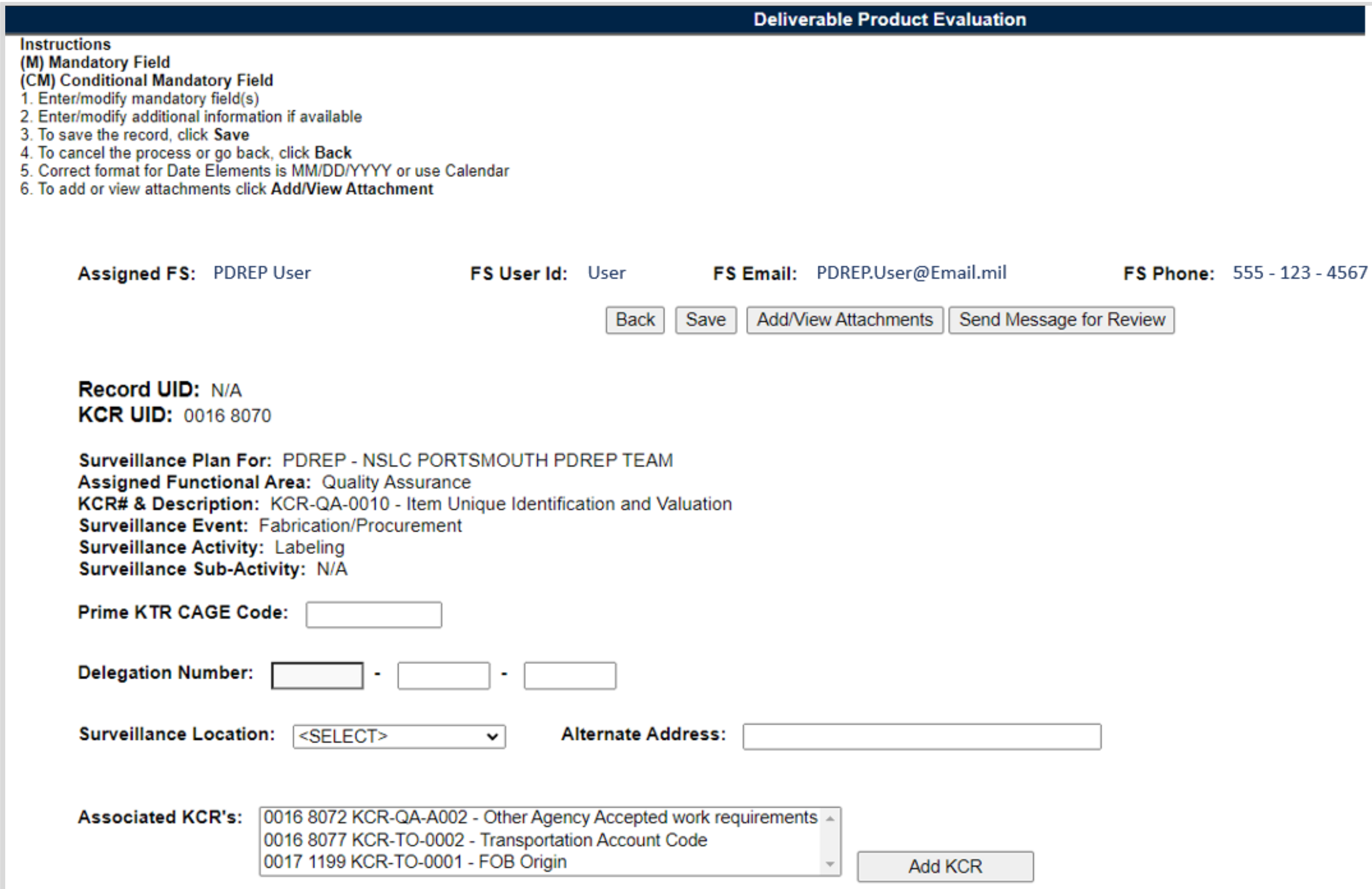


Figure 13.2

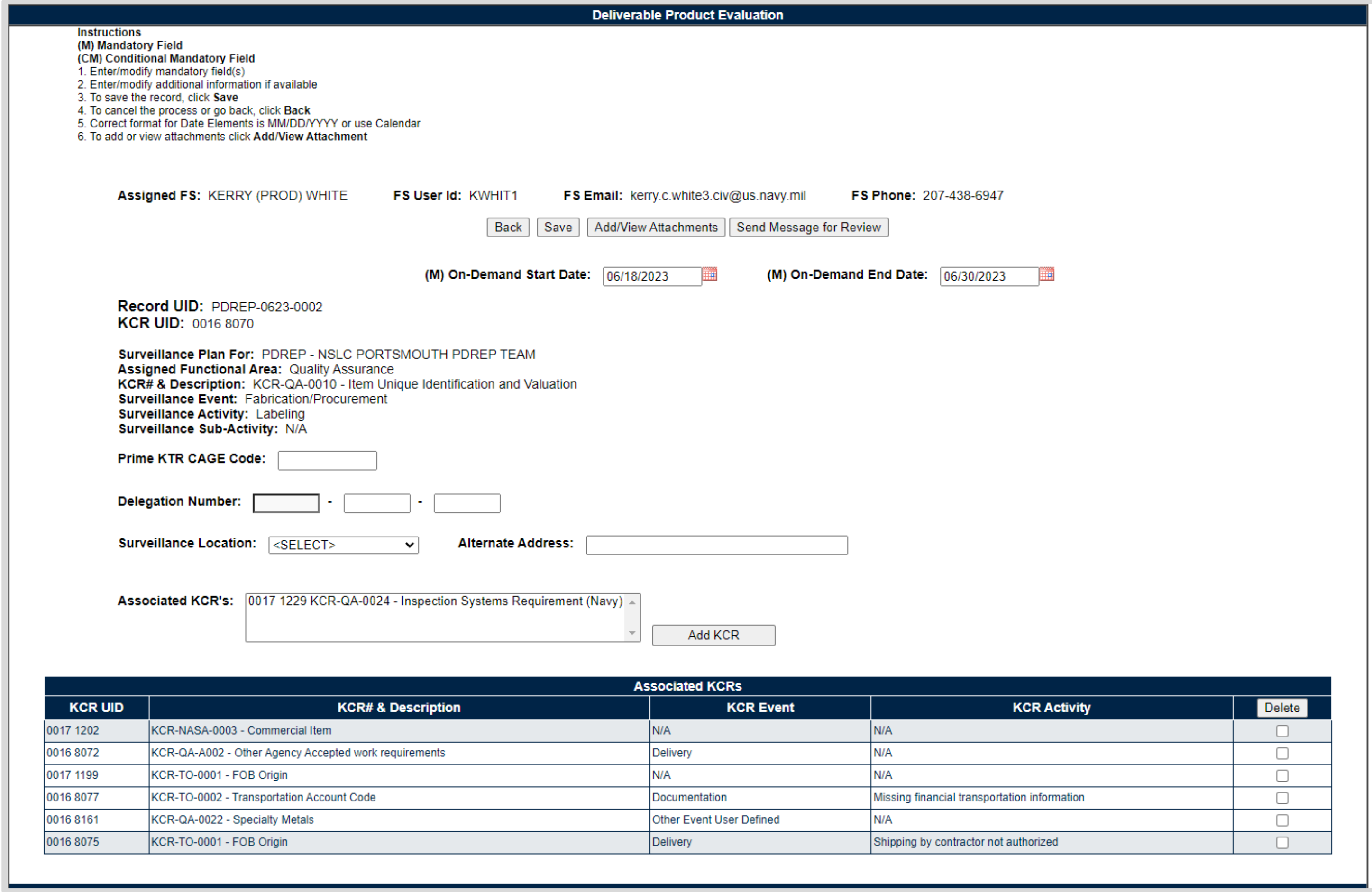
Associated Data Fields for **Figure 13.2**

- **Assigned FS:** Also known as the "Record Owner", is the Functional Specialist responsible for the record. Automatically generated by the users' profile.
- **FS User Id:** The User ID of the assigned Functional Specialist who will be conducting the surveillance. *(Generally the first initial of the users first name, followed by the first 4 letters of the last name, sometimes ending in a number.)*
- **FS Email:** Taken from the users' profile, the Email address of the assigned Functional specialist who will be conducting the surveillance.
- **FS Phone:** Taken from the users' profile, the phone number of the assigned Functional Specialist who will be conducting the surveillance.

- **Record UID:** The 13-digit unique identifier of the Record. The Record UID will automatically generate when the record is saved.
  - **Record UID Format:**
    Plan's Five-digit CAGE Code + records two-digit month & two-digit year of creation + the 4-digit sequential number of population starting at 0001.
    Example: PDREP - 0622 - 0001

- **KCR UID:** The 8-digit unique identifier of the KCR for which the Record is associated with.
- **Surveillance Plan For:** The CAGE Code and Company Name of the contractor to whom the Surveillance Plan is attributed.
- **Assigned Functional Area:** The Functional Area established and pulled from the KCR.
- **KCR # & Description:** The KCR# and Description established and pulled from the KCR.
- **Surveillance Event:** The Event established and pulled from the KCR. Field will display as "N/A" when lacking a Surveillance Event in the KCR.
- **Surveillance Activity:** The Surveillance Activity established and pulled from the KCR. Field will display as "N/A" when lacking a Surveillance Activity in the KCR.
- **Surveillance Sub-Activity:** The Surveillance Sub-Activity established and pulled from the KCR. Field will display as "N/A" when lacking a Surveillance Sub-Activity in the KCR.
- **Prime KTR CAGE Code:** Text box to enter the Prime contractor's CAGE Code. Content is only to be added when the record is for a Sub-Location CAGE with an Active Delegation.
- **Delegation Number:** Text Box to enter the LOD RCN.
- **Surveillance Location:** Restricted to a single selection, this drop-down displays the associated KCR location(s) as established in the KCR.
- **Alternate Address:** Open text box for entering an alternate address. *(Max of 75 characters.)*
- **Associated KCRs:** A drop-down listing other KCR UID, KCR# & Description(s) for which the Record Owner is also an assigned FS. This list is restricted to those KCR's within the same Surveillance Plan as the record being created. When an Associated KCR is selected from the drop-down and the "Add KCR" button is used, the KCR will be added to the Associated KCR Table.
  - Users may make multi-selections from the drop-down provided.
  - Completed KCRs will not display in the dropdown.
  - Drop-down is hidden when all values have been applied to the table.
  - Field will be blank when no other KCR's have the Record Owner as an Assigned FS.

- **Associated KCR Table:** List of Associated KCR's that have been selected and added to the Record from the Associated KCR drop-down.
  - When an Associated KCR is marked complete, the line item of the KCR will be grayed out, and the KCR will be moved to the bottom of the table's display (see **Figure 13.3**).
  - In such instances where a KCR is no longer Warranted, the line item of the KCR will be grayed out.
  - KCR's may be removed by selecting the corresponding box under "Delete" and selecting the "Delete" button.
  - A completed KCR may be removed from the Associated KCR table display list but it cannot be added.
  - **Figure 13.3** shows a display of the Associated KCR's table.
  - Though the Associated KCR's table can accommodate multiple selections, it will be hidden until a KCR is applied.


Deliverable Product Evaluation

Instructions
(M) Mandatory Field
(CM) Conditional Mandatory Field
1. Enter/modify mandatory field(s)
2. Enter/modify additional information if available
3. To save the record, click **Save**
4. To cancel the process or go back, click **Back**
5. Correct format for Date Elements is MM/DD/YYYY or use Calendar
6. To add or view attachments click **Add/View Attachment**

Assigned FS: KERRY (PROD) WHITE **FS User Id:** KWHIT1 **FS Email:** kerry.c.white3.civ@us.navy.mil **FS Phone:** 207-438-6947

Back | Save | Add/View Attachments | Send Message for Review

(M) On-Demand Start Date: 06/18/2023 **(M) On-Demand End Date:** 06/30/2023

Record UID: PDREP-0623-0002
KCR UID: 0016 8070

Surveillance Plan For: PDREP - NSLC PORTSMOUTH PDREP TEAM
Assigned Functional Area: Quality Assurance
KCR# & Description: KCR-QA-0010 - Item Unique Identification and Valuation
Surveillance Event: Fabrication/Procurement
Surveillance Activity: Labeling
Surveillance Sub-Activity: N/A

Prime KTR CAGE Code:

Delegation Number: - -

Surveillance Location: <SELECT> **Alternate Address:**

Associated KCR's: 0017 1229 KCR-QA-0024 - Inspection Systems Requirement (Navy)

Add KCR

Associated KCRs

KCR UID	KCR# & Description	KCR Event	KCR Activity	Delete
0017 1202	KCR-NASA-0003 - Commercial Item	N/A	N/A	☐
0016 8072	KCR-QA-A002 - Other Agency Accepted work requirements	Delivery	N/A	☐
0017 1199	KCR-TO-0001 - FOB Origin	N/A	N/A	☐
0016 8077	KCR-TO-0002 - Transportation Account Code	Documentation	Missing financial transportation information	☐
0016 8161	KCR-QA-0022 - Specialty Metals	Other Event User Defined	N/A	☐
0016 8075	KCR-TO-0001 - FOB Origin	Delivery	Shipping by contractor not authorized	☐

Figure 13.3

Associated Table Columns for **Figure 13.3**

- **KCR UID:** The 8-digit unique identifier of the *Associated* KCR for which the Record Owner is also an assigned FS.
- **KCR# & Description:** The KCR# and Description of the *Associated* KCR for which the Record Owner is also an assigned FS.
- **KCR Event:** The Event of the *Associated* KCR for which the Record Owner is also an assigned FS. Field will display as “N/A” when lacking a Surveillance Event in the KCR.
- **KCR Activity:** The Activity of the *Associated* KCR for which the Record Owner is also an assigned FS. Field will display as “N/A” when lacking a Surveillance Activity in the KCR.

Associated Button Functionality for **Figure 13.3**

- **Back:** Returns the display to the previous page.
- **Save:** This button may be used at any time to save the contents of the page. When the “Save” button is selected a warning will populate notifying the user that the record is about to be marked as “Complete” and will no longer be editable. A selection of “OK” or “Cancel” will need to be used to clear the pop-up.

- **Add/View Attachments:** This button opens to the "Upload Attachment(s)" page and allows users to upload, view and delete attachments related to that of the record being worked.
    - Please note, each Plan, Record and QAI has its own space for Attachments. This means that applied documents are exclusive to the location they were applied and will not populate elsewhere.
- **Send Message for Review:** Saves the record as a draft status, before opening the Correspondence Page. After the refresh, messages may be sent to other Surveillance Plan users. For additional information on sending correspondences.
- **Add KCR:** Applies the selected KCR to the Associated KCR table.
- **Delete:** Removes the Associated KCR from the Table and reapplies to the Associated KCR drop-down. Action occurs when the corresponding box is selected and the "Delete" button is clicked.

13.2.2 Applicable End Items (DPE/DSE)

Figure 13.4 shows the default view of the Applicable End Item NSN / Part / Serial Numbers section. The End Item drop-down list populates End Items added to the Surveillance Plan and located on the KTR Details Page. For Records associated with Quality Assurance KCR's, a minimum of one End Item must be applied in order to complete the DPE.

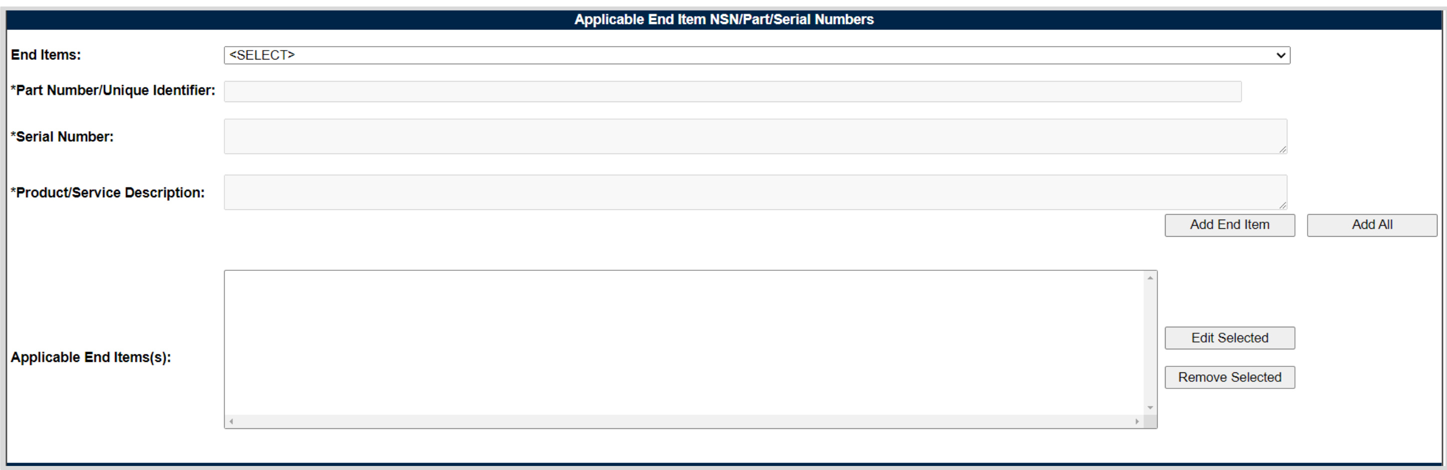


Figure 13.4

Select a corresponding End Item from the drop-down provided. After the page refresh, *Part Number/Unique Identifier, *Serial Number and* Product/Service are auto-populated with values from KTR Details Page. An example of this is shown on **Figure 13.5**.

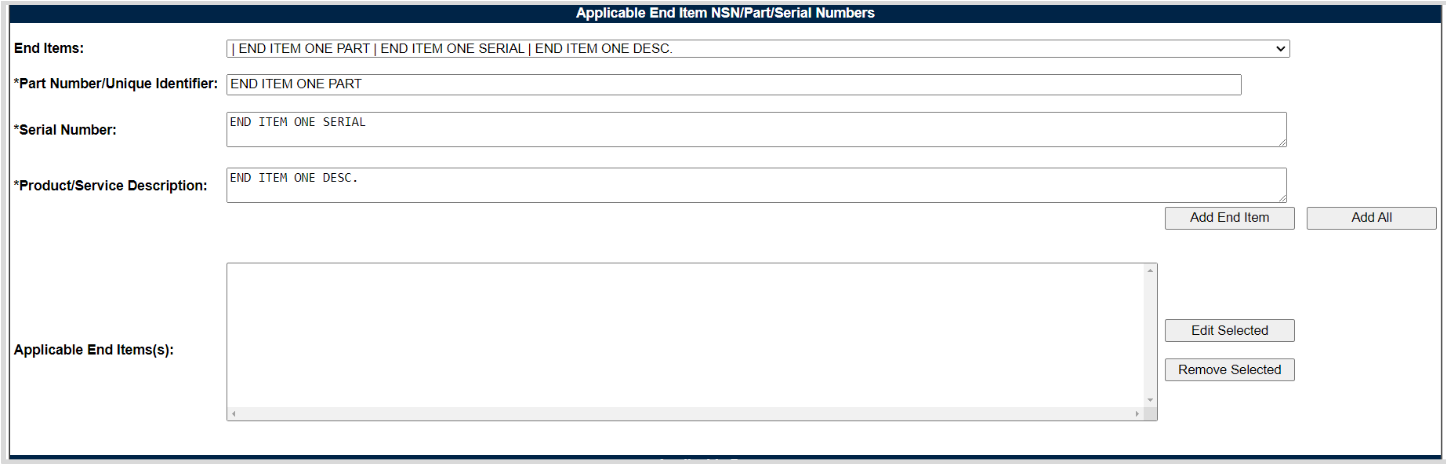


Figure 13.5

Though the three text fields automatically populate content entered at the KTR Details Page, these identifying fields of the End Item selected, may be edited or added to without altering the sourced content. **Figure 13.6** displays the pulled content from **Figure 13.5** as well as additional text added at the Record level.

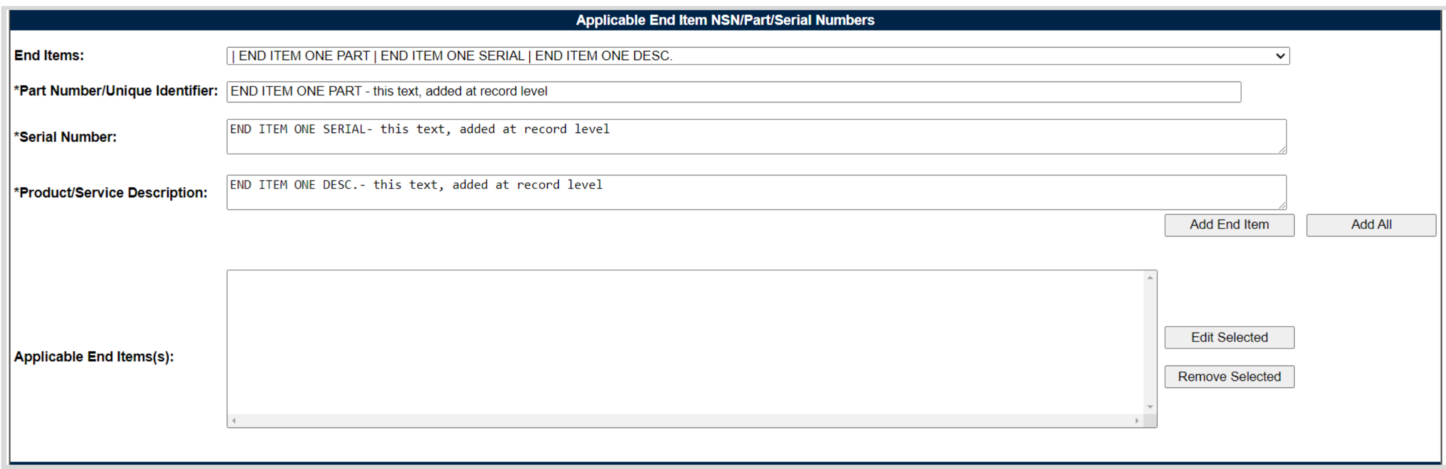


Figure 13.6

When applied to the Applicable End Item(s) list box, the three identifying fields (Part Number/Unique Identifier, Serial Number and Product/Service Description) will display the contents of the KTR first, followed by a line of distinction and then the entries made at the Record. An example of this is shown in **Figure 13.7** with content from **Figure 13.5** and **Figure 13.6**.

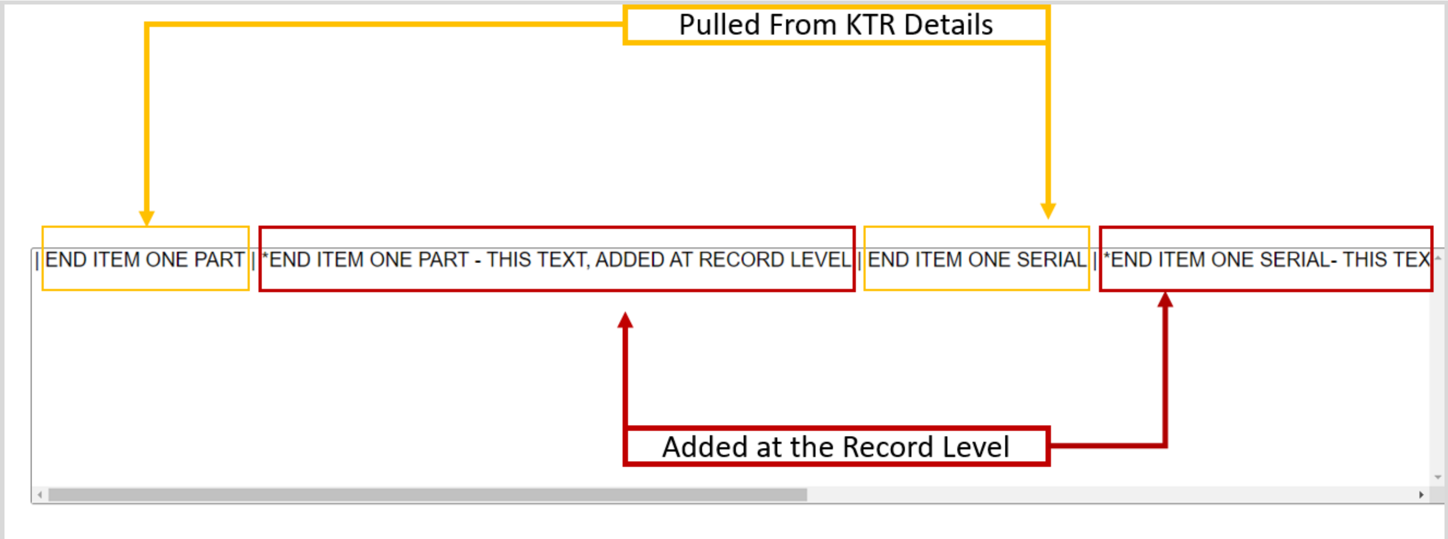


Figure13.7

Select the “Add End Item” button to apply End Item selection, along with additional text to the Applicable End Item(s) list box as seen in **Figure 13.8**.

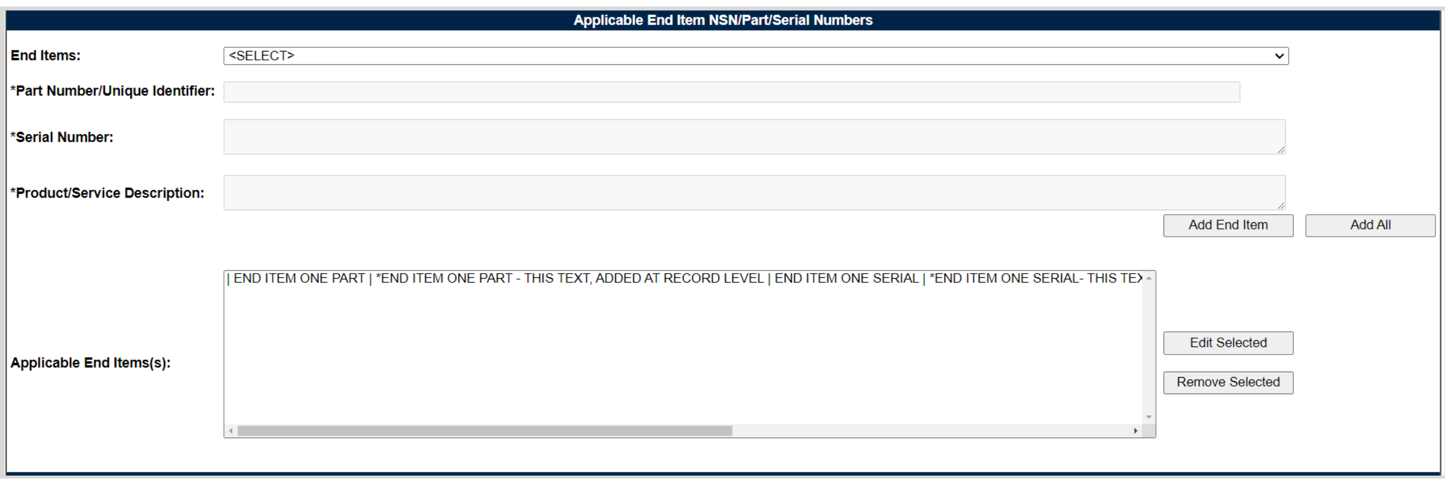


Figure 13.8

Associated Data Fields for **Figure 13.8**

- **End Items:** Drop-down list comprised of End Items located on the KTR Details Page. Field will be blank when the KTR lacks an End Item.
- ***Part Number/Unique Identifier:** Pulls Part Number/Unique Identifier content from the KTR Details Page that may be edited or removed at the Record level. Asterisk (*) denotes content established at the Record Level. Field will be blank when the End Item lacks a Part Number/Unique Identifier in the KTR. *(Max of 75 characters.)*
- ***Serial Number:** Pulls Serial Number content from the KTR Details Page that may be edited or removed at the Record level. Asterisk (*) denotes content established at the Record Level. Field will be blank when the End Item lacks a Serial Number in the KTR. *(Max of 1,000 characters.)*
- ***Product/Service Description:** Pulls Product/Service Description content from the KTR Details Page that may be edited or removed at the Record level. Asterisk (*) denotes content established at the Record Level. Field will be blank when the End Item lacks a Product/Service Description in the KTR. *(Max of 200 characters.)*

- **Applicable End Item(s):** List box containing the End Items selected as Applicable to the Record being worked.

Associated Button Functionality for **Figure 13.8**

- **Add End Item:** This button adds the selected End Item, along with Record level text, to the Applicable End Item(s) list box. When applied, the selected End Item will no longer populate in the drop-down.
- **Update End Item:** This button takes the place of the “Add End Item” button when an applied End Item is being Edited. When used, the selected End Item being edited, will be applied to the Applicable End Item(s) list box.
- **Add All:** This button adds the listed End Items, displayed in the drop-down, to the Applicable End Item(s) list box. When used, the End Items drop-down list will be empty.

- **Edit Selected:** This button opens the selected End Item to an editable display. The “Update End Item” button must be used to apply the End Item back to the list box.
- **Remove Selected:** Removes the selected item from the Applicable End Item(s) text box and returns it to the End Item drop-down.

13.2.3 Applicable Programs (DPE/DSE)

Figure 13.9 shows the default view of the Applicable Programs section. The Program Name drop-down list populates Programs added to the Surveillance Plan and housed within the KCR.

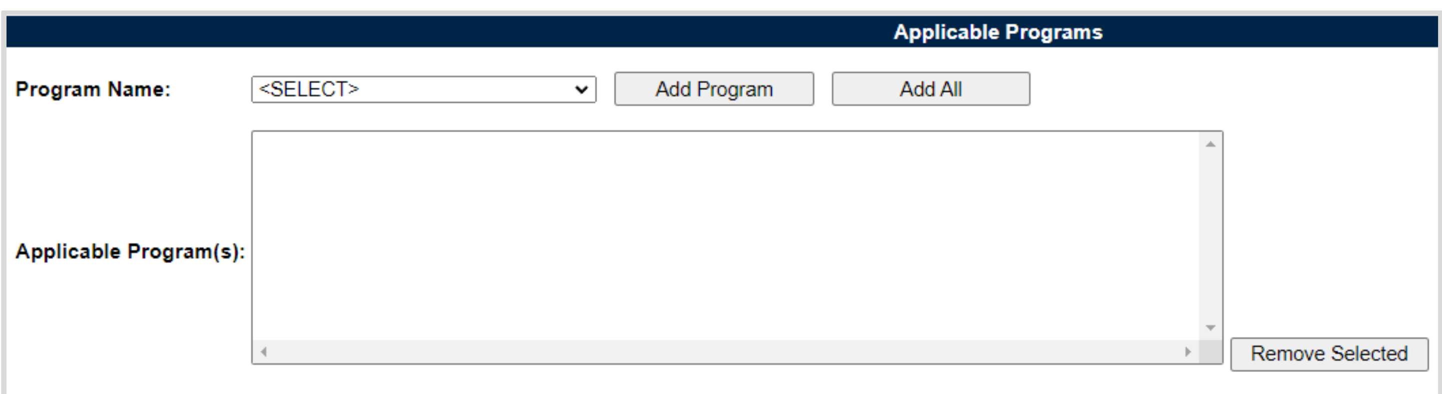


Figure 13.9

Select a corresponding Program from the drop-down provided as shown in **Figure 13.10**. Click the “Add Program” button to apply selection to the Applicable Program(s) list box.

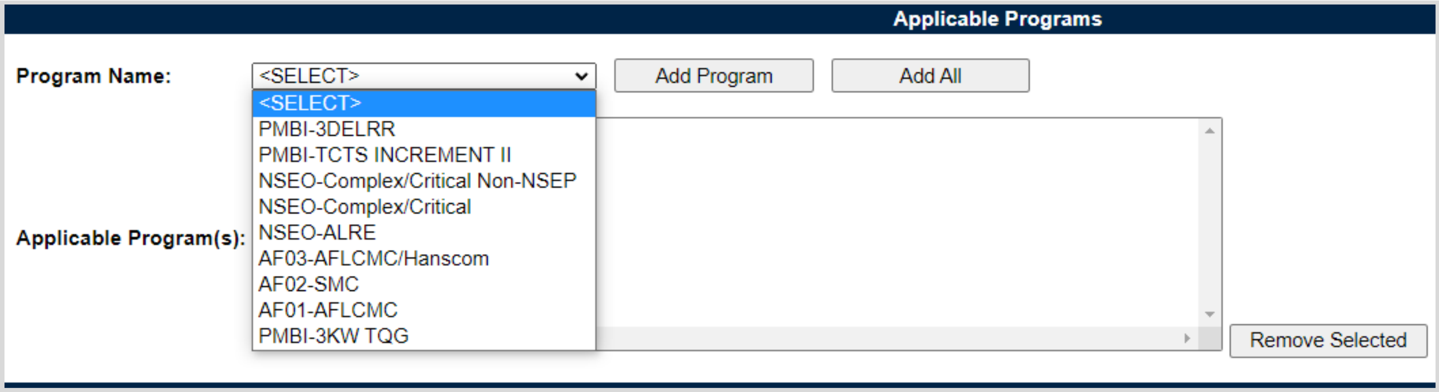


Figure 13.10

The "Add All" button applies all Programs listed in the drop-down to the Applicable Programs(s) list box. When used, the page will refresh with the contents of the drop-down displaying in the list box and the Program Name drop-down empty. An example of this can be seen in **Figure 13.11**.

