



UNITED STATES MARINE CORPS
CHEMICAL BIOLOGICAL INCIDENT RESPONSE FORCE
II MARINE EXPEDITIONARY FORCE
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INDIAN HEAD, MD 20640-5035

4790

MMO

MAR 17 2010

POLICY LETTER 3-10

From: Commanding Officer, Chemical Biological Incident Response Force
To: All Sections

Subj: PRODUCT QUALITY DEFICIENCY REPORTS (PQDR's)

Ref: (a) TM 4700-15/1H
(b) MCO 4855.10B

Encl: (1) PQDR Submission Form
(2) PQDR Instructions

1. Purpose. A PQDR is submitted when a deficiency in material (hardware or software) occurs. Instances, which constitute a PQDR submission, are located in reference (a). Exceptions to those instances are located in reference (b). PQDR's provide information to activities responsible for development, procurement, or management of equipment concerning deficiencies in material, design, or procurement so that action may be initiated to correct the reported deficiency.

2. Cancellation. This letter will remain in effect until revision or when indicated by appropriate authority.

3. Information. PQDR's are initiated by the individual (Originator) who discovers a deficiency. The Originator will fill out the paper copy of the PQDR Submission Form located in enclosure (1), and submit it to the originating point Maintenance Management Office (MMO). The MMO then fills out the electronic PQDR online, and submits it to the Screening Point.

a. Once PQDR's are prepared, all deficient material shall be secured and segregated.

b. Material will be tagged with a properly completed DD Form 1575, Suspended Tag Material.

c. Deficient material will also be tagged with a DD Form 2332, Product Quality Deficiency Report Exhibit. Forms will be filled out in accordance with reference (a).

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d. Use the references as the basis for PQDR management and as the source document for the submission of these reports. Follow the procedures listed in enclosure (2) when submitting the PQDR Submission Form to MMO.

e. The Maintenance Management Officer (MMO) is responsible for all action regarding submission, control, and coordination of the Battalion PQDR program. Per the references, the MMO is responsible for, but not limited to, the following:

(1) Ensure the procedures contained in the enclosures are being used.

(2) Ensure PQDR's are submitted within the applicable time frames.

(3) Ensure an investigation is conducted as a result of a CAT-I PQDR in the event the deficiency caused death, injury, severe occupational illness, or directly affects the combat readiness capabilities of the using organization.

(4) Ensure all CAT-I PQDR's (SF-368) are submitted within 24 hours of message transmittal to Commander MARCORLOGBASES (Code 808-1), Albany GA, 31704-5000.

(5) Ensure CAT-II PQDR's are submitted to Commander MARCORLOGBASES (Code 808-1), Albany GA, 31704-5000, via e-mail, within three (3) days after the discovery of the deficiency.

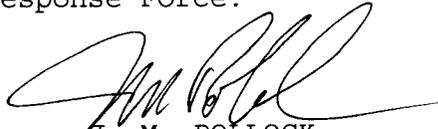
(6) Maintain all backup or supporting documentation and exhibits of equipment pending receipt of the control number and disposition instructions from the Screening Point (e.g. CG MCLB, Albany).

(7) Upon receiving notification and/or disposition instructions from the Screening Point that the data and/or exhibits are not required, notify the appropriate commodity manager that deficient material can be repaired or overhauled for return to stock, if applicable (using the appropriate supply condition code) or disposed of in the best interest of the Government.

(8) Maintain a PQDR status log on all PQDR's submitted through final action, noting final action taken, and maintain a copy of the PQDR on file for five years.

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4. Scope. This policy pertains to all military personnel assigned to Chemical Biological Incident Response Force.



J. M. POLLOCK

EZPQDR ELECTRONIC PQDR SUBMISSION

[Edit Profile](#) | [Help](#) | [Instructions](#)

All fields marked with * are required in order for your submission to process.
When you have completed the PQDR form, you may click submit and it will be reviewed by the Screening Point.
You will receive email notifications of Receipt and Closure.
Click on the labels for help.

Category * : CAT I CAT II Info Only : Is this a Repairable Item ? * :

1. Originator

* DODAAC * Name * Phone * Email

2. Screening Point

The system will automatically forward this PQDR to the appropriate Screening Point.

