NON – DCMA
Quality Assurance Letter of
Instruction (QALI)

DELEGATOR

User Guide
28 January 2025

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FOREWARD

This user guide provides information about the Product Data Reporting and Evaluation Program - Automated Information System (PDREP-AIS). It is intended to assist users with the QALI/LOD module functionality and usage. This user guide does not cover specific policy or procedures, and it is designed to work in compliance with relevant processes and procedures. 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 <u>NOT</u> real data and it is <u>NOT</u> 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

- <u>SECNAV INSTRUCTION 4855.3D</u>
  Product Data Reporting and Evaluation Program

- <u>NAVSO P-3683C</u>
  Navy Standard Operating Procedure 3683C

- <u>DCMA Manual 2101-04</u>
  Delegate Surveillance

- <u>DCMA Manual 2301-05</u>
  Navy Special Emphasis Program

- <u>DCMA Manual 2501-11</u>
  International Requests for Contract Administration Services

INTRODUCTION

This document is intended to guide non-DCMA personnel in the use of the Product Data Reporting and Evaluation Program – Automated Information System (PDREP-AIS) and in the process of entering Quality Assurance Letters of Instruction (QALI).

The PDREP application 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.

NSLC Portsmouth Help Desk
Contact us by submitting a help desk ticket either via the "Contact Help Desk" button in the lower right corner of our PDREP website or via the "Help" menu within the PDREP-AIS Application.

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 menu 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 USER ACCESS

NOTE: *If a user does not have access to the PDREP-QALI / LOD application, the program link will not appear on the user's PDREP Main Menu.*

Access Level	Description
No Access	Access to this module is prevented
View Only Access (All USG with GOV CAC and PDREP Account)	Ability to search and view data. No ability to create, edit or delete records exists.
Functional Specialist (Non-DCMA Originator) Access - US Gov't CAC holders with PDREP Access	Ability to create, review, edit and submit their QALI / LODs, delete QALI / LOD capabilities, withdraw a QALI / LOD after issuing until the QALI / LOD is accepted

2 NAVIGATING TO QALI / LOD

Once the user has logged in, the PDREP Home page will display as shown in **Figure 2.1**. Depending on the user's access level not all of the options may be listed.

***Please refer to PDREP User Access Request and Login Procedures.**
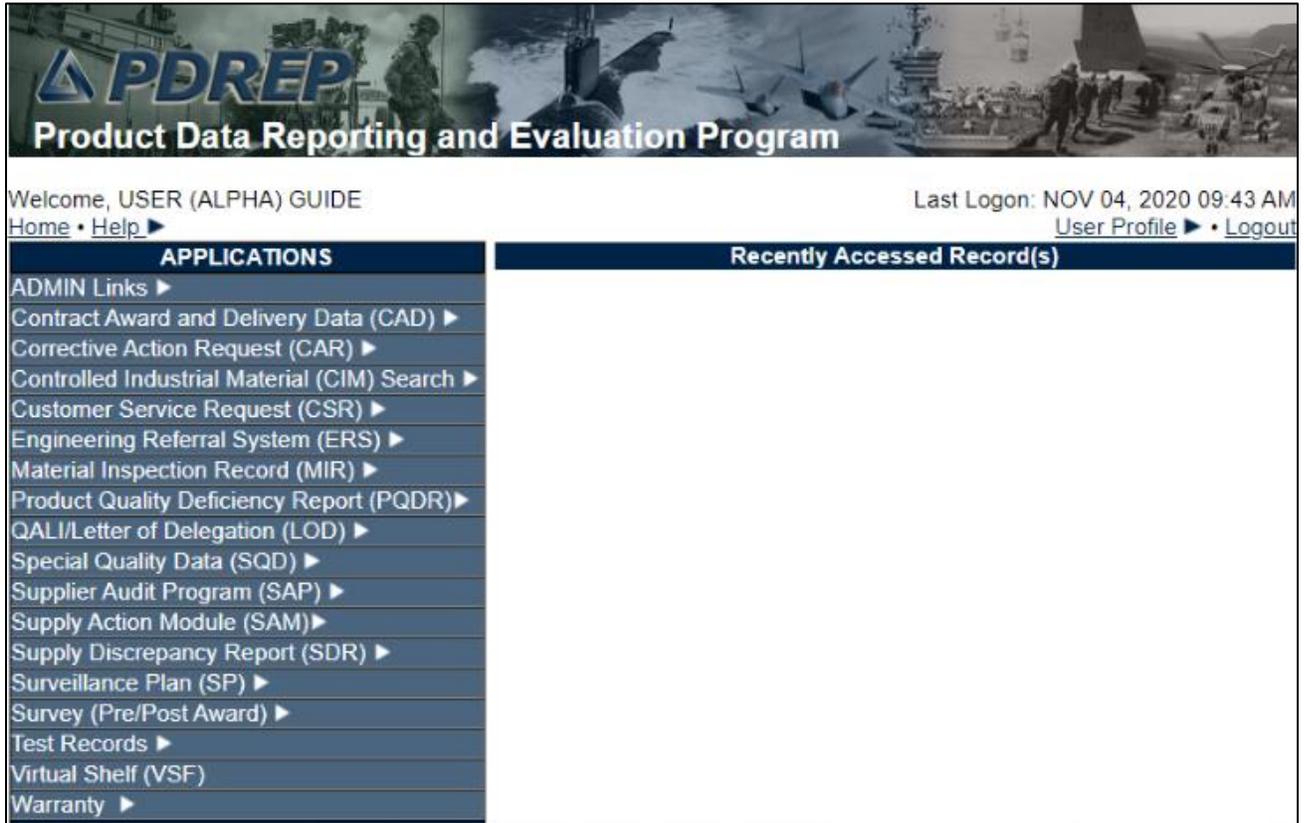
Figure 2.1

NOTE: *After May 2018 PDREP update, a list of recently accessed records will appear on the right-hand side of the PDREP main menu.*

2.1   Finding the Fly Outs

Hover your mouse pointer over any PDREP Application (also referred to as 'Modules') located on the upper left portion of the screen and a list of fly out hyperlinks for that application will appear (see **Figure 2.2**).
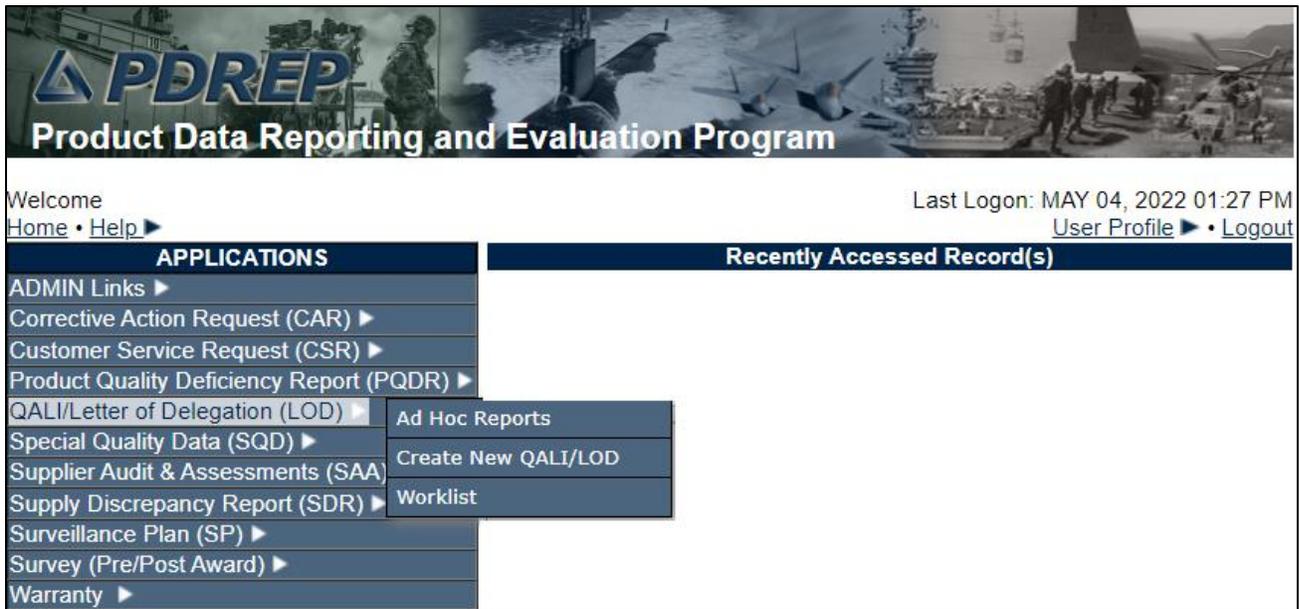
Figure 2.2

2.2   Selecting the Fly Out

Selecting either of the hyperlinks by highlighting the selection (see **Figure 2.3**) will allow the user to go directly to that page within the application.
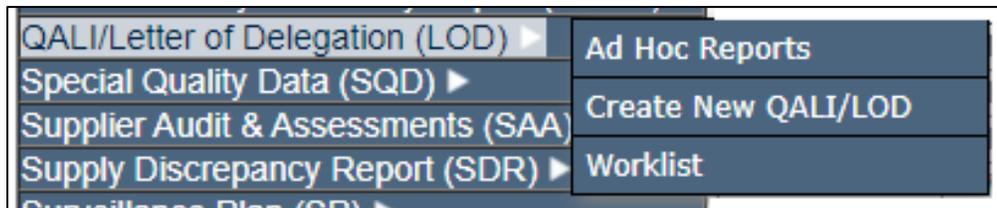

Figure 2.3

3 AD HOC REPORTS

3.1   Ad Hoc Tool

To access the QALI/LOD Ad hoc report, click the QALI/LOD 'Ad Hoc Reports' fly out on the PDREP Main menu or click the QALI/LOD 'Ad hoc' tab in the QALI/LOD module as shown in Figures 3.1 and Figure 3.2.
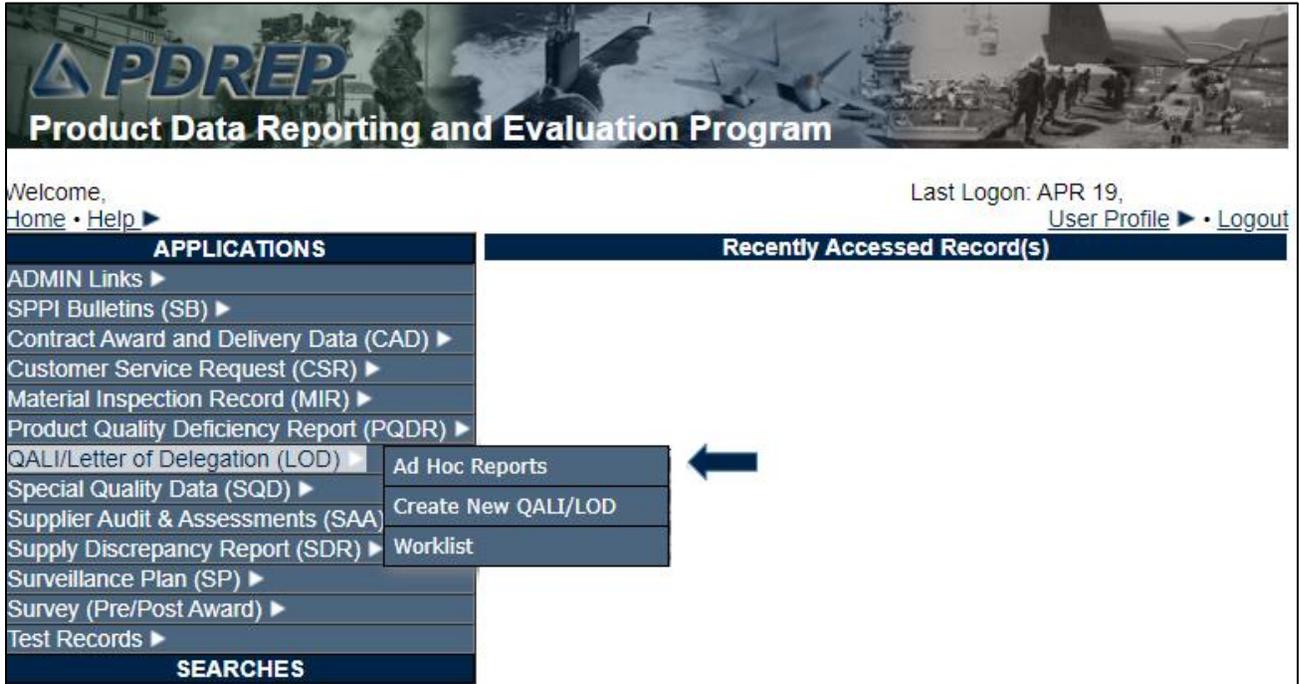

Figure 3.1

Figure 3.2

Figure 3.3 illustrates the default display of the QALI/LOD Ad Hoc Report interface. Instructions on the screen provide additional direction for using the interface for query development.

Figure 3.3

3.2　　　　Using Ad Hoc Queries

- Please refer to the Product Data Reporting and Evaluation Program (PDREP) Ad Hoc Search tool user guide for assistance using the Ad Hoc Tool.

- The Ad Hoc query generator can be used to generate a variety of reports; all results are downloadable to a spreadsheet. On-screen instructions are available as a reminder on how to create the ADHOC query. The web page provides a method for users to choose a record type to query. Users may select specific data elements from the record such as date range or code, to generate query results.

- Users can make adjustments to queries by returning to the Ad hoc Report page. Results can be downloaded into a Spreadsheet when complete.

- 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/pdf/ADHOC.pdf

The hyperlink will display the PDREP Guides and Manuals screen (See **Figure 3.4**) or may be found by clicking the User Guides selection under the Help menu on the top of any PDREP window (See **Figure 3.5**).

Home > Guides & Manuals

Guides and Manuals

PDREP Guides and Manuals

General
- Attaching a file in PDREP
- Customer Service Request (CSR)
- Search Tools
- User Access Request

PDREP Tools
- ADHOC Search
- Contract Award & Delivery (CAD) Data Application
- Contractor Profile
- Engineering Referral System (ERS)
- Material Inspection Records (MIR)
- Quality Assurance Letter of Instruction (QALI)
- Receipt Inspection Management System (RIMS)
- SPPI Bulletin (SB)
- Supply Action Module (SAM)
- Supplier Audit and Assessment (SAA)
- Supply Discrepancy Report (SDR)
- Survey, Special Quality, & Test Records Applications
- Virtual Shelf (VS)

Product Quality Deficiency Reports (PQDR)
- Originator Documents
  - Originator Instructions
  - Local Purchase Instructions
- Screening Point Documents
  - Screening Point Instruction
  - Army Master Screener Instruction
- Action Point Documents
  - Action Point Instructions
  - Army Action Officer Instruction
- Support Point Documents
  - 1227 Instructions
  - QAR Investigation
  - DRPM Investigation

Other Programs
- Exhibit & Shipment Tracking
- PDREP Prime Contractor
- Warranty & Source of Repair Tracking

DCMA Tools
- DCMA Corrective Action Request (CAR)
- DCMA Letter of Delegation (LOD)
- DCMA Supplier Risk System (SRS)
- DCMA Surveillance Plan (SP)

Figure 3.4

PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)

Home • Help ▶   User Profile: ALPHA (ALPHA) USER ▶ • Logout
Worklist   Create Q   Contact Help Desk with comment, question, or feedback   Ad Hoc Reports

QALI - Ad hoc Report

Contact Help Desk with comment, question, or feedback

Make a User Access or User Account Change

View the user guides for help

View the FAQs to see if the answer to my question is there

Suggest a change to software or report a problem with the website

aved Ad hoc report:
om **My Ad hocs**
hoc button
a previously saved ad hoc, select **Manage My Ad hocs** button

eps to create new ad hoc report:
rd and click **Get Data Element**
Data Elements
s and/or **Delete Columns** to set the Selected Data Elements List
nt and click **Add Where** to set the where condition(s)
on and Value in the Where clause
ne where condition select a Logical Expression
7. Click on **RUN QUERY**

Figure 3.5

11

4 THE WORKIST

The QALI / LOD Worklist page is used to filter the list of QALI / LODs.

The worklist is a shared webpage for QALI and LOD. Non-DCMA users will see worklist filters that do not pertain to them.

4.1   Accessing the Worklist

To access QALI / LOD Worklist select the *Worklist* hyperlink from the QALI/Letter of Delegation (LOD) fly out options (see **Figure 4.1**).

Figure 4.1

A.   If already working in the LOD module the user may access the QALI/LOD Worklist screen by selecting the *Worklist* tab (see **Figure 4.2**).

Figure 4.2

B.   Whether which option is used, the QALI / LOD Worklist page will display (see **Figure 4.3**).

Figure 4.3

- **(M) Start/End Date:** The time frame in which to search. These fields default to a range of one year from the current date and are mandatory fields. If you would like to change the dates in either field you may enter it using the required MM/DD/YYYY format or by using the calendar buttons to select the date.

- **User ID:** The User ID defaults to the person that logged in, this may be changed to any User who has QALI/LOD access.

- **Operational Unit (Region):** Defaults to the logged in User's Region this may be changed to any Region. The Region selected will populate a list of Team codes for that Region in the Org/Team Code drop down

- **Org/Team Code:** Defaults to the logged in User's Team Code, this may be changed to any Team Code in the list that was generated based on the selection of Region filter.

- **RCN#:** A Record Control Number (RCN) is a unique tracking number associated with each QALI/LOD consisting of DODAAC, four-digit year and serial number.

- **DCN#:** A Document Control Number (DCN) is a unique tracking number used associated with each QALI/LOD consisting of the DODAAC, two-digit year, month, and serial number.

- **Contract Number:** The contract number identified on the QALI/LOD.

- **CAGE Code:** Contractor and Government Entity (CAGE) Code identified on the QALI/LOD.

- **Status:** Dropdown option to select the current record status.

- **Record Type:** Drop down with the list of records that may be selected, if a record type is selected than only those record will be displayed in the return.

    a. Delegation = will return a worklist delegations created by DCMA

    b. QALI = QALIs will return a worklist of QALIs created by other agencies and those entered by DCMA on behalf of another agency.

    c. DLA = will return a worklist of QALIs submitted by the DLA BOT

    d. RLOD = will return a worklist or Reimbursable delegations

    e. RGQA = will return a worklist of Host Nation Delegation when Host Nation delegation functionality is available

4.2   Searching the Worklist

To search for an existing LOD record, enter search criteria and click the Display Standard Worklist button. The results of the search will be displayed in the (see **Figure 4.4**).

PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)

Home • Help ▶   User Profile: LOD (BETA) USER GUIDE ▶ • Logout

Worklist   Create QALI/LOD   Transfer QALI/LOD   Ad Hoc Reports

QALI / LOD - Worklist

Instructions
1. Enter search criteria
2. Click **Search**
3. To add a new QALI/LOD click on the "Create QALI/LOD" tab.

