



DEPARTMENT OF THE NAVY
OFFICE OF THE SECRETARY
1000 NAVY PENTAGON
WASHINGTON, D.C. 20350-1000

SECNAVINST 4855.3D
ASN (RD&A)
21 Dec 2018

SECNAV INSTRUCTION 4855.3D

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 10 August 2017
(c) DoD Instruction 4140.67 of 25 October 2017
(d) DoDM 4140.01, DoD Supply Chain Materiel Management Procedures (dates vary by volume)
(e) SECNAVINST 5000.2E
(f) SECNAV M-5000.2
(g) DLM 4000.25, Volume 2, Supply Discrepancy Reporting of 4 May 2018
(h) SECNAVINST 4855.21
(i) Federal Acquisition Regulation
(j) Defense Federal Acquisition Regulation Supplement
(k) NAVSO P-3683
(l) SECNAV M-5214.1

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 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 4855.3C.

3. Applicability. Applicable to all DON activities. PDREP provides DON compliance for processing and managing supplier

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performance information. The PDREP also provides accountability and oversight of suppliers and contractors in compliance with references (a) through (j) and implementing guidance provided in reference (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 provides important 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).

b. The PDREP tracks supplier performance on an individual component basis and links that material to the supplying contractor. 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) Supplier Performance Risk System (SPRS) for use by the DoD.

5. Policy

a. The PDREP AIS is the DON central system and 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. The functional manager for PDREP is assigned to NAVSEA (06P) with responsibilities defined in enclosure (1).

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b. All supplier performance information shall be entered into the PDREP AIS as required by this instruction. The creation or utilization of any new 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. Managers of previously established systems must resource required changes to maintain interfaces and currency with PDREP AIS.

6. Action. PEOs, SYSCOMs, CFFC, CNO (N4) and HQMC (I&L) and their respective subordinate commands shall ensure a documented process is maintained and in place that implements the requirements of this instruction and addresses the overall management of the PDREP.

7. Responsibilities. See Enclosure (1).

8. 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 that can be accessed 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.

9. Records Management

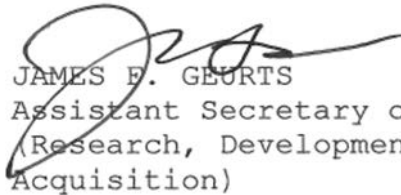
a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned according to the records disposition schedules found on the Directives and Records Management Division (DRMD) portal page:

<https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/SitePages/Home.aspx>

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b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact your local Records Manager or the DRMD program office.

10. Reports. The reporting requirements contained in paragraphs 3a, 3d, and 4b of this instruction are exempt from information collection control per reference (1), part IV, paragraph 7k.



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RESPONSIBILITIES

The following responsibilities are assigned:

1. Assistant Secretary of the Navy of Research, Development and Acquisition (ASN (RD&A)) is the designated SECNAV PDREP authority. The ASN (RD&A), or designee, shall act as the primary office of responsibility and provide guidance and policy regarding PDREP. Conflicts between this instruction and other directives or instructions shall be adjudicated by ASN(RD&A) or authorized designee. The PDREP Executive Steering Group(ESG) is chaired by the office of the ASN (RD&A), and is comprised of Systems Command (SYSCOM) representation at the 06 / GS-15 / Department head level to ensure any issues with implementing PDREP are identified to the ESG for process improvement.
2. Chief of Naval Operations (CNO) Logistics Programs and Corporate Operations Division (N4) shall serve as resource sponsor for the PDREP.
3. Program Executive Officers (PEOs), Commanders of the Naval SYSCOMs, Commander Fleet Forces Command (CFFC), and (HQMC) (I&L) shall:
 - a. Utilize the PDREP AIS to report and process the required supplier performance data in accordance with the requirements of this instruction;
 - b. Ensure appropriate personnel are trained in the reporting and processing of supplier performance data;
 - c. Maintain internal policies and procedures, as necessary, to implement the PDREP program elements specific to their scope of responsibility;
 - d. Appoint PDREP Coordinators through the activity level as appropriate. Assign responsibility for the operation and oversight of PDREP within their respective commands. SYSCOM PDREP Coordinator appointments shall be reported to the NAVSEA, Supplier Product Quality Group (SEA 06P) within 30 days of assignment and when new coordinators are assigned. SYSCOM Coordinators will maintain a current list of subordinate command PDREP Coordinators; and

e. Provide representation to PDREP ESG at the 06 / GS-15 / Department head level.

4. PDREP Coordinators shall:

a. Establish and keep current a PDREP Instruction to the appropriate level of the activity's scope of responsibility. Ensure required supplier performance data is reported into PDREP AIS. At the SYSCOM level, PDREP Coordinators shall provide oversight and annual evaluation of compliance with this instruction, including reporting status, significant supplier and materiel issues, and action recommendations to the DON PDREP Functional Manager within 90 days after the end of the fiscal year;

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

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

5. NAVSEA (06P) serves as the DON PDREP Functional Manager for ASN(RD&A) in accordance with reference (l) and shall:

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

b. 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;

c. Coordinate the utilization of PDREP and the PDREP AIS per this instruction;

d. Serve as the DON Functional Manager for PDREP in support of ASN (RD&A), PEOs, SYSCOMs, CFFC, CNO (N4), and (HQMC) (I&L);

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

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

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

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

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

j. Support DON PDREP continuous process improvement initiatives; and

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

6. The DON PDREP CMB shall be composed of representatives from CNO (N4), HQMC (I&L), CFFC, SYSCOMs, and DoD Service partners. The CMB shall:

a. Recommend technical improvements for 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 (06P) in support of supplier performance data analysis and metrics;

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e. Support the reporting of supplier performance information and supplier compliance per references (a) through (k);

f. Serve as the DON SPRS Program Functional Manager and central point of contact for supplier performance issues;

g. Support DON PDREP initiatives as directed by NAVSEA (06P);

h. Support the PDREP Functional Manager and the ASN (RD&A) PDREP authority;

i. Provide guidance, technical assistance, data analysis PDREP AIS application training and customer support. Support the contractor profiles, supplier oversight programs, and government and industrial audits for: NAVSEA (06P), DON Inspector General, PEOs, SYSCOMs, CFFC, CNO (N4) and HQMC (I&L) and their subordinate commands;

j. Provide the means for electronic data exchange and transfer of data in and out of the PDREP AIS;

k. Assess reported status, progress and action recommendations from PDREP CMB and all PDREP Coordinators;

l. Provide the PDREP Functional Manager with summary reports and recommendations;

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

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

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

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