3. Report Control Number

* Activity * Year (CY) * Serial Number
 07

4. * Date Deficiency Discovered (mm/dd/yyyy)

(The system will assume today's date if none is provided)

5. National Stock Number (NSN)

COG FSC NIIN SMIC

6. Nomenclature

7. Manufacturer CAGE Code Shipper's DODAAC/Cage Code Shipping Activity

8. Manufacturer's Part Number 8a. UID Code

9. Serial/Lot/Batch Number Type

10a. Contract Number (no dashes) 10b. Purchase Order Number 10c. Requisition Number (no dashes)

If unknown, type UNKNOWN If unknown, type UNKNOWN

11. Item (New, Overhauled, Repaired)

12. Date RCVD/MFG/REP/Overhauled

(mm/dd/yyyy)

13. Operating Time At Failure

(Specify hours, days, cycles, etc.)

14. Government Furnished Material

15. Quantity

* Received Inspected * Deficient In Stock

DEFICIENT ITEM WORKS ON/WITH

16a. (1) End Item Type/Model/Series

16a. End Item NSN

COG FSC NIIN SMIC

Enclosure (1)
4/13/2007

16a. (2) End Item Serial Number

16b. (1) Next Higher Assembly NSN

COG

FSC

NIIN

SMIC

16b. Next Higher Assembly

(2) Nomenclature

(3) Part Number

(4) Serial Number

17. Unit Cost

0.00

18. Estimated Repair Cost

0.00

19a. Item Under Warranty 19b. Warranty Expiration Date

-CHOOSE-

(mm/dd/yyyy)

20. AF-WUC/NAVYEIC/USMCTAMCN 21. Action/Disposition

H - Holding

(Defaults To 'Hold')

22a. * Description Of Deficiency (Describe, to best ability, what is wrong, how and why, circumstances prior to difficulty, description of difficulty, cause, action taken including disposition and recommendation **example**)

22b. * Defect Attribute Codes (You must select at least one defect attribute)

1AA - INCORRECT MATERIAL

Add Defect Code

23. * Location Of Deficient Material (Provide details as to where the material is currently stored.

All material should be held for up to 90 days) **Note: Enter maximum of 200 characters**

Submit PQDR To Screening Point

EZPQDR NAVSEALOGCENDET PORTSMOUTH, NH, Version : 1.0.00988, Build Date : 02/27/2006 10:53:09

ENCLOSURE (1)

EZPQDR INSTRUCTIONS

PQDR Submission, Blocks 1-10

EZPQDR ELECTRONIC PQDR SUBMISSION

[Edit Profile](#) | [Help](#) | [Instructions](#)

All fields marked with * are required in order for your submission to process.

When you have completed the PQDR form, you may click submit and it will be reviewed by the Screening Point.

You will receive email notifications of Receipt and Closure.

Click on the labels for help.

Category *: CAT I CAT II Info Only : Is this a Repairable Item ? *: -SELECT- v

1. Originator

*DODAAC	*Name	*Phone	*Email
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

2. Screening Point

The system will automatically forward this PQDR to the appropriate Screening Point.

3. Report Control Number

*Activity *Year (CY) *Serial Number

<input type="text"/>	04	<input type="text"/>
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4. *Date Deficiency Discovered (mm/dd/yyyy)

12/28/2004 (The system will assume today's date if none is provided)

5. National Stock Number (NSN)

COG	FSC	NIIN	SMIC
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

6. Nomenclature**7. Manufacturer CAGE Code Shipper's DODAAC/Cage Code Shipping Activity**

<input type="text"/>	<input type="text"/>	<input type="text"/>
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8. Manufacturer's Part Number 8a. UID Code

<input type="text"/>	<input type="text"/>
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9. Serial/Lot/Batch Number Type

<input type="text"/>	-CHOOSE- v
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10a. Contract Number (no dashes) 10b. Purchase Order Number 10c. Requisition Number (no dashes)

<input type="text"/>	<input type="text"/>	<input type="text"/>
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If unknown, type UNKNOWN

If unknown, type UNKNOWN

The [Help](#) link at the top left corner of the window provides a table defining each field in the PQDR. Clicking on most will also display the definition for the field. Fields marked on the screen with an asterisk (*) are mandatory data. NIIN, Contract number, or Requisition number must be included to submit a PQDR. Supply all available information expedite processing and an effective investigation of the PQDR. NSN, manufacturer and shipper information is often the item's labeling, or on the accompanying documents.