(M)Start Date: 09/07/2023   **(M)End Date:** 09/19/2023

User ID: _____   **Operational Unit (Region):** -SELECT-
                                  Org/Team Code: ____

User Role: -SELECT-
RCN#: _____   **DCN#:** _____
Contract Number: _____   **CAGE Code:** _____
Status: -SELECT-   **Record Type:** -SELECT-

[Display Standard Worklist]

or select from your personalized Worklists below

Instructions
To use previously saved Worklists:
1. Select the worklist from **my Worklists**
2. Click **Open my Worklist**
3. To create a new worklist select **Create New Worklist**
4. To delete previously saved worklist select **Manage my Worklists**

my Worklists [ECARS Migration ▾] [Open my Worklist] [Create New Worklist] [Manage my Worklists]

Worklist download: Click here to download data in spreadsheet

Type	RCN	Delegator Name	DCN	Delegatee Name	KTR CAGE	Contract Number(s)	Status	Issue Date	Action Required In ▲
Delegation	S5102A-2023-50041	GREGORY (BETA) LEDUC	S5102A-23-09-50041	ANGIE (BETA) BECKSTEAD	1SCJ7	1234	ISSUED	09/19/2023	7 Day(s)
Delegation	S0101A-2023-50046	BETA (BETA) USER	S5102A-23-09-50046	LOD (BETA) USER GUIDE		INTERNAL	ISSUED	09/19/2023	7 Day(s)
QALI	SC0400-2023-50009-Q	CHRISTOP (BETA) ADKINS	S0107A-23-09-50009	GARY D (BETA) FLOOR	78HR2	SPRPA123P0893	ISSUED	09/07/2023	2 Day(s) Late
RLOD	S5102A-2023-50027-0001	BETA (BETA) USER	S5102A-23-09-50027-0001	MICHELA (BETA) UR		BETASUBTIER	ISSUED	09/14/2023	2 Day(s)
RLOD	S5102A-2023-50027	LOD (BETA) USER GUIDE	S0101A-23-09-50027	USER, BETA (BETA)	35351	1234567	ISSUED	09/14/2023	2 Day(s)
QALI	SC0700-2023-50024-Q	MEGHAN E (BETA) ROLL	S2401A-23-09-50024	DANIEL (BETA) GARMAN	8Z281	SPE7M123P4307	ISSUED	09/13/2023	1 Day(s)
QALI	SC0400-2023-50019-Q	MEIA T (BETA) BARNES	S0701A-23-09-50019	RUSSELL (BETA) SHERMAN	66841	SPE4A723PF491	ISSUED	09/13/2023	1 Day(s)
QALI	SC0400-2023-50017-Q	MEIA T (BETA) BARNES	S2206A-23-09-50017	BRENDA (BETA) GERVAIS	6PVX3	SPE4A723F078Q	ISSUED	09/13/2023	1 Day(s)
RLOD	S4818A-2023-50018	VICENTE (BETA) AGUINAGA	S4818A-23-09-50018	PEGGY S (BETA) BURCHARDT	7EBK3	DFGDFHDR	ISSUED	09/13/2023	1 Day(s)

Figure 4.4

A. **Figure 4.4** contains the worklist. Some records have links that permit further action, and all have sortable columns.

- **Type:** Indicates what record type the delegation is, Record types include Delegation, Reimbursable (RLOD), Host Nation (RGQA) and QALI.

- **RCN:** Displays the Report Control Number. The suffix that is given to the RCN is determined in the manner it was created.

  a. No suffix
    i. Delegation,
    ii. Reimbursable,
    iii. Host Nation, or
    iv. QALI created by DCMA but not for a Customer.

  b. "D" suffix
    i. QALI created by DCMA for a Customer.

  c. "Q" suffix
    i. QALI created by a non-DCMA user.

NOTE: *If the link for a RCN is clicked, it provides a view of the QALI/LOD data as well as access to any attachments. In the event that the record is one created by yourself, you will be able to edit the data within, so long as the QALI/LOD has not already been completed.*

- **Delegator Name:** The name of the user who issued the record.

- **DCN:** Displays the Document Control Number.

- **Delegatee Name:** The name of the user responsible for completing the LOD.

- **KTR CAGE:** The CAGE Code of the contractor referenced in the LOD.

- **Contract Number(s):** The Contract Number(s) referenced in the LOD.

- **Status:** The status of the record. Statuses are:

  a. Accepted
  b. Acknowledged
  c. Closed
  d. CMO Draft
  e. Completed
  f. Drafted
  g. HN Accepted
  h. HN Accepted w/ Limitations
  i. HN Closed
  j. HN Draft
  k. HN Rejected

l. HN Submitted

m. Issued

n. Rejected

o. Withdrawn

- **Issue Date:** The date that the QALI/LOD was issued to the Delegatee.

- **Action Required In:** Displayed when the status is Issued or Acknowledged, Days in red indicate the numbers days late from completing the acknowledgement or accept/reject processes.

- **Click Here:** The Click here link to download the Worklist data into a spreadsheet.

4.3   Personalized QALI/LOD Worklists

Worklists may be created based on specific data elements that return specialized data.

Figure 4.5

A. To create a personalized QALI/LOD Worklist, click Create New Worklist (see **Figure 4.5**).

B. If it is advisable to know the number of rows before running the query for the first time, check the 'Get Row Count' check box. The initial query will return only the number of rows returned for the specified parameters. This is especially handy to check if there are more than 20,000 records that match your query. Remember to uncheck the 'Get Row Count' box when you're ready to retrieve the actual data set.

C. After selecting Create New Worklist select the desired Data Elements for the Worklist (See **Figure 4.6**).
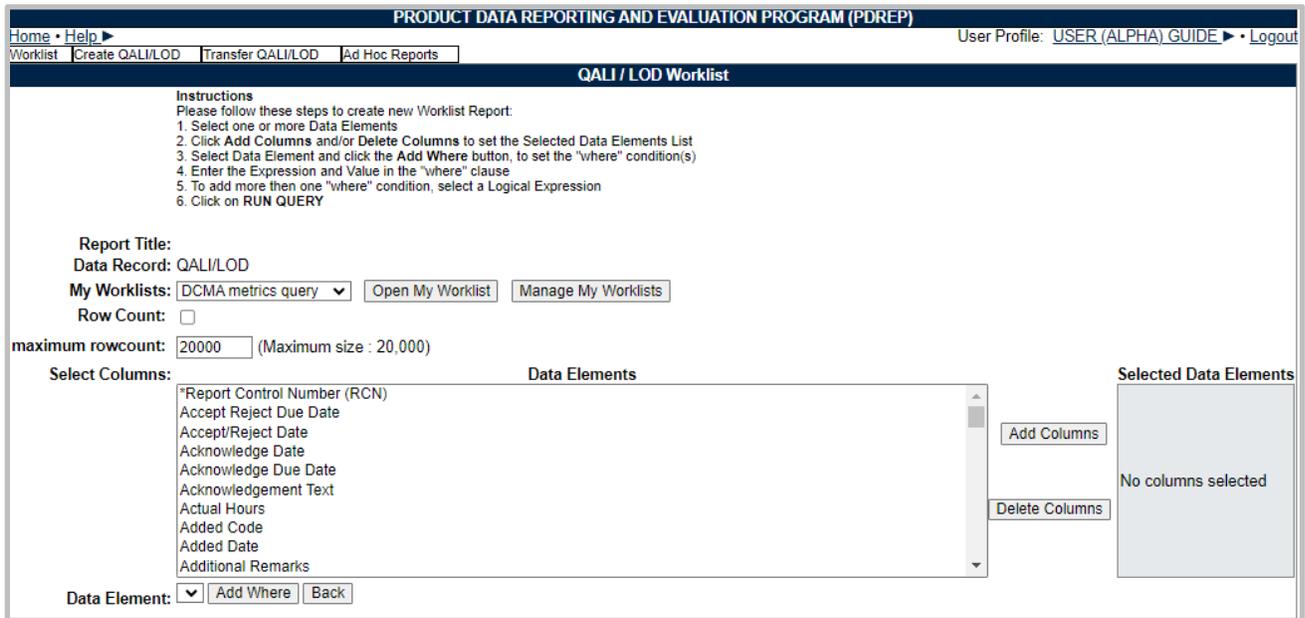
Figure 4.6

D. **Selecting of Data Elements:**

1. Selecting one Data Element will give you only the results on that individual element.

2. Multiple Data Elements may be selected in the column together by using the CTRL or Shift key.

3. Once Data Elements have been selected, click Add Columns to move them to the Selected Data Elements box. Data Elements can be removed from the Selected Data Elements box by selecting them and clicking Delete Columns (See **Figure 4.6**).

4. Data Elements can be prioritized in the Selected Data Elements box by selecting data element and using the Up and Down arrows to the right of the box.

5. Data Elements can be prioritized in the drop down next to the 'Add Where' Button.

6. After Data Elements have been selected click Add Where to go to the Worklist report query screen where values and expressions can be placed to retrieve desired report results (See **Figure 4.7 and 4.8**).

7. At Worklist report screen, values must be place in to run query. Once query has been run, it can be saved to your profile as a personalized Worklist (See **Figure 4.9**).

Figure 4.7

Ad hoc Query Result

Print   Back

Save Worklist to Profile

Row Count: 20

Data Download: Click here to download data in spreadsheet

QALI/Letter of Delegation (LOD) - Record

RCN	*Report Control Number (RCN)	Added Date	Contract Number	DCN	Delegatee DoDAAC	Delegator DoDAAC	Status
S5102A20231318	S5102A20231318	08/28/2023		-23-08-1318		S5102A	DRAFT
S0101A20231320	S0101A20231320	08/29/2023	ORIGINATOR	S4306A-23-08-1320	S4306A	S0101A	ISSUED
S0101A20231331	S0101A20231331	08/30/2023	DODAACTEST	S4306A-23-08-1331	S4306A	S0101A	DRAFT
S5102A20231317	S5102A20231317	08/21/2023		-23-08-1317		S5102A	DRAFT

Figure 4.8

Ad hoc Query Result

Print   Back

Save Worklist to Profile

Row Count: 20

Data Download: Click here to download data in spreadsheet

Figure 4.9

8. Clicking the Save Worklist to Profile button will being the user to the Save to Profile page where the user will give the worklist a unique Report Title and save it to their profile

Save to Profile

Instructions
Please follow these steps to save Report to your Profile:
1. Enter a Report Title
2. click **Save to Profile**

To delete existing reports:
1. Check the box for the report(s) to be deleted
2. Click the **Delete** button in the header of the table

Click **Back to Worklist** to return to previous page.

Report Title: [_____]

[Save to Profile]   [Back to Worklist]

Existing Reports

Report Title	Last Run	Share Ad hoc	Delete
DCMA metrics query	05/27/2021	DCMA metrics query	☐
narrative	09/17/2021	narrative	☐
new adhoc	01/18/2023	new adhoc	☐
phase 2A new fields	12/15/2021	phase 2A new fields	☐
Phase 2B 2 a1	08/25/2022	Phase 2B 2 a1	☐
Phase 2B new Ad hoc	08/24/2022	Phase 2B new Ad hoc	☐
Phase 2B-2	08/25/2022	Phase 2B-2	☐
Phase 2B-2A	08/25/2022	Phase 2B-2A	☐
Specific Functions	09/20/2022	Specific Functions	☐

Figure 4.10

E.   Buttons on the Worklist

- a. **Display Standard Worklist**: Will return a worklist based on the standard filter selections

- b. **Open my Worklist**: Opens the selected saved worklist

- c. **Create New Worklist**: Opens the QALI / LOD worklist page shown in **Figure 4.6.**

- d. **Manage my Worklist:** Opens the Save to Profile/Existing Reports page shown in **Figure 4.10**

- e. **Add Columns:** Adds selected data elements to the return

- f. **Delete Columns:** Deletes selected data elements from the return

- g. **Print:** Prints the worklist

- h. **Back:** Returns user to QALI / Worklist page

- i. **Save Worklist to Profile:** Opens the Save to Profile/Existing Reports page shown in **Figure 4.10**

- j. **Save to Profile:** Will save the worklist to the user's profile

- k. **Back to Worklist:** Returns user to QALI / Worklist page

4.4   QALI/LOD Main Page

When entering an existing record from the worklist, the first screen encountered is the main page (see **Figure 4.11**). This page contains a basic summary of the status of the record, along with links to editing the record, the history page, and the attachments page.

Figure 4.11

Main Page Data Fields

- **Quick Views**

  o History: see **Section 24**

  o Record: View Only page of the record – see **Section 25**.

- **Attachments**

  o View/upload attachments (see **Section 26**).

  o Control numbers: RCN, DCN and Created Year.

- **Acknowledge Due Date:** Only visible when record is in ISSUED status. Delegatee has 7 calendar days to acknowledge the record. Date in red indicates the action is overdue.

- **Acceptance Required in:** Only visible when record is in ACKNOWLEDGED status. Delegatee has 30 calendar days to Accept/Reject the record. Date in red indicates the action is overdue.

- **Status**: Displays the status of the record.

- **Back:** Button to return you to your last Worklist search results.

- **Action:** Contains hyperlinks that open correspondence pages that allow the user to send messages, the link will contain the record type each link will have the option of Delegation, Customer and Host nation. The list of links is:

    i. *Acknowledge (insert record type)* appears in the Action column on the Worklist**.** The link allows the Delegatee to acknowledge receiving the LOD.

    ii. *Accepted/Reject (insert record type)* appears in the Action column on the Worklist**.** The link allows the Delegatee to Accept, Partial Accept or Reject the LOD.

    iii. *Complete (insert record type)* appears on the Worklist and allows the Delegatee to complete the LOD.

NOTE: *If a hyperlink is not displayed then the user currently does not have an action on that QALI or delegation.*

- **View:** The View link provides a View only copy of the LOD.

- **History:** Opens the Correspondence History webpage see **Section 19** for details of History webpage.

- **Editable and Viewable Pages:**
    - View/Edit LOD Base Page: takes user to the LOD Base Page.
    - Add/View Requirements Page: takes user to Add/View Requirements Page.
    - Additional Information

- **Send Message:**
    - General Message (see **Figure 4.12**).
        - Creates a Correspondence populated with RCN information.
        - Enter recipient email address in the "To:" field then click 'Add To Email list'. To CC additional recipients, add email to the "CC:" field then click 'Add To CC list'.
        - Attachments already uploaded to the record can be included.
            - Only non-CUI attachments are available to send via PDREP. CUI attachments must be downloaded and sent outside the system.
            - To send all attachments select the first options 'All Attachments'.
            - To select, or deselect, multiple attachments, press and hold CTRL-key and click on attachment name(s).
            - If no select is made, no additional attachments will be included in the message.

DCMA Correspondence

Instructions
1. Enter **To Email Address** and click **Add To Email List**
2. Enter **CC Email Address** and click **Add CC Email List** if required
3. Enter/Modify the content if required
4. Click **Send** to send the QALI/LOD Letter

Correspondence

To:		Add To Email list
CC:		Add CC Email list

Content

	DEFENSE CONTRACT MANAGEMENT AGENCY
	1910 THIRD AVE N
	BIRMINGHAM, AL 35203-3514 US

```
FROM: ALPHA (ALPHA) USER
2074386491
3901 A AVE
FORT LEE, VA  23801-1809

TO: <Add name here>

SUBJECT: Regarding RCN: S0101A-2024-395

<Add content here>
```

List of attachments :   5 NON-CUI attachment(s) associated with this QALI.

All NON-CUI Attachments
S0101A-2024-395_INITIAL_LETTER.pdf :
S0101A-2024-395_INITIAL_LETTER.pdf :
S0101A-2024-395_INITIAL_LETTER.pdf :

To send all attachments select the first options 'All Attachments'.
To select, or deselect, multiple attachments, press and hold CTRL key and click on attachment name.

Preview   Send   Back

Figure 4.12

5 CREATING A QALI

5.1   Create New QALI

A.   From the PDREP – QALI / LOD Main Menu page, click the Create QALI / LOD fly out (see **Figure 5.0**).
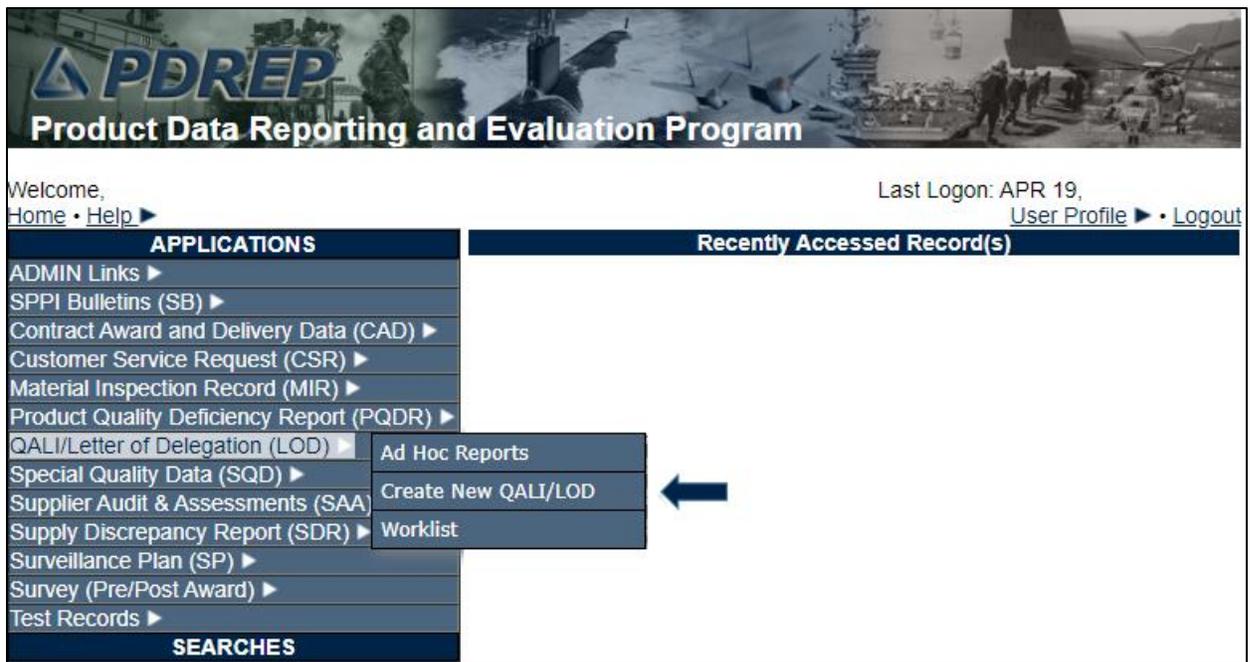
Figure 5.0

B. If already working in the QALI / LOD module the user may access the QALI / LOD Create New QALI /LOD screen by selecting the *Create QALI / LOD* tab as shown in **Figure 5.1**.
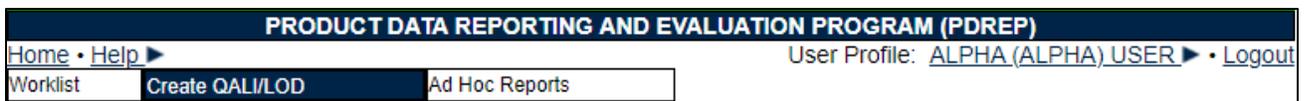

Figure 5.1

C. Whether which option is used, the QALI /LOD -New page will display (see **Figure 5.2**). The logged in user's Primary DoDAAC will pre-populate in the DoDAAC field, but can be changed if needed.

Figure 5.2

D.   Data fields on the QALI / LOD – New (see **Figure 5.2**).

    1. Type: Radial button for QALI.

    2. DODAAC: Text box for Department of Defense Activity Address Code.

Figure 5.3

E.   Steps to create a QALI (see **Figure 5.3**)

    1.   Enter DODAAC.

    2.   Tab or click out of the DODAAC text box.

    3.   Click the Create QALI/ LOD button and the QALI / LOD New/Edit page will be displayed. The Year, Serial Number and applicable Suffix will populate on the New/Edit page.