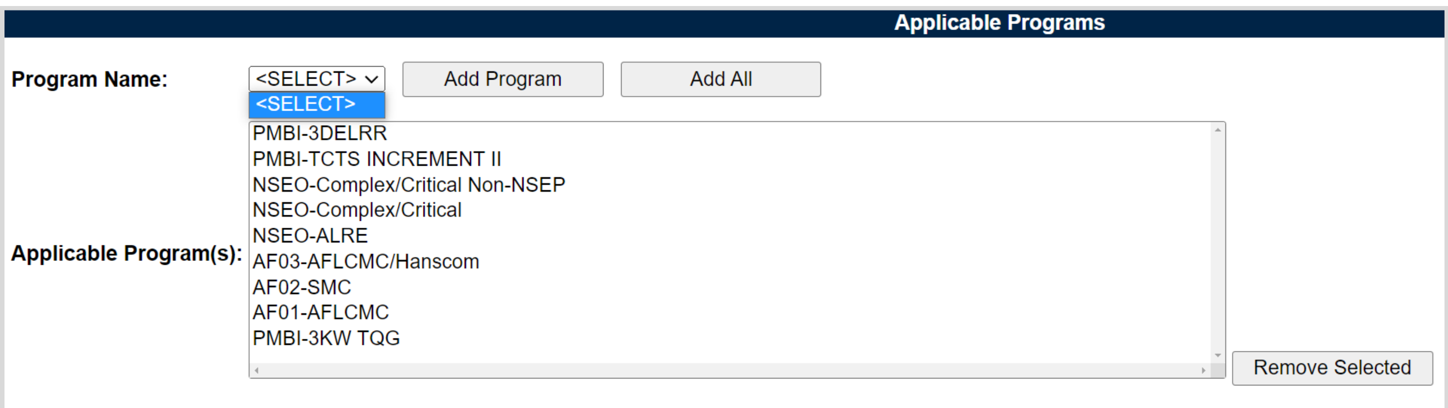


Figure 13.11

Associated Data Fields for **Figure 13.11**

- **Program Name:** Drop-down list comprised of Programs housed within the KCR. Field will be blank when a Program has not been applied to the KCR.
- **Applicable Program(s):** List box containing the Programs selected as Applicable to the Record being worked.

Associated Button Functionality for **Figure 13.11**

- **Add Program:** This button adds the selected Program to the Applicable Program(s) list box. When applied, the selected Program will no longer populate in the drop-down.
- **Add All:** This button adds the listed Programs, displayed in the drop-down, to the Applicable Program(s) list box. When used, the Program Name drop-down list will be empty.
- **Remove Selected:** Removes the selected item from the Applicable Program(s) list box and returns it to the Program Name drop-down.

13.2.4 Applicable Contracts (DPE/DSE)

Figure 13.12 shows the default view of the Applicable Contracts section. The Contract Number drop-down list populates Contracts added to the Surveillance Plan and housed within the KCR.

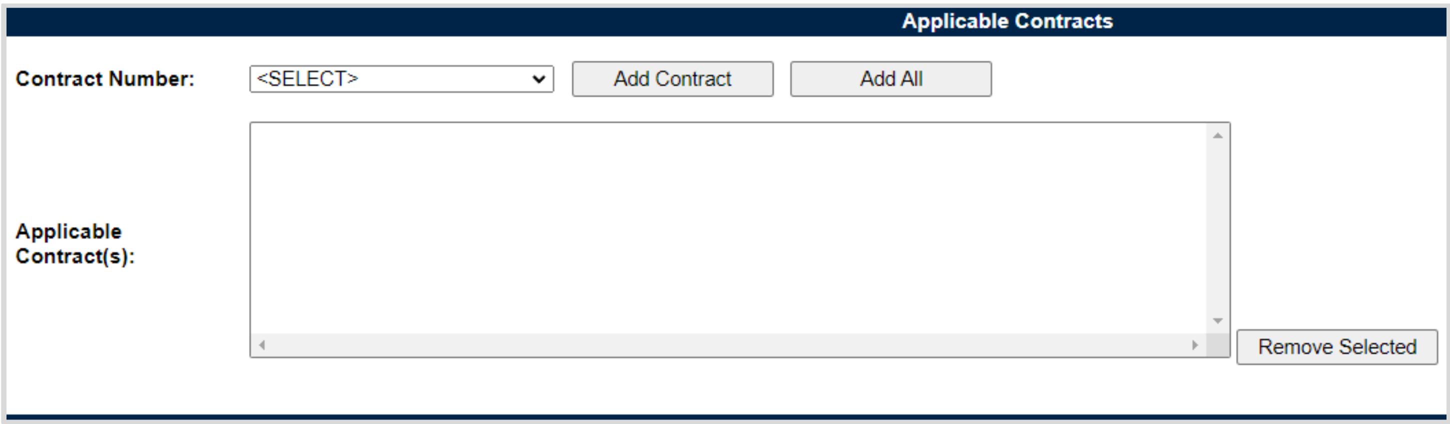


Figure 13.12

Select a corresponding Contract from the drop-down provided as shown in **Figure 13.13**. Click the “Add Contract” button to apply selection to the Applicable Contract(s) list box.

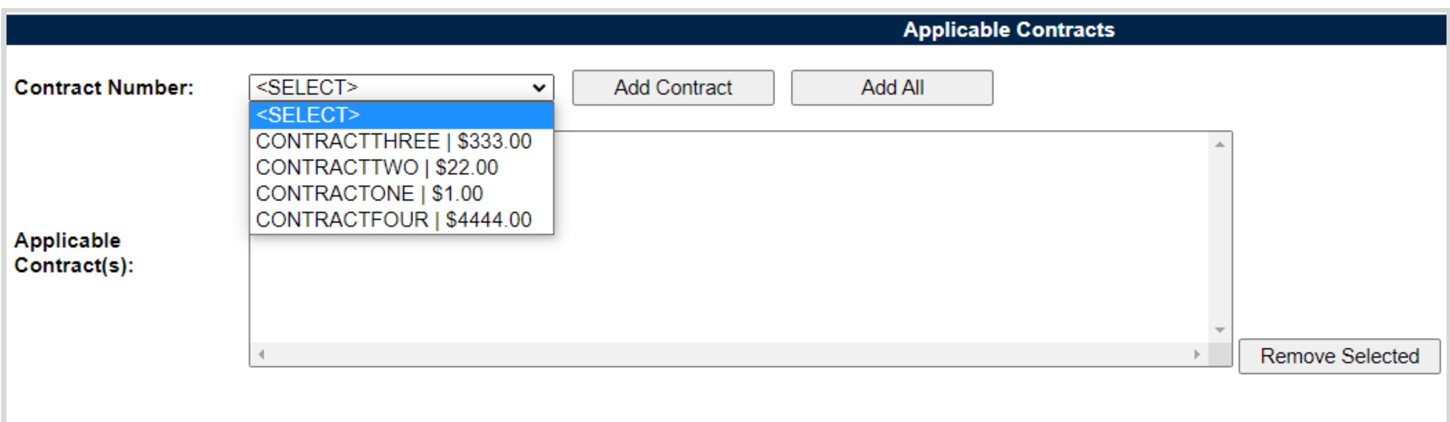


Figure 13.13

The “Add All” button applies the Contracts listed in the drop-down to the Applicable Contract(s) list box. When used, the page will refresh with the contents of the drop-down displaying in the list box with the Contract Number drop-down empty. An example of this can be seen in **Figure 13.14**.

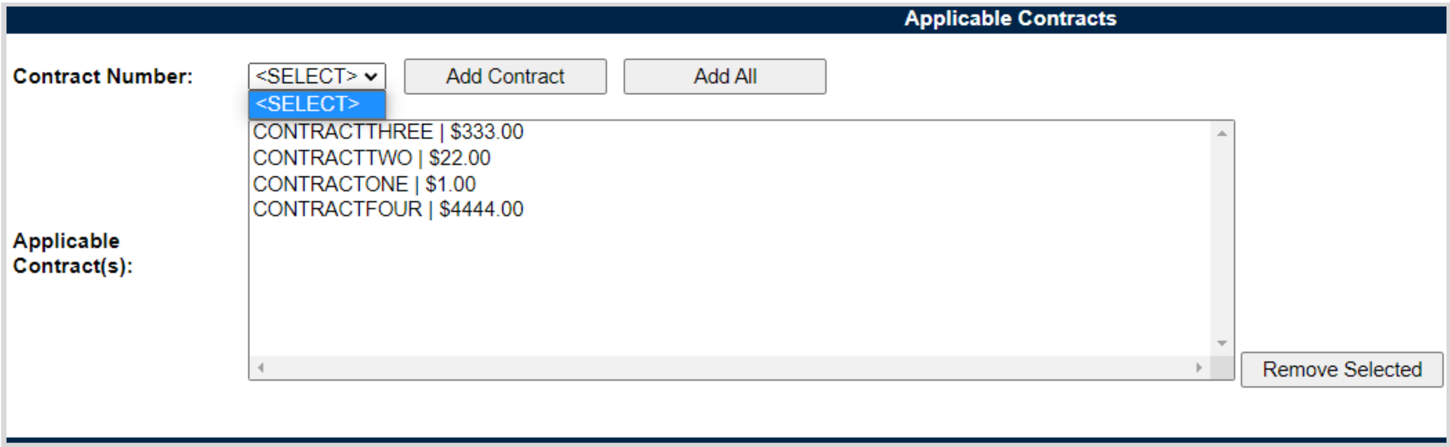


Figure 13.14

Associated Data Fields for **Figure 13.14**

- **Contract Number:** Drop-down list comprised of Contracts housed within the KCR. Field will be blank when a Contract has not been applied to the KCR.
- **Applicable Contract(s):** List box containing the Contracts selected as Applicable to the Record being worked.

Associated Button Functionality for **Figure 13.14**

- **Add Contracts:** This button adds the selected Contracts to the Applicable Contract(s) list box. When applied, the selected Contract will no longer populate in the drop-down.
- **Add All:** This button adds the listed Contracts, displayed in the drop-down, to the Applicable Contract(s) list box. When used, the Contract Number drop-down list will be empty.

- **Remove Selected:** Removes the selected item from the Applicable Contract(s) list box and returns it to the Contract Number drop-down.

13.2.5 KTR Information (DPE/DSE)

Figure 13.15 shows the default view of the KTR Information section. This is where the Record houses the point(s) of contact for the KTR.

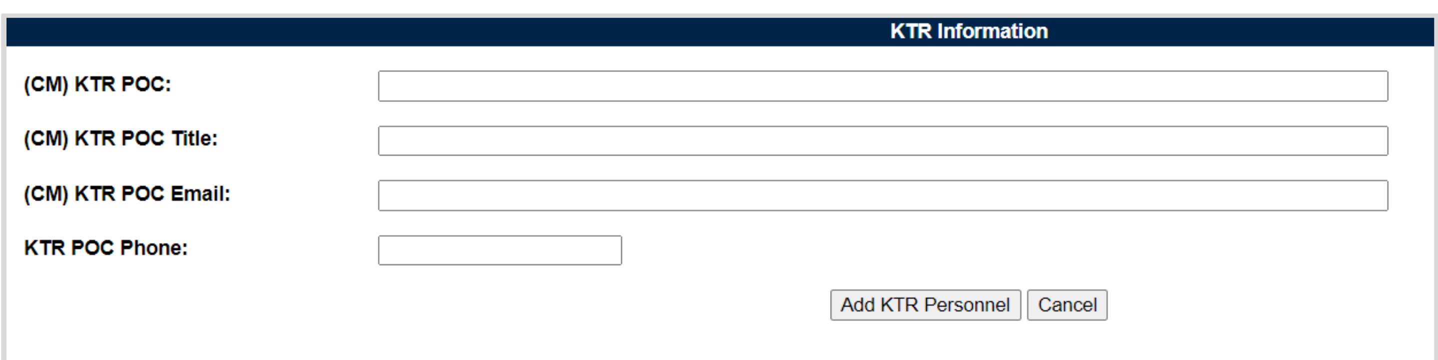


Figure 13.15

A KTR does not need to be applied to the Record before the record may be marked “Complete”. However, entries to the KTR POC Name, Title and Email must be present in order to apply a KTR POC to the KTR Information Table.

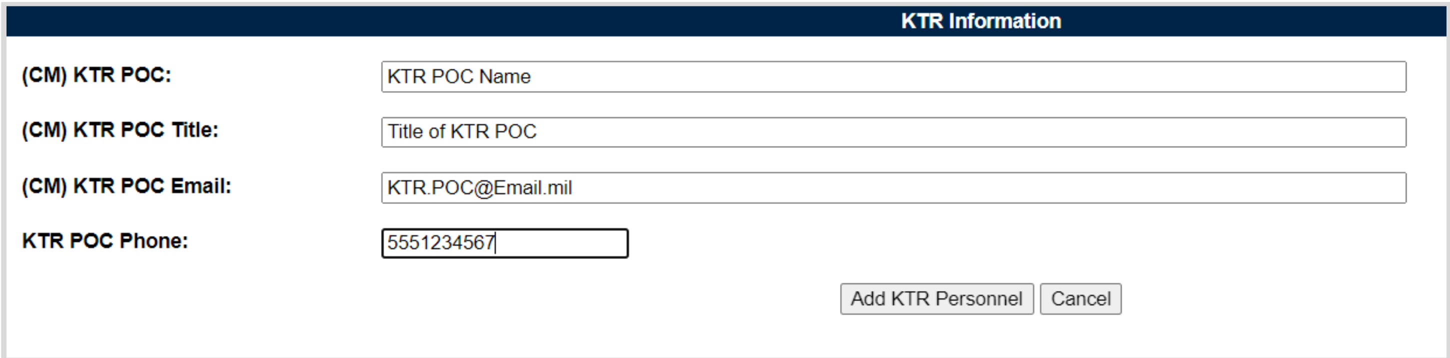


Figure 13.16

To add a KTR POC to the Record, enter the KTR information into the text fields provided and click the “Add KTR Personnel” button. This action will apply the contact to the KTR Information Table. An example of this may be seen in **Figure 13.17**. Though the KTR table can accommodate multiple POC’s, it will be hidden until a POC is applied.

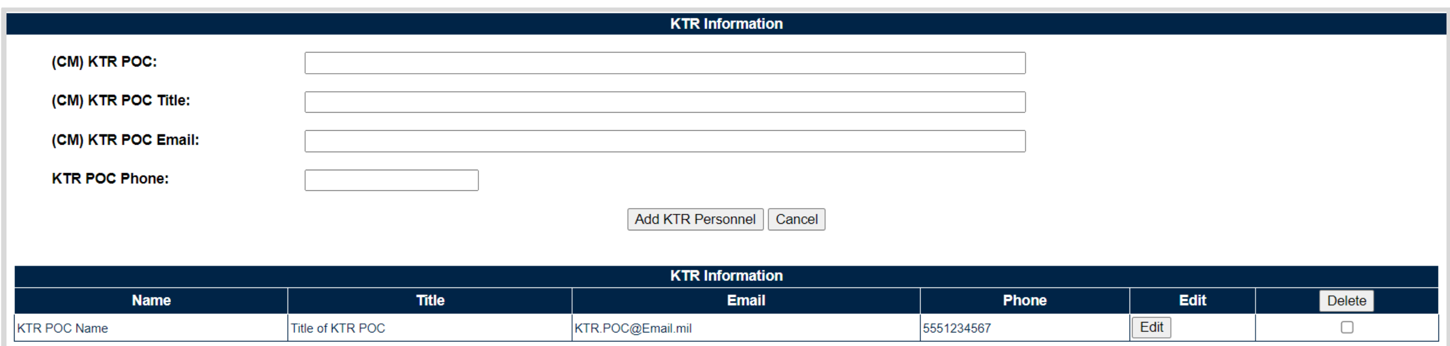


Figure 13.17

Associated Data Fields for **Figure 13.17**

- **(M) KTR POC:** Enter the Name for the contractors’ point of contact. *(Max of 50 characters.)*
- **(M) KTR POC Title:** Enter the Title for the contractors’ point of contact. *(Max of 25 characters.)*
- **(M) KTR Email:** Enter the Email Address for the contractors’ point of contact. *(Max of 100 characters.)*
- **KTR POC Phone:** Enter the Phone Number for the contractors’ point of contact. *(Max of 20 characters.)*
- **KTR Information Table:** An accumulation of the KTR POC, KTR POC Title, KTR Email and KTR POC Phone data fields as applied to the table. Though the table can accommodate multiple entries, it will be hidden until a POC is applied.

Associated Button Functionality for **Figure 13.17**

- **Add KTR Personnel:** This button adds the KTR POC to the KTR Information Table. If the button is not used, the contents of the four KTR POC data fields will not be captured.
- **Save KTR Personnel:** Displays when editing a POC. This button reapplies the POC back to the KTR Information table. This button must be used to save any changes made while editing.
- **Cancel:** This buttons clears the contents of the four KTR POC text fields prior to being applied to the KTR Information Table. When editing an applied KTR POC from the Information Table, this button clears any changes and returns the POC to the table.
- **Edit:** This button opens the selected POC to an editable display, allowing the user to edit existing KTR Information. The "Save KTR Personnel" must be used to capture the change and apply the KTR POC back to the table.
- **Delete:** Removes the KTR POC from the KTR Information Table. This action occurs when the corresponding box is selected and the "Delete" button is clicked. A pop-up message will display requesting confirmation of the delete action as seen in **Figure 13.18**.
    - **OK:** Captures the request and eliminates the KTR POC from the table.
    - **Cancel:** Refreshes the page, clears the delete request and returns to the top of the Record, with the delete check box still selected for the POC.

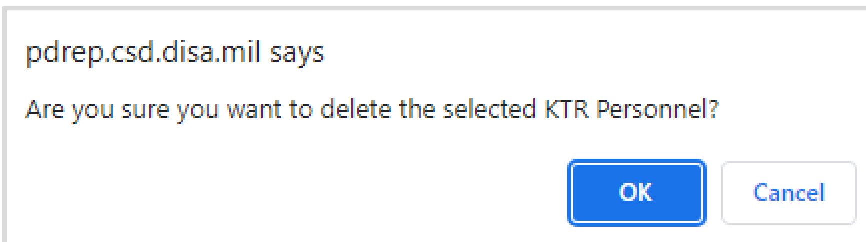


Figure 13.18

13.2.6 Associated QAI's (DPE)

Figure 13.19 shows the default view of the Associated QAIs section. This area is exclusive to System/ Progress Evaluation Records for Quality Assurance KCR's. This is where QA Inspections are created and housed for the associated SPE Record. The figures and explanations of this section serve as an overview of the QAI area outside of the Inspection.

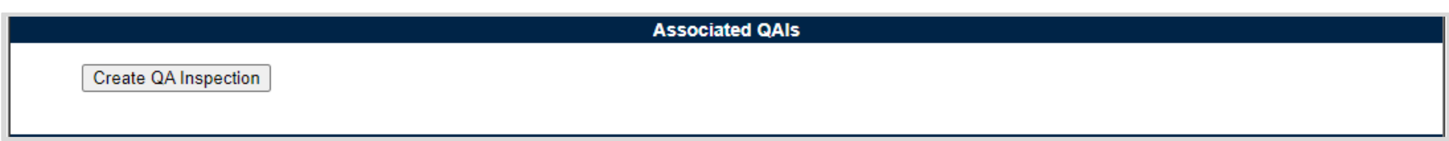


Figure 13.19

A Quality Assurance Inspection is initiated when the "Create QA Inspection" button is selected. After the page refresh, the pending draft QAI is displayed. The QAI will remain in a pending draft status until the Inspection is registered as a Draft QAI through the "Save" action, or is expunged by exiting the page before the "Save" button is used. Once saved, the QAI will populate in the Associated QAI table as seen in **Figure 13.20**. A minimum of one completed QAI must be applied to the Record in order to complete the DPE.

Note: *PDREP does not have an auto-save feature. If the "Save" button is not used, work will be lost!*

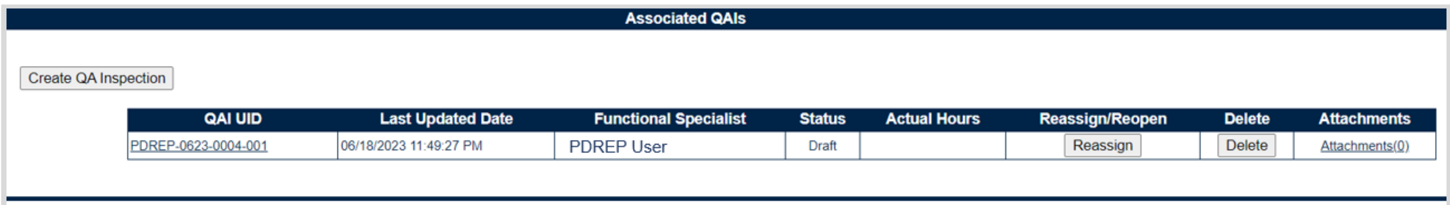


Figure 13.20

Associated Table Columns for **Figure 13.20**

- **QAI UID:** The 16-digit unique identifier of the Quality Assurance Inspection. The QAI UID is an extension of the Record UID by three digits and displays the sequence for which it was created (beginning with 001). This number automatically generate after the QA Inspection is saved.
  - **Record UID Format:**
    Plan's Five-digit CAGE Code + records two-digit month & two-digit year of creation + the 4-digit sequential number of population starting at 0001.
    Example: PDREP - 0622 - 0001
  - **QAI UID Format:**
    Record UID + 3-digit sequential number of population starting at 001.
    Example: PDREP - 0622 - 0001 - 001

- **Last Updated Date:** The date the QA Inspection was last updated based on the "Save" action.
- **Functional Specialist:** Also known as the "Record Owner", is the Functional Specialist responsible for the QA Inspection. Automatically generated by the users' profile.
- **Status:** The present status *(Draft / Complete)* of the QAI.
- **Actual Hours:** Display of the Actual Hours entered within the Record.

Associated Button and Hyperlink Functionality for **Figure 13.20**

- **QAI UID:** The unique identifier of the QAI. When selected this hyperlink will open the QAI to the appropriate display per the user selecting it (draft for the Record Owner & view for all other users).
- **Create QA Inspection:** Initiates creation of the Quality Assurance Inspection.
- **Reassign/Reopen:** The Reassign/Reopen column displays either one button or the other depending on the QAI status. The Reassign button populates when the QAI is in a draft status, while "Reopen" displays for completed QAI's. This column only populates for users with Supervisor or higher access. Button functionality is enabled for users of the same Team Code as the Record Owner.

- To Reopen or Reassign a QAI, start by clicking the associated button for the QAI to be Reopened or Reassigned. A popup message will display requesting confirmation of the Reopen/Reassign request.
  - i. **OK:** Captures the request and Reopens or Reassigns the QAI.
  - ii. **Cancel:** Refreshes the page, clears the Reopen/Reassign request and returns to the top of the Record.

- **Delete:** The ability to delete a QAI is restricted by a user's access level as well as their Team Code and the QAI status. The Delete column populates for those users with an access level of supervisor or higher access. Button functionality is limited to those users of the same Team Code as the Record Owner (aka Functional Specialist). And the ability to delete a QAI is also dependent upon the QAI being in a draft status. The "Delete" button's functionality is restricted to those QAI's marked as "Complete" and will display as grayed/disabled in such instances.
  - Once the QAI has been completed (QAI Status=Complete) the ability to delete will be removed.
  - To delete a QAI, select the "Delete" button associated with the QAI to be expunged. A popup message will display requesting confirmation of the delete request.
    - i. **OK:** Captures the request and eliminates the QAI and its contents.
    - ii. **Cancel:** Refreshes the page, clears the delete request and returns to the top of the Record.

- **Attachments(#):** This hyperlink opens to the "Upload Attachment(s)" page and allows users to upload, view and delete attachments related to that of the QAI being worked. The number exhibited in parentheses, indicates the number of attachments associated with the QAI. This number does not take into consideration attachments made to the Plan, Records or other QAI's. This means that applied documents are exclusive to the location they are applied and will not populate elsewhere.

13.2.7 Evaluation (DPE/DSE)

Figure 13.21 shows the default view of the Evaluation section. This area is excluded from Deliverable Product Evaluation Records for Quality Assurance KCR's and is located within the associated QAI.

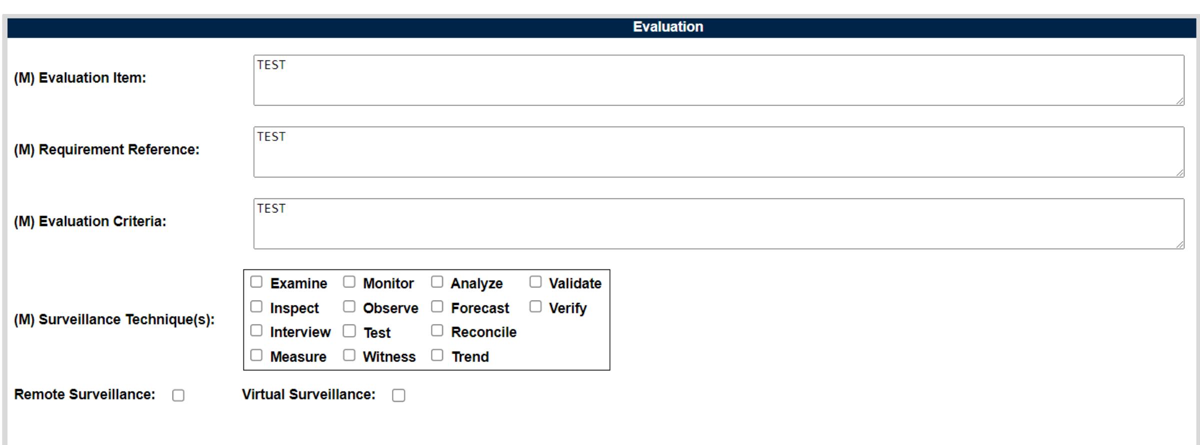


Figure 13.21

Associated Data Fields for **Figure 13.21**

- **(M) Evaluation Item:** A text box used to describe the item being evaluated for the record being worked. *(Max of 3,000 characters.)*
- **(M) Requirement Reference:** A text box used to enter requirement references for the record being worked. *(Max of 3,000 characters.)*
- **(M) Evaluation Criteria**: A text box used to enter the evaluation criteria for the record being worked. *(Max of 3,000 characters.)*
- **(M) Surveillance Techniques:** Check boxes used to identify surveillance techniques used. A minimum selection of one is required to mark the record “Complete”.
- **Remote Surveillance:** Check box identifying if the surveillance was remote.
- **Virtual Surveillance:** Check box identifying if the surveillance was virtual.

13.2.8 Conclusion (DPE/DSE)

Figure 13.22 shows the default view of the Conclusion section. This is where the Records’ findings are entered.

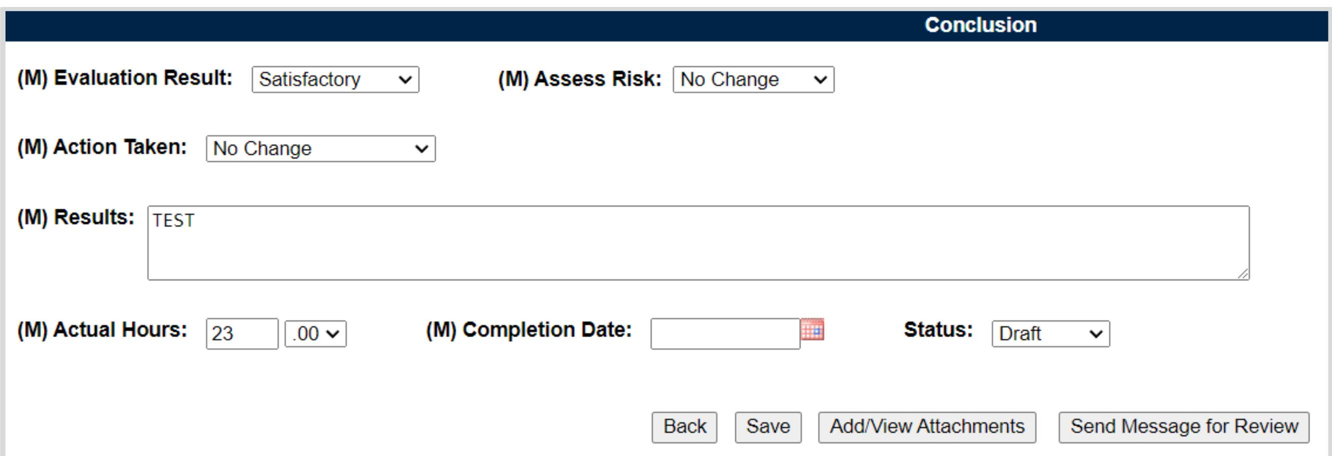


Figure 13.22

Associated Data Fields for **Figure 13.22**

- **(M) Evaluation Results:** Results of the evaluation as determined by the Record Owner. A selection of “Satisfactory” or “Un-Satisfactory” is made through the drop-down provided.
- **(M) Assess Risk:** Assessment of the current Risk by the Record Owner. A selection of “Increase Risk”, “Decrease Risk” or “No Change” is made through the drop-down provided. When “Increase Risk” or “Decrease Risk” is selected, the “Update KCR Risk” button populates as seen in **Figure 13.23**. By clicking on the “Update KCR Risk” button, the Record is automatically saved (draft status), while the user is navigated to the associated KCR’s editable view with record locking active.

Figure 13.23

- **(M) Action Taken:** A determination by the Record Owner as to what (if any) action is to be taken. A selection of “Increase Surveillance”, “Decrease Surveillance” or “No Change” is made through the drop-down provided.
- **(M) Results:** A text box to describe the results of the inspection. *(Max of 100 characters.)*
- **(M) Actual Hours:** Two fields used to enter the number of hours it took to conduct the surveillance as entered by the Record Owner. First field is related to hours and does not allow for negative hours or special characters. Second field is a drop-down related to minutes and defaults as “.00”.

  <u>QAI Actual minute(s) dropdown values:</u>
  - .00 = On the hour
  - .25 = Quarter Past the hour
  - .50 = Half past the hour
  - .75 = Quarter till the next hour

- **(M) Completion Date:** A field used to record the date the surveillance was completed. A future Completion Date may be used while the record is in a “Draft” status. However, a Completion Date less than or equal to “todays date” is required before the record can be marked “Complete”.

- **Status:** The present status *(Draft / Complete)* of the Record. This drop-down defaults to a “Draft” status. When a user indicates the record is complete, they will select “Complete” from the drop-down and click the “Save” button to capture their entry.
  - When the “Save” button is selected a warning will populate notifying the user the record is about to be marked as “Complete” and will no longer be editable (see **Figure 13.24**).
    - **OK:** Captures the request and marks the Record Complete (when all mandatory fields have been satisfied). If not, an error message is generated at the top of the Record.
    - **Cancel:** Refreshes the page, clears the request to Complete the Record and returns to the top of the page.

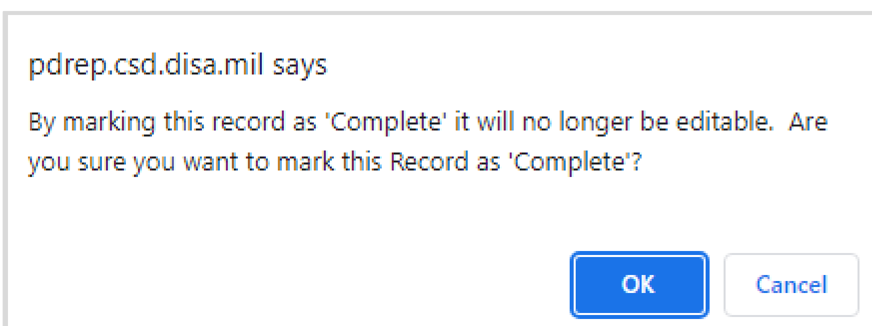


Figure 13.24

Associated Button Functionality for **Figure 13.22**

- **Update KCR Risk:** Navigates the user to the associated KCR for a Risk reassessment. When the “Update KCR Risk” button is used, the Record is automatically saved (draft status), while the user is navigated to the associated KCR’s editable view (with record locking active).
- **Back:** Returns the display to the previous page.
- **Save:** This button may be used at any time to save the contents of the page. When the “Save” button is selected a warning will populate notifying the user that the record is about to be marked as “Complete” and will no longer be editable. A selection of “OK” or “Cancel” will need to be used to clear the pop-up.
- **Add/View Attachments:** This button opens to the “Upload Attachment(s)” page and allows users to upload, view and delete attachments related to that of the record being worked. Please note, each Plan, Record and QAI has its own space for Attachments. This means that applied documents are exclusive to the location they were applied and will not populate elsewhere.
- **Send Message for Review:** Saves the record in a draft status before opening to the correspondence page. For additional details related to sending messages.