Before completing the PQDR, a category must be selected. A CAT I deficiency is one that can cause serious harm to personnel/equipment if the deficient item is used. Any deficiency that does not qualify as CAT I is automatically designated as CAT II. CAT II is the default setting for a new PQDR.

An Info Only PQDR is one which is submitted for informational and recordkeeping purposes only and which does not require investigation or further action.

The "Is this a Repairable Item?" field is used to indicate that the item being reported as deficient is repairable (e.g. compressor) versus a consumable (Bolt) item for UID purposes as defined at <http://www.acq.osd.mil/dpap/UID>,

Enclosure (2)

1. Originator:
 - Enter user activity DODAAC (Your Unit identifier (N) + your UIC ex. N45112)
 - Enter user name, telephone and e-mail address (only e-mail with a .MIL or .GOV domain will be accepted)
2. Screening Point: No entry required.
3. Report Control Number (RCN):
 - Activity: DODAAC for activity (fills automatically from block 1).
 - Year: Two digit calendar year (defaults to current year).
 - Serial Number: Unique 4 digit serial number. Keep a log of serial numbers (e.g. starting from 0001) activity for the calendar year to ensure that each new RCN is unique.
4. Date Deficiency Discovered: Defaults to the current date, but can be edited. Click the calendar button next to the date field to display a pop up calendar. Select the month and year from the drop-down lists. Select the day from the calendar display.
5. National Stock Number (NSN): Enter available NSN from the item, typically Federal Supply Classification (FSC) National Item Identification Number (NIIN).
6. Nomenclature: Enter a short descriptive name of the item.
7. Manufacturer's CAGE Code, Shipper's DODAAC/CAGE, Shipping Activity:
 - Enter all available information; the manufacturer's CAGE code, the CAGE or DODAAC of the contractor or activity shipping the material. If no CAGE or DODAAC is available, enter the name and address of the manufacturer.
8. Manufacturer's Part Number: Enter the part number supplied by the manufacturer if available.
8. a. UID: Unit Identification Number as defined at <http://www.acq.osd.mil/dpap/UID/>
9. Serial/Lot/Batch No.: Enter any serial, lot, batch, or heat number supplied with the material. Select Type from the drop-down list.
10. Contract information (10a. Contract, 10b. Purchase Order or 10c. Requisition Numbers): Enter all available contract numbers. Contract numbers are usually 13 characters long and requisition numbers are usually 14 characters long. They are often found on the item or its packaging. If the information is not available, enter UNKNOWN for contract or requisition number.

PQDR Submission, Blocks 11-15

11. Item (New, Overhauled, Repaired)			
-CHOOSE- <input type="button" value="v"/>			
12. Date RCVD/MFG/REP/Overhauled			
-CHOOSE- <input type="button" value="v"/> <input type="button" value="calendar"/> (mm/dd/yyyy)			
13. Operating Time At Failure			
<input type="text"/> (Specify hours, days, cycles, etc.)			
14. Government Furnished Material			
N-No <input type="button" value="v"/>			
15. Quantity			
*Received	Inspected	*Deficient	In Stock
<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

11. Item: Select the item type from the drop down box if known (e.g. New, Overhauled, etc.).
12. Date RCVD/MFG/REP/Overhauled: Select appropriate action from drop down box Enter the date that indicates when the item was Manufactured, Received, Repaired or Overhauled. Click the calendar button next to the date field to display a pop up calendar. Select the month and year from the drop-down lists. Select the day from the calendar display.
13. Operating Time At Failure: Enter the approximate time since the item was installed or last repaired if applicable.
14. Government Furnished Material: Defaults to No. Change only if the government supplied the material to a contractor for production purposes.
15. Quantity fields: Enter the quantity received (mandatory), quantity inspected, quantity deficient (mandatory) and remaining quantity in stock if known.