5.2   QALI New/ Edit Page

After clicking the Create New QALI / LOD (see **Figure 5.3**) the QALI New/Edit page will be displayed as shown in **Figure 5.4**.

QALI - New/Edit

[Add/View Requirements] [Delete Delegation] [Add/View Attachment] [Cancel]

Control Numbers

RCN#: N45112-2024-1403-Q
Created Year: 2024

Status

(M) Status: DRAFT
Issue Date:
Acknowledge Due Date: 12/27/2024
Acknowledge Date:
Accept / Reject Due Date: MM/DD/YYYY
Accept / Reject Date:
Update LOD:
Estimated Completion Date:

Originator

Originator DoDAAC: N45112
DoDAAC Name: NAVAL SEA LOGISTICS CENTER
Address: PORTSMOUTH NAVAL SHIPYARD
City: PORTSMOUTH
State/Zip: NH - 03804-5000
Originator Name: ALPHA (ALPHA) USER

FROM: Delegator

DoDAAC Name: NAVAL SEA LOGISTICS CENTER
Address: PORTSMOUTH NAVAL SHIPYARD
City: PORTSMOUTH
State/Zip: NH - 03804-5000
(M) Delegator Name: ALPHA (ALPHA) USER
Current Delegator User ID: SDERI
Current Delegator DoDAAC: N45112
Commercial Phone:
Email Address:
Team Code:
Delegator Cage: 5 Chars
Region:

Supplier Information

Prime Delegation: <SELECT>
Supplier Type: <SELECT>
Multifunctional: No
Supplier CAGE: 5 Chars
Supplier Name: 120 Characters Max
Address: 50 Characters Max
City/State/Zip: 30 Chars Max - 12 Chars Max
Country: 2 Chars
Supplier POC: 50 Characters Max
Supplier POC Commercial Phone: 20 Characters Max
Supplier CMO DoDAAC: 30 Characters Max
Supplier DCMA CMO / Center Name: 50 Characters Max
Inter-Divisional: <SELECT>
POP: <SELECT>

TO: Delegatee

(M) Delegatee DoDAAC: 6 Chars

Add Contract Information

[Add Contract]

NSN Information

COG	FSC	NIIN	SMIC
2 Chars	4 Chars	9 Chars	2 Chars

[Add NSN]

Part Number Information

Part Number
32 Characters Max

[Add Part Number]

(M) Delegator Comments/ Special Instructions: 4000 Characters Max

Estimated Hours:

[Add/View Requirements] [Delete Delegation] [Add/View Attachment] [Cancel]

Figure 5.4

Enter the information as requested on the QALI – New/Edit page. **Figure 5.5** through **Figure 5.30** provide QALI data field description. (**M**) Denotes a mandatory field.

A. **Figure 5.5** displays the QALI – New/Edit page buttons seen at the top and bottom of the page.
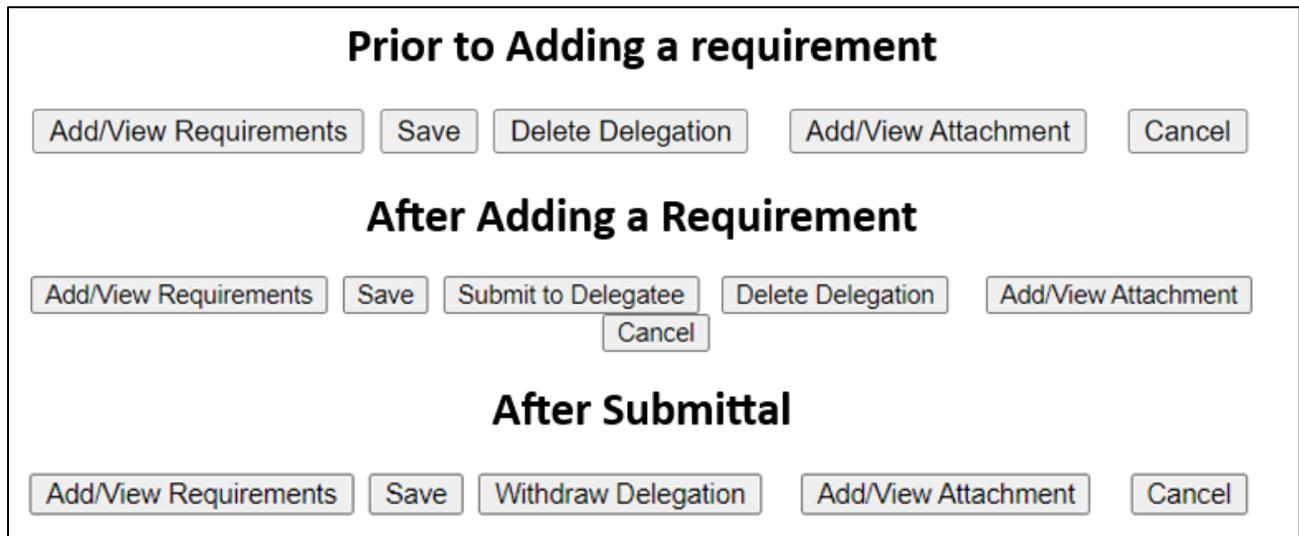
Figure 5.5

- **Add/View Requirements:** Opens the Requirements web page.

- **Save:** Saves the QALI as a draft. **Figure 5.6** shows a list of error messages that may be seen if a mandatory data field is missing information.

Figure 5.6

- **Delete Delegation:** Delete Delegation button is displayed after the QALI has been saved and is available while the QALI is in DRAFT status. Once the QALI has been issued the button is unavailable. Button populates after initial Save Draft.

- **Add/View Attachments:** The Add/View Attachment button allows uploading, viewing, and deleting of attachments. For further instructions, please see the user guide to Attaching a File in PDREP, found here.

- **Cancel:** The Cancel button returns you to the previous screen. If data was not saved using the Save button, any data typed on the page is NOT saved. If the Save button had been clicked at any time, then any data entered before the Save will have been retained.

- **Submit to Delegatee:** Once all the mandatory fields are entered correctly on the QALI – New/Edit page. The user may submit to the Delegatee.

- **Withdraw Delegation:** Allows the user to withdraw the QALI after it has been issued and before it is accepted. Button populates after initial Save Draft.

B. **Figure 5.7** displays the Control Numbers section.

Control Numbers		
RCN#: N45112-2021-5521-Q	**DCN#:** S5102A-21-08-5521	**Created Year:** 2021

Figure 5.7

NOTE: *Original RCN, Original DCN, Parent RCN and Parent DCN are only displayed if the delegation is a sub-tiered delegation.*

- **RCN:** Report Control Number, identification number unique to each QALI / LOD.

- **DCN:** Document Control Number, identification number Unique to each QALI or LOD, will display after a Delegatee has been entered on the record.

- **Created Year:** Year the record was created- this will be the Original created year for sub-tiered delegations.

- **Original RCN:** The original RCN (first QALI/LOD) will be displayed as the Original Parent RCN for all sub-tier delegations created from the original delegation.

- **Original DCN:** The original DCN will be displayed as the Original Parent DCN for all sub-tier delegations created from the original delegation.

- **Parent RCN:** The parent RCN is the RCN from the delegation that the current delegation was sub-tiered from.

- **Parent DCN:** The parent DCN is the DCN from the delegation that the current delegation was sub-tiered from.

- **Parent Tier Level:** The Parent Tier level is displayed if a sub-tier has occurred and is the level on the record that the current record was created from. **Figure 5.9** shows a possible scenario Parent Tier and sub tiers.

- **Sub-Tier Level:** The Sub-Tier level is displayed if a sub-tier has occurred and is the next higher level of the record that the current record was created from. **Figure 5.8** shows a possible scenario Parent Tier and sub tiers.
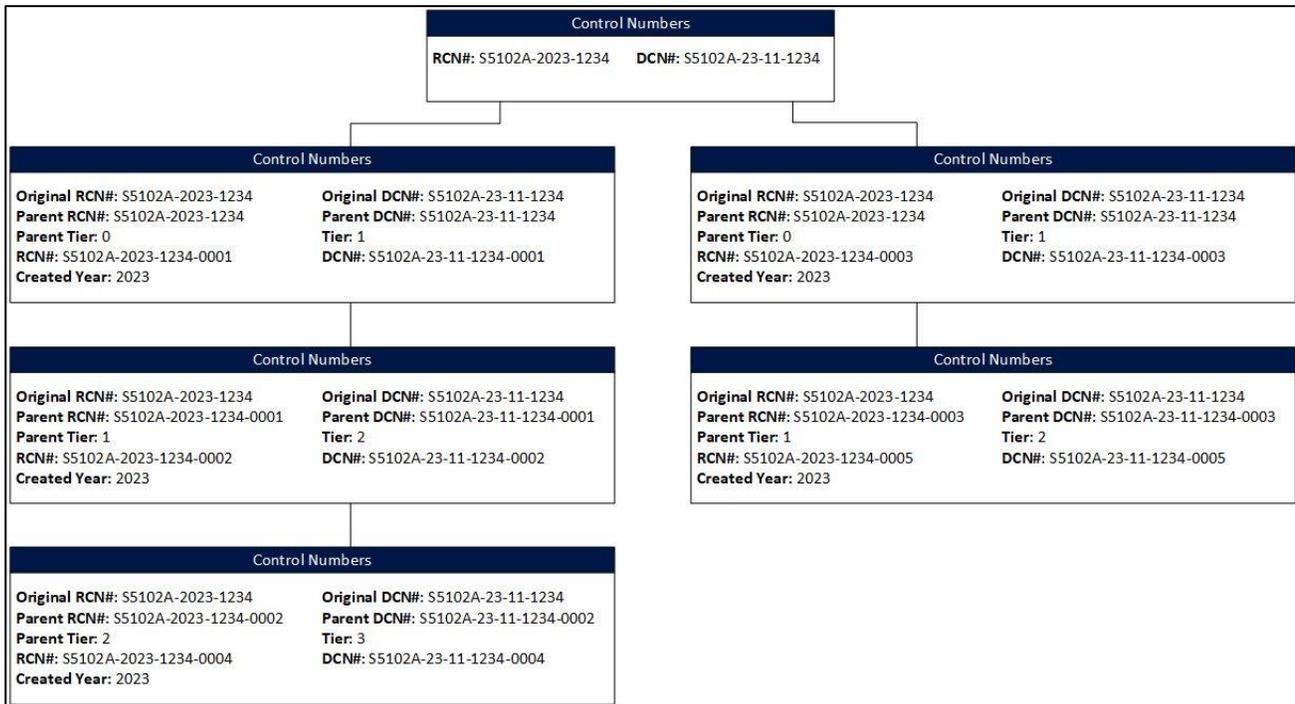
Figure 5.8

- **RCN:** Report Control Number, identification number unique to each LOD.

- **DCN:** Document Control Number, identification number Unique to each LOD, will display after the Save Draft or Add/View Requirements buttons have been clicked.

- **Created Year:** Year the record was created- helps to identify when a sub-tier is created in a different year than the parent because the RCN will be 2021 vs 2022.

- **ECAR RID:** Will be displayed if the LOD migrated from DCMA ECARS which identifies the DCMA ECARS Request Identification number.

- **ECAR DCN:** Will be displayed if the LOD migrated from DCMA ECARS which identifies the DCMA ECARS Document Control Number.

C. **Figure 5.9** displays the STATUS.

Figure 5.9

- **Status:** Status of the record

- **Issue Date:** Date the record is issued. Auto-populated when record is submitted.

- **Acknowledgement Due Date:** Date that the Delegatee is expected to respond by. Defaults to 10 calendar days from the current date.

- **Acknowledgement Date:** Date the record was acknowledged.

- **Accept/Reject Due Date:** Date the accept/reject action must be completed by.

- **Accept/Reject Date:** Date the record was accepted/rejected.

- **Update LOD:** Date of last update to QALI/LOD Record.

- **Estimated Completion Date:** Date of the estimated completion of the record.

- **Annual Review:** These fields only display when the record is in Accepted status. See Section 5.4 for details on the Annual Review process. An example is seen in **Figure 5.10 and Figure 5.11**.

Figure 5.10

Figure 5.11

31

D. **Figure 5.12** displays the Originator section. This section auto-populates and saves the information of the user who initially created the record.

Originator	
Originator DoDAAC:	N45112
DoDAAC Name:	NAVAL SEA LOGISTICS CENTER
Address:	PORTSMOUTH NAVAL SHIPYARD
City:	PORTSMOUTH
State/Zip:	NH - 03804-5000
Originator Name:	ALPHA (ALPHA) USER

Figure 5.12

E. **Figure 5.13** displays the FROM: Delegator section.

FROM: Delegator	
DoDAAC Name:	NAVAL SEA LOGISTICS CENTER
Address:	PORTSMOUTH NAVAL SHIPYARD
City:	PORTSMOUTH
State/Zip:	NH - 03804-5000
(M) Delegator Name:	ALPHA (ALPHA) USER
Current Delegator User ID:	SDERI
Current Delegator DoDAAC:	N45112
Commercial Phone:	
Email Address:	@navy.mil
Team Code:	
Delegator Cage:	5 Chars
Region:	

Figure 5.13

The DoDAAC Name and other DoDAAC information is auto-populated initially based on the DoDAAC entered in the Create New QALI / LOD web page. If the record is transferred to a new Delegate, this section will populate the current delegation information.

- **(M) Delegator Name:** The Delegator Name will be auto-populated with the logged on user's information. When saved the user's information will be used to populate all delegator fields in any correspondence. If any Delegator information is incorrect, users must resubmit an Access Change Request with all updated information.

- **Delegator Cage:** Field to enter the CAGE Code of the Delegator. Once entered, the Name and Address information associated with that Cage will populate on the page (as seen in **Figure 5.14**).

B. To change the delegator, make a selection from the drop down list the Delegator's information will auto-populate as shown in **Figure 5.14**.

FROM: Delegator	
DoDAAC Name:	NAVAL SEA LOGISTICS CENTER
Address:	PORTSMOUTH NAVAL SHIPYARD
City:	PORTSMOUTH
State/Zip:	NH - 03804-5000
(M) Delegator Name:	(ALPHA) WHIT_
Current Delegator User ID:	KWHIT1
Current Delegator DoDAAC:	N45112
Commercial Phone:	
Email Address:	@us.navy.mil
Team Code:	REP
Delegator Cage:	PDREP
Name:	PDREP CO
Address:	NSLC PORTSMOUTH
City:	PORTSMOUTH
State/Zip:	NH - 03804
Region:	PD - PDREP-AIS PM

Figure 5.14

C. **Figure 5.15** displays the Supplier Information section

Supplier Information	
Prime Delegation	<SELECT>
Supplier Type:	<SELECT>
Supplier CAGE:	5 Chars
Supplier Name:	120 Characters Max
Address:	50 Characters Max
City/State/Zip:	30 Chars Max - 12 Chars Max
Country:	2 Chars
Supplier POC:	50 Characters Max
Supplier POC Commercial Phone:	20 Characters Max
Supplier CMO DoDAAC:	30 Characters Max
Supplier DCMA CMO / Center Name:	50 Characters Max

Figure 5.15

Figure 5.15 Data Fields

- **Prime Delegation:** Dropdown to indicate if this is a Prime Delegation.

- **Supplier Type:** Dropdown to indicate if the supplier is the Prime Contractor or Sub Contractor.

- **Supplier CAGE:** A unique identifier code for the supplier responsible for the work on the contract. Entering a CAGE Code will auto-populate the supplier information, Supplier CMO DODAAC and Supplier CMO / Center name after tabbing out of the textbox as shown in **Figure 5.16**.

- **Supplier Name:** Auto-filled based on CAGE code.

- **Address:** Auto-filled based on CAGE code.

- **City/State/Zip:** Auto-filled based on CAGE code.

- **Country:** Auto-filled based on CAGE code.

- **Supplier POC:** Enter Supplier Point of Contract name.

- **Supplier POC Commercial Phone:** Enter Supplier Point of Contract phone.

- **Supplier CMO DoDAAC:** Auto-filled based on CAGE code. This will be pre-populated into the Delegatee DoDAAC field when available.

- **Supplier CMO/Center Name:** Auto-filled based on CAGE code.

Supplier CAGE:	98897
Supplier Name:	RP LOCKHE ED MAR TIN AE
Address:	86 S COBB DR
City/State/Zip:	MARIETTA - 30063-1000
Country:	US
Supplier POC:	50 Characters Max
Supplier POC Commercial Phone:	20 Characters Max
Supplier CMO DoDAAC:	S1111A
Supplier DCMA CMO / Center Name:	DCMA LOCKHEED MARTIN MARIETTA GA

Figure 5.16

D.   If the subcontractor does not have a CAGE Code the subcontractor information may be entered manually as shown in **Figure 5.17**. The Subcontract CMO DODAAC and Subcontractor DCMA CMO / Center Name will also need to be enter manually.

Figure 5.17

A. Once a Supplier CAGE has been entered, the Supplier CMO DoDAAC will be pre-populated in the Delegatee DoDAAC field, display in **Figure 5.18**.

Figure 5.18

B. A new Delegatee DoDAAC may be entered then tab out and the Delegatee Name dropdown will refresher. Otherwise, select a user name from the dropdown. Only user with Functional Specialist access or higher within that DoDAAC will display in the dropdown seen in **Figure 5.19**.

Figure 5.19

- **(M) Delegatee Name:** Select a Name from the drop down list, which contains all Users from the DoDAAC, entered.

C. After making a selection from the drop down list the Delegatee's information will auto-populate as shown in **Figure 5.20**.

TO: Delegatee

(M) Delegatee DoDAAC:	S0101A
DoDAAC Name:	DEFENSE CONTRACT MANAGEMENT AGENCY
Address:	1910 THIRD AVE N
City:	BIRMINGHAM
State/Zip:	AL - 35203-3514
(M) Delegatee Name:	(ALPHA)
Delegatee User ID:	R
Commercial Phone:	207-438-6435
(M) Email Address:	civ@us.navy.mil
Team Code:	REP
Region:	PD - PDREP-AIS PM

Figure 5.20

E. Error message displayed if a Delegatee is not selected when saving the QALI / LOD (see **Figure 5.21**).

- Select a Delegatee Name and click Auto-fill button

Figure 5.21

K. **Figure 5.22** displays Add Contract button to open the Add Contract Information page seen in **Figure 5.23**. The data fields in this section are related to a specific contract. The user will have the capability to enter more than one contract and related data fields.

Add Contract Information

Add Contract

Figure 5.22

- Click 'Add Contract' to open the Add Contract Information page (**Figure 5.23**).

Figure 5.23

Figure 5.23 data fields:

- **Contract Number Type**- Select applicable contract type.

    - **DoD:** Department of Defense contract number (13 character max). This option is auto-selected for all new contracts.

    - **Federal:** Federal contract number (17 character max).

    - **International:** International contract number (50 character max).

- **(M) Contract Number:** The contract number associated with the QALI / LOD.

    - When typing in a Contract number, if the Contract has been added to PDREP's Contract Award and Delivery Data module (CAD), the Contract Number will be available to select as seen in **Figure 5.24a**. Contracts not in the CAD module are able to be entered manually.