Note: *PDREP does not have an auto-save feature. If the “Save” button is not used, work will be lost!*

14 DPE QAI

Deliverable Product Evaluation (DPE) Quality Assurance Inspection (QAI)

Quality Assurance Inspections are attributed to those KCR's designated as Quality Assurance (NASA, NSEO & QA). In order for a DPE to be marked "Complete", the record must contain a minimum of one completed QAI.

14.1 Creating a QAI for DPE

Figure 14.1 shows the default view of the Associated QAI's section within the DPE. This section is only displayed on DPEs that have a KCR's with a designated Functional Area of NASA, NSEO or Quality Assurance.

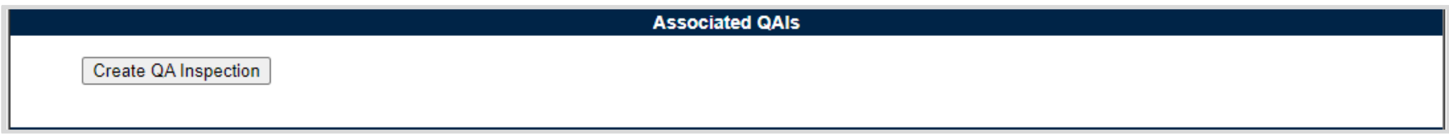


Figure 14.1

A Quality Assurance Inspection is initiated when the "Create QA Inspection" button is selected. After the page refresh, the pending draft QAI displays. The QAI will remain in a pending draft status until the Inspection is either registered as a "Draft" through the "Save" action or is expunged, by exiting the page before the "Save" button is used. Once saved, the QAI will display within the Associated QAI table located on the DPE Record. A minimum of one completed QAI must be applied to a DPE Record in order to mark the Record "Complete".

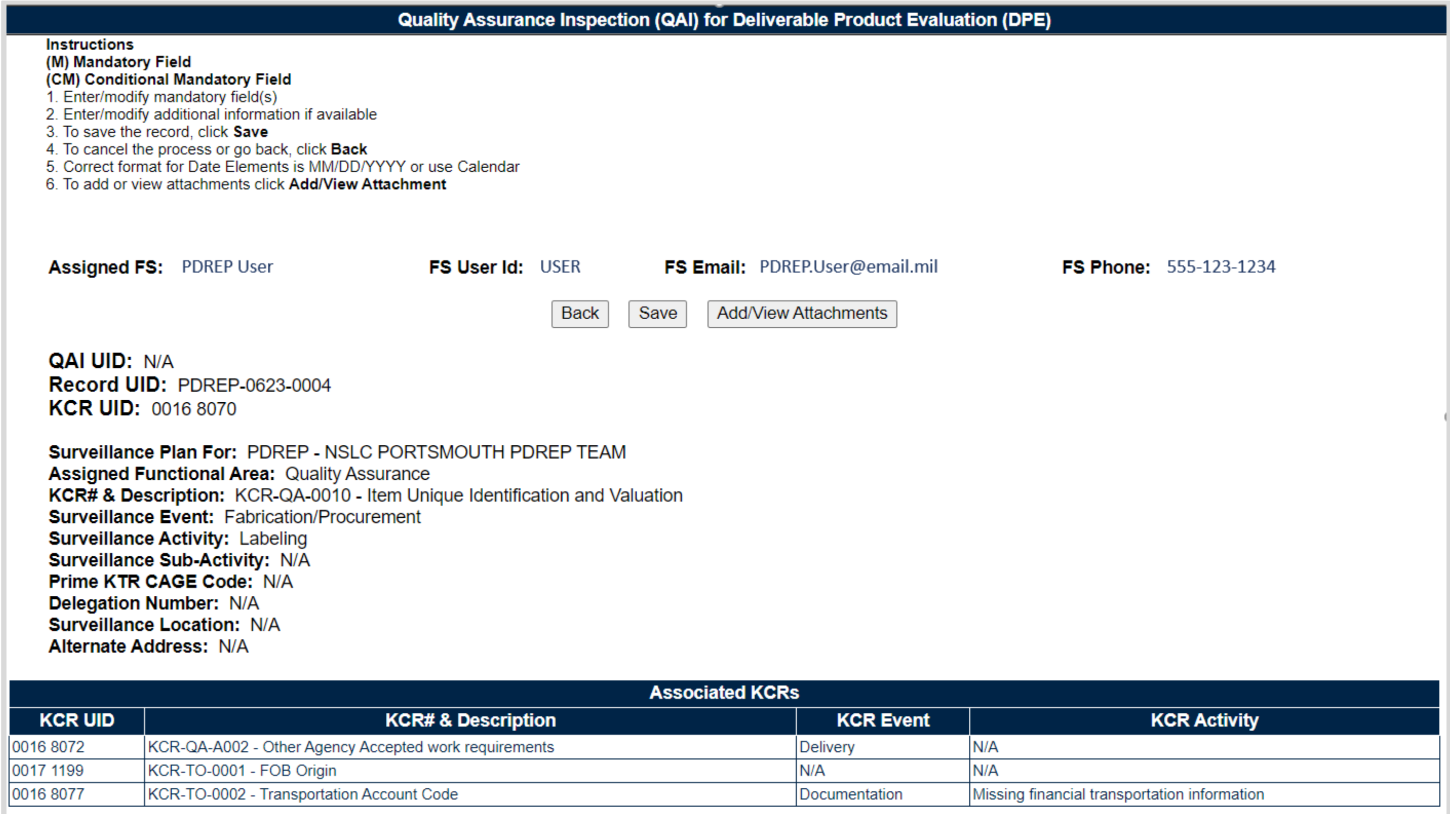
Associated Button Functionality for **Figure 14.1**

- **Create (QA Inspection):** This button processes the request to create a new QA Inspection associated with the DPE record. Once a record has been generated and saved (draft status), a line item will appear on the QAI table (see **Figure 14.2**).

14.2 Record (QAI for DEP)

14.2.1 Details (QAI for DPE)

Figure 14.2 shows the Details section of a DPE: QA Inspection. This area will duplicate the higher-level, DPE record (also known as the "Parent Record").



Quality Assurance Inspection (QAI) for Deliverable Product Evaluation (DPE)

Instructions
(M) Mandatory Field
(CM) Conditional Mandatory Field
1. Enter/modify mandatory field(s)
2. Enter/modify additional information if available
3. To save the record, click **Save**
4. To cancel the process or go back, click **Back**
5. Correct format for Date Elements is MM/DD/YYYY or use Calendar
6. To add or view attachments click **Add/View Attachment**

Assigned FS: PDREP User **FS User Id:** USER **FS Email:** PDREP.User@email.mil **FS Phone:** 555-123-1234

Back Save Add/View Attachments

QAI UID: N/A
Record UID: PDREP-0623-0004
KCR UID: 0016 8070

Surveillance Plan For: PDREP - NSLC PORTSMOUTH PDREP TEAM
Assigned Functional Area: Quality Assurance
KCR# & Description: KCR-QA-0010 - Item Unique Identification and Valuation
Surveillance Event: Fabrication/Procurement
Surveillance Activity: Labeling
Surveillance Sub-Activity: N/A
Prime KTR CAGE Code: N/A
Delegation Number: N/A
Surveillance Location: N/A
Alternate Address: N/A

Associated KCRs

KCR UID	KCR# & Description	KCR Event	KCR Activity
0016 8072	KCR-QA-A002 - Other Agency Accepted work requirements	Delivery	N/A
0017 1199	KCR-TO-0001 - FOB Origin	N/A	N/A
0016 8077	KCR-TO-0002 - Transportation Account Code	Documentation	Missing financial transportation information

Figure 14.2

Associated Data Fields for **Figure 14.2**

- **Assigned FS:** Also known as the “Record Owner”, is the Functional Specialist responsible for the QAI. Automatically generated by the users’ profile.
- **FS User Id:** The User ID of the assigned Functional Specialist who will be conducting the inspection. *(Generally the first initial of the users first name, followed by the first 4 letters of the last name, sometimes ending in a number.)*
- **FS Email:** Taken from the users’ profile, the Email address of the assigned Functional specialist who will be conducting the inspection.
- **FS Phone:** Taken from the users’ profile, the phone number of the assigned Functional Specialist who will be conducting the inspection.

- **QAI UID:** The 16-digit unique identifier of the Quality Assurance Inspection. The QAI UID is an extension of the Record UID by three digits and displays the sequence for which it was created (beginning with 001). This number automatically generate after the QA Inspection is saved.

  - **Record UID Format:**
    Plan’s Five-digit CAGE Code + records two-digit month & two-digit year of creation + the 4-digit sequential number of population starting at 0001.
    Example: PDREP - 0622 - 0001

  - **QAI UID Format:**
    Record UID + 3-digit sequential number of population starting at 001.
    Example: PDREP - 0622 - 0001 - 001

- **Record UID:** The 13-digit unique identifier pulled from the DPE Record.
- **KCR UID:** The 8-digit unique identifier of the KCR associated to the DPE Record.
- **Surveillance Plan For:** The CAGE Code and Company Name of the contractor to whom the Surveillance Plan is attributed.
- **Assigned Functional Area:** The Functional Area established and pulled from the KCR.
- **KCR # & Description:** The KCR# and Description established and pulled from the KCR.
- **Surveillance Event:** The Event established and pulled from the KCR. Field will display as "N/A" when lacking a Surveillance Event in the KCR.
- **Surveillance Activity:** The Surveillance Activity established and pulled from the KCR. Field will display as "N/A" when lacking a Surveillance Activity in the KCR.
- **Surveillance Sub-Activity:** The Surveillance Sub-Activity established and pulled from the KCR. Field will display as "N/A" when lacking a Surveillance Sub-Activity in the KCR.
- **Prime KTR CAGE Code:** Text box to enter the Prime contractor's CAGE Code. Content is only to be added when the record is for a Sub-Location CAGE with an Active Delegation.
- **Delegation Number:** Text box to enter the LOD RCN.
- **Surveillance Location:** Displays the associated KCR location(s) as established in the KCR and selected in the DPE Record.
- **Alternate Address:** Open text box for entering an alternate address. *(Max of 75 characters.)*
- **Associated KCRs:** Display listing other KCR UID, KCR# & Description(s) for which the Record Owner is also an assigned FS.

Associated Button Functionality for **Figure 14.2**

- **Back:** Returns the display to the previous page.
- **Save:** This button may be used at any time to save the contents of the page. When the "Save" button is selected a warning will populate notifying the user that the QAI is about to be marked as "Complete" and will no longer be editable. A selection of "OK" or "Cancel" will need to be used to clear the pop-up.
- **Add/View Attachments:** This button opens to the "Upload Attachment(s)" page and allows users to upload, view and delete attachments related to that of the QAI being worked. Please note, each Plan, Record and QAI has its own space for Attachments. This means that applied documents are exclusive to the location they were applied and will not populate elsewhere.

14.2.2 Applicable End Item (QAI for DPE)

Figure 14.3 shows the default view of the Applicable End Item NSN / Part / Serial Numbers section. The End Item drop-down list populates End Items selected at the DPE Record Level. A minimum of one End Item must be applied in order to complete the QAI.

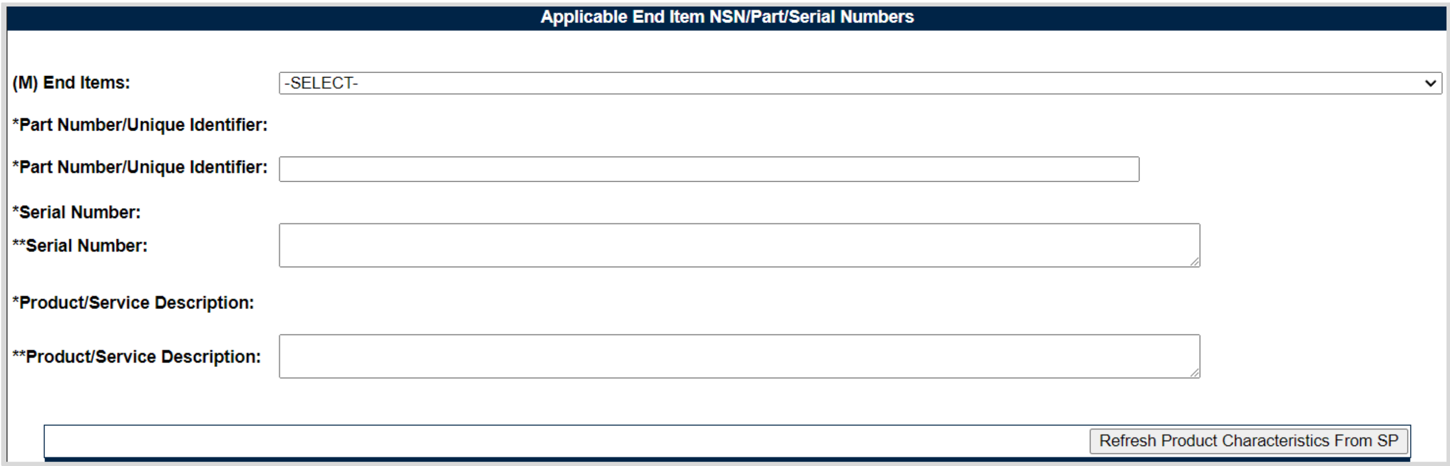


Figure 14.3

Associated Data Fields for **Figure 14.3**

- **(M) End Item:** Restricted to one selection, drop-down populates those End Items as selected in the DPE. Selection will display values entered on the DPE for Part Number / Unique Identifier and Serial number fields as shown in **Figure 14.3**.
- *** Part Number / Unique Identifier:** Auto-populated display based on what resides at the DPE Record level for Part Number / Unique Identifier. Asterisk (*) denotes content established at the Record Level. Field will be blank when the End Item lacks a Part Number/Unique Identifier in the DPE.
- **** Part Number / Unique Identifier:** Text box to enter additional Part Number / Unique Identifier for the QAI level. *(Max of 75 characters.)*
- ***Serial Number:** Auto-populated display based on what resides at the DPE Record level for Serial Number. Asterisk (*) denotes content established at the Record Level. Field will be blank when the End Item lacks a Serial Number in the DPE.
- ****Serial Number:** Text box to enter additional Serial Number for the QAI level. *(Max of 1,000 characters.)*
- ***Product/Service Description:** Auto-populated display based on what resides at the DPE Record level for Product/Service Description. Asterisk (*) denotes content established at the Record Level. Field will be blank when the End Item lacks a Product/Service Description in the DPE.
- ****Product/Service Description:** Text box to enter additional Product/Service Description for the QAI level. *(Max of 200 characters.)*

Note: *Single asterisk indicates Record Level whereas double asterisk denotes QAI level. An example of this may be seen in **Figure 14.4** .*

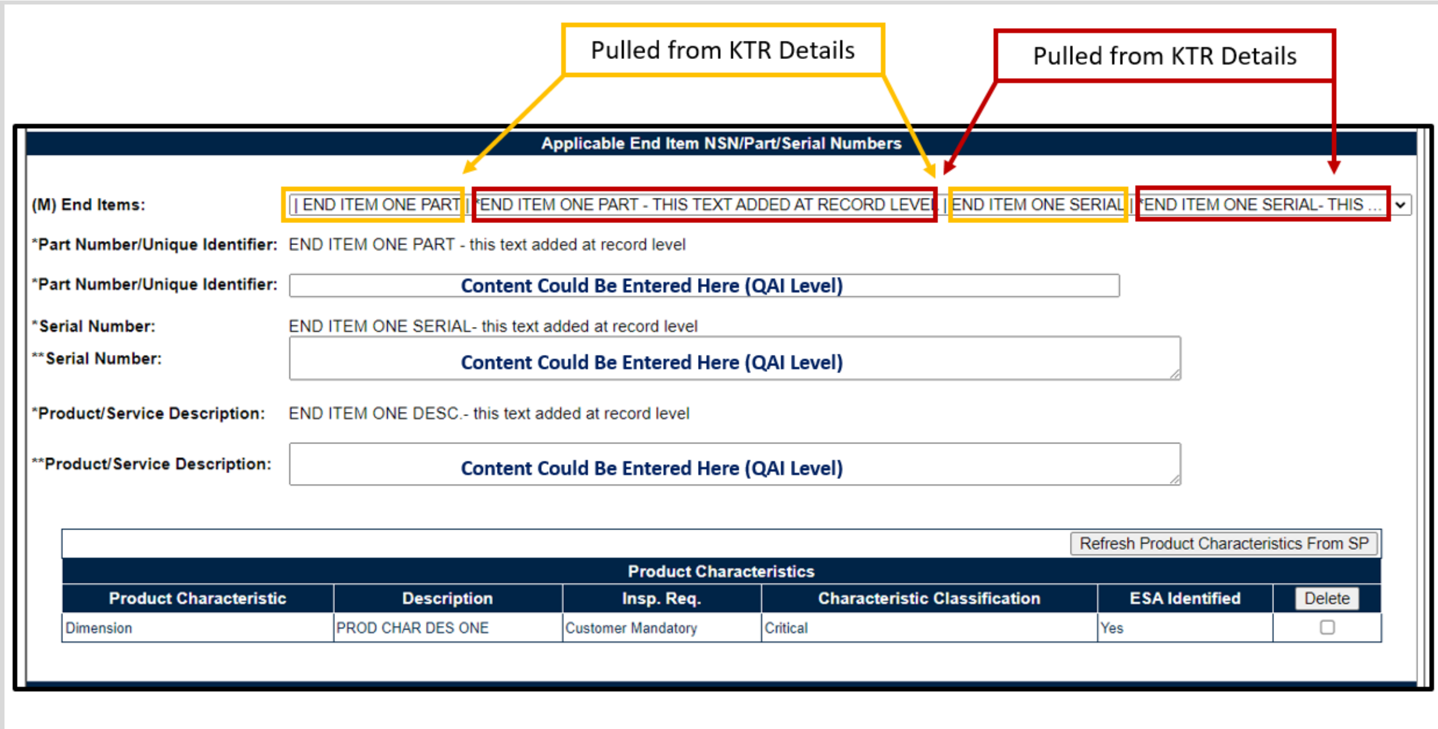


Figure 14.4

14.2.3 Product Characteristics (QAI for DPE

When an End Item contains Product Characteristics, and is selected from the drop-down, the associated Product Characteristics Table will display beneath the End Item identifier fields of Part Number/Unique Identifier, Serial Number & Product/Service Description.

Associated Table Columns for **Figure 14.4**

- **Product Characteristics:** Auto-populated display based on the selection made for the End Item's Product Characteristic drop-down located on the KTR Details page. Field will be blank when the End Item lacks a Product Characteristic.
- **Description:** Auto-populated display based on the contents entered for the End Item's Description text box located on the KTR Details page. Field will be blank when the End Item lacks a Description.
- **Insp. Req.:** Auto-populated display based on the selection made for the End Item's Insp. Req. drop-down located on the KTR Details page. Field will be blank when the End Item lacks a Insp. Req.
- **Characteristic Classification:** Auto-populated display based on the selection made for the End Item's Characteristic Classification drop-down located on the KTR Details page. Field will be blank when the End Item lacks a Characteristic Classification.
- **ESA Identified:** Auto-populated display based on the selection made for the End Item's ESA Identified drop-down located on the KTR Details page. Field will be blank when the End Item lacks a ESA Identified.

Associated Button Functionality for **Figure 14.4**

- **Refresh Product Characteristic Table:** When used, this button refreshes the Product Characteristic Table to match that of the KTR Details Product Characteristic Table of the same End Item.

- **Delete:** Removes the selected Product Characteristic from the Product Characteristic Table. This action occurs when the corresponding box is selected and the "Delete" button is clicked. A pop-up message will display requesting confirmation of the delete request as seen in **Figure 14.5**.
    - **OK:** Captures the request and eliminates the Product Characteristic from the table.
    - **Cancel:** Refreshes the page, and clears the delete request.

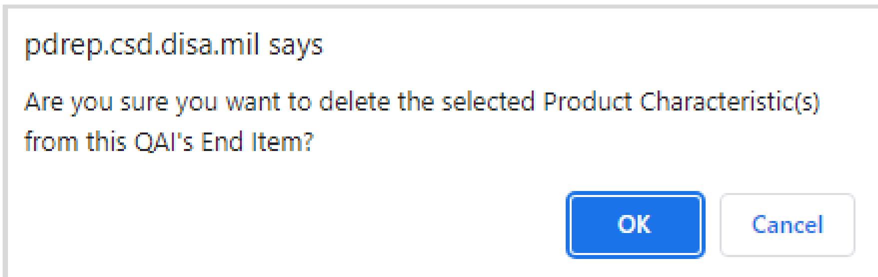


Figure 14.5

14.2.4 General Information (QAI for DPE)

Figure 14.6 shows the default view of the General Information section for the QA Inspection for DPE.

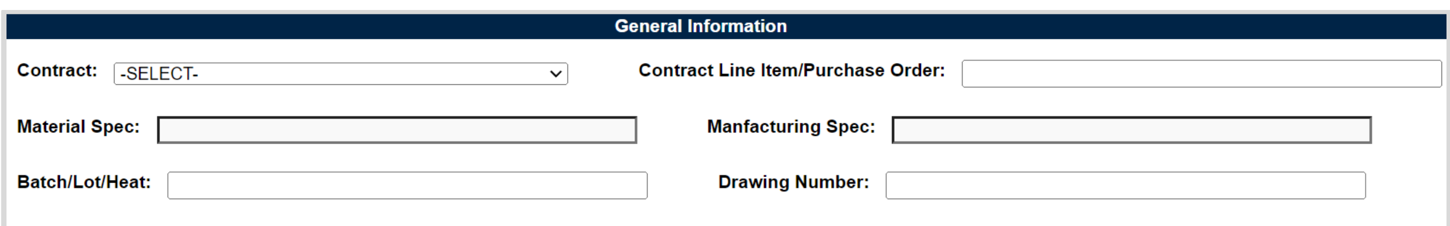


Figure 14.6

Associated Data Fields for **Figure 14.6**

- **Contract**: Restricted to one selection, this drop-down displays Contracts applied to the DPE Record. The drop-down will be blank when a contract has not been applied to the DPE.
- **Contract Line Item/Purchase Order:** Text box to the selected Contracts Line Item or Purchase Order for the QAI. *(Max of 50 characters.)*
- **Material Spec:** Text box to enter Material Specifications related to the QAI. *(Max of 50 characters.)*
- **Manufacturing Spec:** Text box to enter Manufacturing Specifications related to the QAI. *(Max of 50 characters.)*
- **Batch / Lot / Heat:** Text box to enter the Batch, the Lot, or the Heat related to the QAI. *(Max of 50 characters.)*

- **Drawing Number:** Text box to enter the Drawing Number related to the QAI. *(Max of 50 characters.)*

14.2.5 Inspection Criteria (QAI for DPE)

Figure 14.7 shows the default view of the Inspection Criteria section for the QA Inspection for DPE.

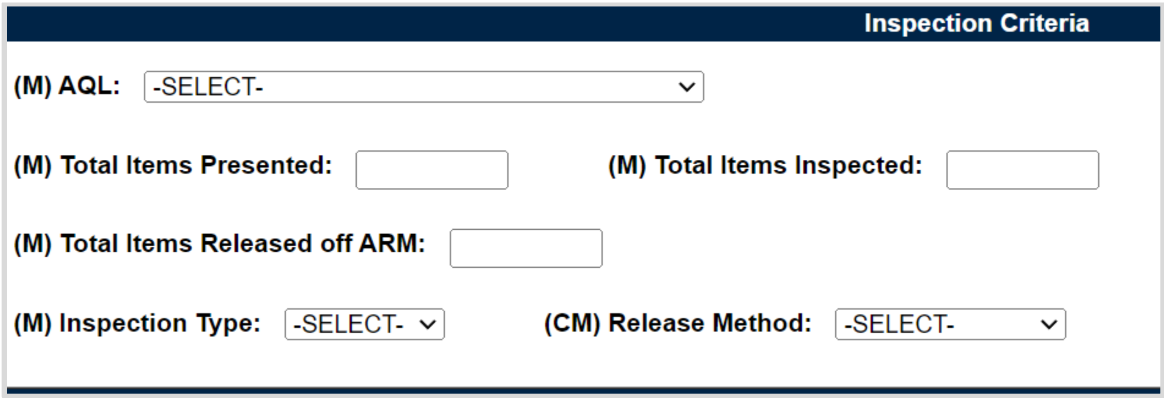


Figure 14.7

Associated Data Fields for **Figure 14.7**

- **AQL:** Select the applicable AQL from the drop-down provided (see **Figure 14.8**) related to the appropriate level of oversight of a contractor to meet contractual requirements.

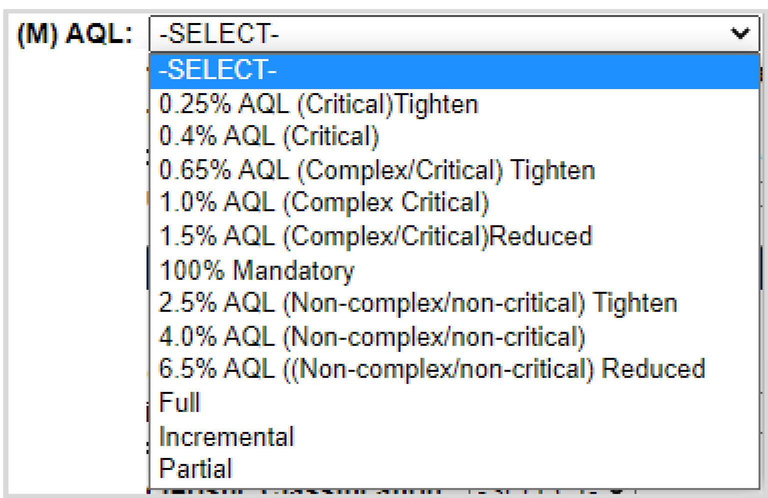


Figure 14.8

- **Total Items Presented:** Text box to enter the numeric count of Total Items Presented for the QAI. Special characters along with letters are restricted. *(Max of 7 characters.)*
- **(M) Total Items Inspected:** Text box to enter the numeric count of Total Items Inspected for the QAI. Special characters along with letters are restricted. This number must be equal to or smaller than the number of “Total Items Presented”. *(Max of 7 characters.)*
- **(M) Total Items Released off ARM:** Text box to enter the numeric count of Total Items Released off ARM for the QAI. Special characters along with letters are restricted. This

number must be equal to or smaller than the number of “Total Items Presented”. *(Max of 7 characters.)*

- **(M) Inspection Type:** Select the Inspection type (“In-Process” or “Final”) from the drop-down provided. When Inspection Type is “Final”, the Release Method becomes a mandatory data field.
- **(CM) Release Method**: Conditional Mandatory data field. This data field must have an entry when the “(M) Inspection Type” has a selection of “Final”. Selections for release method are:
  - CoC
  - ARP
  - Receiving Report
- **Remote Surveillance:** Check box identifying if the surveillance was remote.
- **Virtual Surveillance:** Check box identifying if the surveillance was virtual.

14.2.6 Conclusion (QAI for DPE)

Figure 14.9 shows the default view of the Conclusion section for the QA Inspection for DPE.

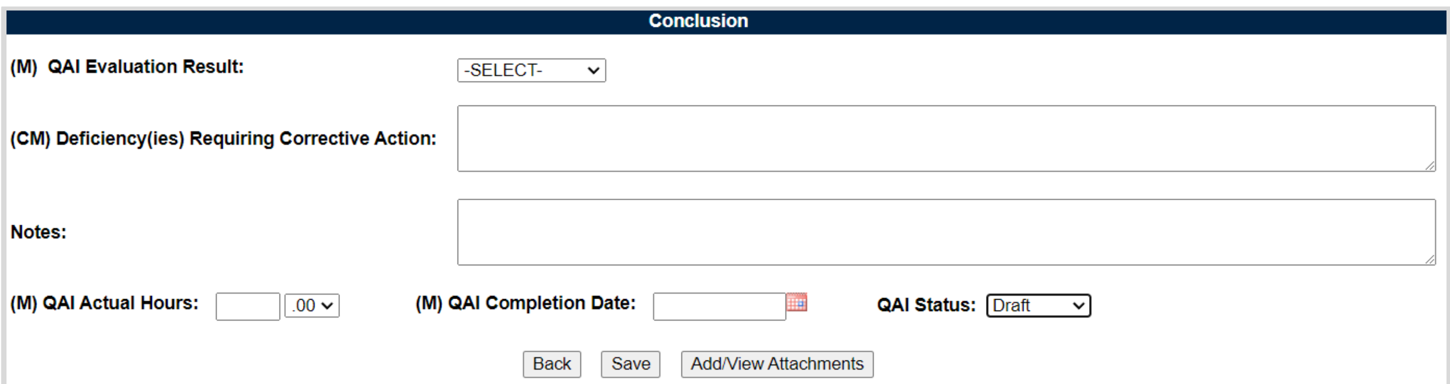


Figure 14.9

Associated Data Fields for **Figure 14.9**

- **(M) QAI Evaluation Results:** Results of the evaluation as determined by the Record Owner. A selection of “Satisfactory” or “Un-Satisfactory” is made through the drop-down provided.
- **(CM) Deficiency(ies) Requiring Corrective Action:** A mandatory text box used to enter comments related to Deficiencies requiring a Corrective Action when Evaluation Results are “Un-Satisfactory” for the QAI being worked. *(Max of 2,000 characters.)*
- **Notes:** Open text box**.** *(Max of 3,000 characters.)*
- **(M) QAI Actual Hours:** Two fields used to enter the number of hours it took to conduct the inspection as entered by the Record Owner. First field is related to hours and does not allow for negative hours or special characters. Second field is a drop-down related to minutes and defaults as “.00”.

  QAI Actual minute(s) dropdown values:
  - .00 = On the hour
  - .25 = Quarter Past the hour
  - .50 = Half past the hour
  - .75 = Quarter till the next hour

- **(M) QAI Completion Date:** A field used to record the date the inspection was completed. A future Completion Date may be used while the QAI is in a "Draft Status". However, a Completion Date less than or equal to "todays date" is required before the QAI can be marked "Complete".

- **QAI Status:** The present status *(Draft / Complete)* of the QAI. This drop-down defaults to a "Draft" status. When a user indicates the QAI is complete, they will select "Complete" from the drop-down and click the "Save" button to capture their entry.
    - When the "Save" button is clicked a warning will populate notifying the user the QAI is about to be marked as "Complete" and will no longer be editable.
        - **OK:** Captures the request and marks the Record Complete (when all mandatory fields have been satisfied). If not, an error message is generated at the top of the QAI.
        - **Cancel:** Refreshes the page, clears the request to Complete the QAI and returns to the top of the page.

Associated Button Functionality for **Figure 14.9**

- **Back:** Returns the display to the previous page (DPE record).
- **Save:** This button may be used at any time to save the contents of the page. When the "Save" button is selected a warning will populate notifying the user that the record is about to be marked as "Complete" and will no longer be editable. A selection of "OK" or "Cancel" will need to be used to clear the pop-up.
- **Add/View Attachments:** This button opens to the "Upload Attachment(s)" page and allows users to upload, view and delete attachments related to that of the QAI being worked. Please note, each Plan, Record and QAI has its own space for Attachments. This means that applied documents are exclusive to the location they are applied and will not populate elsewhere.

15 SPE / PE

System/Process Evaluation (SPE) & Progress Evaluation (PE)

Though System/Process Evaluation (SPE) & Progress Evaluation (PE) share the same display, there are a few differences.

i. Page Title / Header
   (states if the record type is a SPE or a PE)
ii. SPE's have the ability to house QAI's
   (exclusive to Quality Assurance KCR's)
iii. Evaluation Section will be absent for SPE's with QAI's

15.1 Creating a SPE or PE

Since record creation is restricted to one record type, the creation of a SPE or a PE really starts at the KCR level with the selection of the Surveillance Category data field (see **Figure 15.1**).

