



DEPARTMENT OF THE NAVY  
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SECNAVINST 4855.3C  
ASN (RD&A)  
27 JUN 2014

SECNAV INSTRUCTION 4855.3C

From: Secretary of the Navy

Subj: PRODUCT DATA REPORTING AND EVALUATION PROGRAM

Ref: (a) 41 CFR 101-26.803-1  
(b) DoD Instruction 5000.02 of 25 November 2013  
(c) DoD Instruction 4140.67 of 26 April 2013  
(d) DoD Manual 4140.01, DoD Supply Chain Materiel Management Procedures of 10 February 2014  
(e) SECNAVINST 5000.2E  
(f) SECNAV M-5000.2, Department of the Navy Acquisition and Capabilities Guidebook of May 2012  
(g) Defense Logistics Manual (DLM) 4000.25 Volume 2 - Chapter 17, Supply Discrepancy Report Program of 13 June 2012  
(h) Defense Logistics Agency Regulation 4155.24, Product Quality Deficiency Report Program of 21 July 1993  
(i) Federal Acquisition Regulation  
(j) Defense Federal Acquisition Regulation  
(k) NAVSO P-3683C, Navy and Marine Corps Product Data Reporting and Evaluation Program (PDREP) Manual of 22 April 2013  
(l) DON CIO memo of 15 December 2011, DON Information Technology Policy Guidance for Fiscal Year 2012

Encl: (1) Responsibilities

1. Purpose. To establish Department of the Navy (DON) policy for providing and maintaining the Product Data Reporting and Evaluation Program (PDREP) and to ensure DON compliance with the processing and management of supplier performance information, per the requirements of references (a) through (h), reference (i) Collection and Use of Past Performance Information, Parts 9.105-1, 13.106-2, 15.304, 42.1502, 46.4, 46.5 and 46.6 (current editions) and reference (j) Collection and Use of Past Performance Information, Parts 209.105-1, 211.002, 215.305, 242.15, 246.4, 246.5 and 246.6. The PDREP assists with ensuring first time quality and on-time delivery of materiel for both critical and non-critical applications.

2. Cancellation. SECNAVINST 4855.3B.

3. Applicability. Applicable to all DON activities. The PDREP provides DON compliance for processing and managing supplier performance information. The PDREP also provides accountability and oversight of suppliers and contractors in compliance with references (a) through (k). This instruction applies to materiel in all phases of the acquisition life cycle and logistics support processes, including: development, production, maintenance, spares, inventory management, and related services. This instruction applies to all new materiel, revised materiel, and the premature failure of materiel and products, regardless of value or warranty period. It also applies to materiel purchases regardless of procurement or payment methods, including purchase cards. Systems under the responsibility of the Director, Strategic Systems Programs, and the Nuclear Power Directorate of the Naval Sea Systems Command (NAVSEA) are exempt. Deficiency reporting for medical and subsistence items is excluded from this instruction.

#### 4. Background

a. The PDREP is the DON central source for reporting, collection and evaluation of supplier performance information identified in the Code of Federal Regulation, Federal Acquisition Regulations, the Defense Federal Acquisition Regulation Supplement, and the Navy Marine Corps Acquisition Regulation Supplement.

b. The PDREP tracks supplier performance on an individual component basis and links that materiel to the supplying contractor. The PDREP utilizes an Automated Information System (AIS) to allow for reporting and collecting the required supplier information (PDREP AIS). The PDREP AIS reports to the Department of Defense (DoD) Past Performance Information Retrieval System (PPIRS) for use by the DoD.

#### 5. Policy

a. The PDREP provides critical supplier performance information to Program Executive Officers (PEOs), Commanders of the Naval System Commands (SYSCOMs), Commander Fleet Forces Command (CFFC), Chief of Naval Operations (CNO N4) and Headquarters Marine Corps (HQMC) Installations and Logistics(I&L). The PDREP functional manager is code NAVSEA (04P) and its responsibilities are defined in enclosure (1).

b. Per reference (l), "capabilities that are duplicative or not aligned with DON [information technology (IT)] goals or objectives are inefficient and hamper operational effectiveness." The creation or utilization of any IT system other than the DON Stand Alone Program PDREP AIS to report, process, collect or store supplier performance information described in reference (k) is prohibited. DON SYSCOMS, having established reporting programs which effectively report contractor and supplier performance data to the PDREP AIS, are considered to be in compliance with this instruction. One example is the Naval Air Systems Command Joint Deficiency Reporting System.

#### 6. Action

a. PEOs, SYSCOMS, CFFC, CNO (N4) and HQMC (I&L) and their respective subordinate commands shall develop interim guidance within 60 days and update their instructions to incorporate the provisions of this instruction within 1 year of the date of this instruction.

b. Responsibilities for implementation of the PDREP are provided in enclosure (1).

#### 7. Customer Support

a. The PDREP AIS and procedures for gaining access can be found at <https://www.pdrep.csd.disa.mil>. Reference (k) identifies the performance data and reporting capability accessible through the PDREP AIS.

b. The PDREP Customer Support Help Desk is available at DSN 684-1690, commercial 207-438-1690 or by email at [webptsmh@navy.mil](mailto:webptsmh@navy.mil).

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8. Records Management. Records created as a result of this instruction, regardless of media and format, shall be managed per Secretary of the Navy (SECNAV) Manual 5210.1 of January 2012.



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## RESPONSIBILITIES

The following responsibilities are assigned:

1. Assistant Secretary of the Navy (Research, Development and Acquisition) (ASN (RD&A)) is the designated SECNAV PDREP authority. The ASN (RD&A), or authorized designee, shall act as the primary office of responsibility and provide guidance and policy regarding the PDREP. Conflicts between this instruction and other directives or instructions shall be adjudicated by the ASN (RD&A) or authorized designee.