Figure 5.24a

- If the Add Item button is clicked before entering a contract number, the error message shown in **Figure 5.24b** will be displayed.

Figure 5.24b

- **Order Number:** The order number associated with the QALI / LOD.

- **Line Item #:** The number assigned to the subject item within the contract.

- **(M) Final Delivery Date:** Date field representing Final Delivery Date of each Contract. If the Add Item button is clicked before entering a final delivery date, the error message shown in **Figure 5.25** will be displayed.

Figure 5.25

- **Proposal Number:** Proposal number.

- **Contract Start Date:** Contract start date.

- **Subcontractor / Purchase Order Number:** Subcontract/Purchase order number issued to subcontractor.

- **Purchase Order Supplement:** Additional Purchase Order identifying information. This field only displays on records with a "Q" suffix.

- **P.O. (Purchase Order) Delivery Date:** The date that the PO will be delivered.

- **(M) Type of Contract:** Select the type of contract from the dropdown menu.

- **(M) Contract Amount (USD):** Enter the value of the contract.

- **Contracting Officer First & Last Name:** If available, enter the contract officer first and last name.

- **(M) Contract End Item or Service Desc:** Enter the contract end item or service description.

Buttons available:

- **Add Contract Information:** Once all of the mandatory fields are entered, this button will add the contract information to the QALI / LOD and return the user to the QALI- New/Edit page. The added contract will display as seen in **Figure 5.27**.

  - If the Add Item button is not clicked before clicking Save Draft button the error message shown in **Figure 5.26** will be displayed.

  - Please Add Item Contract Line Item or Cancel Item Add.

Figure 5.26

- **Cancel Contract Information Add:** This button will remove the information added to the Add Contract Information fields and returns to the user to the QALI- New/Edit page.

Contract Number	Order Number	Line Item Number	Final Delivery Date
UserGuide	123	456	12/31/2028
Proposal Number	**Contract Start Date**	**Sub Contractor/ Purchase Order Number**	**P.O. Delivery Date**
145	12/31/2028	243	12/31/2028
Type Of Contract	**(M) Contract Amount (USD) $**	**Contracting Officer First & Last Name**	**Contract End Item or Service Desc**
F - Task orders, delivery orders	10000	Officer Name	Contract End Item Information.
Purchase Order Supplement			
243.675			
Action			
Edit Delete			
Date: MM/DD/YYYY	User ID:	☐	

Figure 5.27

- **Edit:** Allows the user to edit the data fields for the contract in the line of the clicked button. This will return to the Edit Contract Line Item page.
- **Delete:** Allows the user to delete the data entered for the contract in the line of the clicked button.

L.   **Figure 5.28** displays the NSN information section.

Figure 5.28

- **NSN:** The National Stock Number of the item the QALI / LOD is being written for.

    i.   **COG:** Cognizance Code.

    ii.   **FSC:** Federal Supply Code.

    iii. **NIIN:** National Item Identification Number.

    iv.   **SMIC:** Special Material Identifier Code.

- **Add NSN:** Once the NSN data fields have been entered this button will add the NSN information to the QALI / LOD. Multiple NSNs may be added to the QALI / LOD as shown in **Figure 5.29**.

Figure 5.29

- **Remove NSN:** This button will remove the selected NSN (see **Figure 5.30**).

Figure 5.30

M. **Figure 5.31** displays the Part Number section.

Figure 5.31

- **Part Number:** Enter the part number(s) of the material associated with the QALI / LOD**.** Multiple part numbers may be added to the QALI / LOD as shown in **Figure 5.32**.

Figure 5.32

- **Remove Part Number:** This button will remove the selected Part Number (see **Figure 5.33**).

Figure 5.33

N.   **Figure 5.34** displays the Instructions/Notes section.
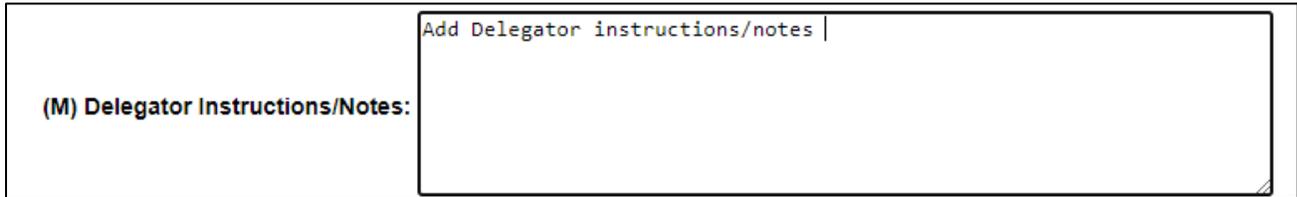

```
                              Add Delegator instructions/notes |
(M) Delegator Instructions/Notes:
```

Figure 5.34

- **(M) Delegator Instructions/Notes:** The Delegator Instructions/Notes section provides a space where the Delegator can enter relevant information for the QALI / LOD. This space allows for up to 4,000 characters to be entered.

O.   **Figure 5.35** displays the Estimated Hours section.

Estimated Hours: [   ]

Figure 5.35

- **Estimated Hours:** The Delegator enters the estimated number of hours to accomplish the requested work.

5.3 QALI Requirements/Attributes

A. Enter the information as requested on the Add/Edit/Review LOD Requirements – page. **Figures 5.36** through **5.52** provide Requirements data field description. Remember the (**M**) denotes a mandatory field.
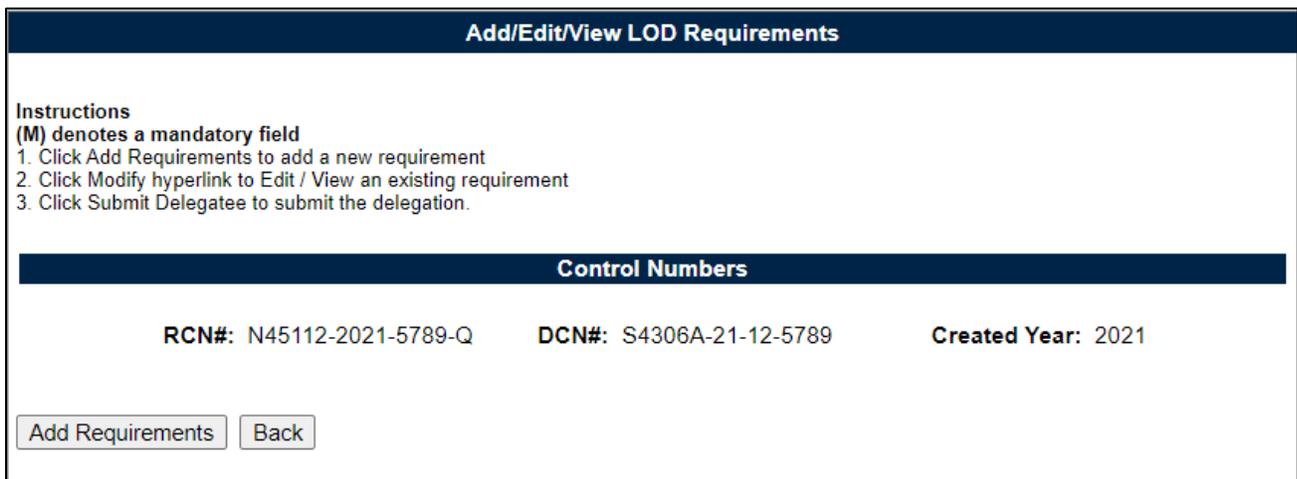
Add/Edit/View LOD Requirements

Instructions
(M) denotes a mandatory field
1. Click Add Requirements to add a new requirement
2. Click Modify hyperlink to Edit / View an existing requirement
3. Click Submit Delegatee to submit the delegation.

Control Numbers

RCN#: N45112-2021-5789-Q   **DCN#:** S4306A-21-12-5789   **Created Year:** 2021

[Add Requirements] [Back]

Figure 5.36

Figure 5.36 Buttons

- **Add Requirements**: Click to open add a new requirement/attribute to the page.

- **Back**: Click to return to the QALI Main Page (see **Figure 3.37**). You can return to the requirements page by the hyperlink.

B. The Requirements page may also be accessed on the QALI/LOD Main page via the Add/View Requirement Page hyperlink seen in **Figure 5.37**.

Worklist	Create QALI/LOD	Ad Hoc Reports	
QUICK VIEWS		**QALI / LOD - Main**	
History			
Record			
ATTACHMENTS (0)			
View/Upload Files			

RCN#: N45112-2022-6-Q   **DCN#:** S5102A-22-01-6   **Created Year:** 2022

Status: DRAFT

Editable and Viewable Pages
New/Edit Base Page
Requirements Page

Send Message
General Message

Figure 5.37

C. Enter the information as requested on the Add/Edit/Review LOD Requirements – page see in **Figure 5.38**.

Add/Edit/View LOD Requirements

Instructions
(M) denotes a mandatory field
1. Enter Requirement information
2. Click Save Requirements to save the requirement

Control Numbers

RCN#: N45112-2024-25-Q
Created Year: 2024

Requirement Information

(M) Assigned Functional Area: <SELECT>

Surveillance Category: <SELECT>
Frequency of Surveillance: <SELECT>
Surveillance Techniques: <SELECT>
Intensity of Surveillance: <SELECT>

Save   Delegator Complete   Cancel Add Reqts

Figure 5.38

NOTE: *Original RCN, Original DCN, Parent RCN and Parent DCN are only displayed if the delegation is a sub-tiered delegation.*

Figure 5.39 Displays the Control Number section.

- **RCN:** Report Control Number, identification number unique to each LOD.

- **DCN:** Document Control Number, identification number Unique to each LOD, will display after the Save Draft or Add/View Requirements buttons have been clicked.

- **Created Year:** Year the record was created- this will be the Original created year for sub-tiered delegations.

Control Numbers		
RCN#: N45112-2021-5789-Q	**DCN#:** S4306A-21-12-5789	**Created Year:** 2021

Figure 5.39

Figure 5.40 Displays the Requirements Information section. **Figure 5.41** through **Figure 5.46** break down the Requirement Information fields.

Requirement Information
(M) Assigned Functional Area: \<SELECT\>
Surveillance Category: \<SELECT\>
Frequency of Surveillance: \<SELECT\>
Surveillance Techniques: \<SELECT\>
Intensity of Surveillance: \<SELECT\>

Figure 5.40

Figure 5.41 through **Figure 5.46** display the Functional Area related cascading data fields. Non-DCMA users are required to select, at a minimum, the Assigned Functional Area. The remaining KCR fields are optional.

- **(M) Assigned Functional Area:** The drop down provides a list of Functional areas, this is the first of the cascading drop down selections, a selection is mandatory on all delegations. This is a mandatory selection.

(M) Assigned Functional Area: \<SELECT\>
- \<SELECT\>
- Quality Assurance
- NASA Quality Assurance
- NSEO Quality Assurance

Figure 5.41

- **KCR # & Description:** The drop down consists of a combination of Key Contract Requirement number and its description based on the Functional Area selected, a selection is mandatory on all delegations (**Figure 5.42**).

    - The Assigned Functional Area is the only required entry on the requirements page. If the KCR is known, it can be entered. DCMA is responsible for entering final KCR values.

Figure 5.42

*Note: If a KCR has been determined to be Expired/Inactive by DCMA, an error message will populate and may require the user to select a new Active KCR before saving the requirement. See **Figure 5.42a** for an example message.*

Figure 5.42a

- **Surveillance Event:** The drop down list consists of groups of surveillance activities, tasks, or mandatory functions that are required to complete a scheduled activity based on the KCR selected (see **Figure 5.43**).

Figure 5.43

- **Surveillance Activity:** The drop down list consists specific surveillance technique to complete a task or tasks on the surveillance schedule based on the Surveillance Event selected (see **Figure 5.44**).

Figure 5.44

- **Surveillance Sub-Activity:** The drop down list consists of sub activities of the surveillance activity selected (see **Figure 5.45**).

Figure 5.45

Figures **5.46** through **5.50** describe the data fields that are displayed in **Figure 5.46**.

Figure 5.46

Figure 5.46 Data Fields

- **Surveillance Category:** The drop down list contains the overarching grouping of surveillance evaluations with similar objectives as shown in **Figure 5.47**.

Figure 5.47

- **Surveillance Technique:** The drop down list consists of the descriptions of the actions used in collecting and/or assessing data as shown in **Figure 5.48**.

Figure 5.48

- **Frequency of Surveillance:** The drop down list contains the list of frequencies that determine the appropriate level of oversight of a contractor to meet contractual requirements as shown in **Figure 5.49**.

Figure 5.49

- **Intensity of Surveillance:** The drop down list contains the list of intensities that determine the appropriate level of oversight of a contractor to meet contractual requirements as shown in **Figure 5.50**.

Figure 5.50

Figure 5.51 displays the buttons available before saving a requirement.

- **Save:** Saves entry without validating mandatory fields.
- **Delegator Complete:** Saves entry and checks all mandatory fields are complete.
- **Cancel Add Reqts:** Cancels entry without saving and returns to Requirements Page.

Figure 5.51

Figure 5.52 displays the added requirement and the buttons available on the requirements page after adding a requirement. Note that is only the Assigned Functional Area is selected, no values will display on the table for the added requirement (as seen on the second row of the table in **Figure 5.52**).

Figure 5.52

5.4 Annual Reviews

Delegator and Delegatee on records have the opportunity to complete an Annual Review. The option to perform a review will only display on the New/Edit Base Page when the record is in ACCEPTED status. Any previously entered reviews will display on the New/Edit Base Page when in other statuses. **Figure 5.53** shows the Delegator view and **Figure 5.54** shows the Delegatee view.

Figure 5.53

Figure 5.54

For both users, once a review comment has been entered, click the Save Review button. The record will NOT change from Accepted status when an annual review is performed. Any reviews performed will display in the Status section showing the review and date of review (**Figure 5.55**).

Figure 5.55

The reviews will also be tracked on the History page (**Figure 5.56**).

Figure 5.56

6 DELETING A QALI

A QALI may only be deleted while the QALI is in DRAFT, WITHDRAWN or REJECTED status.

- Locate QALI on the Worklist (see **Figure 6.1**).

Figure 6.1

- Click on the RCN for the QALI to be deleted to open the QALI Main Page **Figure 6.2**.

Figure 6.2

- Click the View/Edit Base Page (see **Figure 6.2**).

Figure 6.3

- Click the Delete Delegation button (see **Figure 6.3**).

  - A confirmation box will be displayed to confirm (see **Figure 6.4**).

Figure 6.4

- **Cancel:** Clicking Cancel in the confirmation box will stop the deletion process.

- **OK:** Clicking OK will complete the deletion process and a PDREP message will be displayed as shown in **Figure 6.5**.

PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)

PDREP MESSAGE

QALI Number   N45112-2021-5475-Q
Message   Delegation deleted successfully
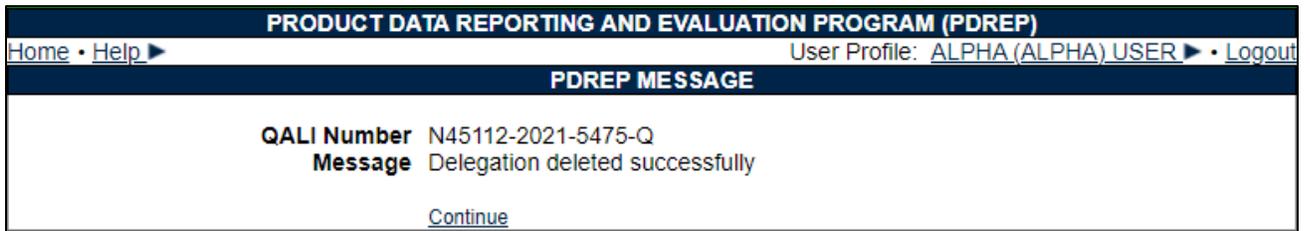
Continue

Figure 6.5

- **Continue:** The Continue hyperlink will return the user to the Worklist page. Refresh the worklist and the deleted delegation will no longer appear in the table.

7 ISSUING A QALI

QALI and LOD share the same functionality when opening the correspondence page and the letters generated by the correspondence page.

7.1   Accessing the Correspondence Page

When ready to submit the QALI, click the Submit to Delegatee button on the QALI New/Edit page (see **Figure 7.1**) or the Requirements page, and the Correspondence page will open (see **Figure 7.2**).

QALI - New/Edit

Instructions
(M) denotes a mandatory field
1. Select Delegator Name from Drop Down
2. Enter Delegatee DoDAAC
3. Select Delegatee Name from Drop Down
4. Enter LOD information
5. Click Save Draft to save LOD and remain on current page
6. Click Save and Add Requirements to save LOD and display Requirements page

| Add/View Requirements | Save Draft | Submit to Delegatee | Delete Delegation | Add/View Attachment |

Cancel

Figure 7.1

Figure 7.2

All information on this page has been automatically filled in based on the information entered by the delegator while creating the QALI.

The letter template is editable to allow the user to make necessary changes to the letter. These changes will be saved and will appear on the letter PDF file.

- Email Addresses –
    - **To:** The Delegatee's email address is auto-populated to be added as a recipient (**Figure 7.3**). The user may enter additional recipients by typing their email address in the To: box and then clicking the 'Add To Email list' button.

NOTE: *Adding additional recipients must be done one address at a time. The user should have the auto-fill functionality disabled in their browser, if it is enabled, they may see multiple emails populate in the template header.*

    - **CC:** If you wish to add CC addresses enter the email address in the 'CC:' box and click 'Add CC Email List' button. If the transmitter requires a copy of the email, they too will need to add their email address to the CC: line. Additional email address may be added using the 'Add To Email list' and 'Add CC Email list button (see **Figure 7.3**).

Figure 7.3

Figure 7.4

To remove an email address, highlight the address to be removed and click the 'Delete' button (see **Figure 7.4**).

Figure 7.4

- Letter Head – Contains the DoDAAC address of the Delegator and one block that may have text added to it (see **Figure 7.5**). The address may be edited.

Figure 7.5

- Letter Section – Contains the Delegator and Delegatee's address information, the subject of the letter, contractor, contract information, if added, the request instructions and the Acknowledgement Date (see **Figure 7.6**).

```
You have received a delegation for the following area(s):
        Quality Assurance

Delegator: ALPHA (ALPHA) USER
Phone: 2074386491
Delegator Comments: test notes

Contract #: PLACEHOLDER12
Subcontract #: 668522554

Customer Name:

RCN #: N45112-2024-25-Q
DCN #: S5102A-24-01-25

Supplier/Facility: PDREP CO PDREP
                   NSLC PORTSMOUTH
                   PORTSMOUTH. 03804

Please log in to PDREP to review and accept/recommend rejection/reassign/request
negotiation per the appropriate policy.
```

Figure 7.6

Attachment Section – this section displays if attachments exist on the delegation.