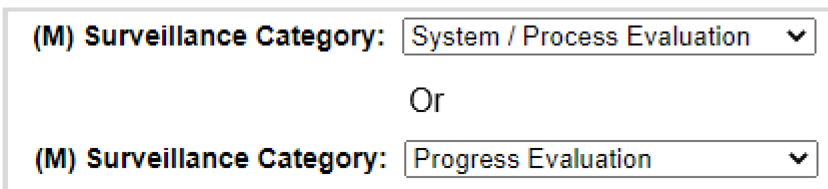


Figure 15.1

Once the record type has been established (within the KCR) a record may be created one of two ways (traditionally or on-demand).
Traditional Records are generated through the population of occurrences on the scheduler. Select the "New" button to begin the creation of a draft SPE/PE record.

On-Demand Records are created through the Surveillance Records area of the Records Page. After locating the desired KCR for which the record needs to be created and selecting the "Year/Total Records" hyperlink, click the "Create An On-Demand Record" button to open the draft creation of the On-Demand Record for a SPE/PE.

15.2 Record (SPE/PE)

15.2.1 Details (SPE/PE)

Figure 15.2 shows the Details section of a SPE/PE Record.

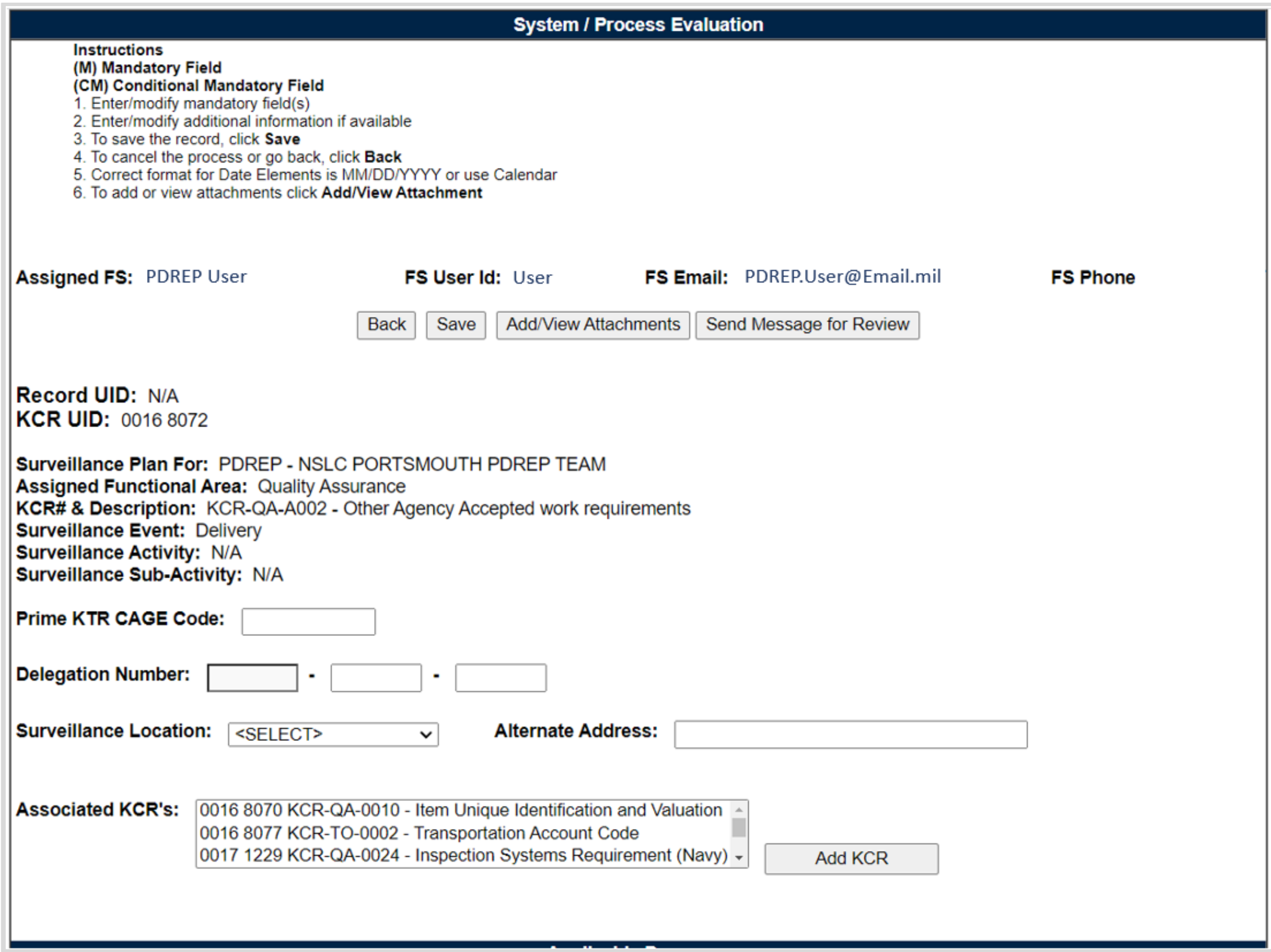


Figure 15.2

Associated Data Fields for **Figure 15.2**

- **Assigned FS:** Also known as the "Record Owner", is the Functional Specialist responsible for the record. Automatically generated by the users' profile.
- **FS User Id:** The User ID of the assigned Functional Specialist who will be conducting the surveillance. *(Generally the first initial of the users first name, followed by the first 4 letters of the last name, sometimes ending in a number.)*
- **FS Email:** Taken from the users' profile, the Email address of the assigned Functional specialist who will be conducting the surveillance.
- **FS Phone:** Taken from the users' profile, the phone number of the assigned Functional Specialist who will be conducting the surveillance.

- **Record UID:** The 13-digit unique identifier of the Record. The Record UID will automatically generate when the record is saved.

    - **Record UID Format:**
      Plan's Five-digit CAGE Code + records two-digit month & two-digit year of creation + the 4-digit sequential number of population starting at 0001.
      Example: PDREP - 0622 - 0001

- **KCR UID:** The 8-digit unique identifier of the KCR for which the Record is associated with.

- **Surveillance Plan For:** The CAGE Code and Company Name of the contractor to whom the Surveillance Plan is attributed.
- **Assigned Functional Area:** The Functional Area established and pulled from the KCR.
- **KCR # & Description:** The KCR# and Description established and pulled from the KCR.

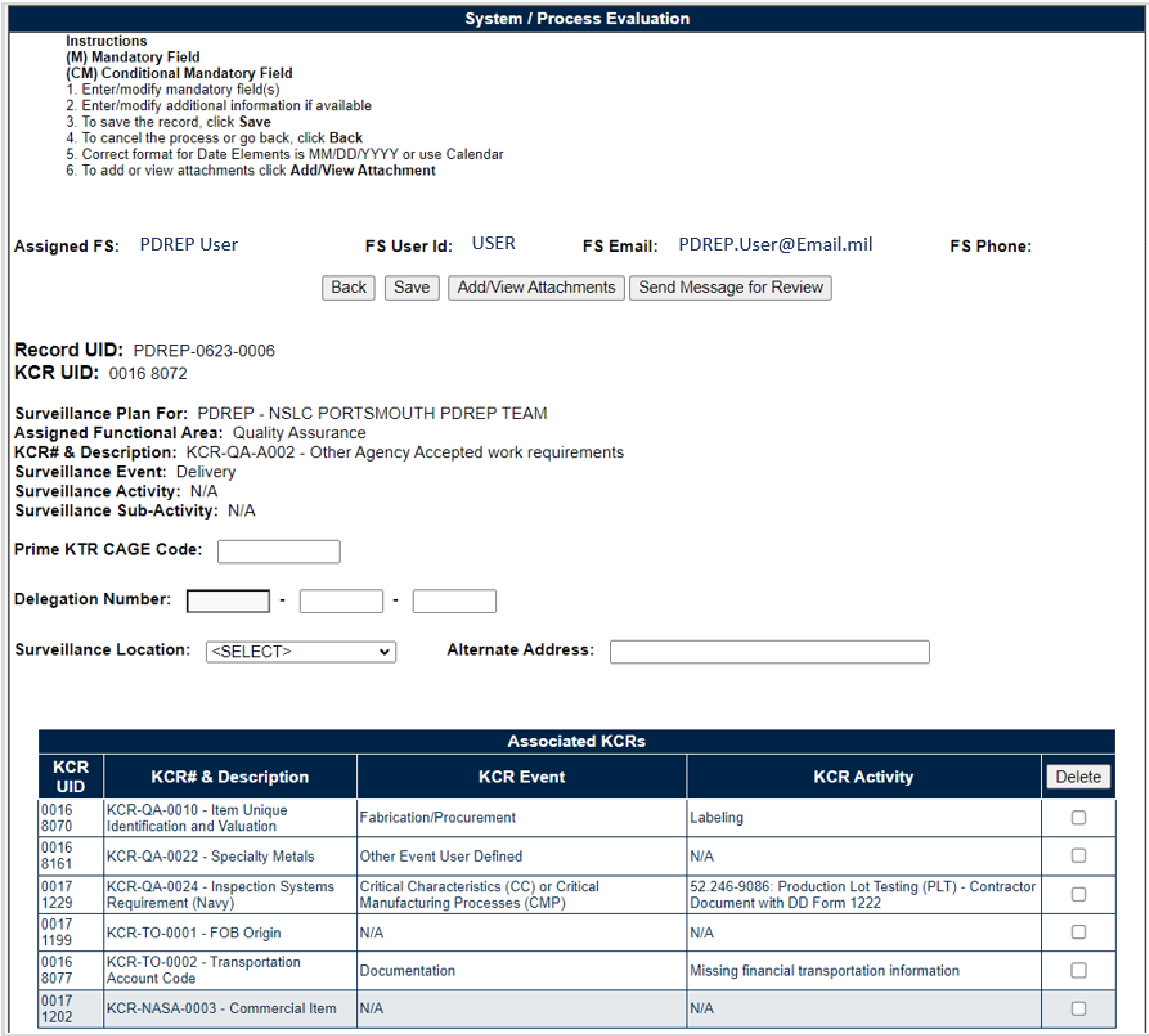
- **Surveillance Event:** The Event established and pulled from the KCR. Field will display as "N/A" when lacking a Surveillance Event in the KCR.
- **Surveillance Activity:** The Surveillance Activity established and pulled from the KCR. Field will display as "N/A" when lacking a Surveillance Activity in the KCR.

- **Surveillance Sub-Activity:** The Surveillance Sub-Activity established and pulled from the KCR. Field will display as "N/A" when lacking a Surveillance Sub-Activity in the KCR.
- **Prime KTR CAGE Code:** Text box to enter the Prime contractor's CAGE Code. Content is only to be added when the record is for a Sub-Location CAGE with an Active Delegation.

- **Delegation Number:** Text Box to enter the LOD RCN.
- **Surveillance Location:** Restricted to a single selection, this drop-down displays the associated KCR location(s) as established in the KCR.
- **Alternate Address:** Open text box for entering an alternate address. *(Max of 75 characters.)*
- **Associated KCRs:** A drop-down listing other KCR UID, KCR# & Description(s) for which the Record Owner is also an assigned FS. This list is restricted to those KCR's within the same Surveillance Plan as the record being created. When an Associated KCR is selected from the drop-down and the "Add KCR" button is used, the KCR will be added to the Associated KCR Table.
    - Users may make multi-selections from the drop-down provided.
    - Completed KCRs will not display in the dropdown.
    - Drop-down is hidden when all values have been applied to the table.

- **Associated KCR Table:** List of Associated KCR's that have been selected and added to the Record from the Associated KCR drop-down.
    - When an Associated KCR is marked complete, the line item of the KCR will be grayed out, and the KCR will be moved to the bottom of the table's display (see **Figure 15.3**).
    - In such instances where a KCR is no longer Warranted, the line item of the KCR will be grayed out.
    - KCR's may be removed by selecting the corresponding box under "Delete" and selecting the "Delete" button.
    - A completed KCR may be removed from the Associated KCR table display list but it cannot be added.
    - **Figure 15.3** shows a display of the Associated KCR's table.

- Though the Associated KCR’s table can accommodate multiple selections, it will be hidden until a KCR is applied.



System / Process Evaluation

Instructions
(M) Mandatory Field
(CM) Conditional Mandatory Field
1. Enter/modify mandatory field(s)
2. Enter/modify additional information if available
3. To save the record, click **Save**
4. To cancel the process or go back, click **Back**
5. Correct format for Date Elements is MM/DD/YYYY or use Calendar
6. To add or view attachments click **Add/View Attachment**

Assigned FS: PDREP User **FS User Id:** USER **FS Email:** PDREP.User@Email.mil **FS Phone:**

Back | Save | Add/View Attachments | Send Message for Review

Record UID: PDREP-0623-0006
KCR UID: 0016 8072

Surveillance Plan For: PDREP - NSLC PORTSMOUTH PDREP TEAM
Assigned Functional Area: Quality Assurance
KCR# & Description: KCR-QA-A002 - Other Agency Accepted work requirements
Surveillance Event: Delivery
Surveillance Activity: N/A
Surveillance Sub-Activity: N/A

Prime KTR CAGE Code:

Delegation Number: - -

Surveillance Location: <SELECT> **Alternate Address:**

Associated KCRs

KCR UID	KCR# & Description	KCR Event	KCR Activity	Delete
0016 8070	KCR-QA-0010 - Item Unique Identification and Valuation	Fabrication/Procurement	Labeling	☐
0016 8161	KCR-QA-0022 - Specialty Metals	Other Event User Defined	N/A	☐
0017 1229	KCR-QA-0024 - Inspection Systems Requirement (Navy)	Critical Characteristics (CC) or Critical Manufacturing Processes (CMP)	52.246-9086: Production Lot Testing (PLT) - Contractor Document with DD Form 1222	☐
0017 1199	KCR-TO-0001 - FOB Origin	N/A	N/A	☐
0016 8077	KCR-TO-0002 - Transportation Account Code	Documentation	Missing financial transportation information	☐
0017 1202	KCR-NASA-0003 - Commercial Item	N/A	N/A	☐

Figure 15.3

Associated Table Columns for **Figure 15.3**

- **KCR UID:** The 8-digit unique identifier of the *Associated* KCR for which the Record Owner is also an assigned FS.
- **KCR# & Description:** The KCR# and Description of the *Associated* KCR for which the Record Owner is also an assigned FS.
- **KCR Event:** The Event of the *Associated* KCR for which the Record Owner is also an assigned FS. Field will display as “N/A” when lacking a Surveillance Activity in the KCR.

- **KCR Activity:** The Activity of the *Associated* KCR for which the Record Owner is also an assigned FS. Field will display as “N/A” when lacking a Surveillance Activity in the KCR.

Associated Button Functionality for **Figure 15.3**

- **Back:** Returns the display to the previous page.
- **Save:** This button may be used at any time to save the contents of the page. When the “Save” button is selected a warning will populate notifying the user that the record is about to be marked as “Complete” and will no longer be editable. A selection of “OK” or “Cancel” will need to be used to clear the pop-up.

- **Add/View Attachments:** This button opens to the “Upload Attachment(s)” page and allows users to upload, view and delete attachments related to that of the record being worked.
    - Please note, each Plan, Record and QAI has its own space for Attachments. This means that applied documents are exclusive to the location they were applied and will not populate elsewhere.
- **Send Message for Review:** Saves the record as a draft status, before opening the Correspondence Page. After the refresh, messages may be sent to other Surveillance Plan users.
- **Add KCR:** Applies the selected KCR to the Associated KCR table.
- **Delete:** Removes the Associated KCR from the Table and reapplies to the Associated KCR drop-down. Action occurs when the corresponding box is selected and the “Delete” button is clicked.

15.2.2 Applicable Programs (SPE/PE)

Figure 15.4 shows the default view of the Applicable Programs section. The Program Name drop-down list populates Programs added to the Surveillance Plan and housed within the KCR.

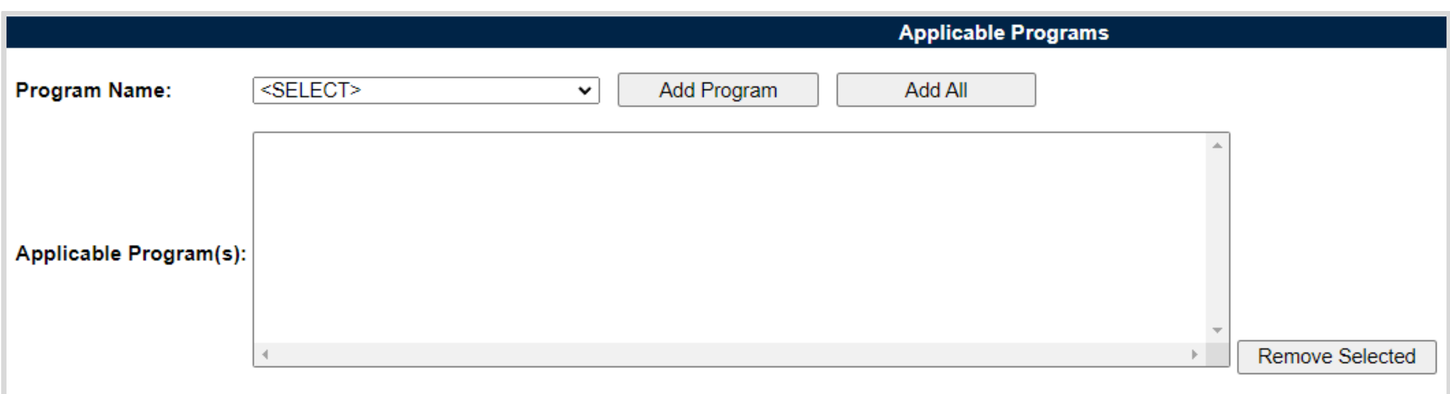


Figure 15.4

Select a corresponding Program from the drop-down provided as shown in **Figure 15.5**. Click the “Add Program” button to apply selection to the Applicable Program(s) list box.

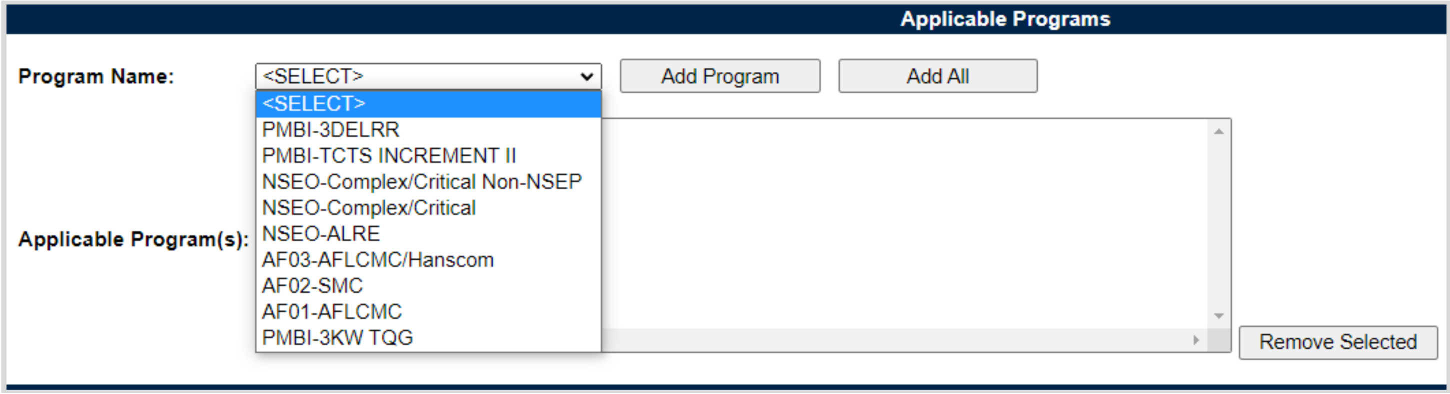


Figure 15.5

The “Add All” button applies all Programs listed in the drop-down to the Applicable Programs(s) list box. When used, the page will refresh with the contents of the drop-down displaying in the list box and the Program Name drop-down empty. An example of this can be seen in **Figure 15.6**.

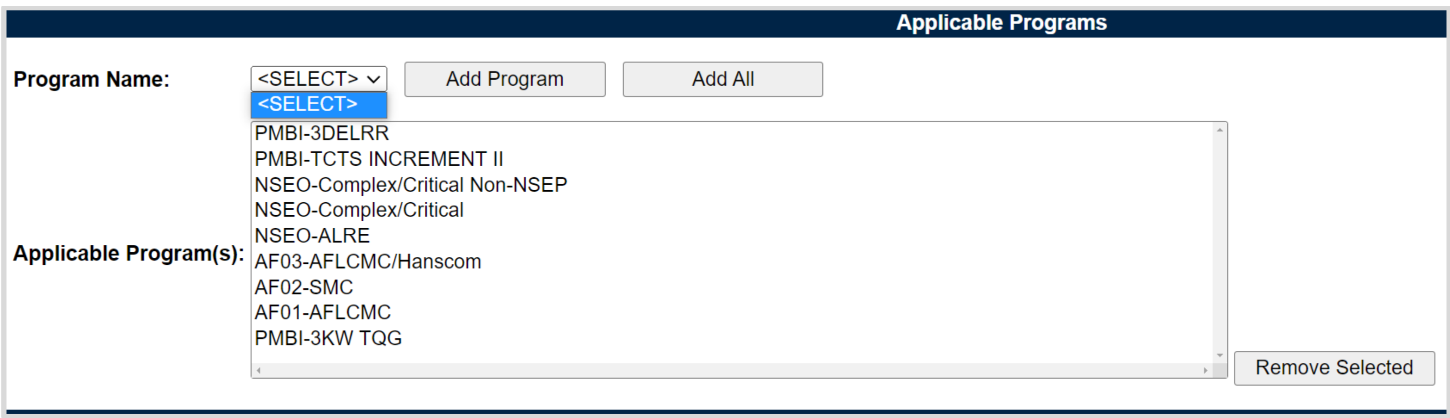


Figure 15.6

Associated Data Fields for **Figure 15.6**

- **Program Name:** Drop-down list comprised of Programs housed within the KCR. Field will be blank when a Program has not been applied to the KCR.

- **Applicable Program(s):** List box containing the Programs selected as Applicable to the Record being worked.

Associated Button Functionality for **Figure 15.6**

- **Add Program:** This button adds the selected Program to the Applicable Program(s) list box. When applied, the selected Program will no longer populate in the drop-down.
- **Add All:** This button adds the listed Programs, displayed in the drop-down, to the Applicable Program(s) list box. When used, the Program Name drop-down list will be empty.

- **Remove Selected:** Removes the selected item from the Applicable Program(s) list box and returns it to the Program Name drop-down.

15.2.3 Applicable Contracts (SPE/PE)

Figure 15.7 shows the default view of the Applicable Contracts section. The Contract Number drop-down list populates Contracts added to the Surveillance Plan and housed within the KCR.

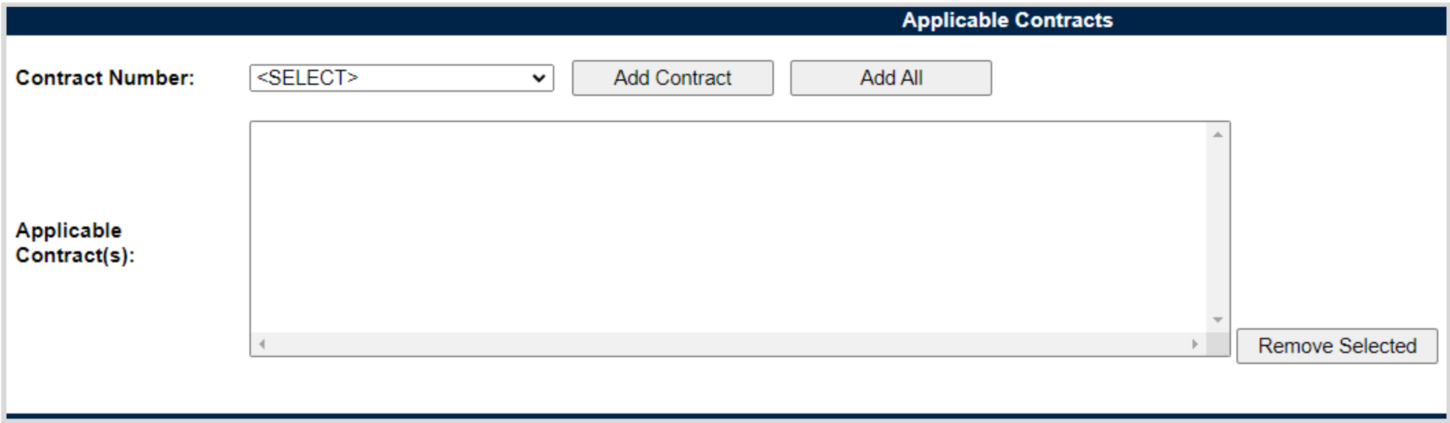


Figure 15.7

Select a corresponding Contract from the drop-down provided as shown in **Figure 15.8**. Click the “Add Contract” button to apply selection to the Applicable Contract(s) list box.

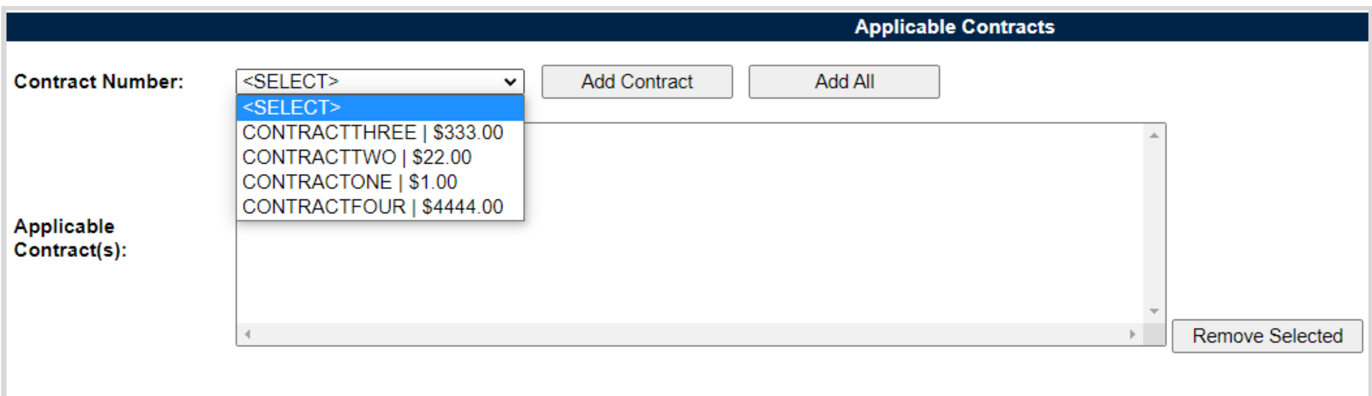


Figure 15.8

The “Add All” button applies the Contracts listed in the drop-down to the Applicable Contract(s) list box. When used, the page will refresh with the contents of the drop-down displaying in the list box with the Contract Number drop-down empty. An example of this can be seen in **Figure 15.9**.

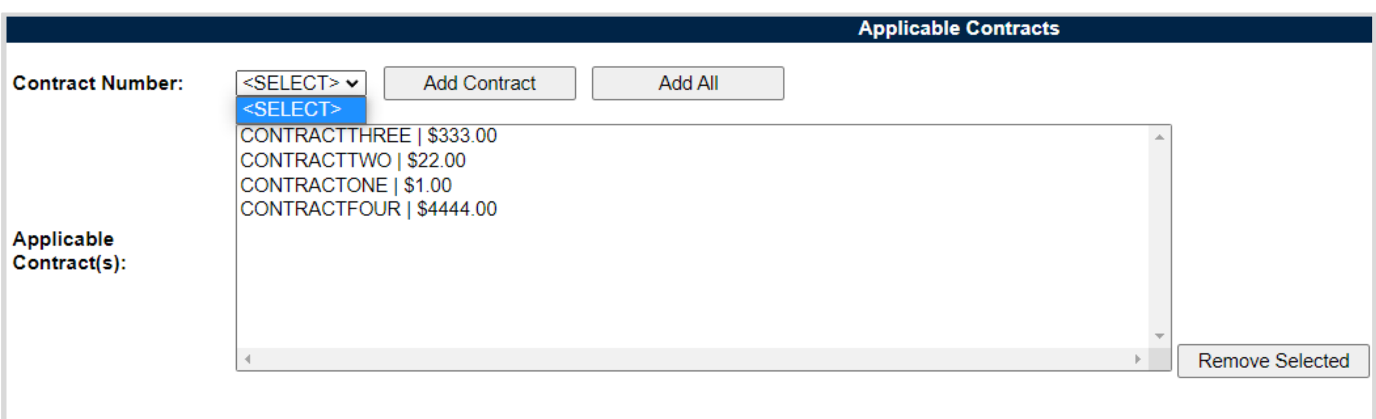


Figure 15.9

Associated Data Fields for **Figure 15.9**

- **Contract Number:** Drop-down list comprised of Contracts housed within the KCR. Field will be blank when a Contract has not been applied to the KCR.
- **Applicable Contract(s):** List box containing the Contracts selected as Applicable to the Record being worked.

Associated Button Functionality for **Figure 15.9**

- **Add Contracts:** This button adds the selected Contracts to the Applicable Contract(s) list box. When applied, the selected Contract will no longer populate in the drop-down.
- **Add All:** This button adds the listed Contracts, displayed in the drop-down, to the Applicable Contract(s) list box. When used, the Contract Number drop-down list will be empty.
- **Remove Selected:** Removes the selected item from the Applicable Contract(s) list box and returns it to the Contract Number drop-down.

15.2.4 KTR Information (SPE/PE)

Figure 15.10 shows the default view of the KTR Information section. This is where the Record houses the point(s) of contact for the KTR.

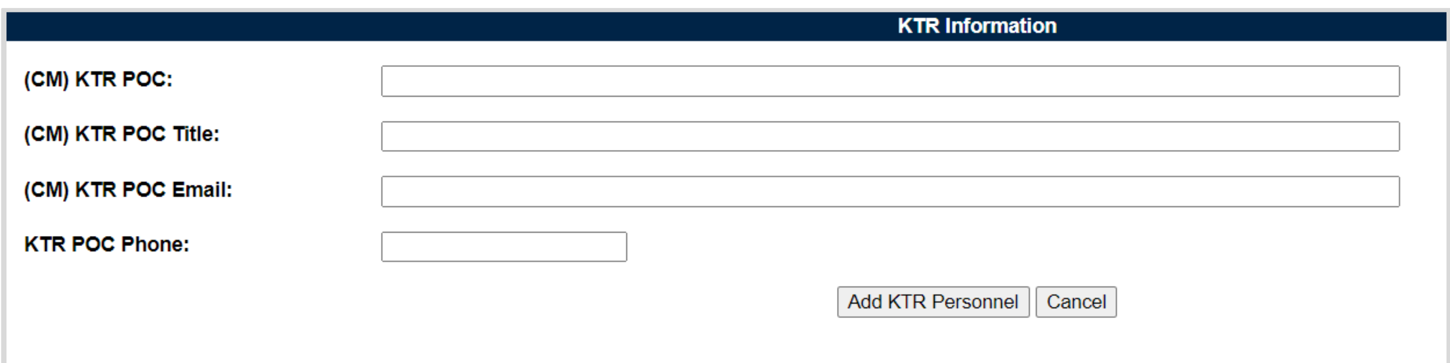


Figure 15.10

A KTR does not need to be applied to the Record before the record may be marked “Complete”. However, entries to the KTR POC Name, Title and Email must be present in order to apply a KTR POC to the KTR Information Table.

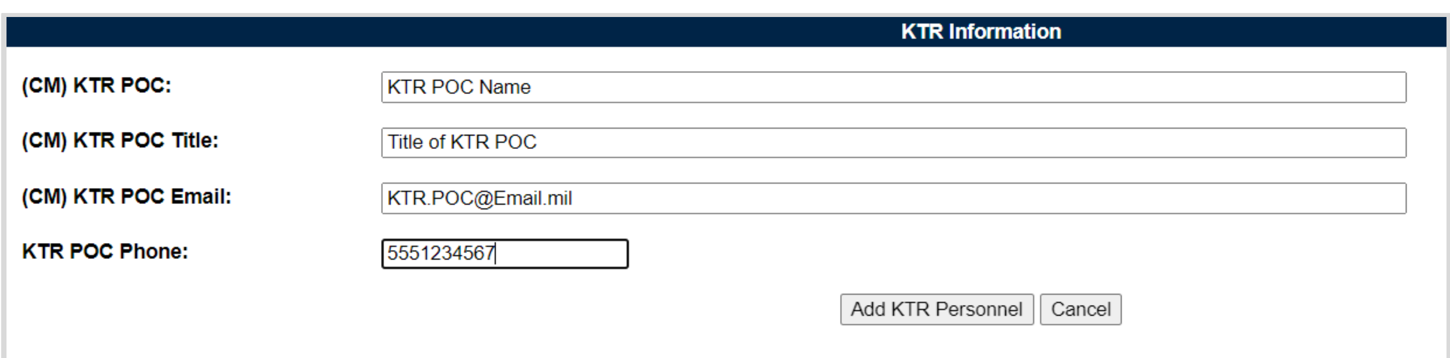


Figure 15.11

To add a KTR POC to the Record, enter the KTR information into the text fields provided and click the "Add KTR Personnel" button. This action will apply the contact to the KTR Information Table. An example of this may be seen in **Figure 15.12**. Though the KTR table can accommodate multiple POC's, it will be hidden until a POC is applied.

