POLICY LETTER 16-11

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

Subj: PRODUCT QUALITY DEFICIENCY REPORTS (PQDR’s)

Ref: (a) TM 4700-15/1H  
(b) MCO 4855.10B  
(C) CBIRFO 4790.1B

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).

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.

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

P. W. AHERN
Category (M):  □ CAT I  □ CAT II

Is this a Repairable Item? (M):  <SELECT>  
Note: Repairable Item requires Serial Number in Block 9a.

Status  A - Active

1. Originator
   (M) DODAAC  (M) Name  (M) Phone  (M) Email

2. Screening Point
   The system will automatically forward non-Army PQDRs to the appropriate Screening Point.

   Army PQDRs require that Screening Point be selected from the following list:
   <SELECT>

3. Report Control Number
   (M) Activity  (M) Year (CY)  (M) Serial Number

4. (M) Date Deficiency Discovered (mm/dd/yyyy)
   08/18/2011  (The system will assume today's date if none is provided)

5. National Stock Number (NSN)
   COG  FSC  NIIN  SMIC

6. DODIC/NALC (ammunition)

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

8. Manufacturer's Part Number
   □ Manual Entry  □ Scan Barcodes

8a. DoD Unique Item Identifier
   □ Manual Entry  □ Scan Barcodes

9. Serial/Lot/Batch Number  <SELECT>
   Note: Repairable Item requires Serial Number selection.

10a. Contract Number (no dashes)  10b. Purchase Order Number  10c. Requisition Number (no dashes)
   □ Check if Contract No. is not provided or is unknown

10d. GBL No.

Job Order—Keep (Shipyards Only)

https://ndren.csd.disa.mil/snoqr/home.do

ENCL (1)  
8/18/2011
Credit Card Buy Indicator□

11. Item (New, Overhauled, Repaired)
   U - Unknown

12. Date RCVD/MFG/REP/Overhauled
   <SELECT> (mm/dd/yyyy)

13. Operating Time At Failure
   (Specify hours, days, cycles, etc.)

14. Government Furnished Material
   N - No

15. Quantity
   (M) Received  Inspected  (M) Deficient  In Stock
   __________  __________  __________  __________

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

16a. End Item NSN
   COG  FSC  NIIN  SMIC
   ______________________

16b. (2) End Item Serial Number
   ______________________

16b. Next Higher Assembly NSN
   COG  FSC  NIIN  SMIC
   ______________________

16b. Next Higher Assembly
   (2) Nomenclature  (3) Part Number  (4) Serial Number
   ______________________  ______________________  ______________________

17. Unit Cost
   ______________________

17a. Unit Of Issue
   <SELECT>

18. Estimated Repair Cost
   ______________________

19a. Item Under Warranty 19b. Warranty Expiration Date
   <SELECT> (mm/dd/yyyy)

20. AF-WUC/NAVYEC/USMCTAMCN 21. Action/Disposition
   H - Holding  (Defaults To 'Hold')

22a. (M) 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. (M) Defect Attribute Codes (You must select at least one defect attribute)
   DO YOU SUSPECT THIS MATERIEL TO BE COUNTERFEIT? □ YES □ NO
   1AA - INCORRECT MATERIAL  Add Defect Code

22c. Where Deficiency Discovered
   <SELECT>

22e. Supporting Documentation Note: Maximum of 2000 characters

22f. Category 1 Justification Note: Maximum of 2000 characters

https://ndrepsd.diss.mil/spadr/home.do

ENCL(1)  8/18/2011
22g. Government Owned Mat'l
  <SELECT>
22h. (M) Material Level Code
  21 - Not Applicable
22i. Originator's Recommendation
  <SELECT>
Material Return Address

23. (M) Location Of Exhibit (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

23b. Store as Hazardous Material: □
Submit PQDR To Screening Point

https://odrep.csd.disa.mil/sqadr/home.do

ENCL (1)
8/18/2011
**REPORT**

1a. FROM (Originating Office Mailing Address)  
1b. ORIGINATOR NAME, PHONE NUMBER & E-MAIL ADDRESS  
1c. DATE SUBMITTED  
1d. DEFECTIVE ITEM NSN  
1e. DEFECTIVE ITEM NOMENCLATURE  
1f. MANUFACTURER OR REPAIR DEPOT / CITY / STATE  
1g. MFRS. CAGE CODE  
1h. SHIPPER / CITY / STATE  
1i. DEFECTIVE ITEM PART NBR.  
1j. SERIAL, LOT, OR BATCH NBR.  
1k. CONTRACT NUMBER  
1l. PURCHASE ORDER NBR.  
1m. REQUISITION / DOCUMENT NBR.  
1n. GBL NBR.  
1o. ITEM WORKS ON WITH  
1p. NEXT HIGHER ASSEMBLY (NHA)  
1q. END ITEM NSN TYPE / MODEL / SERIES  
1r. END ITEM SERIAL NBR.  
1s. UNIT COST  
1t. ESTIMATED REPAIR COST  
1u. ITEM UNDER WARRANTY  
1v. WARRANTY EXPIRATION DATE

2a. TO (USMC PDQR Screen Point)  
2b. Info Only PDQR Repairable Item? <choose>  
2c. TO: SMBCPDQR Screening Point  
2d. SMBCcompdqdrstrocking@usmc.mil

3. REPORT CONTROL NUMBER

4. DATE DEFICIENCY WAS DISCOVERED

5. CURRENT DISPOSITION OF DEFECTIVE ITEM THE EXHIBIT  
5a. HOLDING EXHIBIT FOR 60 DAYS  
5b. RELEASED FOR INVESTIGATION  
5c. RETURNED TO STOCK  
5d. DISPOSED OF  
5e. REPAIRED  
5f. OTHER (Explain in Block 22)

6. DEFECTIVE ITEM NSN  
7. MFRS. CAGE CODE  
8. SHIPPER / CITY / STATE  
9. MANUFACTURER OR REPAIR DEPOT / CITY / STATE  
10. CONTACT NUMBER  
11. CONTRACT NUMBER  
12. PURCHASE ORDER NBR.  
13. REQUISITION / DOCUMENT NBR.  
14. GBL NBR.  
15. SERIAL, LOT, OR BATCH NBR.  
16. ITEM WORKS ON WITH  
17. NEXT HIGHER ASSEMBLY (NHA)  
18. END ITEM NSN TYPE / MODEL / SERIES  
19. END ITEM SERIAL NBR.  
20. UNIT COST  
21. ESTIMATED REPAIR COST  
22. ITEM UNDER WARRANTY  
23. Warranty Expiration Date

**DESCRIPTION OF THE DEFECT**
(Describe in detail what is wrong, circumstances prior to the difficulty, probable cause, any action taken, recommendations. Attach copies of supporting documents. Continue on separate sheet if necessary.)

**LOCATION OF DEFICIENT MATERIAL**
(e.g. Base, Camp, Station)

**ENCL (2)**