List of attachments: 2 attachment(s) associated with this QALI.recordType.
```
All Attachments
Changes to CAGE Code.docx : null
Delete Delegation CSR.docx : null
```
To send all attachments select the first options 'All Attachments'.
To select multiple attachments, press and hold CTRL key and click on attachment name.
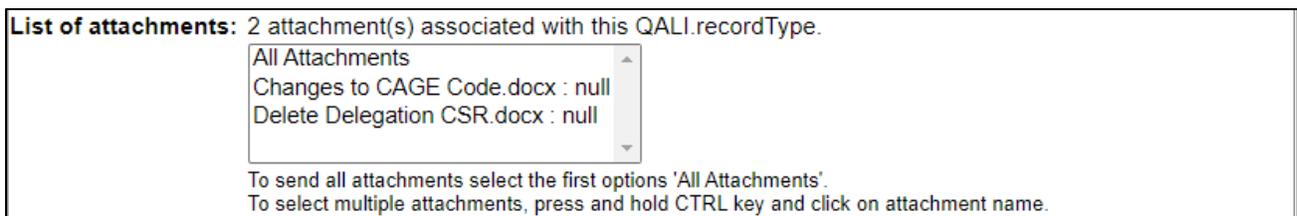
Figure 7.7

- **List of Attachments:** Any file that has been uploaded to this LOD will be listed in this section. For detailed instructions on attachments, see Section 26.

Select 'All Attachments' to send every file listed in this box to the Delegatee.

```
All NON-CUI Attachments
S0101A-2024-395_INITIAL_LETTER.pdf :
S0101A-2024-395_INITIAL_LETTER.pdf :
S0101A-2024-395_INITIAL_LETTER.pdf :
```
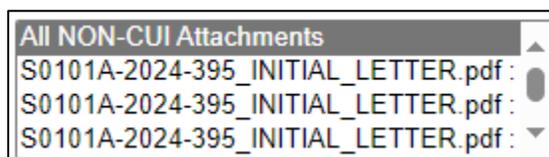
Figure 7.8

To only send specific files listed, hold the CTRL key and click on the individual attachments desired. If no selection is made, no additional attachments will be sent.
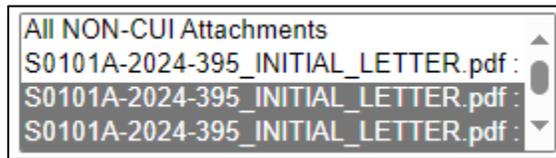
Figure 7.9

Figure 7.10

Buttons on the Correspondence page

- **Send:** Send the QALI to the Delegatee. After clicking the Send Button, the webpage in **Figure 7.11** will be displayed. Clicking the Continue hyperlink will return the Delegator to the Worklist search webpage.

- **Back:** Return the Delegator to the New/Edit screen.
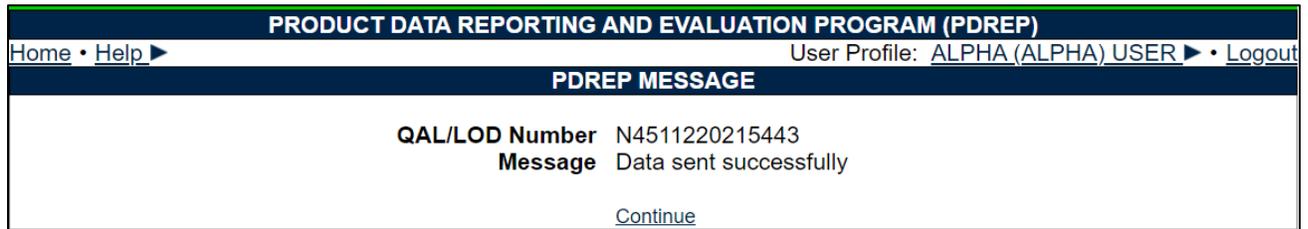
Figure 7.11

7.2   PDREP Generated Email to the Delegatee

The email generated by PDREP will be like the one shown in **Figure 7.12.** The email contains the official notification letter and the attachments the Delegator added to the email.
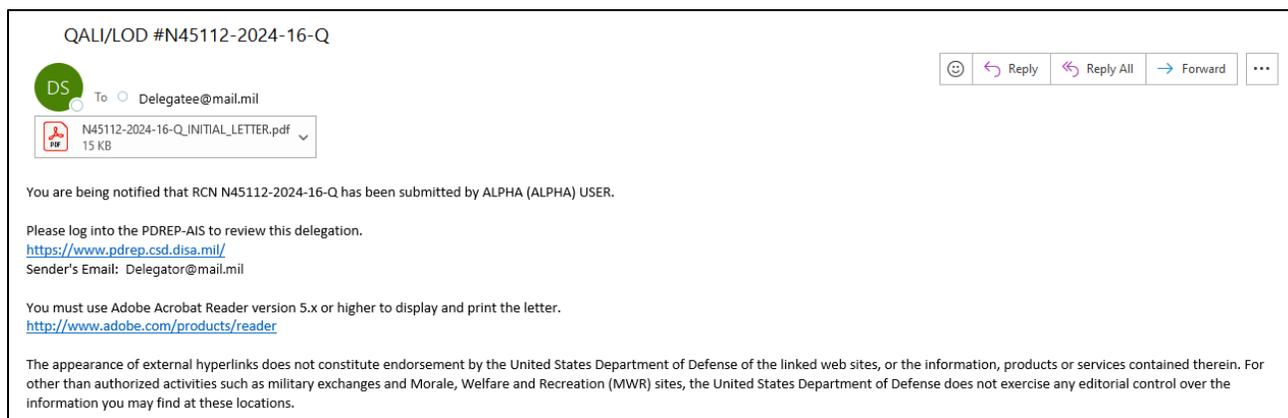
Figure 7.12

A. **Figure 7.13** is a representation of the official Notification Letter sent to the Delegatee. The letter is sent to the Delegatee in a PDF format.

B. The attachments that are included in the email will be attached in the same format as they were uploaded to PDREP.

NAVAL SEA LOGISTICS CENTER
PORTSMOUTH NAVAL SHIPYARD
PORTSMOUTH, NH 03804-5000 US

You have received a delegation for the following area(s):
    Quality Assurance

Delegator: ALPHA (ALPHA) USER
Phone: 2074386491
Delegator Comments: test notes

Contract #: PLACEHOLDER12
Subcontract #: 668522554

Customer Name:

RCN #: N45112-2024-25-Q
DCN #: S5102A-24-01-25

Supplier/Facility: PDREP CO PDREP
            NSLC PORTSMOUTH
            PORTSMOUTH, 03804

Please log in to PDREP to review and accept/recommend
rejection/reassign/request negotiation per the appropriate policy.

Figure 7.13

7.3 PDREP Generated Email to the Delegator

When the record is acknowledged by the Delegatee, the email sent by PDREP will be like the one shown in **Figure 7.14.**
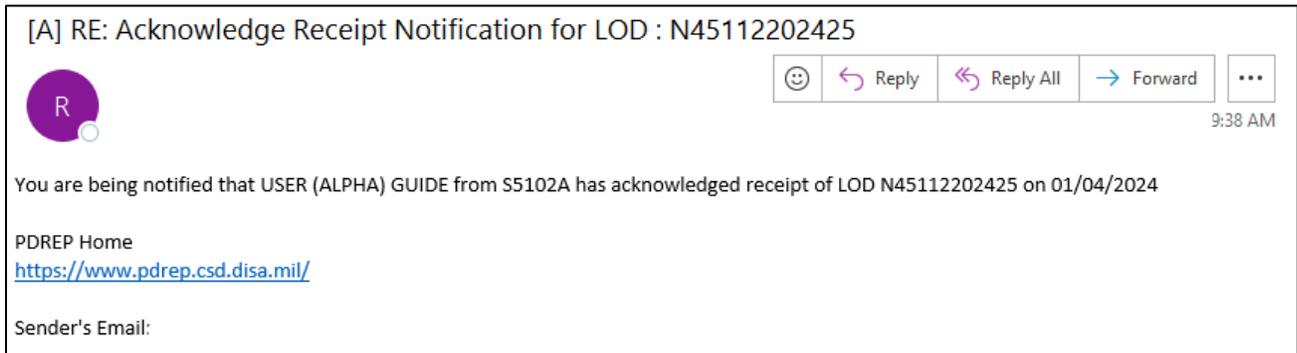
Figure 7.14

After acknowledgement, the Delegatee with Accept, Accept with Limitations, or Reject the delegation. The email to the Delegator will contain the official Letter of Acceptance or Rejection and any attachments that were included, like the example in **Figure 7.15**.
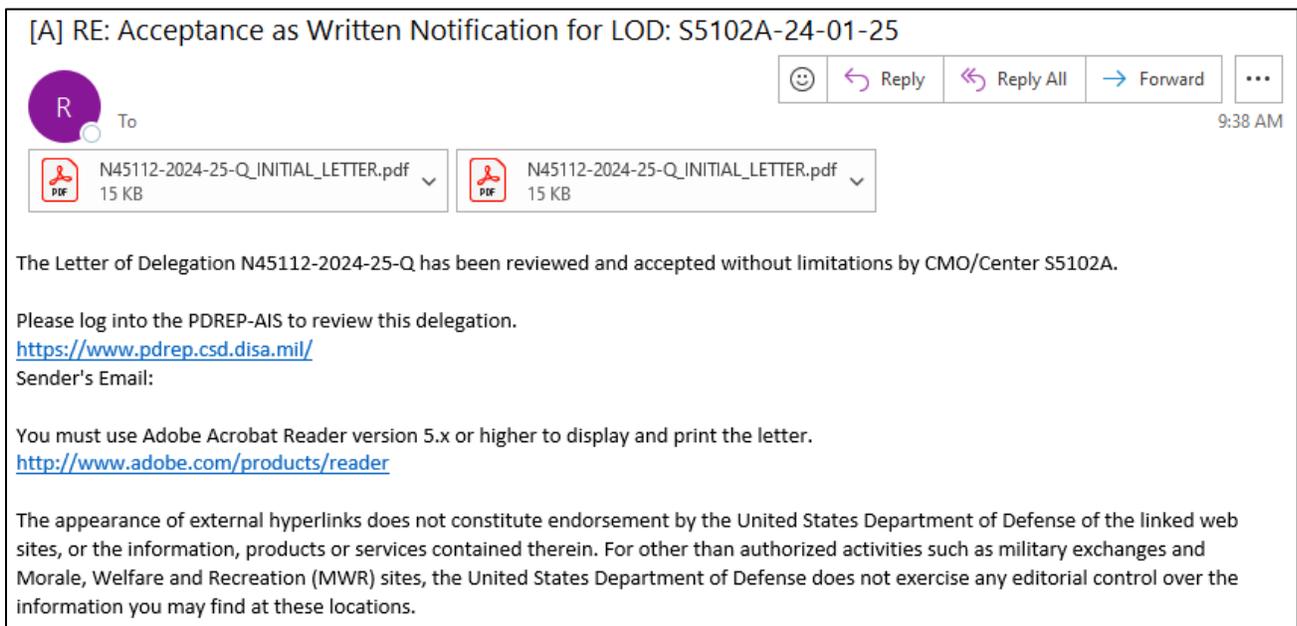
Figure 7.15

Figure 7.16 is a representation of the official Letter of Acceptance sent to the Delegator in PDF format.

Figure 7.16

The attachments that are included in the email will be attached in the same format that they were uploaded to PDREP in.

8 WITHDRAWING A QALI

The withdrawal of a QALI may only be done when a record is in ISSUED, ACKNOWELDGED, or REJECTED status.

    A. Locate QALI on the Worklist.

Figure 8.1

B. Click on the RCN hyperlink for the QALI that will be withdrawn. The QALI – Main page will be displayed (see **Figure 8.2**). Click the View/Edit Base Page hyperlink.

Figure 8.2

C. Click the Withdraw Delegation button (see **Figure 8.3**).

QALI - New/Edit

Instructions
(M) denotes a mandatory field
1. Select Delegator Name from Drop Down
2. Enter Delegatee DoDAAC
3. Select Delegatee Name from Drop Down
4. Enter LOD information
5. Click Save Draft to save LOD and remain on current page
6. Click Save and Add Requirements to save LOD and display Requirements page

| Add/View Requirements | Save | Withdraw Delegation | Add/View Attachment | Cancel |

Control Numbers

RCN#: N45112-2024-24-Q   DCN#: S5102A-24-01-24
Created Year: 2024

Status
(M) Status: ISSUED

Figure 8.3

D. The QALI Withdraw Email Notice page will display (see **Figure 8.4**).

LOD Email Notice

| Send | Cancel |

Control Numbers

RCN#: N45112-2024-24-Q   DCN#: S5102A-24-01-24
Created Year: 2024

QALI/LOD - Withdraw

To: user.guide@navy.mil
From: user.guide2@navy.mil

Please enter Remarks. They will be used as the body of the Email:

(M) Remarks:

(M) Withdraw Date: 01/04/2024

Figure 8.4

- **(M) Withdraw Date:** The withdraw date is the Date that the QALI is being withdrawn. This field defaults to the current date and is a mandatory field.

- **(M) Remarks:** Enter notes/remarks regarding the withdrawal of the QALI. This field is mandatory.

E. Buttons available on the Withdraw Page:

- **Send:** Clicking the Send button sends the email notification to the listed user and will display a confirmation page after sending (see **Figure 8.5**). This action finalizes the Withdraw process.

- **Cancel:** Clicking the Cancel button exits the page without saving.

PDREP MESSAGE
QAL/LOD Number N45112-2024-24-Q
Message Withdrawal sent successfully
Continue

Figure 8.5

F. Click continue to return to the Main page where the status will show as WITHDRAWN (see **Figure 8.6**). The record will also show WITHDRAWN status on the worklist (see **Figure 8.7**).
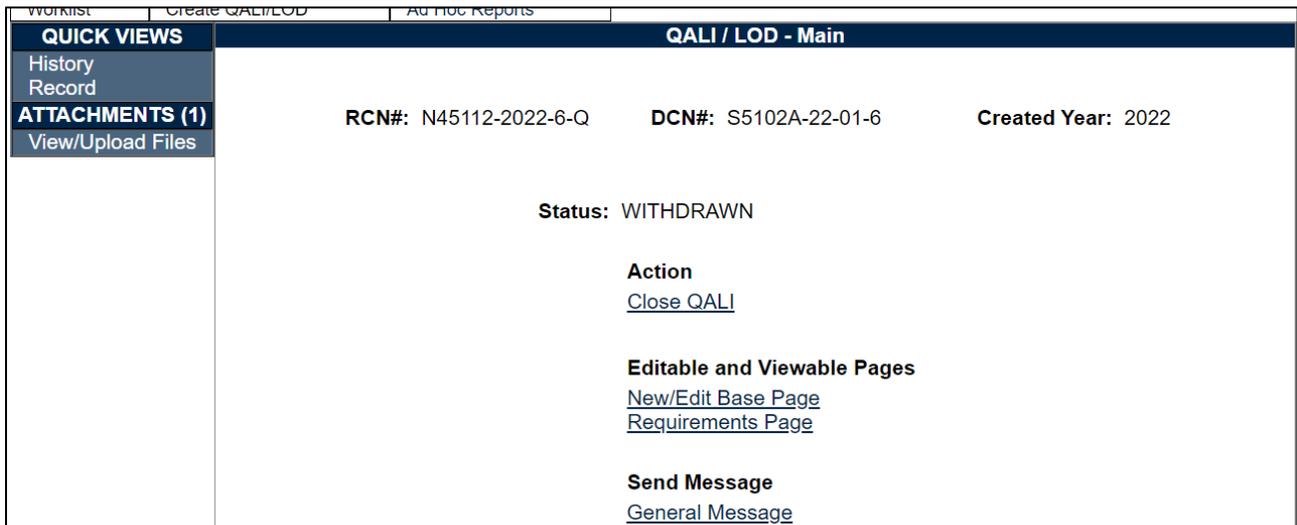
Figure 8.6

Figure 8.7

G. The Delegatee will receive an email notice similar to the one in **Figure 8.8** with the remarks entered on the Withdraw Email Notice page.

[A] RE: Withdraw Notification for QALI/LOD : N45112-2024-24

DS   To   ☺ ↩ Reply ↩ Reply All → Forward ⋯
                                                                          9:41 AM

Delegation has been withdrawn. Remarks: withdraw remarks.

PDREP Home
https://www.pdrep.csd.disa.mil/
Sender's Email:
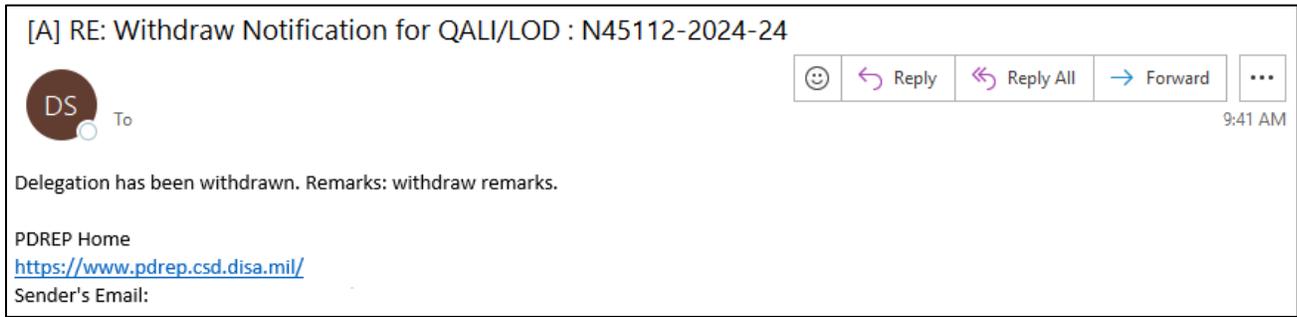
Figure 8.8

9 MODIFING A QALI

A delegator may modify a QALI by changing any data field within the QALI or reissue a QALI after rejection. If the QALI is changed in any manner the QALI will be returned to ISSUED status and will go through the same process of acknowledgement and acceptance/rejection as the unmodified QALI did previously.

9.1   Modifying/Adding QALI Information after Issuing

The Delegator may modify the QALI information after submittal until the Delegatee completes the QALI.

A. Locate QALI in the Worklist (see **Figure 9.1**).

Worklist download: Click here to download data in spreadsheet

Type	RCN	Delegator Name	DCN	Delegatee Name	KTR CAGE	Contract Number(s)	Status	Issue Date	Action Required In
QALI	N45112-2024-25-Q	ALPHA (ALPHA) USER	S5102A-24-01-25	USER (ALPHA) GUIDE	PDREP	PLACEHOLDER12	ACCEPTED	01/04/2024	

Figure 9.1

B. Click the RCN hyperlink to enter the QALI main page. Select the hyperlink for the page to enter.

Figure 9.2

C. The delegator will have access to all of the editable data field. For the purpose of the user guide will demonstrate adding a subcontractor purchase order to a contract.

D. Click the Edit button seen in **Figure 9.3** to open the Edit Contract Line Item page to enter changes (see **Figure 9.4)**. Click Save Item to complete the changes.

Add Contract Information

Add Contract

LOD Contract Line Items

Contract Number	Order Number	Line Item Number	Final Delivery Date
DELEGATEETEST			02/28/2022

Proposal Number	Contract Start Date	Sub Contractor/ Purchase Order Number	P.O. Delivery Date

Type Of Contract	Face Value of Prime Contract	Contracting Officer First & Last Name	Contract End Item or Service Desc
Blanket purchase agreements	15000		CONTRACT END ITEM DESCRIPTION

Action

Edit   Delete

Figure 9.3

Edit Contract Line Item	
(M) Contract Number	DELEGATEETEST
Order Number	50 Characters Max
Line Item Number	6 Characters Max
(M) Final Delivery Date	02/28/2022
Proposal Number	50 Characters Max
Contract Start Date	MM/DD/YYYY
Sub Contractor/ Purchase Order Number	325624102
P.O. Delivery Date	MM/DD/YYYY
(M) Type of Contract:	Blanket purchase agreements ▾
(M) Face Value of Prime Contract:	15000
Contracting Officer First & Last Name:	
(M) Contract End Item or Service Desc:	CONTRACT END ITEM DESCRIPTION

Save Item   Cancel Item Edit

Figure 9.4

E. After modifying the contract, click "SAVE LOD" on the QALI- New/Edit page. This will open a message to send a notice of the update to the Delegatee (see **Figure 9.5**).