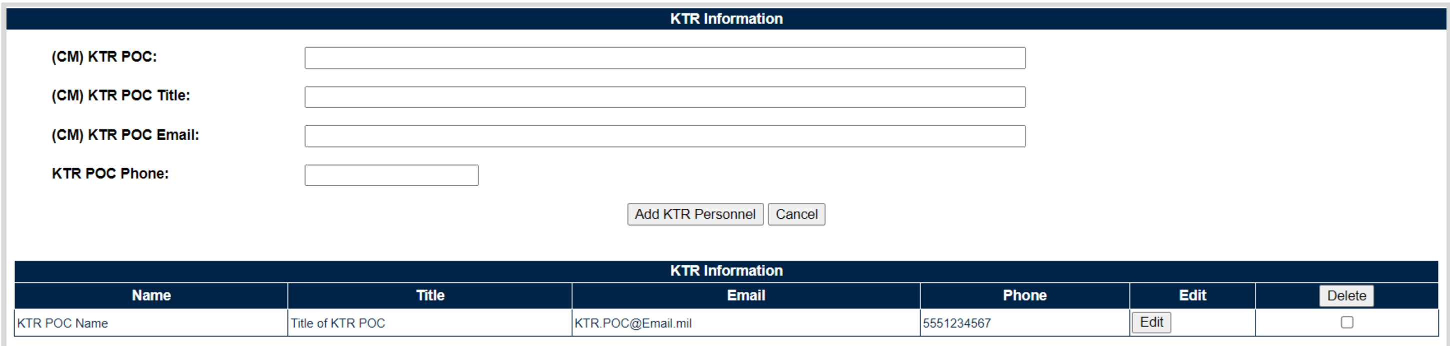


Figure 15.12

Associated Data Fields for **Figure 15.12**

- **(M) KTR POC:** Enter the Name for the contractors' point of contact. *(Max of 50 characters.)*
- **(M) KTR POC Title:** Enter the Title for the contractors' point of contact. *(Max of 25 characters.)*
- **(M) KTR Email:** Enter the Email Address for the contractors' point of contact. *(Max of 100 characters.)*
- **KTR POC Phone:** Enter the Phone Number for the contractors' point of contact. *(Max of 20 characters.)*
- **KTR Information Table:** An accumulation of the KTR POC, KTR POC Title, KTR Email and KTR POC Phone data fields as applied to the table. Though the table can accommodate multiple entries, it will be hidden until a POC is applied.

Associated Button Functionality for **Figure 15.12**

- **Add KTR Personnel:** This button adds the KTR POC to the KTR Information Table. If the button is not used, the contents of the four KTR POC data fields will not be captured.
- **Save KTR Personnel:** Displays when editing a POC. This button reapplies the POC back to the KTR Information table. This button must be used to save any changes made while editing.
- **Cancel:** This buttons clears the contents of the four KTR POC text fields prior to being applied to the KTR Information Table. When editing an applied KTR POC from the Information Table, this button clears any changes and returns the POC to the table.
- **Edit:** This button opens the selected POC to an editable display, allowing the user to edit existing KTR Information. The "Save KTR Personnel" must be used to capture the change and apply the KTR POC back to the table.
- **Delete:** Removes the KTR POC from the KTR Information Table. This action occurs when the corresponding box is selected and the "Delete" button is clicked. A pop-up message will display requesting confirmation of the delete action as seen in **Figure 15.13**.
    - **OK:** Captures the request and eliminates the KTR POC from the table.
    - **Cancel:** Refreshes the page, clears the delete request and returns to the top of the Record, with the delete check box still selected for the POC.

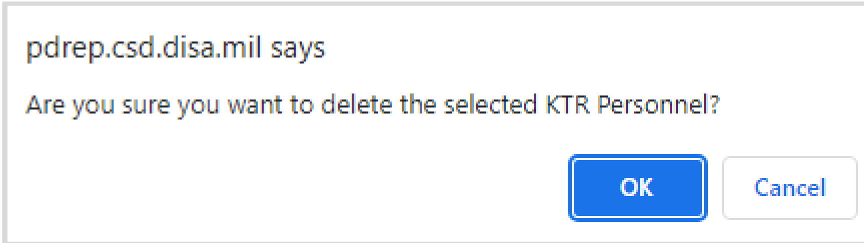


Figure 15.13

15.2.5 Associated QAIs (SPE)

Figure 15.14 shows the default view of the Associated QAIs section. This area is exclusive to System/ Progress Evaluation Records for Quality Assurance KCR's. This is where QA Inspections are created and housed for the associated SPE Record. The figures and explanations of this section serve as an overview of the QAI area outside of the Inspection.

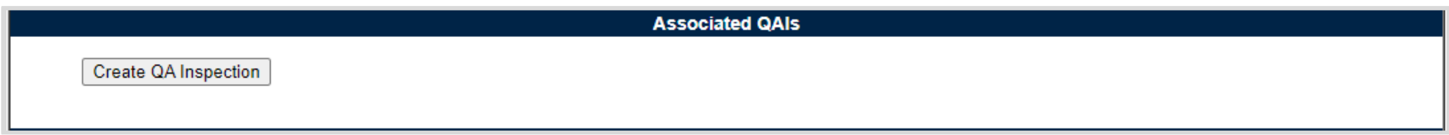
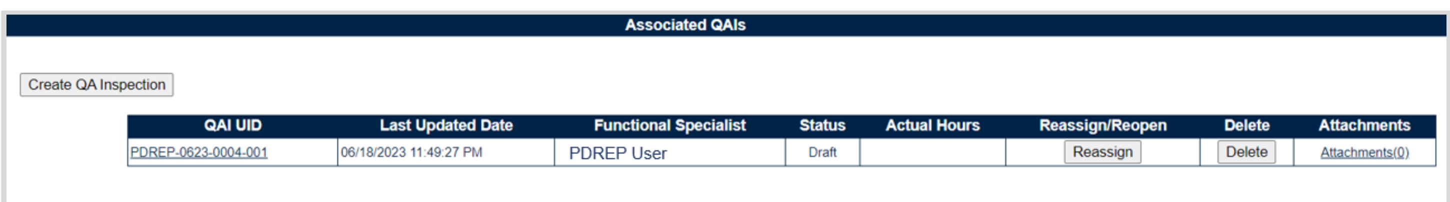


Figure 15.14

A Quality Assurance Inspection is initiated when the "Create QA Inspection" button is selected. After the page refresh, the pending draft QAI is displayed. The QAI will remain in a pending draft status until the Inspection is registered as a Draft QAI through the "Save" action, or is expunged by exiting the page before the "Save" button is used. Once saved, the QAI will populate in the Associated QAI table as seen in **Figure 15.15**. A minimum of one completed QAI must be applied to the Record in order to complete the SPE.

Note: *PDREP does not have an auto-save feature. If the "Save" button is not used, work will be lost!*



QAI UID	Last Updated Date	Functional Specialist	Status	Actual Hours	Reassign/Reopen	Delete	Attachments
PDREP-0623-0004-001	06/18/2023 11:49:27 PM	PDREP User	Draft		Reassign	Delete	Attachments(0)

Figure 15.15

Associated Table Columns for **Figure 15.15**

- **QAI UID:** The 16-digit unique identifier of the Quality Assurance Inspection. The QAI UID is an extension of the Record UID by three digits and displays the sequence for which it was created (beginning with 001). This number automatically generate after the QA Inspection is saved.

    - **Record UID Format:**
      Plan's Five-digit CAGE Code + records two-digit month & two-digit year of creation + the 4-digit sequential number of population starting at 0001.
      Example: PDREP - 0622 - 0001

    - **QAI UID Format:**

Record UID + 3-digit sequential number of population starting at 001.
Example: PDREP - 0622 - 0001 - 001

- **Last Updated Date:** The date the QA Inspection was last updated based on the "Save" action.
- **Functional Specialist:** Also known as the "Record Owner", is the Functional Specialist responsible for the QA Inspection. Automatically generated by the users' profile.
- **Status:** The present status *(Draft / Complete)* of the QAI.
- **Actual Hours:** Display of the Actual Hours entered within the Record.

Associated Button and Hyperlink Functionality for **Figure 15.15**

- **QAI UID:** The unique identifier of the QAI. When selected this hyperlink will open the QAI to the appropriate display per the user selecting it (draft for the Record Owner & view for all other users).
- **Create QA Inspection:** Initiates creation of a Quality Assurance Inspection.
- **Reassign/Reopen:** The Reassign/Reopen column displays either one button or the other depending on the QAI status. The Reassign button populates when the QAI is in a draft status, while "Reopen" displays for completed QAI's. This column only populates for users with Supervisor or higher access. Button functionality is enabled for users of the same Team Code as the Record Owner.
    - To Reopen or Reassign a QAI, start by clicking the associated button for the QAI to be Reopened or Reassigned. A popup message will display requesting confirmation of the Reopen/Reassign request.
        1. **OK:** Captures the request and Reopens or Reassigns the QAI.
        2. **Cancel:** Refreshes the page, clears the Reopen/Reassign request and returns to the top of the Record.

- **Delete:** The ability to delete a QAI is restricted by a user's access level as well as their Team Code and the QAI status. The Delete column populates for those users with an access level of supervisor or higher access. Button functionality is limited to those users of the same Team Code as the Record Owner (aka Functional Specialist). And the ability to delete a QAI is also dependent upon the QAI being in a draft status. The "Delete" button's functionality is restricted to those QAI's marked as "Complete" and will display as grayed/disabled in such instances.
    - Once the QAI has been completed (QAI Status=Complete) the ability to delete will be removed.
    - To delete a QAI, select the "Delete" button associated with the QAI to be expunged. A popup message will display requesting confirmation of the delete request.
        iii. **OK:** Captures the request and eliminates the QAI and its contents.
        iv. **Cancel:** Refreshes the page, clears the delete request and returns to the top of the QAI.

- **Attachments (#):** This hyperlink opens to the "Upload Attachment(s)" page and allows users to upload, view and delete attachments related to that of the QAI being worked. The number exhibited in parentheses, indicates the number of attachments associated with the QAI. This number does not take into consideration attachments made to the Plan, Records or other QAI's. This means that applied documents are exclusive to the location they are applied and will not populate elsewhere.

15.2.6 Evaluation (SPE/PE)

Figure 15.16 shows the default view of the Evaluation section. This area is excluded from System/Process Evaluation Records for Quality Assurance KCR’s and is located within the associated QAI.

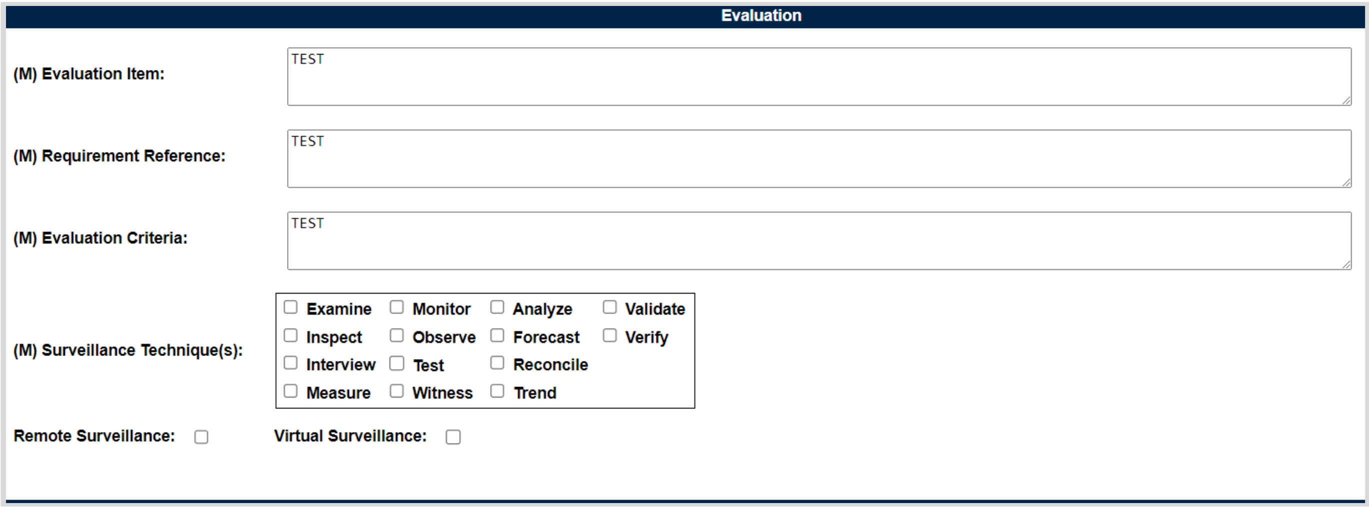


Figure 15.16

Associated Data Fields for **Figure 15.16**

- **(M) Evaluation Item:** A text box used to describe the item being evaluated for the record being worked. *(Max of 3,000 characters.)*
- **(M) Requirement Reference:** A text box used to enter requirement references for the record being worked. *(Max of 3,000 characters.)*
- **(M) Evaluation Criteria**: A text box used to enter the evaluation criteria for the record being worked. *(Max of 3,000 characters.)*
- **(M) Surveillance Techniques:** Check boxes used to identify surveillance techniques used. A minimum selection of one is required to mark the record “Complete”.
- **Remote Surveillance:** Check box identifying if the surveillance was remote.
- **Virtual Surveillance:** Check box identifying if the surveillance was virtual.

15.2.7 Conclusion (SPE/PE)

Figure 15.17 shows the default view of the Conclusion section. This is where the Records' findings are entered.

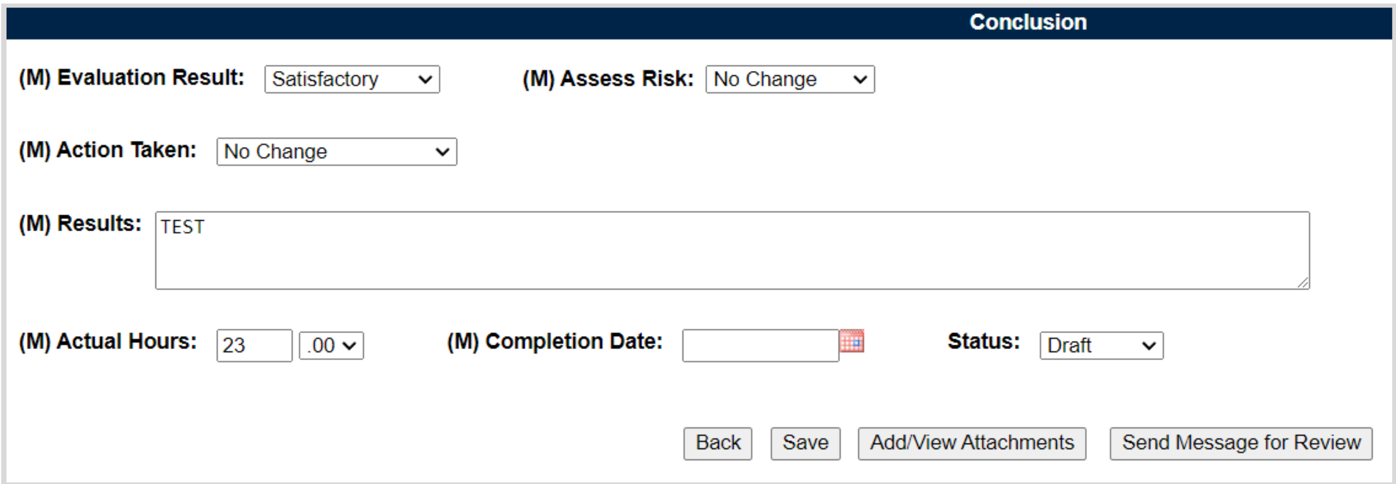


Figure 15.17

Associated Data Fields for **Figure 15.17**

- **(M) Evaluation Results:** Results of the evaluation as determined by the Record Owner. A selection of "Satisfactory" or "Un-Satisfactory" is made through the drop-down provided.
- **(M) Assess Risk:** Assessment of the current Risk by the Record Owner. A selection of "Increase Risk", "Decrease Risk" or "No Change" is made through the drop-down provided. When "Increase Risk" or "Decrease Risk" is selected, the "Update KCR Risk" button populates as seen in **Figure 15.18**. By clicking on the "Update KCR Risk" button, the Record is automatically saved (draft status), while the user is navigated to the associated KCR's editable view with record locking active.

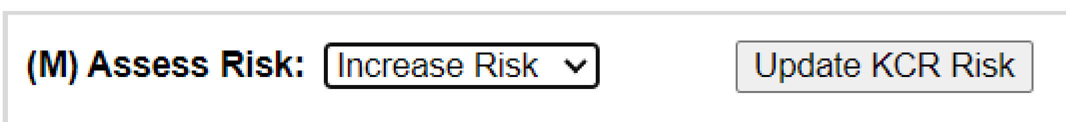


Figure 15.18

- **(M) Action Taken:** A determination by the Record Owner as to what (if any) action is to be taken. A selection of "Increase Surveillance", "Decrease Surveillance" or "No Change" is made through the drop-down provided.
- **(M) Results:** A text box to describe the results of the inspection. *(Max of 100 characters.)*

- **(M) Actual Hours:** Two fields used to enter the number of hours it took to conduct the surveillance as entered by the Record Owner. First field is related to hours and does not allow for negative hours or special characters. Second field is a drop-down related to minutes and defaults as ".00".

  <u>QAI Actual minute(s) dropdown values:</u>
  - .00 = On the hour
  - .25 = Quarter Past the hour
  - .50 = Half past the hour
  - .75 = Quarter till the next hour

- **(M) Completion Date:** A field used to record the date the surveillance was completed. A future Completion Date may be used while the record is in a draft status. However, a Completion Date less than or equal to "todays date" is required before the record can be marked "Complete".
- **Status:** The present status *(Draft / Complete)* of the Record. This drop-down defaults to a draft status. When a user indicates the record is complete, they will select "Complete" from the drop-down and click the "Save" button to capture their entry.
  - When the "Save" button is selected a warning will populate notifying the user the record is about to be marked as "Complete" and will no longer be editable (see **Figure 15.19**).
    - **OK:** Captures the request and marks the Record Complete (when all mandatory fields have been satisfied). If not, an error message is generated at the top of the Record.
    - **Cancel:** Refreshes the page, clears the request to Complete the Record and returns to the top of the page.

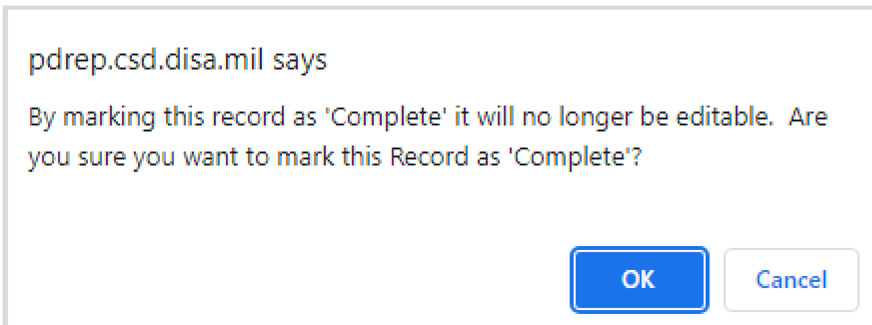


Figure 15.19

Associated Button Functionality for **Figure 15.19**

- **Update KCR Risk:** Navigates the user to the associated KCR for a Risk reassessment. When the "Update KCR Risk" button is used, the Record is automatically saved (draft status), while the user is navigated to the associated KCR's editable view (with record locking active).
- **Back:** Returns the display to the previous page.
- **Save:** This button may be used at any time to save the contents of the page. When the "Save" button is selected a warning will populate notifying the user that the record is about to be marked as "Complete" and will no longer be editable. A selection of "OK" or "Cancel" will need to be used to clear the pop-up.
- **Add/View Attachments:** This button opens to the "Upload Attachment(s)" page and allows users to upload, view and delete attachments related to that of the record being worked. Please note, each Plan, Record and QAI has its own space for Attachments. This means that applied documents are exclusive to the location they were applied and will not populate elsewhere.
- **Send Message for Review:** Saves the record in draft status before opening to the correspondence page. For additional details related to sending messages.

Note: *PDREP does not have an auto-save feature. If the "Save" button is not used, work will be lost!*

16 SPE QAI

System/Process Evaluation (SPE) Quality Assurance Inspection (QAI)

Quality Assurance Inspections are attributed to those KCR's designated as Quality Assurance (NASA, NSEO & QA). In order for a SPE to be marked "Complete", the record must contain a minimum of one completed QAI.

16.1 Creating a QAI for SPE

Figure 16.1 shows the default view of the Associated QAI's section within the SPE. This section is only displayed on DPEs that have a KCR's with a designated Functional Area of NASA, NSEO or Quality Assurance.

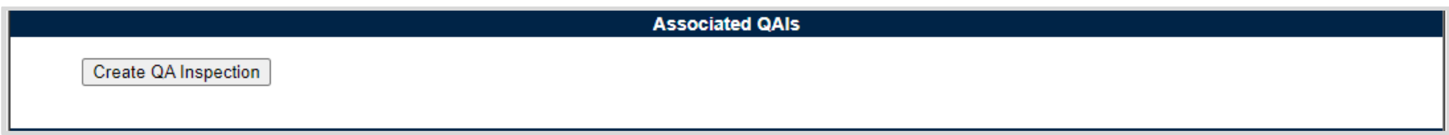


Figure 16.1

A Quality Assurance Inspection is initiated when the "Create QA Inspection" button is selected. After the page refresh, the pending draft QAI displays. The QAI will remain in a pending draft status until the Inspection is either registered as a "Draft" through the "Save" action or is expunged, by exiting the page before the "Save" button is used. Once saved, the QAI will display within the Associated QAI table located on the SPE Record. A minimum of one completed QAI must be applied to a SPE Record in order to mark the Record "Complete".

Associated Button Functionality for **Figure 16.1**

- **Create (QA Inspection):** This button processes the request to create a new QA Inspection associated with the SPE record. Once a record has been generated and saved (draft status), a line item will appear on the QAI table (see **Figure 16.1**).

16.2 Record (QAI for SPE)

16.2.1 Details (QAI for SPE)

Figure 16.2 shows the default view of the Details section within the SPE. This area will duplicate the higher-level, SPE record (also known as the "Parent Record").

Quality Assurance Inspection (QAI) for System/Process Evaluation

Instructions
(M) Mandatory Field
(CM) Conditional Mandatory Field
1. Enter/modify mandatory field(s)
2. Enter/modify additional information if available
3. To save the record, click **Save**
4. To cancel the process or go back, click **Back**
5. Correct format for Date Elements is MM/DD/YYYY or use Calendar
6. To add or view attachments click **Add/View Attachment**

Assigned FS: PDREP User **FS User Id:** USER **FS Email:** PDREP.User@mail.mil **FS Phone:**

Back Save Add/View Attachments

QAI UID: N/A
Record UID: PDREP-0623-0006
KCR UID: 0016 8072

Surveillance Plan For: PDREP - NSLC PORTSMOUTH PDREP TEAM
Assigned Functional Area: Quality Assurance
KCR# & Description: KCR-QA-A002 - Other Agency Accepted work requirements
Surveillance Event: Delivery
Surveillance Activity: N/A
Surveillance Sub-Activity: N/A
Prime KTR CAGE Code: N/A
Delegation Number: N/A
Surveillance Location: N/A
Alternate Address: N/A

Associated KCRs

KCR UID	KCR# & Description	KCR Event	KCR Activity
0016 8070	KCR-QA-0010 - Item Unique Identification and Valuation	Fabrication/Procurement	Labeling
0016 8161	KCR-QA-0022 - Specialty Metals	Other Event User Defined	N/A
0017 1229	KCR-QA-0024 - Inspection Systems Requirement (Navy)	Critical Characteristics (CC) or Critical Manufacturing Processes (CMP)	52.246-9086: Production Lot Testing (PLT) - Contractor Document with DD Form 1222
0017 1199	KCR-TO-0001 - FOB Origin	N/A	N/A
0016 8077	KCR-TO-0002 - Transportation Account Code	Documentation	Missing financial transportation information
0017 1202	KCR-NASA-0003 - Commercial Item	N/A	N/A

Figure 16.2

Associated Data Fields for **Figure 16.2**

- **Assigned FS:** Also known as the "Record Owner", is the Functional Specialist responsible for the QAI. Automatically generated by the users' profile.
- **FS User Id:** The User ID of the assigned Functional Specialist who will be conducting the inspection. *(Generally the first initial of the users first name, followed by the first 4 letters of the last name, sometimes ending in a number.)*
- **FS Email:** Taken from the users' profile, the Email address of the assigned Functional specialist who will be conducting the inspection.
- **FS Phone:** Taken from the users' profile, the phone number of the assigned Functional Specialist who will be conducting the inspection.

- **QAI UID:** The 16-digit unique identifier of the Quality Assurance Inspection. The QAI UID is an extension of the Record UID by three digits and displays the sequence for which it was created (beginning with 001). This number automatically generate after the QA Inspection is saved.

- **Record UID Format:**
  Plan’s Five-digit CAGE Code + records two-digit month & two-digit year of creation + the 4-digit sequential number of population starting at 0001.
  Example: PDREP - 0622 - 0001

- **QAI UID Format:**
  Record UID + 3-digit sequential number of population starting at 001.
  Example: PDREP - 0622 - 0001 - 001

- **Record UID:** The 13-digit unique identifier pulled from the SPE Record.
- **KCR UID:** The 8-digit unique identifier of the KCR associated to the SPE Record.
- **Surveillance Plan For:** The CAGE Code and Company Name of the contractor to whom the Surveillance Plan is attributed.
- **Assigned Functional Area:** The Functional Area established and pulled from the KCR.
- **KCR # & Description:** The KCR# and Description established and pulled from the KCR.
- **Surveillance Event:** The Event established and pulled from the KCR. Field will display as “N/A” when lacking a Surveillance Event in the KCR.
- **Surveillance Activity:** The Surveillance Activity established and pulled from the KCR. Field will display as “N/A” when lacking a Surveillance Activity in the KCR.
- **Surveillance Sub-Activity:** The Surveillance Sub-Activity established and pulled from the KCR. Field will display as “N/A” when lacking a Surveillance Sub-Activity in the KCR.
- **Prime KTR CAGE Code:** Text box to enter the Prime contractor’s CAGE Code. Content is only to be added when the record is for a Sub-Location CAGE with an Active Delegation.
- **Delegation Number:** Text box to enter the LOD RCN.
- **Surveillance Location:** Displays the associated KCR location(s) as established in the KCR and selected in the SPE Record.
- **Alternate Address:** Open text box for entering an alternate address. *(Max of 75 characters.)*
- **Associated KCRs:** Display listing other KCR UID, KCR# & Description(s) for which the Record Owner is also an assigned FS.

Associated Button Functionality for **Figure 16.2**

- **Back:** Returns the display to the previous page.
- **Save:** This button may be used at any time to save the contents of the page. When the “Save” button is selected a warning will populate notifying the user that the QAI is about to be marked as “Complete” and will no longer be editable. A selection of “OK” or “Cancel” will need to be used to clear the pop-up.
- **Add/View Attachments:** This button opens to the “Upload Attachment(s)” page and allows users to upload, view and delete attachments related to that of the QAI being worked. Please note, each Plan, Record and QAI has its own space for Attachments. This means that applied documents are exclusive to the location they were applied and will not populate elsewhere.

16.2.2 Inspection Criteria (QAI for SPE)

Figure 16.3 shows the default view of the Inspection Criteria section within the QA Inspection for SPE.

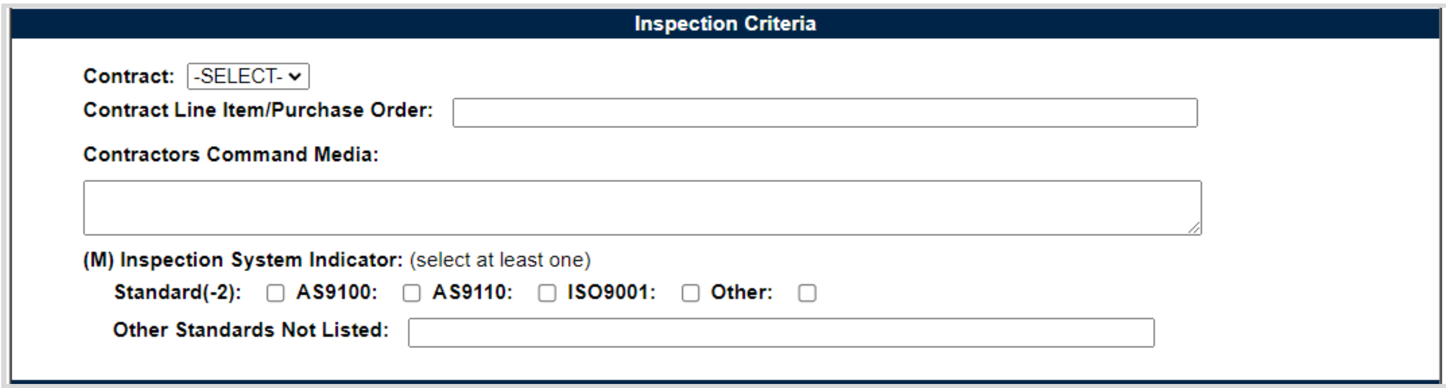


Figure 16.3

Associated Data Fields for **Figure 16.3**

- **Contract**: Restricted to one selection, this drop-down displays Contracts applied to the SPE Record. The drop-down will be blank when a contract has not been applied to the SPE.
- **Contract Line Item/Purchase Order**: Text box to the selected Contracts Line Item or Purchase Order for the QAI. *(Max of 50 characters.)*
- **Contractors Command Media:** Text box to the selected Contracts Line Item or Purchase Order for the QAI. *(Max of 250 characters.)*
- **Inspection System Indicator:** Check applicable box(es) with a minimum selection of one for:
  - Standard (-2)
  - AS9100
  - AS9110
  - ISO9001
  - Other
- **Other Standard not listed:** Text box allowing for Other Standards Not Listed to be entered for the QAI. *(Max of 50 characters.)*

16.2.3 Process Elements (QAI for SPE)

Figure 16.4 shows the default view of the Process Element section within the QA Inspection for SPE.

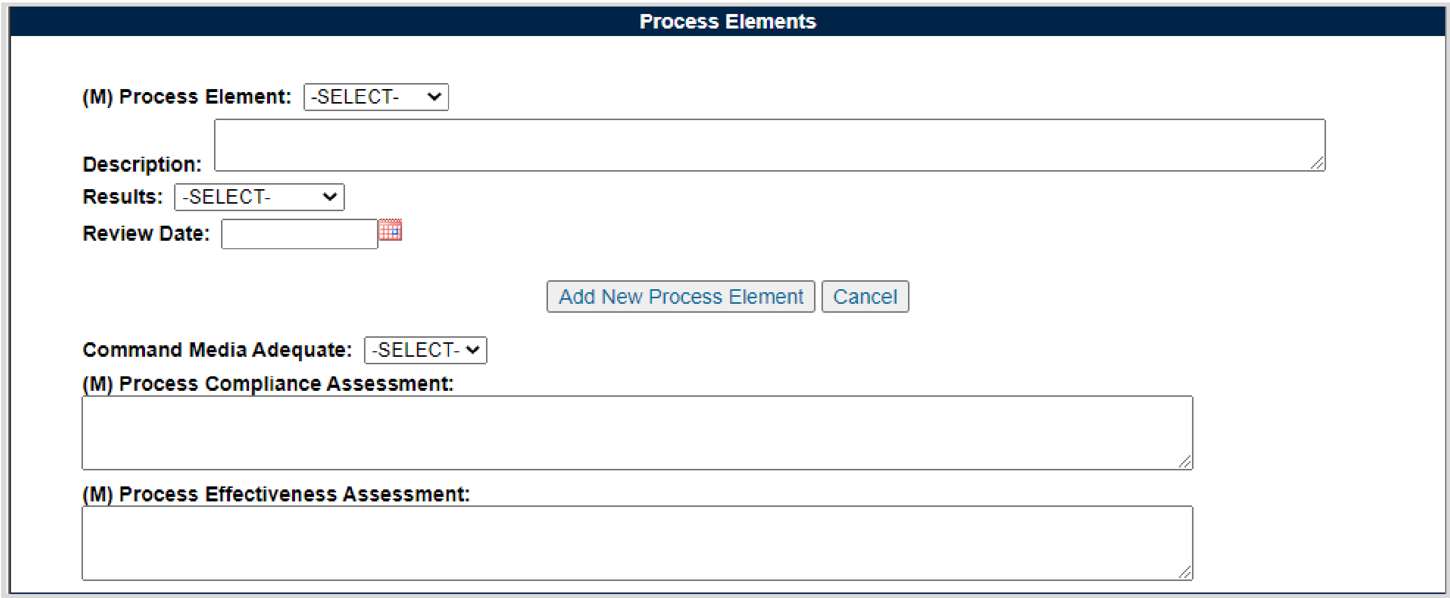


Figure 16.4

A minimum of one Process Element must be applied to the QA Inspection before the QAI may be marked “Complete”. To add a Process Element to the QA Inspection, enter the information into the text fields provided as shown in **Figure 16.5**.