2. Chief of Naval Operations (CNO) Logistics Programs and Corporate Operations Division (N41) shall serve as the resource sponsor for the PDREP.

3. Program Executive Officers (PEOs), Commanders of the Naval System Commands (SYSCOMs), Commander Fleet Forces Command (CFFC), CNO (N4) and (HQMC) (I&L) shall:

a. Utilize the PDREP AIS to report and process the required supplier performance data per the requirements of this instruction;

b. Ensure appropriate personnel are trained in the reporting and processing of supplier performance data;

c. Develop or revise internal policies and procedures, as necessary, to implement the PDREP elements identified in this instruction; and

d. Appoint a PDREP Coordinator, through the activity level, and assign responsibility for the operation and oversight of the PDREP within their respective commands. PDREP Coordinator appointments shall be reported to the NAVSEA, Supplier Product Quality Group (NAVSEA 04P) within 30 days of the issuance of this instruction and when new coordinators are assigned. Detailed responsibilities can be found in reference (k).

4. PDREP Coordinators shall:

a. Provide oversight and biannual evaluation of compliance with this instruction, reporting status, progress, and action recommendations to the DON PDREP Functional Manager;

b. Provide guidance and coordinate training to ensure effective and efficient program management;

c. Establish and maintain a list of contact points for the processing of supplier performance information identified in reference (k); and

d. Provide the list of contact points to the PDREP Functional Manager within 30 days of the issuance of this instruction or when changes in personnel occur.

5. NAVSEA (O4P) serves as the DON PDREP Functional Manager and shall:

a. Support the ASN (RD&A) PDREP authority;

b. Provide, distribute, and maintain a procedures manual governing the implementation and execution of program requirements for this instruction;

c. Provide, maintain, and administer the DON PDREP AIS solution as a centralized database, with application capabilities for reporting, processing, collecting, storing, and sharing supplier performance information internally, as well as with other Service programs, in support of the requirements for this instruction;

d. Provide controlled access to the PDREP AIS to authorized personnel for accessing supplier performance information;

e. Coordinate the use of the PDREP and the PDREP AIS per this instruction;

f. Manage the PDREP, ensure coordination and resolution of changes to reference (k), and elevate any changes that are not resolvable at the Echelon 2 level to the ASN (RD&A);

g. Serve as the DON Functional Manager for the PDREP in support of the ASN (RD&A), PEOs, SYSCOMs, CFFC, CNO (N4), and (HQMC) (I&L, LPC-2) and their subordinate commands;

h. Develop, revise, and coordinate DON internal policies and procedures, as necessary, to implement the PDREP elements identified in this instruction;

i. Budget, plan, and support manpower requirements for the PDREP and the PDREP AIS;

j. Work across DoD Component lines to share and store supplier performance information using the PDREP AIS;

k. Identify repetitive materiel and supplier performance issues and initiate corrective actions to the appropriate DON activities for their completion;

l. Support evaluations and reviews on critical parts, as defined in reference (j) Part 209.270;

m. Ensure all supplier performance data resides in the PDREP AIS and is reported per the requirements of this instruction and its references;

n. Ensure the PDREP and the PDREP AIS requirements and partner relationships are current and comply with the requirements of this instruction;

o. Develop and review the PDREP AIS performance metrics to monitor program performance and effectiveness;

p. Assist DON activities with investigations regarding supplier performance as requested;

q. Support the DON PDREP continuous process improvement initiatives;

r. Provide the PDREP AIS application training and customer support, and

s. Establish and serve as Chair of the PDREP Configuration Management Board (CMB).

6. The DON PDREP CMB shall be composed of representatives from CNO (N41), HQMC (I&L), USFF, SYSCOMs, and DoD Service partners (Quality or Head of Contracting Activity preferred). The CMB shall:

a. Recommend technical improvements for the PDREP and the PDREP AIS to the PDREP Functional Manager; and

b. Establish subordinate working groups to address specific improvements and/or modifications of the PDREP application functionality as required.

7. Naval Sea Logistics Center Portsmouth shall:

- a. Serve as the PDREP Deputy Functional Manager;
- b. Serve as the PDREP AIS Program Manager;
- c. Develop, maintain and administer the PDREP AIS;
- d. Provide technical expertise to NAVSEA (04P) in support of supplier performance data analysis and metrics;
- e. Support the reporting of supplier performance information and supplier compliance per references (a) through (k);
- f. Ensure all supplier performance information is entered into the PDREP AIS as required by this instruction;
- g. Serve as the DON PPIRS Program Functional Manager and central point of contact for supplier performance issues;
- h. Support DON PDREP initiatives as directed by NAVSEA (04P);
- i. Support the PDREP Functional Manager and the ASN (RD&A) PDREP authority;
- j. Provide guidance, technical assistance, data analysis, and PDREP AIS application training. Support the contractor profiles, Supplier Oversight Program, and government and industrial audits in support of: NAVSEA (04P), DON Inspector General, PEOs, SYSCOMs, CFFC, CNO (N4) and HQMC (I&L) and their subordinate commands;
- k. Support Navy Enterprise Resource Planning and supply chain management processes to ensure clear data exchange between systems. Provide the means for electronic data exchange and transfer of data in and out of the PDREP AIS;
- l. Assess reported status, progress and action recommendations from PDREP CMB and all PDREP Coordinators.

Provide the PDREP manager with summary reports and suggestions for improvement;

m. Work with other DoD and Federal agencies to promote and ensure effective oversight of supplier performance;

n. Update, coordinate, resolve or escalate comments and changes, and publish reference (k) as required; and

o. Provide support for supplier performance investigations conducted by quality professionals, engineers, Naval investigators, the acquisition community, and responsible suppliers.