LOD - Send Message to Delegator/Delegatee	
Control Numbers	

RCN#: N45112-2021-5577-Q   DCN#: S4306A-21-09-5577   Created Year: 2021

Delegator (Code/Name)): S....
Delegator (Email)): S....
Delegatee (Code/Name)): -....
Delegatee (Email)): R....

(M) Message: 3000 Characters Max

Send Message   Cancel

Figure 9.5

Enter the message to the Delegatee in **Figure 9.5** then click Send Message to transmit. Click Cancel to return to the record Main page without sending a notice to the Delegatee.

9.2 Modifying after Rejection & Reissuing a QALI / LOD

The Delegator may modify the QALI information after rejection and reissue the QALI.

A. Locate QALI in the Worklist (see **Figure 9.6**).

Worklist download: Click here to download data in spreadsheet

Type	RCN	Delegator Name	DCN	Delegatee Name	KTR CAGE	Contract Number(s)	Status	Issue Date	Action Required In
QALI	N45112-2024-25-Q	ALPHA (ALPHA) USER	S5102A-24-01-25	USER (ALPHA) GUIDE	PDREP	PLACEHOLDER12	REJECTED	01/04/2024	

Figure 9.6

B. Click the RCN hyperlink to enter the QALI/LOD – Main page. Click the New/Edit Base Page hyperlink to enter the record.

C. The delegator will have access to all of the editable data fields. **Figure 9.7** shows the Delegator Instructions/Notes field. For the purpose of the user guide, it will demonstrate modifying the Delegator Instructions/ Notes (see **Figure 9.8**).

(M) Delegator Instructions/Notes: TEST RECORD FOR USER GUIDE

Estimated Hours: 2

Save Draft   Submit to Delegatee   Withdraw Delegation   Delete Delegation   Close Delegation   Add/View Attachment   Cancel

Figure 9.7

(M) Delegator Instructions/Notes: TEST RECORD FOR USER GUIDE
08/30/2021- ADDED PO NUMBER AND PO DELIVERY DATE.

Estimated Hours: 2

Save Draft   Submit to Delegatee   Withdraw Delegation   Delete Delegation   Close Delegation   Add/View Attachment   Cancel

Figure 9.8

D. Click the Submit to Delegatee button (see **Figure 9.9**).

Figure 9.9

E. After reissuing the QALI via the Correspondence page (see Section 7), the status will change to ISSUED on the QALI/LOD Main page and worklist (see **Figure 9.10**). The Delegatee will need to re-acknowledge and re-accept the delegation after changes are made.

Worklist download: Click here to download data in spreadsheet

Type	RCN	Delegator Name	DCN	Delegatee Name	KTR CAGE	Contract Number(s)	Status	Issue Date	Action Required In
QALI	N45112-2024-25-Q	ALPHA (ALPHA) USER	S5102A-24-01-25	USER (ALPHA) GUIDE	PDREP	PLACEHOLDER12	ISSUED	01/04/2024	

Figure 9.10

10 CLOSING A QALI

10.1 After a Delegation is Complete

A. Users will receive an email notification when a delegation has been completed (example in **Figure 10.1**).
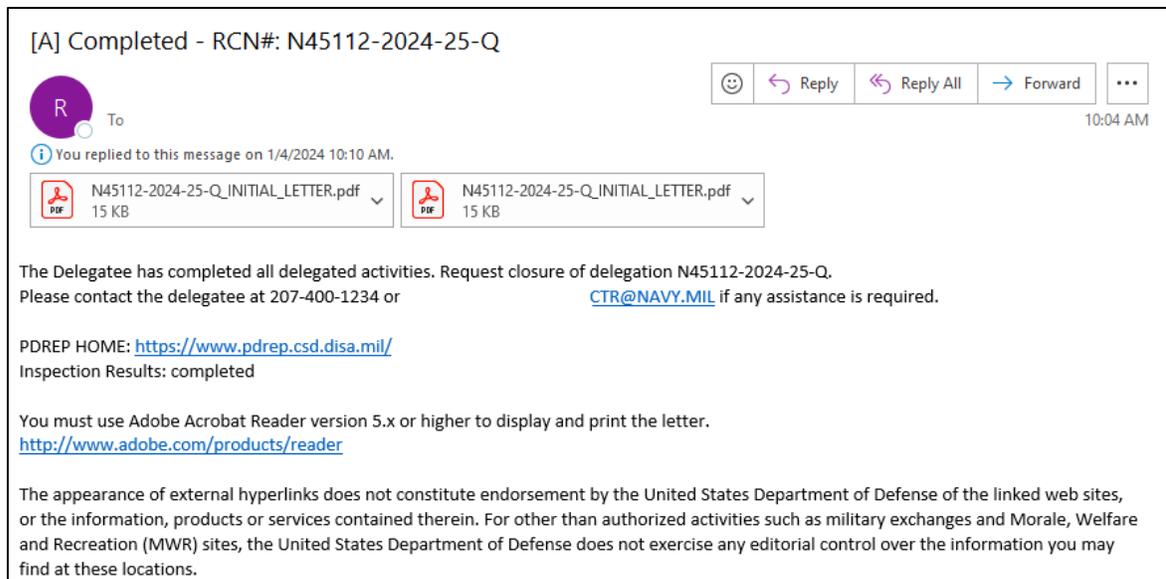
Figure 10.1

B. Locate the Completed QALI on the Worklist (see **Figure 10.2**).

Type	RCN ▲	Delegator Name	DCN	Delegatee Name	KTR CAGE	Contract Number(s)	Status	Issue Date	Action Required In
QALI	N45112-2024-25-Q	ALPHA (ALPHA) USER	S5102A-24-01-25	USER (ALPHA) GUIDE	PDREP	PLACEHOLDER12	COMPLETED	01/04/2024	

Figure 10.2

B. Click the RCN hyperlink. QALI Main page will display. An action hyperlink is available on the Main page to close the QALI seen in **Figure 10.3**.

Figure 10.3

C. Clicking the Close QALI hyperlink will open a view only display of the record with a Close Delegation button (see **Figure 10.4**).

Figure 10.4

D. Users may also click the Close Delegation button available on the QALI- New/Edit page (**Figure 10.5**).

Figure 10.5

E. Clicking the Close Delegation button shown in **Figure 10.4** and **Figure 10.5** will populate a confirmation box seen in **Figure 10.6**.

Figure 10.6

- **Cancel:** Clicking Cancel in the confirmation box will stop the deletion process.

- **OK:** Clicking OK will complete the deletion process and a PDREP message will be displayed as shown in **Figure 10.7.**

Figure 10.7

F. If all Sub-Tier delegations are not complete the error displayed in **Figure 10.8** will notify the Delegator that a sub-tier delegation has not been completed. This also will not allow the Delegator to close the delegation.

- All Subtier LODs should be complete

Figure 10.8

G. Click the Continue hyperlink to refresh the page and populate the QALI/LOD Main page. Clicking the Record hyperlink under Quick Views (see **Figure 10.9**) will display the view format of the delegation with the status being "Closed" (see **Figure 10.10**).

Worklist	Create QALI/LOD	Ad Hoc Reports

QUICK VIEWS
History
Record
ATTACHMENTS (3)
View/Upload Files

QALI / LOD - Main

RCN#: N45112-2022-6-Q   DCN#: S5102A-22-01-6   Created Year: 2022

Status: CLOSED

Send Message
General Message

Figure 10.9

Print | Back

QALI / LOD View

Control Numbers

RCN#: N45112-2024-25-Q   DCN#: S5102A-24-01-25
Created Year: 2024

Status: CLOSED
Annual Review Confirmation:

Status
Type: QALI
Issue Date: 01/04/2024
Acknowledge Due Date: 01/11/2024
Acknowledge Date: 01/04/2024
Accept / Reject Due Date: 02/03/2024
Accept / Reject Date: 01/04/2024
Completion Date: 01/04/2024
Closed Date: 01/04/2024

Originator Information

Figure 10.10

C. An email notification will be sent to the Delegatee informing them the delegation has been closed (example seen in **Figure 10.11**)

From:
Sent: Thursday, January 4, 2024 10:09 AM
To:
Subject: [A] Closure - RCN#: N45112-2024-25-Q

The Delegator has reviewed the submitted surveillance documentation and concurs with the request. The letter of delegation N45112-2024-25-Q is closed.

Thank you for your assistance.

Please contact the delegator at 2074386491 or   @NAVY.MIL if any assistance is required.

PDREP HOME: https://www.pdrep.csd.disa.mil/

Figure 10.11

10.2 After a Delegation is Withdrawn

H. Locate the QALI on the worklist (see **Figure 10.12**), see **Section 8** for Withdraw a Delegation procedures.

Type	RCN	Delegator Name	DCN	Delegatee Name	KTR CAGE	Contract Number(s)	Status	Issue Date	Action Required In
QALI	N45112-2024-24-Q	ALPHA (ALPHA) USER	S5102A-24-01-24	TEST (ALPHA) USER		NAVYQALI	WITHDRAWN		

Figure 10.12

I. Click the RCN hyperlink. QALI Main page will display. An action hyperlink is available on the Main page to close the QALI seen in **Figure 10.13**.

Worklist	Create QALI/LOD	Ad Hoc Reports	
QUICK VIEWS		QALI / LOD - Main	

History
Record
ATTACHMENTS (1)
View/Upload Files

RCN#: N45112-2024-24-Q   DCN#: S5102A-24-01-24
Created Year: 2024

Status: WITHDRAWN

Action
Close QALI

Editable and Viewable Pages
New/Edit Base Page

View Requirements Page

Send Message
General Message

Figure 10.13

J. Clicking the Close QALI hyperlink will open a view only display of the record with a Close Delegation button (see **Figure 10.14**).

QALI / LOD View
Close Delegation

Control Numbers

RCN#: N45112-2024-24-Q

DCN#: S5102A-24-01-24

Created Year: 2024

Status: WITHDRAWN

Figure 10.14

K. Users may also click the Close Delegation button available on the QALI- New/Edit page (**Figure 10.15**).

QALI - New/Edit

Instructions
(M) denotes a mandatory field
1. Select Delegator Name from Drop Down
2. Enter Delegatee DoDAAC
3. Select Delegatee Name from Drop Down
4. Enter LOD information
5. Click Save Draft to save LOD and remain on current page
6. Click Save and Add Requirements to save LOD and display Requirements page

[Add/View Requirements] [Save] [Submit to Delegatee] [Delete Delegation] [Close Delegation]
[Add/View Attachment] [Cancel]

Control Numbers

RCN#: N45112-2024-24-Q

DCN#: S5102A-24-01-24

Created Year: 2024

Status

(M) Status: WITHDRAWN

Figure 10.15

L. Clicking the Close Delegation button in either view shown in **Figure 10.14** and **Figure 10.15** will populate a confirmation box seen in **Figure 10.16**.
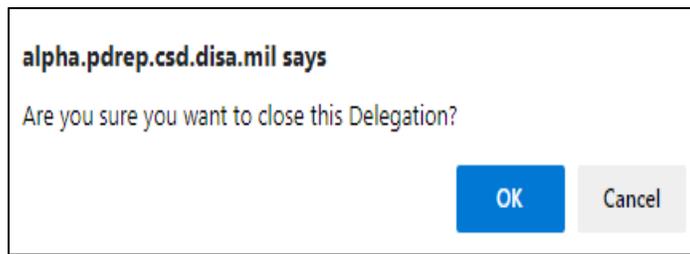
Figure 10.16

- **Cancel:** Clicking Cancel in the confirmation box will stop the deletion process.

- **OK:** Clicking OK will complete the deletion process and a PDREP message will be displayed as shown in **Figure 10.17.**
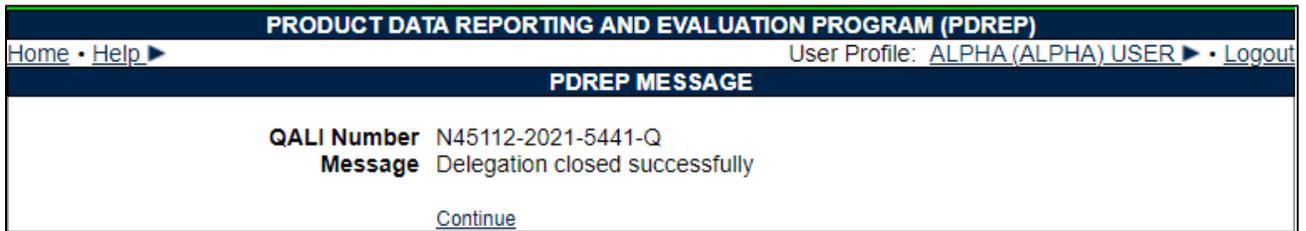
Figure 10.17

M. Click the Continue hyperlink to refresh the page and populate the QALI/LOD Main page. Clicking the Record hyperlink under Quick Views (see **Figure 10.18**) will display the view format of the delegation with the status being "Closed".

Figure 10.18

N. If all Sub-Tier delegations are not complete the error displayed in **Figure 10.19** will notify the Delegator that a sub-tier delegation has not been completed. This also will not allow the Delegator to close the delegation.

Figure 10.19

O. An email notification will be sent to the Delegatee informing them the delegation has been closed (example seen in **Figure 10.20**)

From:
Sent: Thursday, January 4, 2024 10:09 AM
To:
Subject: [A] Closure - RCN#: N45112-2024-25-Q

The Delegator has reviewed the submitted surveillance documentation and concurs with the request. The letter of delegation N45112-2024-25-Q is closed.

Thank you for your assistance.

Please contact the delegator at 2074386491 or _____@NAVY.MIL if any assistance is required.

PDREP HOME: https://www.pdrep.csd.disa.mil/

Figure 10.20

10.3 After a Delegation is Rejected

A. Locate the QALI on the worklist with REJECTED status.

Worklist download: Click here to download data in spreadsheet

QALI/LOD	RCN	DCN	Delegator Activity	Delegated Activity	Ctr CAGE	Contract Number(s)	Status	Issue Date	View	History
QALI	N45112-2021-5484-Q	S5102A-21-08-5484	N45112	S5102A		USERGUIDEQALI	REJECTED		View	View

Figure 10.21

A. Click the RCN hyperlink. QALI Main page will display. An action hyperlink is available on the Main page to close the QALI seen in **Figure 10.22**.

Worklist	Create QALI/LOD	Ad Hoc Reports	
QUICK VIEWS		QALI / LOD - Main	
History			
Record			
ATTACHMENTS (2)			
View/Upload Files			

RCN#: N45112-2022-7-Q   DCN#: S5102A-22-01-7   Created Year: 2022

Status: REJECTED

Action
Close QALI

Editable and Viewable Pages
New/Edit Base Page
Requirements Page

Send Message
General Message

Figure 10.22

B. Clicking the Close QALI hyperlink will open a view only display of the record with a Close Delegation button (see **Figure 10.23**).

PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)	
Home • Help ▶	User Profile: ALPHA (ALPHA) USER ▶ • Logout

Print | Back

QALI / LOD View

Close Delegation

Control Numbers

RCN#: N45112-2022-7-Q   DCN#: S5102A-22-01-7   Created Year: 2022

Status: REJECTED

Annual Review Confirmation:

Figure 10.23

C. Users may also click the Close Delegation button available on the QALI- New/Edit page (**Figure 10.24**).

QALI - New/Edit

Instructions
(M) denotes a mandatory field
1. Select Delegator Name from Drop Down
2. Enter Delegatee DoDAAC
3. Select Delegatee Name from Drop Down
4. Enter LOD information
5. Click Save Draft to save LOD and remain on current page
6. Click Save and Add Requirements to save LOD and display Requirements page

Add/View Requirements | Save Draft | Submit to Delegatee | Withdraw Delegation | Close Delegation
Add/View Attachment | Cancel

Control Numbers

RCN#: N45112-2022-7-Q   DCN#: S5102A-22-01-7   Created Year: 2022

Internal LOD Status

(M) Status: REJECTED

Figure 10.24

D. Clicking the Close Delegation button on either view shown in **Figure 10.23** and **Figure 10.24** will populate a confirmation box seen in **Figure 10.25**.

alpha.pdrep.csd.disa.mil says

Are you sure you want to close this Delegation?

OK | Cancel

Figure 10.25

- **Cancel:** Clicking Cancel in the confirmation box will stop the deletion process.

- **OK:** Clicking OK will complete the deletion process and a PDREP message will be displayed as shown in **Figure 10.26**.

PRODUCT DATA REPORTING AND EVALUATION PROGRAM (PDREP)

Home • Help ▶ User Profile: ALPHA (ALPHA) USER ▶ • Logout

PDREP MESSAGE

QALI Number N45112-2021-5484-Q
Message Delegation closed successfully

Continue
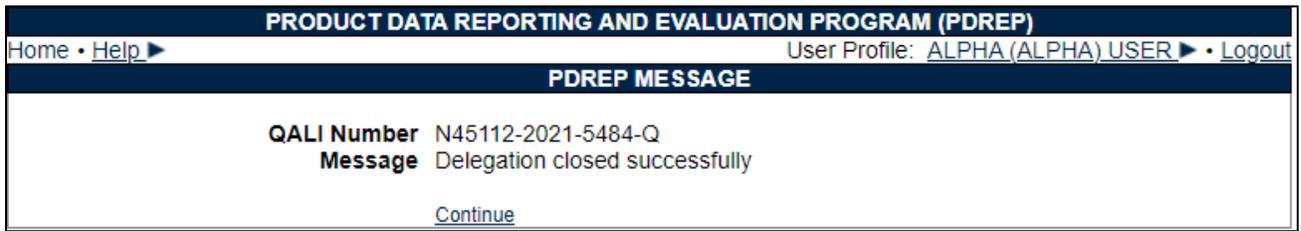
Figure 10.26

E. If all Sub-Tier delegations are not complete the error displayed in **Figure 10.27** will notify the Delegator that a sub-tier delegation has not been completed. This also will not allow the Delegator to close the delegation.

- All Subtier LODs should be complete

Figure 10.27

F. Click the Continue hyperlink to refresh the page and populate the QALI/LOD Main page. Clicking the Record hyperlink under Quick Views (see **Figure 10.28**) will display the view format of the delegation with the status being "Closed".