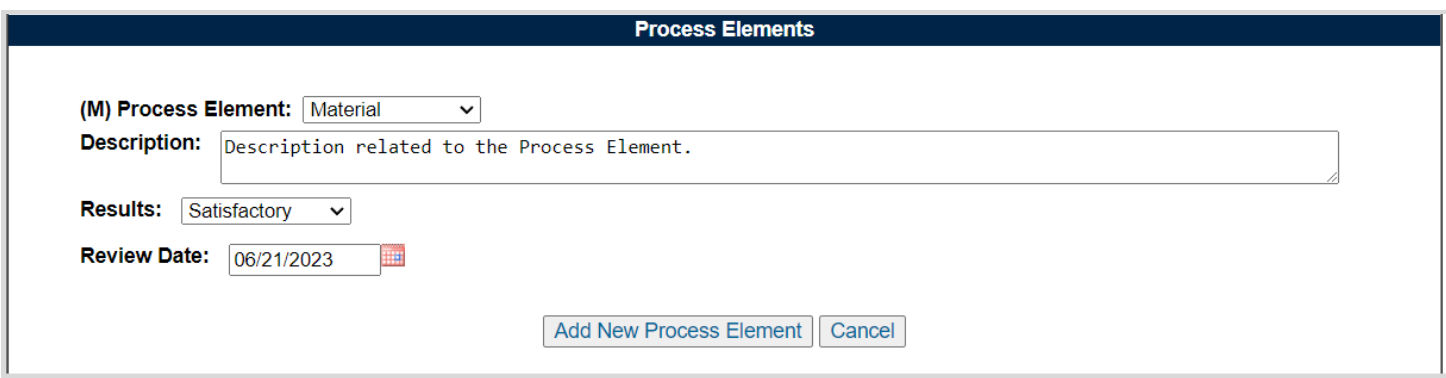
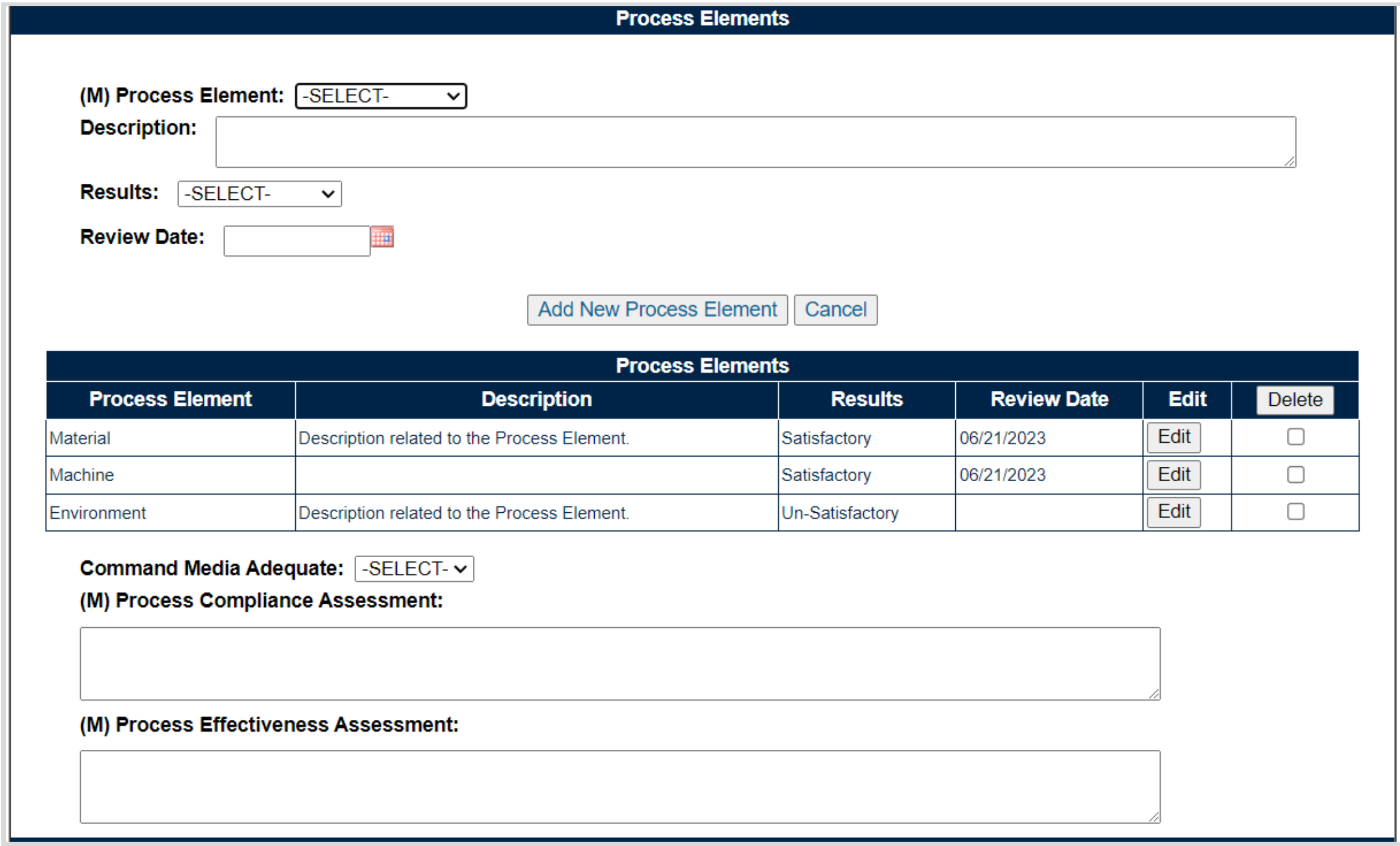


Figure 16.5

Click the “Add New Process Element” button to apply the Process Element to the Process Element Table (as seen in **Figure 16.6**). Not all data fields must be present in order to apply a Process Element to the Process Element Table. An example of this may be seen in **Figure 16.6**. However, all four data fields (Process Element, Description, Results and Review) must be present (per Process Element) to complete the QAI.


Process Elements

(M) Process Element: -SELECT-

Description:

Results: -SELECT-

Review Date:

Add New Process Element | Cancel

Process Elements					
Process Element	Description	Results	Review Date	Edit	Delete
Material	Description related to the Process Element.	Satisfactory	06/21/2023	Edit	
Machine		Satisfactory	06/21/2023	Edit	
Environment	Description related to the Process Element.	Un-Satisfactory		Edit	

Command Media Adequate: -SELECT-

(M) Process Compliance Assessment:

(M) Process Effectiveness Assessment:

Figure 16.6

Associated Data Fields for **Figure 16.6**

- **(M) Process Element:** A selection of Process Element is made through the drop-down provided. Selections for Process Element are:
    - Manpower
    - Machine
    - Material
    - Method
    - Environment
    - Element Review

- **Description:** Text box used to enter the description of the process. *(Max of 500 characters.)*
- **Results:** Results of the review as determined by the Record Owner. A selection of "Satisfactory" or "Un-Satisfactory" is made through the drop-down provided.
- **Review Date:** Date the review was conducted.
- **Process Element Table:** An accumulation of the Process Element, Description, Results and Review data fields as applied to the table. Though the table can accommodate multiple entries, it will be hidden until a Process Element is applied.
- **Command Media:** A drop-down (*Yes / NO*) to determine if Command Media is associated with the QAI.
- **(M) Process Compliance Assessment:** A text box to describe the Process Compliance of the inspection. *(Max of 3,000 characters.)*
- **(M) Process Effectiveness Assessment:** A text box to describe the Process Effectiveness of the inspection. *(Max of 3,000 characters.)*

Associated Button Functionality for **Figure 16.6**

- **Add New Process Element:** This button adds the Process Element to the Process Element Table. If the button is not used, the contents of the four Process Element data fields will not be captured.
- **Save Process Element:** Displays when editing a Process Element. This button reapplies the Process Element back to the Process Element Table. This button must be used to save any changes made while editing.
- **Cancel:** This buttons clears the contents of the four Process Element text fields prior to being applied to the Process Element Table. When editing an applied Process Element from the Table, this button clears any changes and returns the Process Element to the table.
- **Edit:** This button opens the selected Process Element to an editable display, allowing the Record Owner to edit the selected Process Element. The “Save Process Element” must be used to capture the change and apply the Process Element back to the table.
- **Delete:** Removes the Process Element from the Process Element Table. This action occurs when the corresponding box is selected and the “Delete” button is clicked. A pop-up message will display requesting confirmation of the delete action as seen in **Figure 16.6**.
    - **OK:** Captures the request and eliminates the Process Element from the table.
    - **Cancel:** Refreshes the page, clears the delete request and returns to the top of the QAI, with the delete check box still selected for the Process Element.

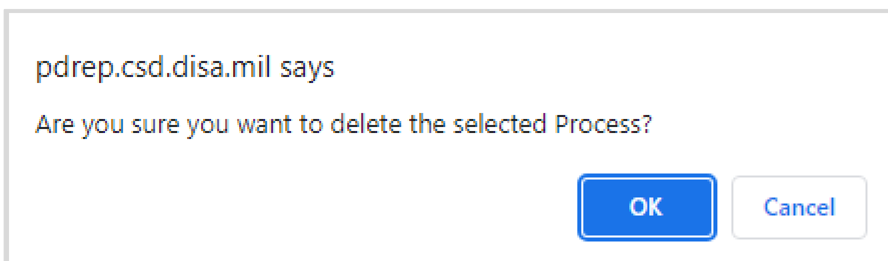


Figure 16.7

Note: *PDREP does not have an auto-save feature.* *<u>If the “Save” button is not used, work will be lost!</u>*

16.2.4 Evaluation (QAI for SPE)

Figure 16.7 shows the default view of the Results section within the QA Inspection for SPE.

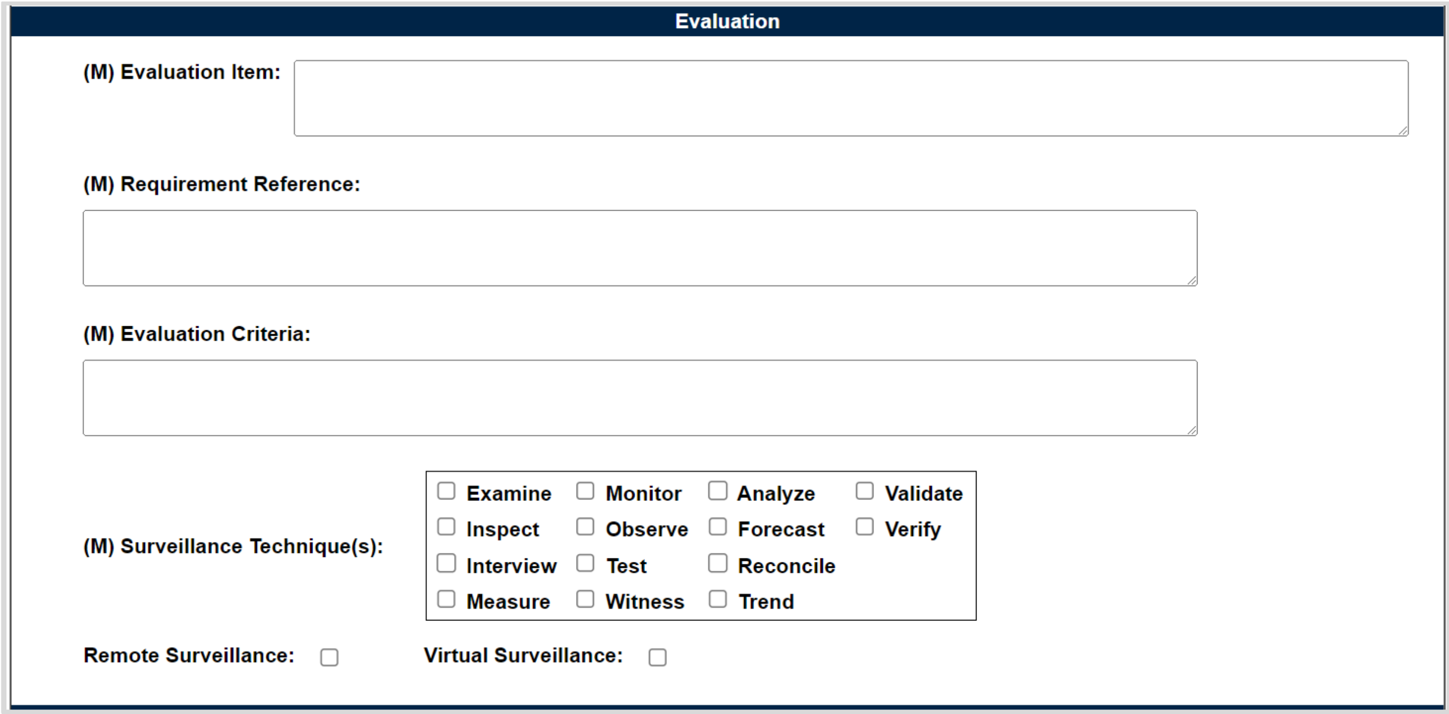


Figure 16.8

Associated Data Fields for **Figure 16.8**

- **(M) Evaluation Item:** A text box used to describe the item being evaluated for the record being worked. *(Max of 3,000 characters.)*
- **(M) Requirement Reference:** A text box used to enter requirement references for the record being worked. *(Max of 3,000 characters.)*
- **(M) Evaluation Criteria**: A text box used to enter the evaluation criteria for the record being worked. *(Max of 3,000 characters.)*
- **(M) Surveillance Techniques:** Check boxes used to identify surveillance techniques used. A minimum selection of one is required to mark the record “Complete”.
- **Remote Surveillance:** Check box identifying if the surveillance was remote.
- **Virtual Surveillance:** Check box identifying if the surveillance was virtual.

16.2.5 Conclusion (QAI for SPE)

Figure 16.9 shows the default view of the Conclusion section within the QA Inspection for SPE.

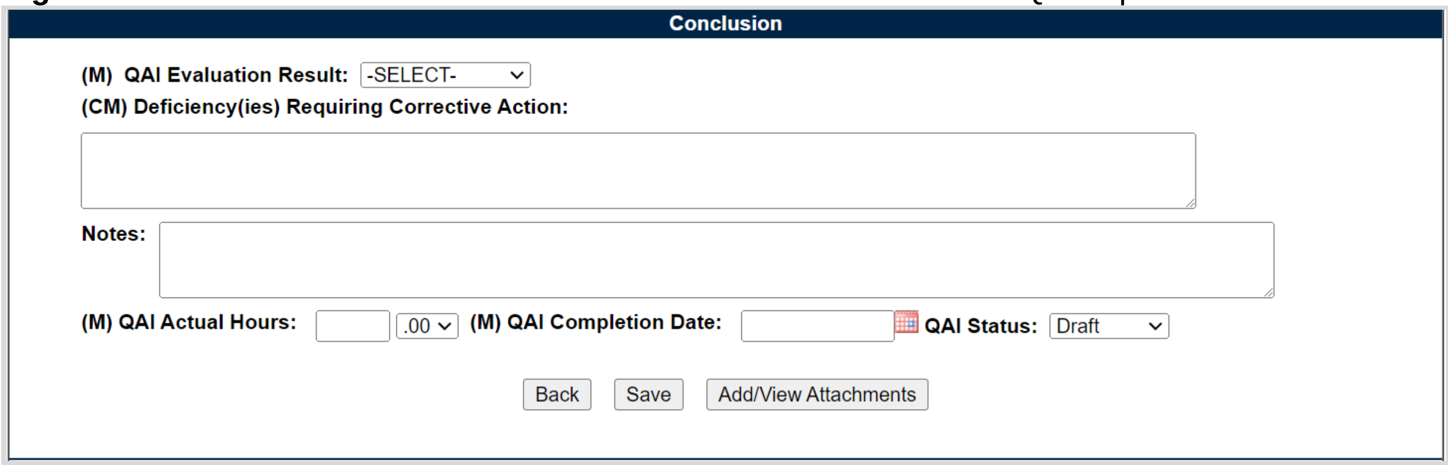


Figure 16.9

- **(M) QAI Evaluation Results:** Results of the evaluation as determined by the Record Owner. A selection of "Satisfactory" or "Un-Satisfactory" is made through the drop-down provided.
- **(CM) Deficiency(ies) Requiring Corrective Action:** Text box to enter Deficiencies found during the inspection that require Corrective Action. Field becomes mandatory when QAI Evaluation Results are "Un-Satisfactory". *(Max of 1000 characters.)*
- **Notes:** Open text box**.** *(Max of 3000 characters.)*
- **(M) QAI Actual Hours:** Two fields used to enter the number of hours it took to conduct the inspection as entered by the Record Owner. First field is related to hours and does not allow for negative hours or special characters. Second field is a drop-down related to minutes and defaults as ".00".

  <u>QAI Actual minute(s) dropdown values:</u>
  - .00 = On the hour
  - .25 = Quarter Past the hour
  - .50 = Half past the hour
  - .75 = Quarter till the next hour

- **(M) QAI Completion Date:** A field used to record the date the inspection was completed. A future Completion Date may be used while the record is in a draft status. However, a Completion Date less than or equal to "todays date" is required before the record can be marked "Complete".
- **QAI Status:** The present status *(Draft / Complete)* of the QAI. This drop-down defaults to a draft status. When a user indicates the QAI is complete, they will select "Complete" from the drop-down and click the "Save" button to capture their entry.
  - When the "Save" button is clicked a warning will populate notifying the user the QAI is about to be marked as "Complete" and will no longer be editable.
    - **OK:** Captures the request and marks the Record Complete (when all mandatory fields have been satisfied). If not, an error message is generated at the top of the QAI.
    - **Cancel:** Refreshes the page, clears the request to Complete the QAI and returns to the top of the page.

Associated Button Functionality for **Figure 16.9**

- **Back:** Returns the display to the previous page.
- **Save:** This button may be used at any time to save the contents of the page. When the "Save" button is selected a warning will populate notifying the user that the record is about to be marked as "Complete" and will no longer be editable. A selection of "OK" or "Cancel" will need to be used to clear the pop-up.
- **Add/View Attachments:** This button opens to the "Upload Attachment(s)" page and allows users to upload, view and delete attachments related to that of the QAI being worked. Please note, each Plan, Record and QAI has its own space for Attachments. This means that applied documents are exclusive to the location they are applied and will not populate elsewhere.

17 SEARCHING THE SP DATABSE – SP AD HOC

17.1 Accessing SP Ad Hoc

From the PDREP-AIS Home page, hover your mouse pointer over the Surveillance Plan title under Applications located on the left portion of the screen and a list of 'fly-out' hyperlinks for that application will appear (see **Figure 17.1**).

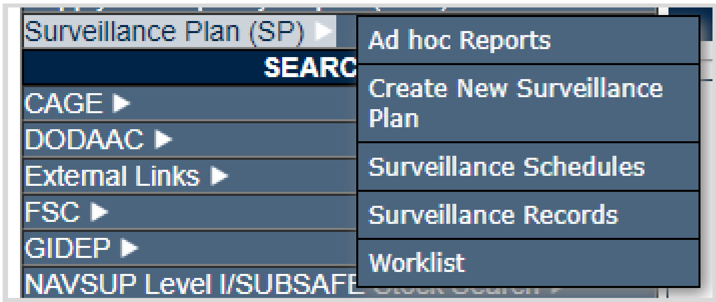


Figure 17.1

Selecting the Ad hoc Reports link will navigate browser to that tab within the application. The tab is also available at the top of the page within the modules (see **Figure 17.2**).

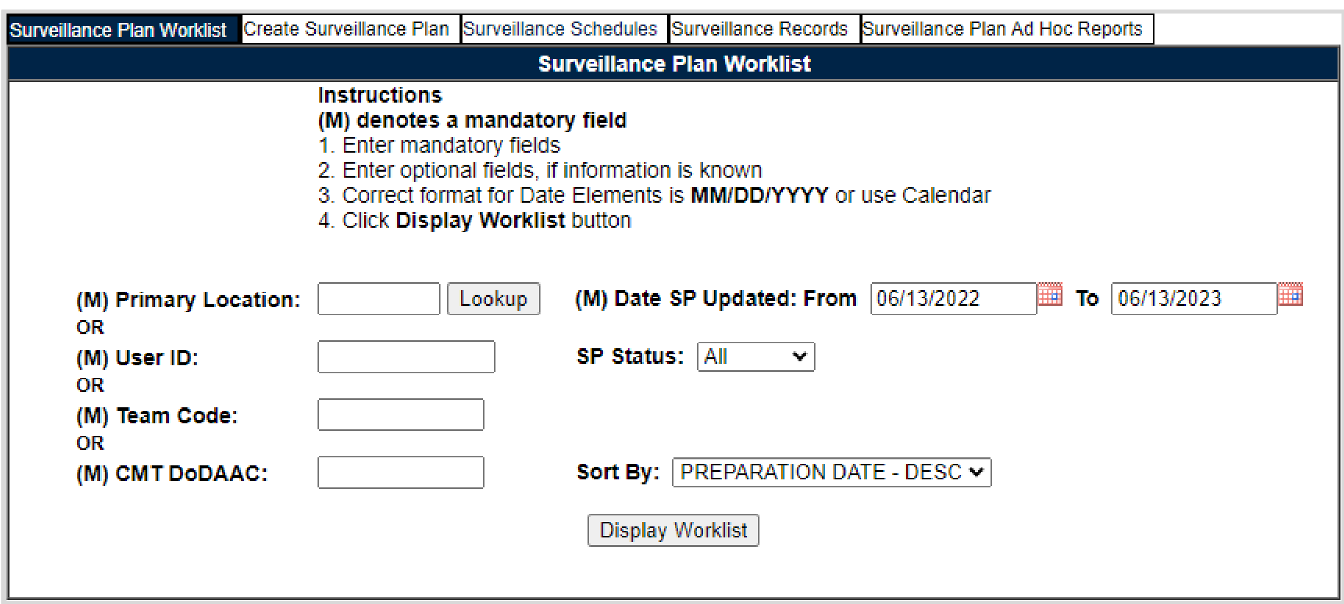


Figure 17.2

Figure 17.3 illustrates the default display of the SP Ad Hoc Report interface. Instructions on the screen provide additional direction for using the interface for query development.

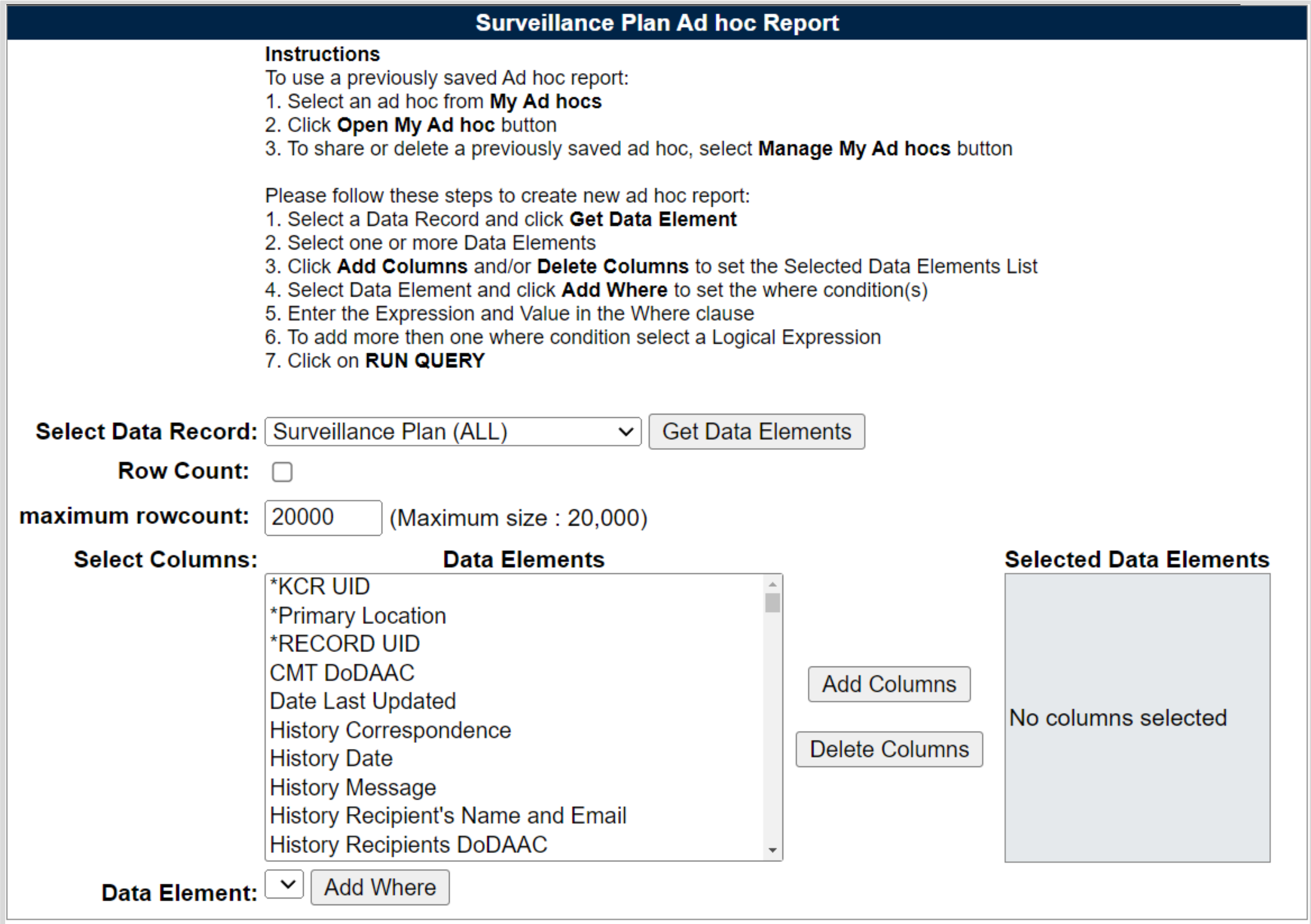


Figure 17.3

The Select Data Record dropdown, seen in **Figure 17.3**, has multiple data set options to choose from to pull different data elements for reporting. They are:

i. KCR Risk Trend
ii. Plan Level Product Characteristics
iii. QAI Data Elements
iv. QAI Level Product Characteristics
v. Record Data Elements
vi. Surveillance Plan (ALL)

Each of the Select Data Record dropdowns are explained and outlined in the following sections.

17.2 Surveillance Plan (ALL) Dropdown

Top level Surveillance Plan data elements are available under the Surveillance Plan (ALL) dropdown. Some Surveillance Plan data elements are also seen on the Plan Level Product Characteristics and KCR Risk Trend dropdowns. Detailed KCR information is included with the Plan level data elements.

When pulling reports within the Surveillance Plan (ALL) dropdown, you have data elements for the Plan, KCRs, and Records. If data elements for Records are selected, but the *Record UID is not, you may see this error:

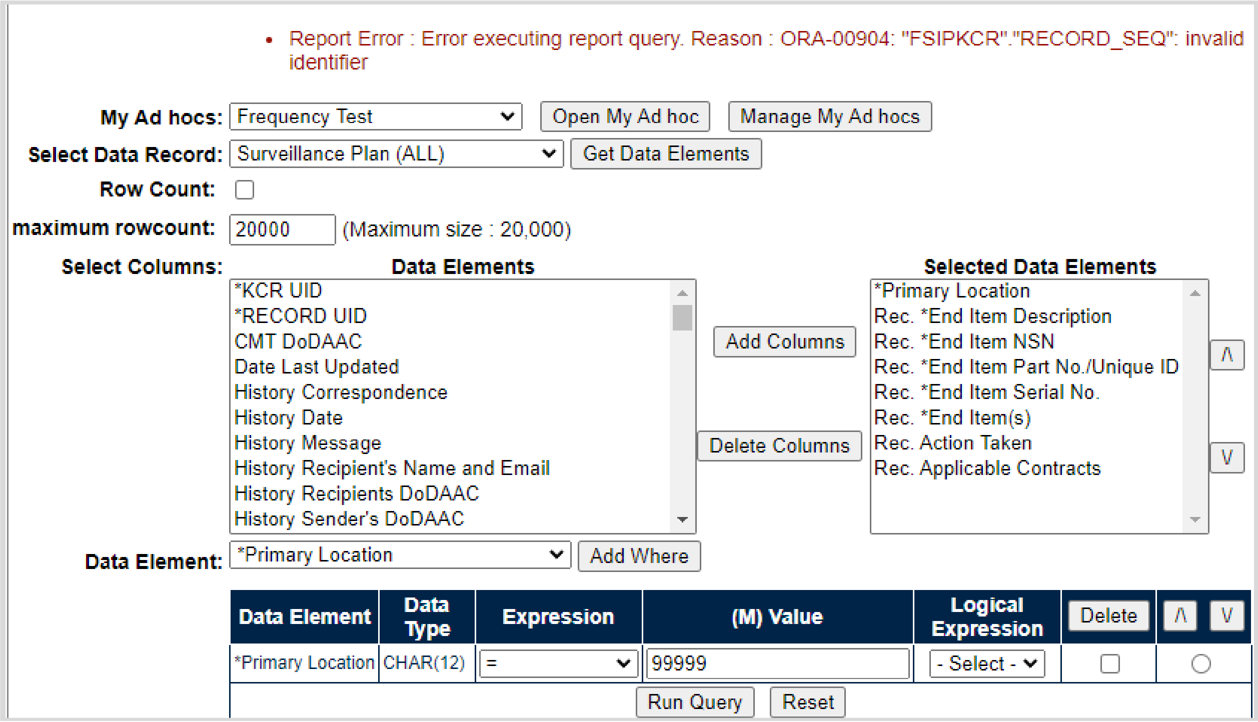


Figure 17.4

This error populates because the report is asking for Records on a specific Plan without the key Record Identifying information (*Record UID and/or *KCR UID). When pulling Record data on the Surveillance Plan (ALL) dropdown, include the *Record UID.

17.3 Plan Level Product Characteristics Dropdown

This dropdown holds the data elements to pull Plan level NSN/End Item and Product Characteristics data. The Product Characteristics are associated with a specific NSN/End Item.

All Data Elements may be added to the report. If only the NSN/End Item *or* Product Characteristics are added (**Figure 17.5**), it may appear that rows are repeating or duplicating (**Figure 17.6**).