PQDR Submission, Blocks 16-23

ENCLOSURE (2)

DEFICIENT ITEM WORKS ON/WITH			
16a. (1) End Item Type/Model/Series			
<input style="width:100%;" type="text"/>			
16a. End Item NSN			
COG	FSC	NIIN	SMIC
<input style="width:25%;" type="text"/>	<input style="width:25%;" type="text"/>	<input style="width:25%;" type="text"/>	<input style="width:25%;" type="text"/>
16a. (2) End Item Serial Number			
<input style="width:100%;" type="text"/>			
16b. (1) Next Higher Assembly NSN			
COG	FSC	NIIN	SMIC
<input style="width:25%;" type="text"/>	<input style="width:25%;" type="text"/>	<input style="width:25%;" type="text"/>	<input style="width:25%;" type="text"/>
16b. Next Higher Assembly			
(2) Nomenclature	(3) Part Number	(4) Serial Number	
<input style="width:30%;" type="text"/>	<input style="width:30%;" type="text"/>	<input style="width:40%;" type="text"/>	
17. Unit Cost		18. Estimated Repair Cost	
<input style="width:50%;" type="text" value="0.00"/>		<input style="width:50%;" type="text" value="0.00"/>	
19a. Item Under Warranty 19b. Warranty Expiration Date			
-CHOOSE- <input type="button" value="v"/>		<input style="width:150px;" type="text"/> <input type="button" value="O?"/> (mm/dd/yyyy)	
20. Work Unit Code/EIC (USMC TAM) 21. Action/Disposition			
<input style="width:150px;" type="text"/>		H - Holding <input type="button" value="v"/> (Defaults To 'Hold')	
22a. *Description Of Deficiency (Describe, to best ability, what is wrong, how and why, circumstances prior to difficult description of difficulty, cause, action taken including disposition and recommendation example)			
<input style="width:100%; height: 100px;" type="text"/>			
22b. Defect Attribute Codes			
1AA - INCORRECT MATERIAL <input type="button" value="v"/>		<input type="button" value="Add Defect Code"/>	
23. *Location Of Deficient Material (Provide details as to where the material is currently stored. All material should be held for up to 90 days) Note: Enter maximum of 200 characters			
<input style="width:100%; height: 50px;" type="text"/>			

- 16. a. End Item fields (16a.(1) End Item Type/Model/Series, 16a. End Item NSN, 16a.(2) End Item Serial No.): available information for the major end item (ship, program, weapon, etc.) using the deficient item.
- b. Next Higher Assembly fields (16b.(1) Next Higher Assembly NSN (2) Nomenclature (3) Part Number (4) : If the item is used in another assembly before being used/installed in the end item, enter all available information for the assembly that uses the deficient item.
- 17. Unit Cost: Enter if known.
- 18. Estimated Repair Cost: Enter if known.
- 19. a. Item Under Warranty: Select whether item is under warranty (Yes) or (No), and when warranty expires, select UNKNOWN.
- b. Warranty Expiration Date: Click the calendar button next to the date field to display a pop up calendar. Select the month and year from the drop-down lists. Select the day from the calendar display.
- 20. Work Unit Code/EIC (USMC TAM): Enter the Work Unit Code, or Equipment Item Code of the deficient item.
- 21. Action/Disposition: Defaults to HOLDING. Select another disposition if applicable (e.g. Return To Vendor, etc.)
- 22. a. Description of Deficiency: Provide a detailed description of the deficiency. Include any observed problems performed, specifications and drawings referenced, and results and actions taken. Refer to NAVSO P-3693 a.
- b. Defect Attribute Codes: Select applicable defect code(s) one at a time from the drop-down list provided.

ENCLOSURE(2)

Defect Code after each selection. Review the list before submitting the PQDR. To delete Incorrect codes from select the checkbox(s) next to the incorrect code(s) and click the Delete button.

23. Location Of Deficient Material: Provide a detailed description of the location of the deficient material for insp investigation and disposition.

When finished, click Submit PQDR to Screening Point. The system requires the user to enter a random set of letter numbers. Enter exactly as shown (ex. upper or lower case). The system will automatically send the PQDR to the cc screening point based on the user's information. The first time a user sends a PQDR, the system will require an e-mail notification be returned to validate the user's email existence. After e-mail verification, PQDRs may be submitted without mail verification. Users are strongly encouraged to obtain a PDREP User ID and Password in order to follow the procedure for PQDR. PDREP User IDs and Passwords are available at <http://www.nslcptsmh.navsea.navy.mil/accessforms/uz>

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ENCLOSURE (2)