Worklist	Create QALI/LOD	Ad Hoc Reports	
QUICK VIEWS		**QALI / LOD - Main**	
History			
Record			
ATTACHMENTS (1)	RCN#: N45112-2022-8-Q	DCN#: S4306A-22-01-8	Created Year: 2022
View/Upload Files			
		Status: CLOSED	
		Send Message	
		General Message	
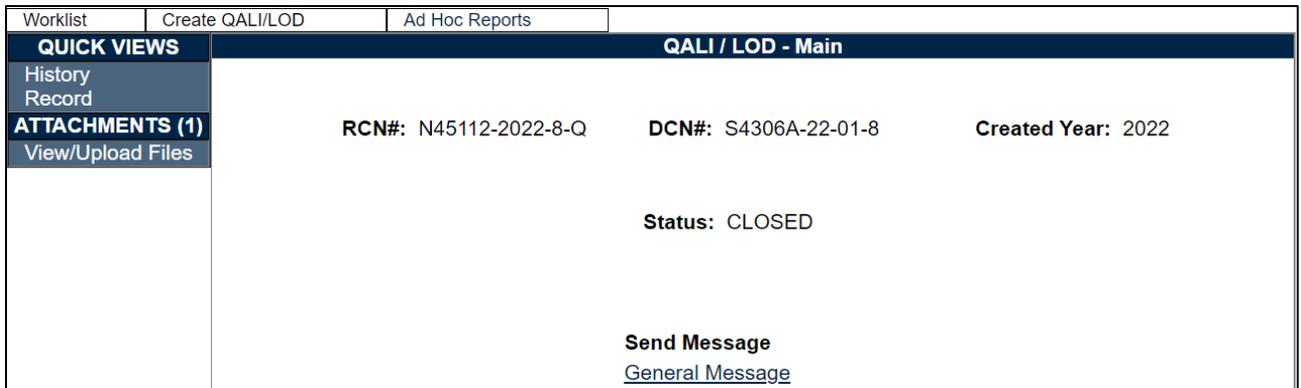
Figure 10.28

G. An email notification will be sent to the Delegatee informing them the delegation has been closed (example seen in **Figure 10.29**)

Figure 10.29

11 QALI TRANSFER

Users will have access to Transfer records within any Primary or Secondary DoDAACs from their user profile.

11.1   Accessing Transfer Page

A. From the PDREP main menu, hover over the QALI/Letter of Delegation (LOD) menu item, select Transfer QALI/LOD from the fly out menu as shown in **Figure 11.1** or from the PDREP – QALI / LOD Worklist page, click the Transfer Tab (see **Figure 11.2**).

Figure 11.1

Figure 11.2

B. Clicking the Transfer QALI/LOD fly out or the Transfer QALI/LOD Tab will display the Transfer QALI / LOD web page as shown in **Figure 11.3**. Note the instructions at the top of the page.

Worklist	Create QALI/LOD	Ad Hoc Reports	

Transfer QALI / LOD

Instructions
(M) denotes a mandatory field

TO SEARCH
1. Select the Record Type to transfer.
2. Select the type of Transfer (e.g. from Delegator to another Delegator, or from a Delegatee to another Delegatee)
3. Enter the DoDAAC of the Record Control Number (RCN). This will populate names in the Delegatee/Delegator dropdowns of users associated with records in that DoDAAC.
4. Select the Delegator or Delegatee whose QALI/LOD you want to transfer OR enter the RCN to search. Do not use both dropdowns and RCN entry when searching.
5. Click the **Search** button

TO TRANSFER
1. Enter the TO: DoDAAC to populate available users within that DoDAAC to transfer the record to (Note: Field is case sensitive)
2. Select the user to whom you would like to transfer the QALI/LOD from the dropdown
3. Select the QALI/LODs to transfer using checkbox to select or click on the "Select All" button
4. Click the **Transfer Selected** button

SEARCH FOR RECORDS TO TRANSFER:

(M) Record Type: ○ **QALI**
(M) Transfer: ○ **FROM Delegatee to Delegatee**   ○ **FROM Delegator to Delegator**

(M) DoDAAC: N45112

(M) Delegatee: -SELECT-

(M) Delegator: -SELECT-

OR (M) RCN: DoDAAC-YEAR-SN-SUB-SUFFIX

Search

Figure 11.3

Figure 11.3 Data Elements:

- **(M) Record Type:** Select the type of record that needs to be transferred.

- **(M) Transfer:** Select the role on the record that needs to be transferred/updated.

- **(M) DoDAAC:** This dropdown populates with the Primary and Secondary DoDAACs of the signed in user. Select the DoDAAC of the RCN of the record(s) to be transferred.

- **(M) Delegatee:** Dropdown that populates a list of Delegatee's associated with

records within the DoDAAC selected in the DoDAAC field.

- **(M) Delegator:** Dropdown that populates a list of Delegator's associated with records within the DoDAAC selected in the DoDAAC field.

- **OR (M) RCN:** Optional field to enter the RCN of a specific record that needs to be transferred. NOTE: If transferring a record outside your Primary DoDAAC, remove the DoDAAC from the DoDAAC dropdown before searching.

11.2 Transferring QALI Records

A. Select the type of record to be transferred, see **Figure 11.4**.

SEARCH FOR RECORDS TO TRANSFER:

(M) Record Type: ● QALI
(M) Transfer: ○ FROM Delegatee to Delegatee   ○ FROM Delegator to Delegator

(M) DoDAAC: [N45112 ▼]

(M) Delegatee: [-SELECT-   ▼]

(M) Delegator: [-SELECT-   ▼]

OR (M) RCN: [DoDAAC-YEAR-SN-SUB-SUFFIX]

[Search]

Figure 11.4

B. Select the type of transfer (e.g., from Delegator to another Delegator, or from a Delegatee to another Delegatee) see **Figure 11.5**.

SEARCH FOR RECORDS TO TRANSFER:

(M) Record Type: ● QALI
(M) Transfer: ○ FROM Delegatee to Delegatee   ● FROM Delegator to Delegator

(M) DoDAAC: [N45112 ▼]

(M) Delegatee: [-SELECT-   ▼]

(M) Delegator: [-SELECT-   ▼]

OR (M) RCN: [DoDAAC-YEAR-SN-SUB-SUFFIX]

[Search]

Figure 11.5

C. From appropriate drop-down box, select the individual that is currently responsible for the record, or input RCN (see **Figure 11.6**). The Delegatee and Delegator drop downs will contain a list of users from user's DODAAC as shown in **Figure 11.7**.

SEARCH FOR RECORDS TO TRANSFER:

(M) Record Type: ⦿ QALI
(M) Transfer: ○ FROM Delegatee to Delegatee ⦿ FROM Delegator to Delegator

(M) DoDAAC: N45112

(M) Delegatee: -SELECT-

(M) Delegator: USER, ALPHA (ALPHA)

OR (M) RCN: DoDAAC-YEAR-SN-SUB-SUFFIX

Search

Figure 11.6

(M) Delegatee: -SELECT-
-SELECT-
(ALPHA)
GUIDE, USER (ALPHA)
(ALPHA)

Figure 11.7

D. Click the Search button and the web page will display as shown in **Figure 11.8**.

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Figure 11.8

E. If an RCN is entered the record return will be that single record as Shown in **Figure 11.9**.

Figure 11.9

F. Transfer Selected Delegations

    1. Enter DODAAC to which the delegations are being transferred to (see **Figure 11.10**). Select the Delegator or Delegatee who the delegation(s) are being transferred to from the TO drop down (see **Figure 11.11**).

TRANSFER RECORDS

DoDAAC: N65726
FROM Delegator: USER, ALPHA (ALPHA)
TO (M) Delegator: -SELECT-

Transfer Selected

Figure 11.10

TO (M) Delegator: -SELECT-
-SELECT-
(ALPHA)
(ALPHA)
(ALPHA)
(ALPHA)

Figure 11.11

    2. Select the delegations to be transferred by clicking the box of the individual delegation (see **Figure 11.12**) or click the Select ALL button (see **Figure 11.13**).

TRANSFER RECORDS

DoDAAC: N65726
FROM Delegator: USER, ALPHA (ALPHA)
TO (M) Delegator: -SELECT-

Transfer Selected

TOTAL Result count: 512
SEARCH RESULTS

Type	RCN	DCN	Cage Code	Delegator Activity	Delegator Name	Delegated Activity	Delegatee Name	Issue Date ▲	Status	Select ALL
QALI	N45112-2024-1256-D	S5102A-24-11-1256		N45112	ALPHA (ALPHA) USER	S5102A	TEST (ALPHA) USER 2	11/25/2024	ISSUED	☑
QALI	N45112-2024-1238-D	S5102A-24-11-1238		N45112	ALPHA (ALPHA) USER	S5102A	TEST (ALPHA) USER 2	11/22/2024	ISSUED	☑
QALI	N45112-2024-1227-Q	S5102A-24-11-1227		N45112	ALPHA (ALPHA) USER	S5102A	TEST (ALPHA) USER 2	11/21/2024	ISSUED	☑
QALI	N45112-2024-1218-D	S5102A-24-11-1218		N45112	ALPHA (ALPHA) USER	S5102A	TEST (ALPHA) USER 2	11/18/2024	ISSUED	☐
QALI	N45112-2024-1215-D	S5102A-24-11-1215		N45112	ALPHA (ALPHA) USER	S5102A	TEST (ALPHA) USER 2	11/08/2024	ISSUED	☐

Figure 11.12

Figure 11.13

3. Click the Transfer Selected button, the delegations will be transferred and the webpage will display a message as shown in **Figure 11.14**.

Figure 11.14

12 QALI HISTORY

A. Locate the QALI on the Worklist (see **Figure 12.1**).

Type	RCN ▲	Delegator Name	DCN	Delegatee Name	KTR CAGE	Contract Number(s)	Status	Issue Date	Action Required In
QALI	N45112-2024-25-Q	ALPHA (ALPHA) USER	S5102A-24-01-25	USER (ALPHA) GUIDE	PDREP	PLACEHOLDER12	ACCEPTED	01/04/2024	

Figure 12.1

B. Clicking the RCN hyperlink will display the QALI/LOD- Main page (see **Figure 12.2**).

Figure 12.2

C. On the left side of the page, under Quick Views, click the History hyperlink. This will populate the QALI/LOD History and Correspondence page seen in **Figure 12.3**.

Figure 12.3

D. The page has three sections:

1. Control Numbers
    i. RCN #
    ii. DCN #
    iii. Created Year
2. Correspondence History
    i. Sender's Name and Email
    ii. Recipient's Name and Email
    iii. Correspondence
    iv. Message
    v. Date
3. Status History
    i. Status
    ii. Status Changed By
    iii. Name and Email
    iv. Status Change Date

13 QALI VIEW

A. Locate the QALI on the Worklist.

Worklist download: Click here to download data in spreadsheet

QALI/LOD	RCN	DCN	Delegator Activity	Delegated Activity	Ctr CAGE	Contract Number(s)	Status	Issue Date
QALI	N45112-2021-5596-Q	S4306A-21-09-5596	N45112	S4306A		XLSR2A2ZSQ	CLOSED	

Figure 13.1

B. Under Quick View on the left side of the page, click the Record link to see the view webpage (see **Figure 13.2**).

Worklist	Create QALI/LOD	Ad Hoc Reports	
QUICK VIEWS		QALI / LOD - Main	
History			
Record			
ATTACHMENTS (2)	RCN#: N45112-2021-5596-Q	DCN#: S4306A-21-09-5596	Created Year: 2021
View/Upload Files			
		Status: CLOSED	
		Send Message	
		General Message	

Figure 12.3

C. Features of the QALI/LOD View webpage, as seen in **Figure 13.3**, include:

1. Print Button allows the user to Print or Save the View page as a PDF (see **Figure 13.4**).

2. Back button: Return to the QALI/LOD-Main page.

Figure 13.3

D. Features of the QALI / LOD View webpage. Print Button allows the user to Print or Save the View page as a PDF as shown in **Figure 13.4**.
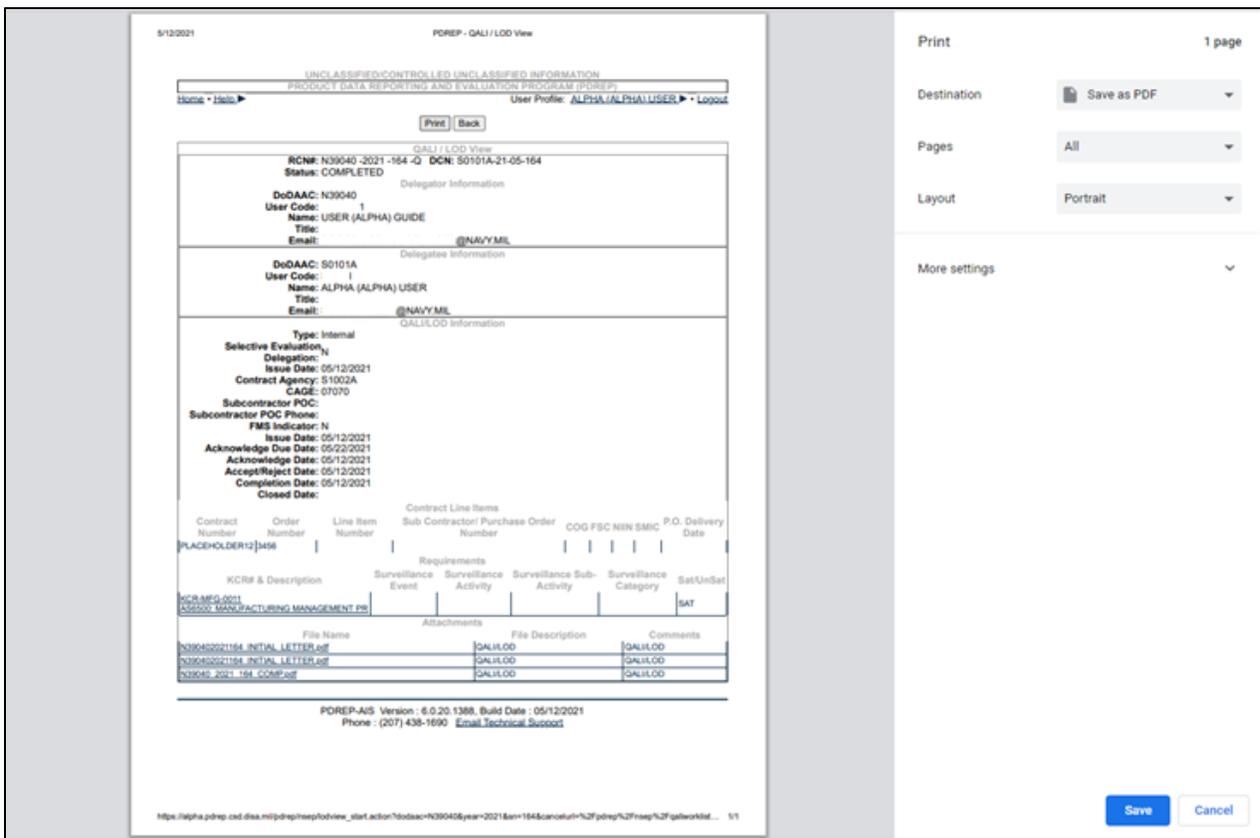
Figure 13.4

D. To save as a PDF, select a destination as shown in **Figure 13.5**.
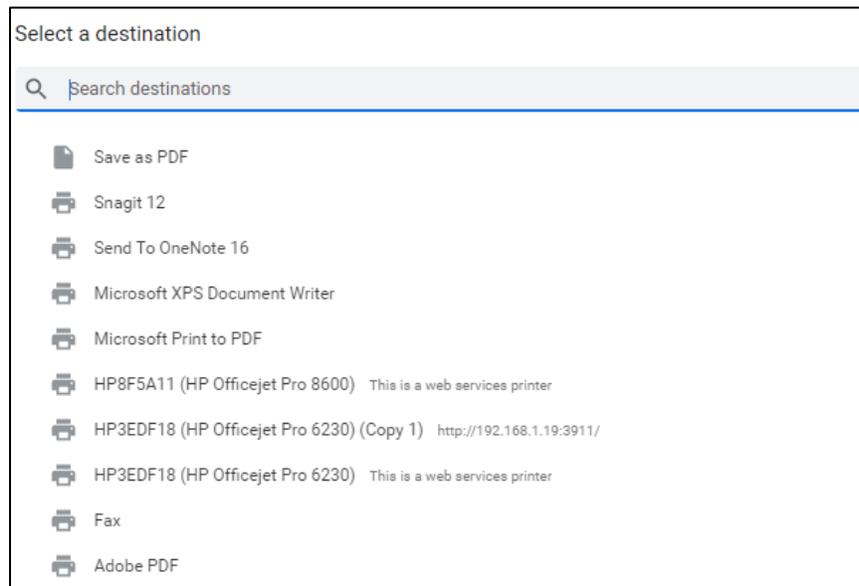
Figure 13.5

E. Select folder destination, name the file and click "Save".
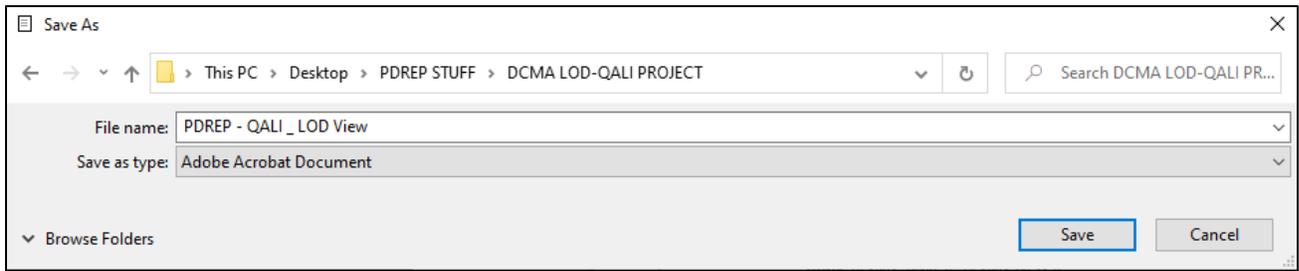
Figure 13.6

F. KCR # & Description hyperlink (see **Figure 13.7**). Clicking the hyperlink will display the view format of the QALI requirement as shown in **Figure 13.8**.

Figure 13.7

Figure 13.8

G. PDF Webpage Banner Explanation

The banner shown in **Figure 13.9** can be used to download or print the PDF.
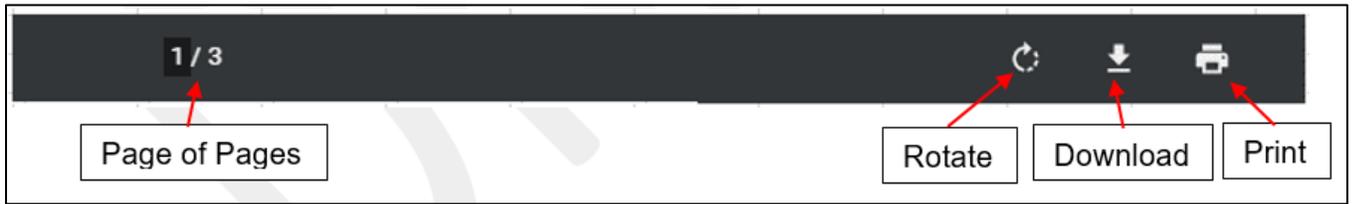
Figure 13.9

H. Attachment hyperlink (see **Figure 13.10**). Clicking the hyperlink will display the PDF version of the correspondence as shown in **Figure 13.11**.