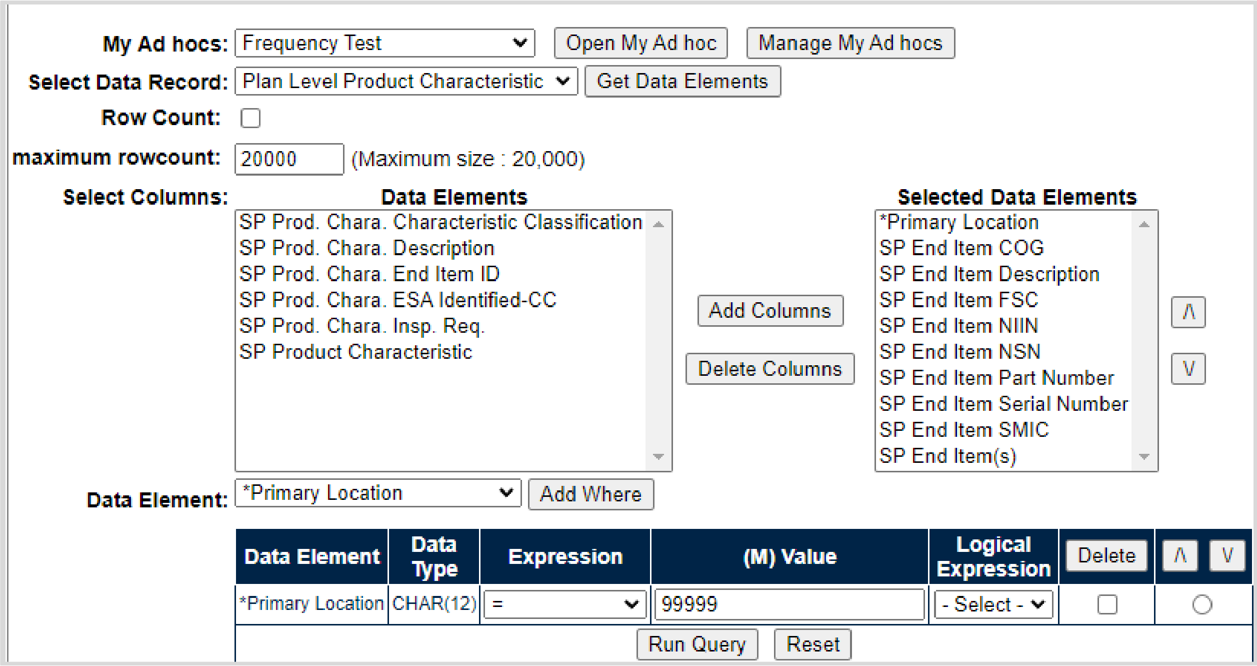


Figure 17.5

Row Count: 9

Data Download: Click here to download data in spreadsheet

Plan Level Product Characteristic - Record

*Primary Location	SP End Item COG	SP End Item Description	SP End Item FSC	SP End Item NIIN	SP End Item NSN	SP End Item Part Number	SP End Item Serial Number	SP End Item SMIC	SP End Item(s)
99999		BOMBS	1325		1325		654321		1325
99999		R&D- ENVIRONMENTAL PROTECTION: OTHER (MANAGEMENT/SUPPORT)	AH96		AH96	UPDATE			AH96
99999		R&D- ENVIRONMENTAL PROTECTION: OTHER (MANAGEMENT/SUPPORT)	AH96		AH96	UPDATE			AH96
99999	DY	TEST TEST	4820	123456789	DY4820123456789C1	PART	123321	C1	DY4820123456789C1
99999	DY	TEST TEST	4820	123456789	DY4820123456789C1	PART	123321	C1	DY4820123456789C1
99999	KK	CANTEEN, BORING	9999	999999999	KK9999999999999K9			K9	KK9999999999999K9
99999	KK	CANTEEN, BORING	9999	999999999	KK9999999999999K9	PART	SERIAL34234	K9	KK9999999999999K9
99999	KK	CANTEEN, BORING	9999	999999999	KK9999999999999K9	PART	SERIAL34234	K9	KK9999999999999K9
99999	KK	CANTEEN, BORING	9999	999999999	KK9999999999999K9	PART	SERIAL34234	K9	KK9999999999999K9

Print Back

Save Surveillance Plan Ad hoc to Profile

Row Count: 9

Data Download: Click here to download data in spreadsheet

Figure 17.6

Figure 17.6 appears like there are duplicating rows of the NSN/Edit Item information. However, since there are Product Characteristic associated to *some* of those NSN/End Items, the rows populate to match the number of Product Characteristics.

When the full report is pulled with all available data elements, the same number of rows are returned but no longer appear to be duplicates since the different Product Characteristics are displaying with each parent NSN/End Item (**Section 3.2.5** of this document).

Row Count: 9

Data Download: Click here to download data in spreadsheet

Plan Level Product Characteristic - Record

*Primary Location	SP End Item COG	SP End Item Description	SP End Item FSC	SP End Item NIIN	SP End Item NSN	SP End Item Part Number	SP End Item Serial Number	SP End Item SMIC	SP End Item(s)	SP Prod. Chara. Characteristic Classification	SP Prod. Chara. Description	SP Prod. Chara. End Item ID	SP Prod. Chara. ESA Identified-CC	SP Prod. Chara. Insp. Req.	SP Product Characteristic
99999		BOMBS	1325		1325		654321		1325						
99999		R&D- ENVIRONMENTAL PROTECTION: OTHER (MANAGEMENT/SUPPORT)	AH96		AH96	UPDATE			AH96	CRITICAL	TEST	1157	No	Customer Mandatory	Dimension
99999		R&D- ENVIRONMENTAL PROTECTION: OTHER (MANAGEMENT/SUPPORT)	AH96		AH96	UPDATE			AH96	MAJOR	REST	1157	No	Customer Mandatory	Process Output
99999	DY	TEST TEST	4820	123456789	DY4820123456789C1	PART	123321	C1	DY4820123456789C1	MINOR	DESCRIPTION OF OTHER THINGS	1154	No	DCMA Risk Based	Other
99999	DY	TEST TEST	4820	123456789	DY4820123456789C1	PART	123321	C1	DY4820123456789C1	CRITICAL	DESCRIPTION PROCRESS	1154	Yes	Customer Mandatory	Process Output
99999	KK	CANTEEN, BORING	9999	999999999	KK9999999999999K9			K9	KK9999999999999K9						
99999	KK	CANTEEN, BORING	9999	999999999	KK9999999999999K9	PART	SERIAL34234	K9	KK9999999999999K9	MINOR	123	941	N/A	DCMA Risk Based	Dimension
99999	KK	CANTEEN, BORING	9999	999999999	KK9999999999999K9	PART	SERIAL34234	K9	KK9999999999999K9	MINOR	NEW FIELDS	941	No	Customer Mandatory	Dimension
99999	KK	CANTEEN, BORING	9999	999999999	KK9999999999999K9	PART	SERIAL34234	K9	KK9999999999999K9	CRITICAL	6543543212345	941	Yes	Customer Mandatory	Dimension

Print Back

Save Surveillance Plan Ad hoc to Profile

Row Count: 9

Data Download: Click here to download data in spreadsheet

Figure 17.7

When rows are repeating it is typically because there exists a many-to-one relationship between the data elements. This ALWAYS applies to ALL data elements, not just the ones selected for the query being run.

17.4 KCR Risk Trend Report Dropdown

In the SP ad hoc, under “Select Data Record”, select “KCR Risk Trend” and click Get Data Elements. This will open up the 12 data elements that are part of this report seen in **Figure 17.8**.

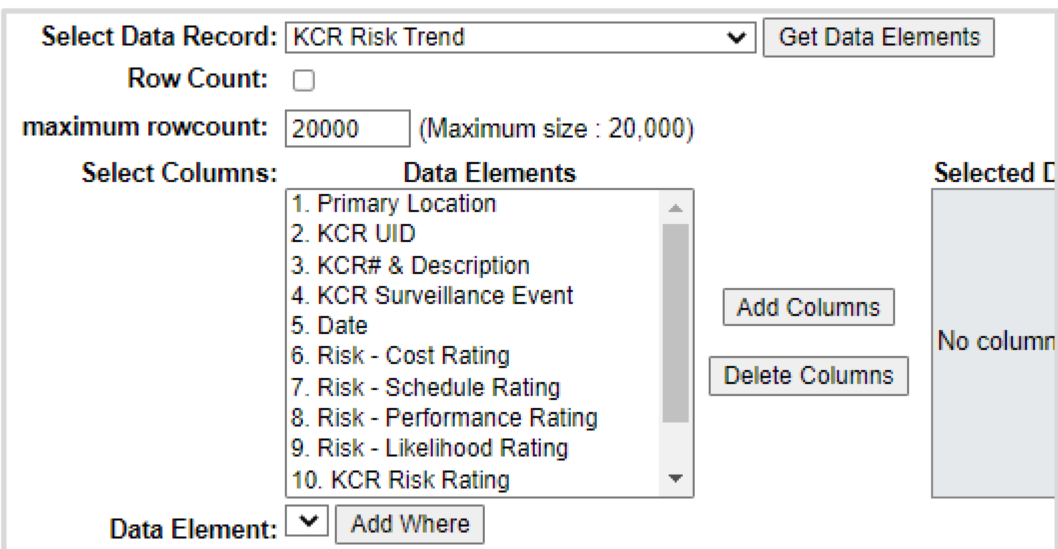


Figure 17.8

The data elements are numbered in a specific order to successfully run the report. Select all columns by either click + drag down or hold shift + click the first and last item in the list), then click Add

Columns to <u>add them all</u> at once to the Selected Data Elements in their numbered order (**Figure 17.9**).

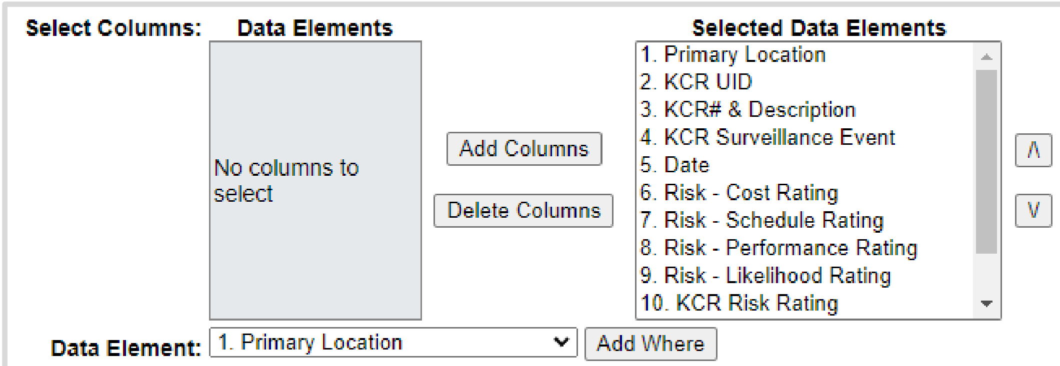


Figure 17.9

Any condition(s) or expression(s) may be used, but a Primary Location at minimum is recommended, with a KCR UID next (**Figure 17.10**).

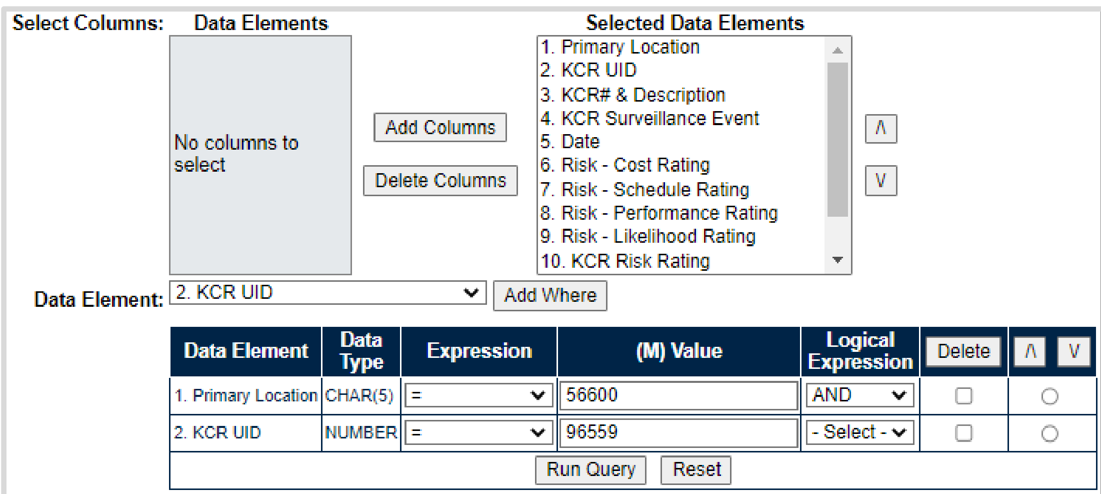


Figure 17.10

Run the Query to populate a table representing the Risk Trend (see **Figure 17.11**).

1. Primary Location	2. KCR UID	3. KCR# & Description	4. KCR Surveillance Event	5. Date	6. Risk - Cost Rating	7. Risk - Schedule Rating	8. Risk - Performance Rating	9. Risk - Likelihood Rating	10. KCR Risk Rating	11. KCR Risk Likelihood Rationale	12. User ID
56600	96559	KCR-AO-0001 - Ground and Flight Risk	G - Tool Control				4	4	21	NEW KTR BETA TESTING	
56600	96559	KCR-AO-0001 - Ground and Flight Risk	G - Tool Control	08/30/2022			3	1	6	BETA TESTING	ABECK
56600	96559	KCR-AO-0001 - Ground and Flight Risk	G - Tool Control	08/30/2022			4	4	21	NEW KTR BETA TESTING	ABECK
56600	96559	KCR-AO-0001 - Ground and Flight Risk	G - Tool Control	09/01/2022			3	1	6	BETA TESTING	ABECK

Figure 17.11

Notes on the Risk Tend Report functionality:

1. If the first row has no Date or User ID – older data did not save KCR data the way it does now, so some older KCRs' data will not always show this information.
2. There is not a current method for ordering changes that happened on the same day in the order in which they were done. Note the second and third rows both were on 8/30/22 – the context/values in row #3 seems to me that it probably came before row #2 (since row #4 has the same overall risk rating as row #2).
3. This report pulls ***all changes to KCRs*** <u>even if</u> the change being made was outside the scope of these 12 data elements (i.e.: Allocated Hours, Frequency, etc.). This may cause some rows may look identical to each other – as in, nothing is changing from time 1 to time 2.

17.5 Record Level Data Elements Dropdown

Record level data elements are available under the Surveillance Plan (ALL) dropdown and the Record Data Elements dropdown.

The Record information was copied to its own dropdown to provide easier access to Record specific information for reporting.

17.6 QAI Level Data Elements Dropdown

QAI level data elements are only available under the QAI Data Elements dropdown, which includes the values found in the QAI Level Product Characteristics dropdown. The QAIs are linked to both the Record and KCR.

There are two different types of QAI based on the Surveillance Category selected on the KCR. When QAI Data Elements are selected that pertain to both DPE and SPE QAI's, there may be blank rows returned in the Ad Hoc report since not all Data Elements apply to both QAI types.

For example, a SPE based QAI has fields for the Inspection System Indicator, Command Media, and Process Compliance and Effectiveness Assessments. These fields do not exist on a DPE QAI and will not populate values in the return table. Similarly, the QAI Manufacturing Spec. and QAI Material Spec. are only available on DPE QAI records (**Figure 17.12)** note repeating rows have been remove for ease of reading.

QAI Data Elements - Record										
*Primary Location	*KCR UID	*RECORD UID	*QAI UID	QAI Command Media	QAI Contractors Command Media	QAI Insp. System Ind. Other Stand.	QAI Proc. Compliance Assessment	QAI Proc. Effectiveness Assessment	QAI Manufac turing Spec.	QAI Material Spec.
99999	137658	99999-0523-00381	99999-0523-00381-1							
99999	137670	99999-0523-00390	99999-0523-00390-2						123	123
99999	137670	99999-0523-00390	99999-0523-00390-1						123A	123A
99999	163863	99999-0523-00395	99999-0523-00395-1			AS9100	TEST	TEST		
99999	163863	99999-0523-00396	99999-0523-00396-1	Y	SPE CONTRACTORS COMMAND MEDIA	AS9110	TEST PROCESS COMPLIANCE ASSESSMENT	TEST PROCESS EFFECTIVENESS ASSESSMENT		
99999	137658	99999-0523-00399	99999-0523-00399-1							

Figure 17.12

17.7 QAI Level Product Characteristics

Similar to the Plan Level Product Characteristics, these data elements were added to an additional dropdown to allow for data pulls on just QAI Level Product Characteristics.

If the NSN/End Item data elements are selected without the Product Characteristics, it will appear the NSN/End Items are duplicating. That rows are populating to match the number of Product Characteristics associated with each NSN/End Item. A QAI example is listed below.

Build the query only including the QAI *End Item values (**Figure 17.13**).

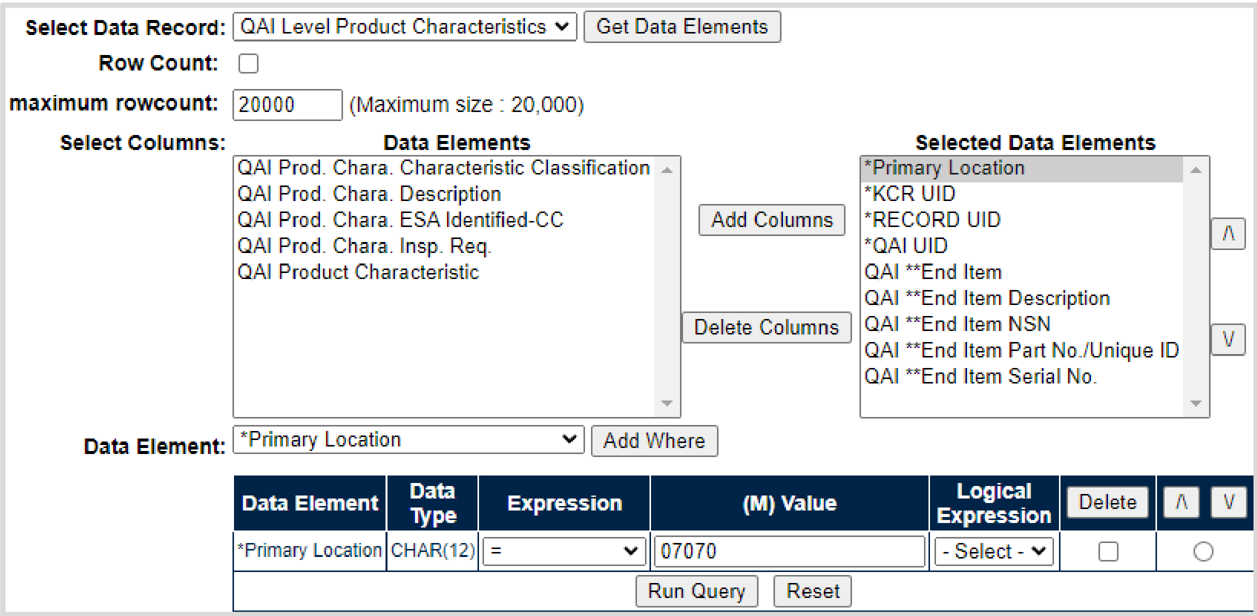


Figure 17.13

Click Run Query to populate the results in **Figure 17.14**.

Row Count: 8

Data Download: Click here to download data in spreadsheet

QAI Data Elements - Record								
*Primary Location	*KCR UID	*RECORD UID	*QAI UID	QAI **End Item	QAI **End Item Description	QAI **End Item NSN	QAI **End Item Part No./Unique ID	QAI **End Item Serial No.
07070	00077667	07070-0323-002	07070-0323-002-1	DY4820123456789C1		DY4820123456789C1		
07070	00077667	07070-0323-002	07070-0323-002-1	DY4820123456789C1		DY4820123456789C1		
07070	00077687	07070-0323-004	07070-0323-004-1	DY4820123456789C1	QAI LEVEL PRODUCT DESCRIPTION	DY4820123456789C1	QAI LEVEL PART	QAI LEVEL SERIAL 123
07070	00077687	07070-0323-004	07070-0323-004-1	DY4820123456789C1	QAI LEVEL PRODUCT DESCRIPTION	DY4820123456789C1	QAI LEVEL PART	QAI LEVEL SERIAL 123
07070	00077687	07070-0323-004	07070-0323-004-1	DY4820123456789C1	QAI LEVEL PRODUCT DESCRIPTION	DY4820123456789C1	QAI LEVEL PART	QAI LEVEL SERIAL 123
07070	00077690	07070-0323-007	07070-0323-007-1					
07070	00077690	07070-0323-007	07070-0323-007-2					
07070	00077690	07070-0323-007	07070-0323-007-2					

Print Back

Save Surveillance Plan Ad hoc to Profile

Figure 17.14

Highlighted in **Figure 17.15** you can see there are 3 QAI’s that repeat on multiple rows. This typically indicates there are multiple Product Characteristics associated with each of those QAI’s. The next image shows the results after adding the Product Characteristics to the search query.

Row Count: 8

Data Download: Click here to download data in spreadsheet

QAI Data Elements - Record													
*Primary Location	*KCR UID	*RECORD UID	*QAI UID ▾	QAI **End Item	QAI **End Item Description	QAI **End Item NSN	QAI **End Item Part No./Unique ID	QAI **End Item Serial No.	QAI Prod. Chara. Characteristic Classification	QAI Prod. Chara. Description	QAI Prod. Chara. ESA Identified-CC	QAI Prod. Chara. Insp. Req.	QAI Product Characteristic
07070	00077667	07070-0323-002	07070-0323-002-1	DY4820123456789C1		DY4820123456789C1			MAJOR	OTHER PLAN	Yes	Customer Mandatory	Other
07070	00077667	07070-0323-002	07070-0323-002-1	DY4820123456789C1		DY4820123456789C1			CRITICAL	PLAM	No	DCMA Risk Based	Dimension
07070	00077687	07070-0323-004	07070-0323-004-1	DY4820123456789C1	QAI LEVEL PRODUCT DESCRIPTION	DY4820123456789C1	QAI LEVEL PART	QAI LEVEL SERIAL 123	UNKNOWN	OTHER PRODUCT DESCP.	N/A	DCMA Risk Based	Other
07070	00077687	07070-0323-004	07070-0323-004-1	DY4820123456789C1	QAI LEVEL PRODUCT DESCRIPTION	DY4820123456789C1	QAI LEVEL PART	QAI LEVEL SERIAL 123	CRITICAL	DIMENSION DESCP.	Yes	Customer Mandatory	Dimension
07070	00077687	07070-0323-004	07070-0323-004-1	DY4820123456789C1	QAI LEVEL PRODUCT DESCRIPTION	DY4820123456789C1	QAI LEVEL PART	QAI LEVEL SERIAL 123	CRITICAL	PROCESS OUTPUT OPTIONS	No	DCMA Risk Based	Process Output
07070	00077690	07070-0323-007	07070-0323-007-1										
07070	00077690	07070-0323-007	07070-0323-007-2										
07070	00077690	07070-0323-007	07070-0323-007-2										

Figure 17.15

You can see fir the first 2 QAI's, the repeating rows are due to the unique Product Characteristics for each QAI. The bottom row is a SPE based QAI, unlike the first 2 which are DPE based QAI's. The SPE QAI does not have NSN information but can have multiple Process Elements values. Adding the Process Elements to the query reveals there are 2 unique Process Elements entries for the SPE QAI (**Figure 17.16**).

Row Count: 8

Data Download: Click here to download data in spreadsheet

QAI Data Elements - Record																	
*Primary Location	*KCR UID	*RECORD UID	*QAI UID ▾	QAI **End Item	QAI **End Item Description	QAI **End Item NSN	QAI **End Item Part No./Unique ID	QAI **End Item Serial No.	QAI Prod. Chara. Characteristic Classification	QAI Prod. Chara. Description	QAI Prod. Chara. ESA Identified-CC	QAI Prod. Chara. Insp. Req.	QAI Product Characteristic	QAI Proc. Elem. Desc.	QAI Proc. Elem. Results	QAI Proc. Elem. Review Date	QAI Process Element
07070	00077667	07070-0323-002	07070-0323-002-1	DY4820123456789C1		DY4820123456789C1			MAJOR	OTHER PLAN	Yes	Customer Mandatory	Other				
07070	00077667	07070-0323-002	07070-0323-002-1	DY4820123456789C1		DY4820123456789C1			CRITICAL	PLAM	No	DCMA Risk Based	Dimension				
07070	00077687	07070-0323-004	07070-0323-004-1	DY4820123456789C1	QAI LEVEL PRODUCT DESCRIPTION	DY4820123456789C1	QAI LEVEL PART	QAI LEVEL SERIAL 123	UNKNOWN	OTHER PRODUCT DESCP.	N/A	DCMA Risk Based	Other				
07070	00077687	07070-0323-004	07070-0323-004-1	DY4820123456789C1	QAI LEVEL PRODUCT DESCRIPTION	DY4820123456789C1	QAI LEVEL PART	QAI LEVEL SERIAL 123	CRITICAL	DIMENSION DESCP.	Yes	Customer Mandatory	Dimension				
07070	00077687	07070-0323-004	07070-0323-004-1	DY4820123456789C1	QAI LEVEL PRODUCT DESCRIPTION	DY4820123456789C1	QAI LEVEL PART	QAI LEVEL SERIAL 123	CRITICAL	PROCESS OUTPUT OPTIONS	No	DCMA Risk Based	Process Output				
07070	00077690	07070-0323-007	07070-0323-007-1											METHOD DESCRIPTION OF PROCESS ELEMENT	Satisfactory	03/23/2023	Method
07070	00077690	07070-0323-007	07070-0323-007-2											ENVIRO NUMBER 2	Satisfactory	03/22/2023	Environment
07070	00077690	07070-0323-007	07070-0323-007-2											MACHINE PROCESS DESCRIPTION FOR QAI 07070-0323-0007-2	Satisfactory	03/23/2023	Machine

Figure 17.16

When rows are duplicating it is typically because there exists a many-to-one relationship between the data elements. This applies to ALL data elements, not just the ones selected for the query being run.

17.8 Additional Ad Hoc Support

Please refer to the Product Data Reporting and Evaluation Program (PDREP) Ad hoc Search Tool User Guide for assistance using the SP Ad hoc Tool. **Appendix 1** contains some useful information regarding utilization of the specific SP data set.

The Ad hoc query generator can be used to generate a variety of reports; results are downloadable to a spreadsheet (excel) format. Users may select specific data elements from the Plan such as date range or code, to generate query results.

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

(see **Figure 17.17)**, or can be found by clicking the User Guides selection under the Help menu on the top of any PDREP window (see **Figure 17.18**).

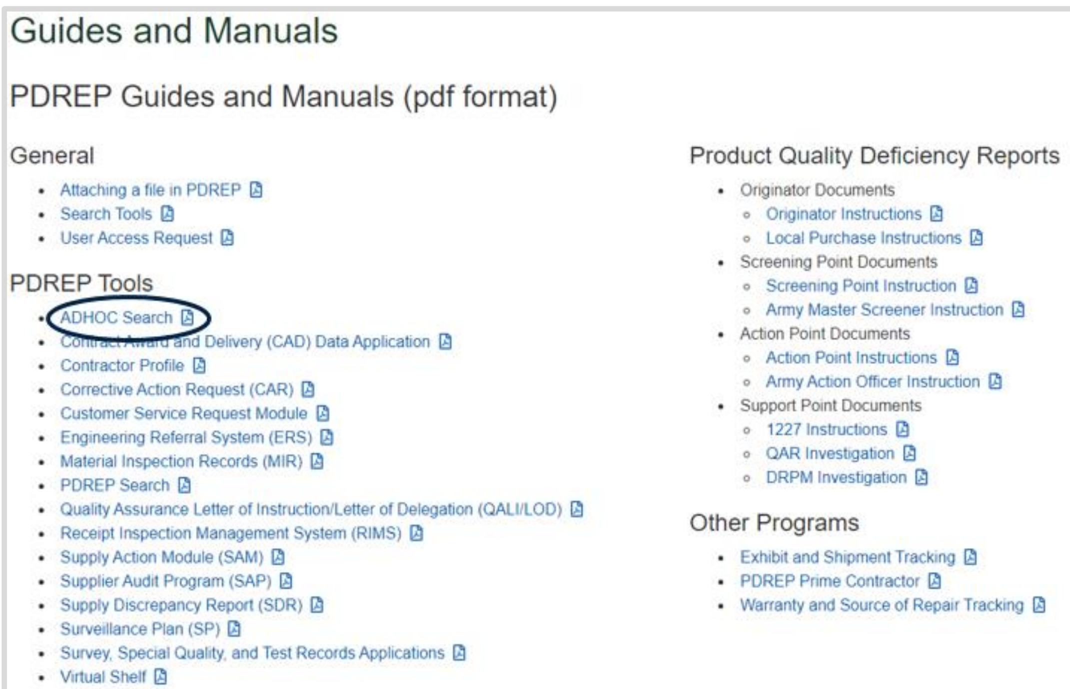


Figure 17.17

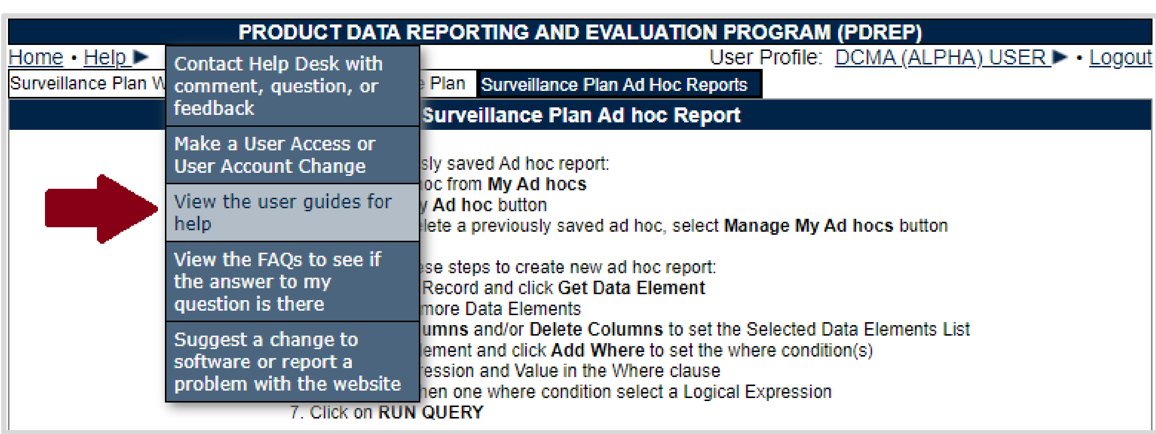


Figure 17.18

18 SUMMARY

This concludes the Surveillance Plan 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 Surveillance Plan 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 SP module or this guide should be directed to the PDREP Customer Support Desk.

Contact information for the support desk is provided below.

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

Appendix 1 – Record Control Number (RCN)

Every Surveillance Plan has a Record Control Number (RCN) that is made up of a CAGE (or UEI), the year the Plan was initiated, and currently a two-digit revision serial sequence code. The current state of SP does not increment this serial number when a record is archived or reopened. The serial number for new SPs originating in May 2021 or later will be always be 01. Older SPs from the previous use of SP by NSEO *may* have a different serial number.

This number is invisible to the user everywhere but the attachments page (which requires this sequence code to properly attach to the Plan) and within the ad hoc. See **Figure** for an example from the attachments page, and **Figure** for an example from within the ad hoc.

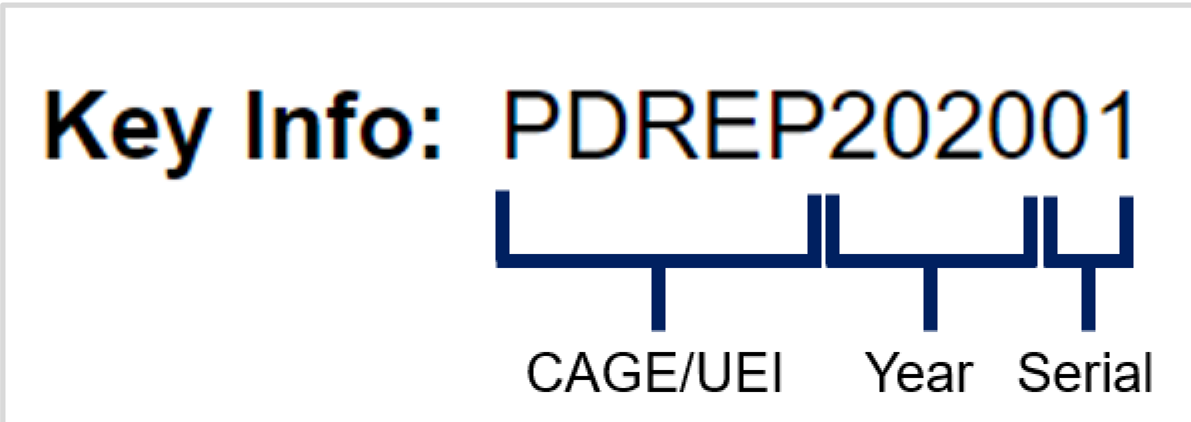
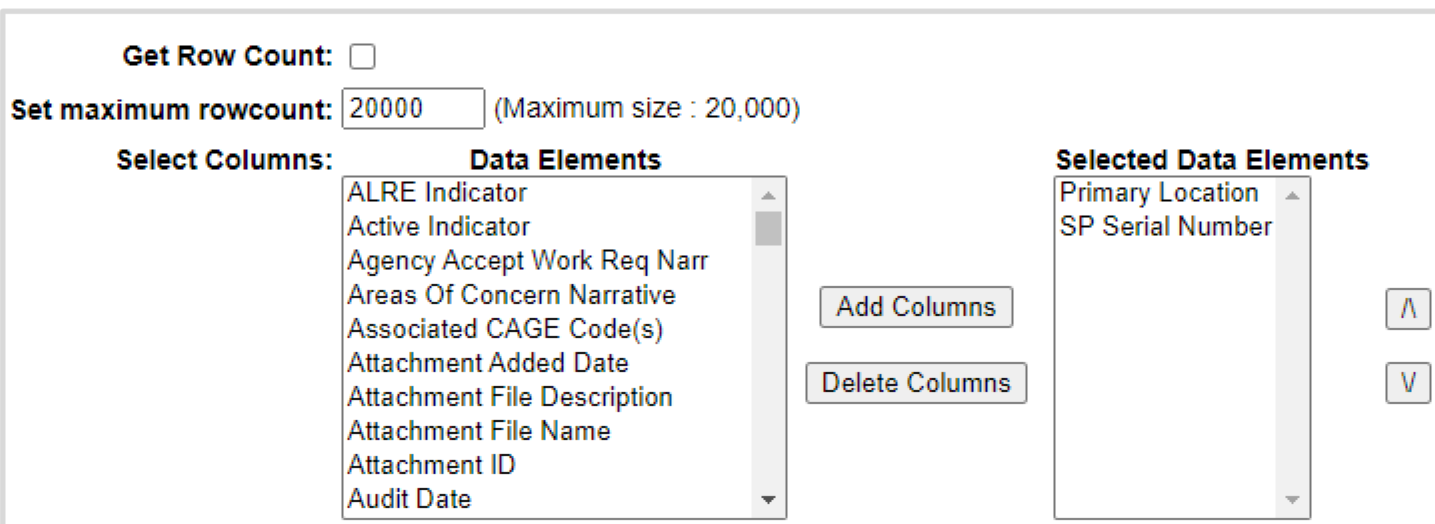


Figure A1.1



Figure

The data field called “SP Serial Number” in the ad hoc is the two-digit serial number as shown above. When pulling an ad hoc, it is suggested that the Primary Location (CAGE/UEI) and SP Serial Number fields be chosen first, as they are what makes a Plan unique and will aid in analyzing the ad hoc output. If a Plan has multiple serial numbers (as in it has been revised multiple times), a pivot table in Excel is an easy way to separate out this data. There is a user guide specifically for the ad hoc reporting tool and it can be found on our website here: https://www.pdrep.csd.disa.mil/pdrep_files/reference/guides_manuals/guides_manuals.htm

Appendix 2 – Risk Rating Table

The KCR Risk Consequence and Risk Likelihood calculation for Risk Rating uses the following table for assignment of a Risk Rating based on the highest Risk Consequence factor combined with the Risk Likelihood factor.

Table A2.1

Risk Matrix		Consequence				
		1	2	3	4	5
Likelihood	5	11	16	20	23	25
	4	7	12	17	21	24
	3	4	8	13	18	22
	2	2	5	9	14	19
	1	1	3	6	10	15

Risk is determined using the following procedure:

Perform Risk Assessment. Assess each surveillance event/activity identified for risk. The highest risk area (Cost, Schedule, or Technical Performance) determined for each event/activity Planned for surveillance will be utilized to select the appropriate level of “Likelihood of Noncompliance” and “Consequence of Noncompliance”.

Likelihood of Noncompliance. Determine the “Likelihood” (probability) the event/activity will find a noncompliance affecting cost, schedule, or technical performance. Using the information in below, identify the numerical "level" for Likelihood based on sound judgment.

Table A2.2

Likelihood	Probability of Occurrence	Level
Near Certainty	~90%	**5**
Highly Likely	~70%	**4**
Likely	~50%	**3**
Low Likelihood	~30%	**2**
Not Likely	~10%	**1**

Consequence of Noncompliance. DCMA Functional Areas provide the tables for their areas.

Appendix 3 – Data Dictionary

There are several data tables used in the SP module to store data. They have been separated into tables as relevant below. For data not included in the “Main Data Table”, these data elements can exist multiple times on any given SP, using what is known as a “one-to-many” data relationship. For these types of relationships, if pulled in an ad hoc report, each unique value will create a new row in the data.

For Example: A single SP record with two contracts associated with it -

Primary Location	Contract Number
CAGE1	CONTRACT 1
CAGE1	CONTRACT 2

The data that is not unique (the CAGE) and is tied to both unique values (the Contract Number) appears as two rows in the data. As described in **Appendix 1**, pivot tables and other spreadsheet manipulation methods are the best way to separate out this data once pulled via the ad hoc tool.

Note: Data relating to only legacy NSEO SP are not listed in these tables below.

The Number of Bytes listed in “Data Type” columns is the length of the data field in number of characters or numbers. These fields cannot exceed this number.

Surveillance Plan Data Dictionary

Ad Hoc Element Name	Primary Web Page Name	Web Page Label	Definition	Field Type	Number of characters
*KCR UID	KCR	KCR UID	Unique Identifier for KCR	CHAR	10
*Primary Location	Plan	Primary CAGE/UEI & Primary Location	Auto-populated based on CAGE code or UEI entered when record is created.	CHAR	12
*QAI UID	Record QAI	QAI UID	Unique identification of the QAI record	CHAR	20
*RECORD UID	Record	Record UID	Unique identification of the record	CHAR	20
CMT DoDAAC	Plan	DoDAAC	CMO DoDAAC assigned to the cage code per DLA	CHAR	6
Date Last Updated	Plan	Date Surveillance Plan Last Updated	Date the Plan was last updated	Date (DD-MMM-YY)	7
History Correspondence	Background	N/A	Correspondence title	CHAR	2
History Date	Background	N/A	Date the history entry was added	Date (DD-MMM-YY)	7
History Message	History	Message	Field changed on the record	CHAR	4000
History Recipient’s Name and Email	Background	POC	Recipient of a message (Reviews / General Messages) if relevant in History	CHAR	40
History Recipients DoDAAC	History	To Activity	DODAAC of the History Notif. Recipient User.	CHAR	6
History Sender’s Name and Email	History	POC	User ID who made the change or History Action	CHAR	40

History Sender's DoDAAC	History	From Activity	DoDAAC of user who made change to record	CHAR	6
KCR Applicable Contract(s)	KCR	Applicable Contract(s)	List is comprised of contracts added to the KCR separated by a comma.	CHAR	9999
KCR Applicable Program(s)	KCR	Applicable Program(s)	List is comprised of programs added to the KCR separated by a comma.	CHAR	9999
KCR Applicable Sub-Location(s)	KCR	Applicable Surveillance Location(s)	List is comprised of the sub-locations added to the KCR separated by a comma	CHAR	9999
KCR Assigned FS Email	Background	N/A	List of assigned Functional Specialist email retrieved from the user profile separated by a comma.	CHAR	100
KCR Assigned FS ID	Background	N/A	List of User IDs from the Assigned Functional Specialist on a KCR retrieved from User profile separated by a comma	CHAR	10
KCR Assigned FS Name	KCR	Assigned Functional Specialist(s)	List of Names from the Assigned Functional Specialist on a KCR separated by a comma	CHAR	9999
KCR Assigned FS Region	KCR	Region	List of Region from the Assigned Functional Specialist on a KCR separated by a comma	CHAR	9999
KCR Assigned FS Team	KCR	Team Code	List of Team Codes from Assigned Functional Specialist on a KCR separated by a comma	CHAR	9999
KCR Assigned Functional Area	KCR	Assigned Functional Area	Assigned functional area of the KCR	CHAR	150
KCR Created Date	Background	N/A	Date the KCR was created	Date (DD-MMM-YY)	7
KCR Creator DoDAAC	Background	N/A	DoDAAC of user who added KCR; Updates to current value on User's profile.	CHAR	6
KCR Creator Region Literal	Background	N/A	Region of user who added KCR; Updates to current value on User's profile.	CHAR	100
KCR Creator Team Code	Background	N/A	Team Code of user who added KCR; Updates to current value on User's profile.	CHAR	100
KCR Creator User ID	Background	N/A	User ID of user who added KCR	CHAR	50
KCR Creator User Name	Background	N/A	User Name of user who added KCR	CHAR	50
KCR End Date	KCR	End Date	KCR Planned End Date	Date (DD-MMM-YY)	7

KCR Incoming from LOD/QAIL	KCR	KCR Incoming from LOD/QAIL	Yes/No Dropdown to indicate if KCR is incoming from LOD/QALI	CHAR	3
KCR Incoming LOD DCN	KCR	LOD DCN	DCN of LOD/QALI record	VARCHAR2	15
KCR Incoming LOD RCN	KCR	LOD RCN	RCN of LOD/QALI record	VARCHAR2	15
KCR Other Requirements	KCR	Other Agency Assigned Work Requirements	Text field available to describe other agency assigned work requirements- notably for KCR's ending in "A002"	CHAR	1000
KCR Risk - Allocated Hours	KCR	Allocated Hours	The time Planned (in hours) to complete one event. This includes travel, preparation, and documentation.	CHAR	6
KCR Risk - Baseline	KCR	Rick Rating, Baseline	Initial Risk Rating of the KCR	Number	4
KCR Risk - Consequence	KCR	Risk Consequence	Auto-populated calculation	CHAR	1
KCR Risk - Cost Rating	KCR	Risk Consequence – Cost	Numeric 1-5 Selection for Lowest to Highest Risk for Cost	CHAR	1
KCR Risk - Cost Rationale	KCR	Rationale for Risk Consequence – Cost	Required when a numerical value is added to the Risk Consequence requiring a narrative in the text field to discuss reasons for selecting a particular option for Cost Risk.	CHAR	1000
KCR Risk - Likelihood Rating	KCR	Risk Likelihood	Numeric 1-5 Selection for Lowest to Highest Risk for Risk Likelihood	CHAR	1
KCR Risk - Likelihood Rationale	KCR	Rationale for Risk Likelihood	Narrative text field to discuss reasons for selecting a particular option for Risk Likelihood. Required even if Surveillance Warranted is set to “No”.	CHAR	1000
KCR Risk - Performance Rating	KCR	Risk Consequence – Performance	Numeric 1-5 Selection for Lowest to Highest Risk for Performance	CHAR	1
KCR Risk - Performance Rationale	KCR	Rationale for Risk Consequence – Performance	Required when a numerical value is added to the Risk Consequence requiring a narrative in the text field to discuss reasons for selecting a particular option for Performance Risk.	CHAR	1000
KCR Risk - Schedule Rating	KCR	Risk Consequence – Schedule	Numeric 1-5 Selection for Lowest to Highest Risk for Schedule	CHAR	1
KCR Risk - Schedule Rationale	KCR	Rationale for Risk Consequence – Schedule	Required when a numerical value is added to the Risk Consequence requiring a narrative in	CHAR	1000

			the text field to discuss reasons for selecting a particular option for Schedule Risk.		
KCR Start Date	KCR	Start Date	The date the surveillance evaluation is Planned to begin.	Date (DD-MMM-YY)	7
KCR Surveillance Activity	KCR	Surveillance Activity	Based on the Surveillance Event selected, choose Surveillance Activity from the dropdown. The Surveillance Sub-Activity data field may then populate if relevant to the selection.	CHAR	100
KCR Surveillance Category	KCR	Surveillance Category	Type of Surveillance	CHAR	35
KCR Surveillance Complete	KCR	Surveillance Complete	Drop down to indicate if the surveillance is complete.	CHAR	1
KCR Surveillance Event	KCR	Surveillance Event	Based on the KCR number & Description selected, choose the Surveillance Event from the dropdown. The Surveillance Activity data field may then populate if relevant to the selection.	CHAR	100
KCR Surveillance Execution	KCR	Surveillance Execution Info	Text Field that allows surveillance execution information to be entered	CHAR	1000
KCR Surveillance Frequency	KCR	Frequency of Surveillance	The frequency of the Planned Surveillance.	CHAR	35
KCR Surveillance Intensity	KCR	Intensity of Surveillance	Intensity selected that determine the appropriate level of oversight of a contractor to meet contractual requirements.	CHAR	45
KCR Surveillance Location	KCR	Surveillance Location	Location of surveillance - selected via dropdown	CHAR	45
KCR Surveillance Sub-Activity	KCR	Surveillance Sub-Activity	Based on the Surveillance Activity selected, choose the Surveillance Sub-Activity from the dropdown.	CHAR	3
KCR Surveillance Warranted	KCR	Surveillance Warranted*	Indicates if surveillance is to be performed on the selected KCR Requirements. Default value is “Yes”.	CHAR	1
KCR Surveillance War Resource	KCR	Resources	Radio button to indicate Surveillance Warranted is due to Resources	CHAR	1
KCR Surveillance War Risk	KCR	Risk	Radio button to indicate Surveillance Warranted is due to Risk	CHAR	1
KCR Unallocated Hours	KCR	Unallocated Hours	Field to enter Unallocated hours, including	NUMBER	12

			dropdown for 15 minute intervals.		
KCR Will Be Delegated Indicator	KCR	KCR will be delegated	Yes, No or RGQA selection indicating if the KCR Requirements will be delegated via a LOD.	CHAR	1
KCR# & Description	KCR	KCR# & Description	Based on the Assigned Functional Area selected, choose the KCR# & Description from the dropdown. The Surveillance Events data field will then populate based off this selection.	CHAR	150
KTR Address	Background	N/A	Address of primary location	CHAR	36
KTR Business Model	Plan	Business Model	Business model of the prime location of the SP	CHAR	4
KTR City	Background	N/A	City of primary location	CHAR	36
KTR Name	Background	N/A	Name of primary location	CHAR	36
KTR POC Email	Plan	Primary Location POC Email	User-editable field to denote the email address of the primary POC associated with the surveillance location.	CHAR	100
KTR POC Name	Plan	Primary Location POC Name	User-editable field to denote the primary POC associated with the surveillance location.	CHAR	30
KTR POC Phone Number	Plan	Primary Location POC Phone	User-editable field to denote the phone number of the primary POC associated with the surveillance location.	CHAR	20
KTR POC Title	Plan	Primary Location POC Title	User-editable field to denote the job title of the primary POC associated with the surveillance location.	CHAR	30
KTR State	Background	N/A	State associated with the Primary Location CAGE	CHAR	2
Next Evaluation Due Date	Scheduler	Background	Calculated date of next surveillance based on start date and frequency	Date (DD-MMM-YY)	7
Next Evaluation Due Date Series	Background	N/A	Calculated next 20 date of surveillance based on start date and frequency	Date (DD-MMM-YY)	7
QAI **End Item	Record QAI	Background	Same as Plan Level NSN	NUMBER	22
QAI **End Item Description	Record	*End Item Description	Text entered at the QAI level	VARCHAR2	200
QAI **End Item NSN	Record QAI	NSN	End Item NSN Selected for QAI	NUMBER	75
QAI **End Item Part No./Unique ID	Record	*End Item Part No./Unique ID	Text entered at the QAI level	VARCHAR2	1,000
QAI **End Item Serial No.	Record	*End Item Serial No.	Text entered at the QAI level	VARCHAR2	200
QAI Actual Hours	Record QAI	QAI Actual Hours	Actual hours to complete QAI	VARCHAR2	6

QAI AQL	Record QAI	AQL	QAI AQL information	VARCHAR2	4
QAI Associated KCRs	Record QAI	Associated KCRs	KCRs associated with QAI	NUMBER	22
QAI Batch/Lot/Heat	Record QAI	Batch/Lot/Heat	QAI Bat/Lot/Heat information	VARCHAR2	50
QAI Command Media	Record QAI	Command Media A dequate	Y/N indicator for Command Media Adequate	CHAR	1
QAI Completed	Record QAI	Background	Indicator the QAI is completed	CHAR	1
QAI Completion Date	Record QAI	QAI Completion Date	Date indicated within the QAI "(M) Completion Date" Field	Date (DD-MMM-YY)	7
QAI Contract	Record QAI	Contract	Contract for the QAI	NUMBER	22
QAI Contract Line Item/ PO	Record QAI	QAI Contract Line Item/ Purchase Order	Line Item/Purchase Order for the QAI	VARCHAR2	50
QAI Count	Record QAI	Background	Count of QAIs associated with a Record	NUMBER	22
QAI Creation Date	Record QAI	Background	Date the QAI was created	Date (DD-MMM-YY)	7
QAI Date Closed	Record QAI	Background	(Action) Date user successfully saved the record as "Complete" - User Action	Date (DD-MMM-YY)	7
QAI Def. Req. CA	Record QAI	(CM) Deficiency(ies) Requiring Corrective Action	Narrative field for why the deficiency requires corrective action.	CHAR	1
QAI Drawing No.	Record QAI	Drawing Number	Drawing Number of the QAI	VARCHAR2	50
QAI Evaluation Criteria	Record QAI	Evaluation Criteria	Narrative field for QAI evaluation criteria information	VARCHAR2	400
QAI Evaluation Items	Record QAI	Evaluation Item	Narrative field for QAI evaluation item information	VARCHAR2	400
QAI Evaluation Results	Record QAI	Result	Results of QAI Evaluation. S=Satisfactory, U=Unsatisfactory	CHAR	1
QAI Insp. System Ind. Other Stand.	Record QAI	Inspection System I ndicator	Inspection System Indicator and other standard information	VARCHAR2	50
QAI Inspection Type	Record QAI	Inspection Type	1 ='In-Process', 2 ='Final'	CHAR	1
QAI Items Inspected	Record QAI	Total Items Inspected	Total number of items inspected	CHAR	1
QAI Items Presented	Record QAI	Total Items Presented	Total number of items presented	CHAR	1
QAI Items Released ARM	Record QAI	Total Items Released off ARM	Total Number of Items Released off ARM	VARCHAR2	4
QAI Manufacturing Spec.	Record QAI	Manufacturing Spec.	QAI Manufacturing Specification text box	VARCHAR2	400
QAI Material Spec.	Record QAI	Material Spec	QAI Material Specifications text box	VARCHAR2	50
QAI Notes	Record QAI	Notes	Notes regarding QAI	VARCHAR2	3,000

QAI Proc. Compliance Assessment	Record QAI	Process Complianc e Assessment	Narrative field to enter process compliance assessment information	VARCHA R2	1000
QAI Proc. Effectiveness Assessment	Record QAI	Process Effectivene ss Assessment	Narrative field to enter process effectiveness assessment information	VARCHA R2	1000
QAI Proc. Elem. Desc.	Record QAI	Description	Description of Process Element	VARCHA R2	500
QAI Proc. Elem. Results	Record QAI	Results	Results of Process elements	CHAR	1
QAI Proc. Elem. Review Date	Record QAI	Review Date	Date of process element review	Date (DD-MMM-YY)	7
QAI Process Element	Record QAI	Process Element	The Process Elements Table within the QAI displayed as one cell	CHAR	1
QAI Prod. Chara. Characteristic Classification	Record QAI	(M) Characteristic Classification	Dropdown to select Characteristic Classification.	CHAR	1
QAI Prod. Chara. Description	Record QAI	(M) Description	Text field to enter Product Characteristic Description.		
QAI Prod. Chara. ESA Identified-CC	Record QAI	(M) ESA Identified-CC	Dropdown to select ESA Identified-CC.	CHAR	1
QAI Prod. Chara. Insp. Req.	Record QAI	(M) Insp. Req.	Dropdown to select Product Characteristic Inspection Requirement.	CHAR	1
QAI Product Characteristic	Record QAI	(M) Product Characteristic	Dropdown to select Product Characteristic type.	CHAR	1
QAI Release Method	Record QAI	Release Method	Dropdown to select release method	VARCHA R2	4
QAI Remote Surv.	Record QAI	Remove Surveillance	Indicator checkbox of Remote Surveillance	CHAR	1
QAI ReOpen Date	Record QAI	Background	Date QAI reopened	Date (DD-MMM-YY)	7
QAI ReOpen User ID	Record QAI	Background	User ID who reopened the QAI	CHAR	6
QAI Requirement Reference	Record QAI	Requirement Reference	Narrative field to enter QAI requirement reference information	VARCHA R2	400
QAI Status	Record QAI	QAI Status	Status of QAI D=Draft, C=Complete	CHAR	1
QAI Surveillance Techniques	Record QAI	Surveillance Technique(s)	Multiple check boxes to identify all applicable surveillance techniques on the QAI	CHAR	1
QAI Virtual Surv.	Record QAI	Virtual Surveillance	Indicator checkbox of Virtual Surveillance	CHAR	1
Rec. *End Item Description	Record	*End Item Description	Text entered at the record level	VARCHA R2	200
Rec. *End Item NSN	Record	*End Item NSN	End Item NSN Selected for Parent Record	NUMBER	22
Rec. *End Item Part No./Unique ID	Record	*End Item Part No./Unique ID	Text entered at the record level	VARCHA R2	20
Rec. *End Item Serial No.	Record	*End Item Serial No.	Text entered at the record level	VARCHA R2	20
Rec. *End Item(s)	Record	Applicable End Items(s)	Same as Plan Level NSN	NUMBER	22

Rec. Action Taken	Record	Action Taken	A=Reassigned, O=Reopened	CHAR	1
Rec. Actual Hours	Record	Actual Hours	Record actual hours	VARCHAR2	6
Rec. Alt. Address	Record	Alt. Address	Alternative address on record page.	VARCHAR2	75
Rec. Applicable Contracts	Record	Applicable Contracts	All Applicable Contracts displayed as one cell	NUMBER	22
Rec. Applicable Programs	Record	Applicable Programs	All Applicable Programs displayed as one cell	NUMBER	22
Rec. Assess Risk	Record	Assess Risk	Dropdown to select if risk has been assessed.	CHAR	5
Rec. Assigned Event	Record	Assigned KCR Event	Display value of KCR Event on Records page.	CHAR	100
Rec. Assigned KCR # & Desc.	Record	Assigned KCR # & Desc.	Display value of KCR # & Desc. on Records page.	NUMBER	22
Rec. Assoc. KCR # & Desc.	Record	Assoc. KCR # & Desc.	Listed under Associated KCR's table	CHAR	10
Rec. Assoc. KCR Activity	Record	Assoc. KCR Activity	Listed under Associated KCR's table	CHAR	1
Rec. Assoc. KCR Event	Record	Assoc. KCR Event	Listed under Associated KCR's table	CHAR	1
Rec. Assoc. KCR UID	Record	Assoc.UID	Listed under Associated KCR's table	CHAR	1
Rec. Assoc. QAIs	Record	Associated QAIs	Table listing all associated KCR's	NUMBER	22
Rec. Closed Date	Record	Closed Date	Date user successfully saved the record as "Complete" - User Action	Date (DD-MMM-YY)	7
Rec. Completed	Record	Completed	Action - Did record owner marked & saved the record as complete	CHAR	1
Rec. Completion Date	Record	Completion Date	Date indicated within the record "(M) Completion Date Field"	Date (DD-MMM-YY)	7
Rec. Count	Record	Count	Number of records associated to a KCR	NUMBER	22
Rec. Creator	Record	FS User ID	User ID who created the record	VARCHAR2	6
Rec. Creator Date	Record	Background	Date Record was created	Date (DD-MMM-YY)	7
Rec. Evaluation Criteria	Record	Rec. Evaluation Criteria	From Plan level	VARCHAR2	3,000
Rec. Evaluation Item	Record	Rec. Evaluation Item	Evaluation item on record	VARCHAR2	3,000
Rec. Evaluation Results	Record	Rec. Evaluation Results	Results of Evaluation. S=Satisfactory, U=Unsatisfactory	CHAR	1
Rec. KTR Delegation No.	Record	Rec. KTR Delegation No.	Related delegation record number	NUMBER	32
Rec. KTR POC	Record	Rec. KTR POC	All KTR's Names displayed as one cell	VARCHAR2	50
Rec. OnD	Record	Background	Distinguishes if this is an on demand record type or not	CHAR	1
Rec. OnD End Date	Record	End Date	End date within the on demand record	Date (DD-MMM-YY)	7
Rec. OnD End Overdue	Record	Status	On demand record that has met or exceeded	Date (DD-MMM-YY)	7

			their end date and requires attention.		
Rec. OnD Start Date	Record	Start Date	Start date within the on demand record	Date (DD-MMM-YY)	7
Rec. OnD Status	Record	Status	Status of On Demand Record. D=Draft, C=Complete	CHAR	1
Rec. Owner - DoDAAC	Record-Background	Assigned FS	DoDAAC of the user who is associated (responsible) for the record.	VARCHAR2	6
Rec. Owner - Email	Record	FS Email	Email of the user who is associated (responsible) for the record.	VARCHAR2	100
Rec. Owner - Name	Record	Assigned FS	Full Name of the user who is associated (responsible) for the record. The Assigned FS of the record	VARCHAR2	50
Rec. Owner - Team Code	Record-Background	Background	Team Code of the user who is associated (responsible) for the record.	VARCHAR2	6
Rec. Owner - User ID	Record	FS User ID	User ID who is associated (responsible) for the record. The Assigned FS of the record	CHAR	6
Rec. Prime KTR CAGE Code	Record	Prime KTR CAGE Code	Prime KTR CAGE Code	VARCHAR2	12
Rec. ReAssign Date	Record	Background	Date a record was reassigned	Date (DD-MMM-YY)	7
Rec. ReAssign User ID	Record	Background	User ID who reassigned a record - From	CHAR	6
Rec. Remote Surv.	Record	Remote Surv.	Remote surveillance indicator	CHAR	1
Rec. ReOpen Date	Record	Background	Date a record was reopened	Date (DD-MMM-YY)	7
Rec. ReOpen User ID	Record	Background	User ID who reopened a record - From	CHAR	6
Rec. Requirement Reference	Record	Requirement Reference	Narrative field for requirement reference(s)	VARCHAR2	3,000
Rec. Results	Record	Evaluation Results	Results of record	VARCHAR2	100
Rec. Status	Record	Status	Status of the record. D=Draft, C=Complete	CHAR	1
Rec. Surveillance Tech.	Record	Surveillance Technique(s)	Techniques used for surveillance listed in comma separated field.	CHAR	1
Rec. Virtual Surv.	Record	Virtual Surv.	Virtual surveillance indicator	CHAR	1
Rejected Disapproval Comments	Plan	Disapproval comments	Rejected review disapproval comments narrative	VARCHAR2	200
SO Cancel Date	Scheduler	Background	(Action) Date Occurrence was Canceled	Date (DD-MMM-YY)	7
SO Days Active	Scheduler	Background	Number of active days of a scheduled occurrence	CHAR	1

SO Due Date - Current	Scheduler	Background	Occurrence Current Planned Start Date	Date (DD-MMM-YY)	7
SO Due Date - Initial	Scheduler	Background	Occurrence Initial **FIRST** Due Date	Date (DD-MMM-YY)	7
SO No. Time Resched	Scheduler	Background	Number of times occurrence has been rescheduled	NUMBER	3
SO Overdue	Background	Background	Ad hoc element to identify if a record is Overdue. Display "Overdue" if true, Null if false.	VARCHAR2	10
SO Rational	Scheduler	Background	Reschedule / Cancel comments	VARCHAR2	1,000
SO Resch. Date	Scheduler	Background	Date the schedule occurrence was rescheduled.	Date (DD-MMM-YY)	7
SO Resch. User	Scheduler	Background	User who reschedules an occurrence.	CHAR	12
SO Start Date - Current	Scheduler	Background	Occurrence Current Planned Start Date	Date (DD-MMM-YY)	7
SO Start Date - Initial	Scheduler	Background	**FIRST** Start Date	Date (DD-MMM-YY)	7
SO Status	Scheduler	Status	Status of the occurrence	CHAR	1
SP Activated Date	Plan	Date SP Activated	Date Plan was activated	Date (DD-MMM-YY)	7
SP Active Indicator	Plan	Background	Indicator of the status of the Plan- D=draft, Y= Active, N=Archive	CHAR	1
SP Attachment Added Date	Attachments	Added Date	Date attachment was added.	Date (DD-MMM-YY)	7
SP Attachment Comments	Attachments	Comments	Comments about the attachment	VARCHAR2	200
SP Attachment CUI Category	Attachments	CUI Marking	CUI Markings applied to the attachment	CHAR	1
SP Attachment File Description	Attachments	Description	Attachment description	CHAR	500
SP Attachment File Name	Attachments	File Name	Attachment file name	CHAR	100
SP Attachment File Size	Attachments	File Size	Attachment file size	CHAR	25
SP Attachment ID	Attachments	Background	Auto-populated unique attached ID	CHAR	20
SP Attachment Limited Distribution Control (LDC)	Attachments	Limited Distribution Control (LDC)	Attachment limited distribution controls	CHAR	1
SP Attachment User ID	Attachments	Uploaded By	User ID who uploaded the attachment	CHAR	6
SP Contract Number	Plan	Contract Number	Contract Number associated with the Plan	CHAR	50
SP Contract Value (USD)	Plan	Contract Value (USD)	Dollar value of the contract	CHAR	15
SP Created Year	Background	N/A	Year Plan was created	CHAR	4
SP Creation Date	Background	Background	Added Date	Date (DD-MMM-YY)	7
SP Creator DoDAAC	Background	N/A	DoDAAC of User who created/added Plan	CHAR	6
SP Creator FS Name	Background	Background	User ID of the user who added to Surveillance Plan	CHAR	12

SP Creator User ID	Background	Background	User ID who created the Plan	CHAR	1
SP End Item COG	Plan	COG	Two-position alphanumeric code associated with the Navy Item Manager for the associated NSN.	CHAR	2
SP End Item Description	Plan	Product/Service Description	Product/Service Description	CHAR	200
SP End Item FSC	Plan	FSC	The Federal Supply Class codes are four numeric digits identifying the general group of the material.	CHAR	4
SP End Item NIIN	Plan	NIIN	National Item Identification Number is a nine-digit code that uniquely identifies an item. Entering the NIIN will automatically populate the COG, FSC, SMIC, and Product Description as relevant.	CHAR	9
SP End Item NSN	Background	National Stock Number	Ad hoc query field that allows the NSN to be displayed with one selection	NUMBER	22
SP End Item Part Number	Plan	Part Number	Part number of the material	CHAR	25
SP End Item Serial Number	Plan	Serial Number	Serial number of the material	CHAR	20
SP End Item SMIC	Plan	SMIC	The Special Material Identification Code (SMIC) is a two-position alphanumeric code used by the Navy to categorize material under basis of source/quality control, technical control, or various procurement or handling controls.	CHAR	2
SP End Item(s)	Plan	Background	Combination of NSN items COG, FSC, NIIN, SMIC.	NUMBER	22
SP Prod. Chara. Characteristic Classification	Plan	(M) Characteristic Classification	Dropdown to select Characteristic Classification.	CHAR	1
SP Prod. Chara. Description	Plan	(M) Description	Text field to enter Product Characteristic Description.		
SP Prod. Chara. ESA Identified-CC	Plan	(M) ESA Identified-CC	Dropdown to select ESA Identified-CC.	CHAR	1
SP Prod. Chara. Insp. Req.	Plan	(M) Insp. Req.	Dropdown to select Product Characteristic Inspection Requirement.	CHAR	1
SP Product Characteristic	Plan	(M) Product Characteristic	Dropdown to select Product Characteristic type.	CHAR	1
SP Program Code	Plan	(Not Labelled; part of the data)	DoD Program that DCMA is providing surveillance	CHAR	5

			associated with - DCMA short name		
SP Program Type	Plan	List	PMBI / DAI / NSEO Selection	CHAR	5
SP Program(s)	Plan	Program Name	DoD Program that DCMA is providing surveillance associated with - Full Name	CHAR	500
Sub-KTR Business Model	KCR	Sub-Location Business Model	Sub-Location Business Model	CHAR	4
Sub-KTR CAGE/UEI	KCR	Sub-Location	Sub-location CAGE Code or UEI	CHAR	12
Sub-KTR POC Email	KCR	Sub-Location Email	Email of sub-location POC	CHAR	100
Sub-KTR POC Name	KCR	Sub-Location POC	Name of sub-location POC	CHAR	25
Sub-KTR POC Phone	KCR	Sub-Location Phone Number	Phone Number for sub-location POC	CHAR	20
Sub-KTR Type	KCR	Sub-Location	Dropdown to select if sub-location has CAGE or UEI.	CHAR	4
Submitted for Review to	Plan	Background	User ID of the person receiving the review request	VARCHAR2	12
Supervisor Rejected Date	Background	N/A	Date Plan was rejected	Date (DD-MMM-YY)	7
Supervisor Reviewed Date	Background	N/A	Date Plan was reviewed	Date (DD-MMM-YY)	7
Supervisor Submit For Review Date	Plan	N/A	Date submitted for Review (Generic)	Date (DD-MMM-YY)	7
Updated User ID	Background	N/A	User ID of last user to update Plan	CHAR	12