Figure 13.10

Hello
DEFENSE CONTRACT MANAGEMENT AGENCY
3901 A AVE
FORT LEE, VA 23801-1809 US

FROM:ODIS J (ALPHA) WHITEHEAD
    S0101A
    207-438-6490
    1910 THIRD AVE N
    BIRMINGHAM, AL 35203-3514

TO:USER (ALPHA) GUIDE

    S5102A
    207-438-6540
    3901 A AVE
    FORT LEE, VA 23801-1809
    TEST THE COMPLETE LOD PROCESS

SUBJECT: ACKNOWLEDGMENT OF RECEIPT OF Internal#: S5102A-2020-9

CONTRACTOR INFORMATION:
    07070: NAVY UNITED STATES DEPARTMENT OF
    S1002A
    110 VERNON AVE
    32407-7001

Figure 13.11

14 AUTOMATED NOTIFICATIONS

Automated Email Notifications will be sent automatically for four reminders as outlined below. The type of notification and the RCN will be included in the title of the email notification. The content of the notification will be captured in the history along with the email addresses of the sender and receiver.

All automated emails will **only** be sent when records are in ACCEPTED status.

    A. Annual LOD Review Notification
- The Annual Review Notification is sent 10 days before the one-year Acceptance Date to notify users when the annual review is due.
- The Annual Review Notification is issued to Current Delegator, Delegatee and Delegatee's Supervisor.
  - Host Nation records Annual Review Notification is only issued to the Current Delegator.

The Annual Review notification will contain the information described below:

> Delegation {RCN} is due for annual review. Contact the Delegator/Delegatee and perform joint review to ensure the delegation is still active and current.

    B. Prime Contract Final Delivery Date (FDD) Warning Email Notification
- Applicable to record types: Delegation, Reimbursable, and QALI.
- Email notification is a sent 10 days prior to the Prime Contract FDD to notify users the Contract is about to expire.
- The notification letter gets issued to the Current Delegator and copied to Delegatee.

The FDD Warning Notification will contain the following information:

> The Final Delivery Date (FDD) for {Contract Number} is about to expire. Please review the LOD/QALI and take action to complete the LOD/QALI or adjust the FDD to reflect the current status.

> Please log into the PDREP-AIS to review {RCN}

    C. Prime Contract Final Delivery Date (FDD) Expiration Email Notification
- a. Applicable to record types: Delegation, Reimbursable, QALI.
- b. Email notification is sent 1 calendar day after the final delivery date to

notify users the Prime Contract FDD has expired.

    c. Notification is issued to the Current Delegator, Delegatee and their respective Supervisor's.

    d. This notification will be resent to the Current Delegator, Delegatee and respective Supervisor's 8 calendar days after the FDD (7 calendar days after the first notification).

The FDD Expiration emails will contain the following information:

The Final Delivery Date (FDD) for {Contract Number} has expired. Please review the LOD/QALI and take action to complete the LOD/QALI or adjust the FDD to reflect the current status.

Please log into the PDREP-AIS to review {RCN}

15 ATTACHMENTS

The Add/View Attachment button allows uploading, viewing, and deleting of attachments. To Add or View Attachments, click the Add/View Attachments button. For further instructions, please follow the guide to Attaching a File in PDREP, found here (see **Figure 13.1**).
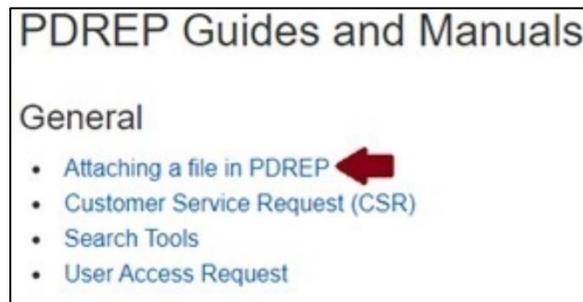
Figure 15.1

16 SUMMARY

This concludes the Quality Assurance Letters of Instruction (QALI) user guide.

Content provided within this document is maintained by the PDREP-AIS Team at the Naval Sea Logistics Center Portsmouth.

This user guide is intended as a technical reference document to assist users with system navigation and basic operational functionality within PDREP-AIS. Questions, comments, or

concerns regarding the QALI/LOD module or this guide should be directed to the PDREP Customer Support Desk.

Contact us by submitting a help desk ticket either via the "Contact Help Desk" button in the lower right corner of our PDREP website or via the "Help" menu within the PDREP-AIS Application.

APPENDIX 1 DATA DICTIONARY

Module	Ad Hoc Name	Primary Web Page Name	Web Page Label	Definition	Field Type	Number of characters
QALI/LOD	*Report Control Number (RCN)	New/Edit	Auto-generated	Identification number unique to each LOD, displayed on all pages EX: S5102A-2022-0001	CHAR	20
QALI/LOD	Accept Reject Due Date	New/Edit	Accept/Reject Due Date	Date the accept/reject decision is due	Date (DD-MMM-YY)	7
QALI/LOD	Accept/Reject Date	Email Notice	LOD Acceptance/Rejection Date	Date the record was accepted/rejected, displayed on the New/Edit page	Date (DD-MMM-YY)	7
QALI/LOD	Acknowledge Date	Email Notice	Acknowledge Date	Date the record was acknowledged, displayed on the New/Edit page	Date (DD-MMM-YY)	7
QALI/LOD	Acknowledge Due Date	New/Edit	Auto-generated	Date that the Delegatee is expected to respond by	Date (DD-MMM-YY)	7
QALI/LOD	Acknowledgement Text	Email Notice	Text	Displayed on the History page	CHAR	4000
QALI/LOD	Actual Hours	Requirements	Actual Hours	Delegatee's actual number of hour to complete the delegated work.	NUMBER	10
QALI/LOD	Added Code	Ad hoc Only	Background	Originator's user code	CHAR	12
QALI/LOD	Added Date	Ad hoc Only	Background	Date the record was added to the database	Date (DD-MMM-YY)	7
QALI/LOD	Allocated Hours	Requirements	Allocated Hours	Delegatee's estimate of hours to complete the delegated surveillance requirement	CHAR	10
QALI/LOD	Annual Review Confirmation	New/Edit	Annual Review Confirmation	Check when annual review has been completed. Ad hoc display Y = checked, N = not checked	Check Box	1
QALI/LOD	Annual Review Confirmation Date	New/Edit	Annual Review Confirmation Date	Auto-populated date when annual review confirmation check box is checked.	Date (DD-MMM-YY)	7

Module	Ad Hoc Name	Primary Web Page Name	Web Page Label	Definition	Field Type	Number of characters
QALI/LOD	Annual Review Delegatee Narrative	New/Edit	Review	When "Delegatee_Reviewed"=Y, display text in "Review" column	VARCHAR	4000
QALI/LOD	Annual Review Delegator Narrative	New/Edit	Review	When "Delegator_Reviewed"=Y, display text in "Review" column	VARCHAR	4000
QALI/LOD	Applicable FAR References	Additional Information	Applicable FAR References	Contractual FAR/DFARS clauses that are applicable to delegate support	CHAR	1400
QALI/LOD	Attachment Added Date	Attachment	Attachment Added Date	Date the attachment was added	Date (DD-MMM-YY)	7
QALI/LOD	Attachment File Description	Attachment	Attachment File Description	Attachment description	CHAR	500
QALI/LOD	Attachment File Name	Attachment	Attachment File Name	Attachment file name	CHAR	100
QALI/LOD	Attribute Reference	Ad hoc Only	Ad hoc Only	Not used in records created after 3/15/2021	Ad hoc Only	Ad hoc Only
QALI/LOD	Authorized Redelegations	Additional Information	Authorized Redelegations	Drop down with yes or no selections	CHAR	1
QALI/LOD	Buying Activity	Additional Information	Buying Activity	Contracting Office requesting support	CHAR	200
QALI/LOD	Closed Date	View	Closed Date	Date the delegation was closed	Date (DD-MMM-YY)	7
QALI/LOD	CMO Delegator DoDAAC	New/Edit	DoDAAC Name	Auto-populated based on the DoDAAC entered in the Create New QALI/LOD web page	CHAR	100
QALI/LOD	CMO Delegator Email	New/Edit	Email Address	Auto-populated with the logged on user's information.	CHAR	100
QALI/LOD	CMO Delegator Name	New/Edit	Delegator's Name	Auto-populated with the logged on user's information.	CHAR	50
QALI/LOD	CMO Delegator Phone	New/Edit	Commercial Phone	Auto-populated with the logged on user's information.	CHAR	20

Module	Ad Hoc Name	Primary Web Page Name	Web Page Label	Definition	Field Type	Number of characters
QALI/LOD	CMO Delegator Region	New/Edit	UIC	Auto-populated with the logged on user's information. Example: Headquarters	CHAR	25
QALI/LOD	CMO Delegator Team Code	New/Edit	Team Code	Auto-populated with the logged on user's information.	CHAR	50
QALI/LOD	CMO Delegator User Code	Ad hoc Only	Background	Auto-populated with the logged on user's information.	CHAR	12
QALI/LOD	Completion Date	New/Edit	Completion Date	Date the delegation was completion	Date (DD-MMM-YY)	7
QALI/LOD	Contract and Order Number	Ad hoc Only	Ad hoc Only	Combines contract and order numbers. Field entry not used in records created after 3/15/2021.	Ad hoc Only	Ad hoc Only
QALI/LOD	Contract Call Number	Ad hoc Only	Ad hoc Only	Not used in records created after 3/15/2021	Ad hoc Only	Ad hoc Only
QALI/LOD	Contract Complete Date	New/Edit	Date	Date the Contract is marked complete	Date (DD-MMM-YY)	7
QALI/LOD	Contract Complete Ind	New/Edit	Contract Complete	Checkbox to indicate the contract is complete	CHAR	1
QALI/LOD	Contract Complete User	New/Edit	User ID	Usr ID who marked the contract complete.	VARCHAR	12
QALI/LOD	Contract End Item or Service Desc	Add Contract Information	Contract End Item or Service Desc	The contract end item or service description	CHAR	250
QALI/LOD	Contract Number	Add Contract Information	Contract Number	Contract number associated with the QALI / LOD, number of characters is based on Contract Type DoD-13, Federal-17 and International-50	CHAR	50
QALI/LOD	Contract Start Date	Add Contract Information	Contract Start Date	Date the Contract is started	Date (DD-MMM-YY)	7
QALI/LOD	Contract Value (USD)	Add Contract Information	Contract Value (USD)	The value of the contract	CHAR	100
QALI/LOD	Contracting Officer Name	Add Contract Information	Contracting Officer First & Last Name	The name of the Contracting officer	CHAR	100

Module	Ad Hoc Name	Primary Web Page Name	Web Page Label	Definition	Field Type	Number of characters
QALI/LOD	Correspondence Narrative	Correspondence	Text	Narrative added by the user which is include with the correspondence	CHAR	4000
QALI/LOD	Creation Year	New/Edit	Created Year	Year the record was created	Year (YYYY)	4
QALI/LOD	Customer Control Number	Additional Information	Customer Control Number	Customer created control number provided to DCMA	CHAR	150
QALI/LOD	Customer Name	New/Edit	Customer Code - Name	List of customer names based on Source Code selection	CHAR	150
QALI/LOD	Customer Source Code	New/Edit	Customer Source Code	Drop down with the list of Source Codes	CHAR	4
QALI/LOD	Customer Type	New/Edit	Customer Type	Auto-populated based on Customer Source Code and Customer name selections	CHAR	25
QALI/LOD	Date LOD Signed by Contracting Officer	Additional Information	Date LOD Signed by Contracting Officer	Date the LOD was signed by the contracting officer	Date (DD-MMM-YY)	7
QALI/LOD	Date RGQA Received	Additional Information	Date RGQA Received	Date RGQA received	Date (DD-MMM-YY)	7
QALI/LOD	DCN	New/Edit	Auto-generated	Document Control Number, identification number unique to each LOD, displayed on all pages	CHAR	25
QALI/LOD	Defect Attr Code	Ad hoc Only	Ad hoc Only	Not used in records created after 3/15/2021	Ad hoc Only	Ad hoc Only
QALI/LOD	Defect Attr Code literal	Ad hoc Only	Ad hoc Only	Not used in records created after 3/15/2021	Ad hoc Only	Ad hoc Only
QALI/LOD	Defect Narrative	Ad hoc Only	Ad hoc Only	Not used in records created after 3/15/2021	Ad hoc Only	Ad hoc Only
QALI/LOD	Delegatee DoDAAC	New/Edit	Delegatee DoDAAC	The DoDAAC of the Delegatee	CHAR	6
QALI/LOD	Delegatee Email	New/Edit	Email Address	Auto-populated based on Delegatee name selected	CHAR	100
QALI/LOD	Delegatee Name	New/Edit	Delegatee Name	Select a Name from the drop down list	CHAR	50
QALI/LOD	Delegatee Phone	New/Edit	Commercial Phone	Auto-populated based on Delegatee name selected	CHAR	20

Module	Ad Hoc Name	Primary Web Page Name	Web Page Label	Definition	Field Type	Number of characters
QALI/LOD	Delegatee Region	New/Edit	UIC	Auto-populated based on Delegatee name selected. Example: Eastern Region	CHAR	25
QALI/LOD	Delegatee Remarks	Requirements	Delegatee Remarks	Provides a space where the Delegatee can enter relevant information	CHAR	4000
QALI/LOD	Delegatee Team Code	New/Edit	Team Code	Auto-populated based on Delegatee name selected	CHAR	50
QALI/LOD	Delegatee User Code	Ad hoc Only	Background	Auto-populated based on Delegatee name selected.	CHAR	12
QALI/LOD	Delegation Acknowledge Date	New/Edit	Delegation Acknowledge Date	Date the CMO needs to Acknowledge receipt of the Delegation, or Date the DoDCCP or NPO acknowledge receipt of the LOD	Date (DD-MMM-YY)	7
QALI/LOD	Delegation Decision	Email Notice	Delegation Decision	Delegatee's decision on accepting or rejecting the delegation	CHAR	4000
QALI/LOD	Delegation Decision Reason	Email Notice	Reason	Reason why the delegation was rejected or accepted with limitations. Also used to notify the delegator the number of Allocated Hours.	CHAR	4000
QALI/LOD	Delegation Received Date	New/Edit	Delegation Received Date	Date the delegation was received by the DoDCCP or NPO	Date (DD-MMM-YY)	7
QALI/LOD	Delegation Type	Ad hoc Only	Background	Identified the record type as Reimbursable, Delegation or QALI	CHAR	1
QALI/LOD	Delegator CAGE	New/Edit	Delegator CAGE Code	CAGE Code of the Delegator location.	VARCHAR	5
QALI/LOD	Delegator CAGE Address	New/Edit	Address	Address of Delegator CAGE Supplier	CHAR	50
QALI/LOD	Delegator CAGE City	New/Edit	City	City of Delegator CAGE Supplier	CHAR	30
QALI/LOD	Delegator CAGE Name	New/Edit	Name	Name of Delegator CAGE Supplier	CHAR	50

Module	Ad Hoc Name	Primary Web Page Name	Web Page Label	Definition	Field Type	Number of characters
QALI/LOD	Delegator CAGE State/Zip	New/Edit	State/Zip	State/Zip of Delegator CAGE Supplier	CHAR	50
QALI/LOD	Delegator Comments/Special Instructions	New/Edit	Delegator Comments/Special Instructions	Delegator enters relevant information for the LOD	CHAR	4000
QALI/LOD	Delegator DoDAAC	New/Edit	DoDAAC Name	Auto-populated based on the DoDAAC entered in the Create New QALI/LOD web page	CHAR	6
QALI/LOD	Delegator Email	New/Edit	Email Address	Auto-populated with the logged on user's information.	CHAR	100
QALI/LOD	Delegator Name	New/Edit	Delegator's Name	Auto-populated with the logged on user's information.	CHAR	50
QALI/LOD	Delegator Phone	New/Edit	Commercial Phone	Auto-populated with the logged on user's information.	CHAR	20
QALI/LOD	Delegator Region	New/Edit	UIC	Auto-populated with the logged on user's information. Example: Headquarters	CHAR	25
QALI/LOD	Delegator System Command Code	Ad hoc Only	Background	Auto-populated with the logged on user's information. Example: 29	Ad hoc Only	Ad hoc Only
QALI/LOD	Delegator System Command Literal	Ad hoc Only	Background	Auto-populated with the logged on user's information. Example: DCMA	Ad hoc Only	Ad hoc Only
QALI/LOD	Delegator Team Code	New/Edit	Team Code	Auto-populated with the logged on user's information.	CHAR	50
QALI/LOD	Delegator User Code	Ad hoc Only	Background	Auto-populated with the logged on user's information.	Ad hoc Only	Ad hoc Only
QALI/LOD	DLABOT	Ad hoc Only	Background	Identifies that a DLABOT submitted the QALI	Ad hoc Only	Ad hoc Only

Module	Ad Hoc Name	Primary Web Page Name	Web Page Label	Definition	Field Type	Number of characters
QALI/LOD	DoD Service/Customer	Additional Information	DoD Service/Customer	Military Service or Customer	CHAR	200
QALI/LOD	DoDCCP/ NPO Delegator DoDAAC	New/Edit	DoDAAC	Auto-populated based on the DoDAAC entered in the Create New QALI/LOD web page	CHAR	6
QALI/LOD	DoDCCP/ NPO Delegator Email	New/Edit	Email Address	Auto-populated with the logged on user's information.	CHAR	100
QALI/LOD	DoDCCP/ NPO Delegator Name	New/Edit	Delegator's Name	Auto-populated with the logged on user's information.	CHAR	50
QALI/LOD	DoDCCP/ NPO Delegator Phone	New/Edit	Commercial Phone	Auto-populated with the logged on user's information.	CHAR	20
QALI/LOD	DoDCCP/ NPO Delegator Region	New/Edit	UIC	Auto-populated with the logged on user's information. Example: Headquarters	CHAR	25
QALI/LOD	DoDCCP/ NPO Delegator Team Code	New/Edit	Team Code	Auto-populated with the logged on user's information.	CHAR	50
QALI/LOD	DoDCCP/ NPO Delegator User Code	Ad hoc Only	Background	Auto-populated with the logged on user's information.	Ad hoc Only	Ad hoc Only
QALI/LOD	ECARS Level	Ad hoc Only	Background	ECAR Level migrated data	Ad hoc Only	Ad hoc Only
QALI/LOD	ECARS Path	Ad hoc Only	Background	ECAR Path migrated data	Ad hoc Only	Ad hoc Only
QALI/LOD	ECARS_DCN	New/Edit	ECAR DCN	Display of the ECAR DCN when available on a migrated record.	CHAR	20
QALI/LOD	ECARS_RID	New/Edit	ECAR RCN	Display of the ECAR RCN when available on a migrated record.	CHAR	20
QALI/LOD	Estimated Hours	New/Edit	Estimated Hours	Hours estimated by the delegator to complete the requested work.	CHAR	10

Module	Ad Hoc Name	Primary Web Page Name	Web Page Label	Definition	Field Type	Number of characters
QALI/LOD	Estimated LOD Completion Date	Additional Information	Estimated LOD Completion Date	Date the LOD support is projected to be completed	Date (DD-MMM-YY)	7
QALI/LOD	Etools Attachment	Ad hoc Only	Background	The serial number assigned by the database when the Etool attachment was added. EX: 626102	CHAR	150
QALI/LOD	ETools RCN	Ad hoc Only	Background	The serial number of an Etool record that was transferred to PDREP. EX: 464,355	NUMBER	22
QALI/LOD	FAR Clause	New/Edit	FAR Clause	Drop down with a list of FAR clauses based on Service Set Selected	CHAR	100
QALI/LOD	Final Delivery Date	Add Contract Information	Final Delivery Date	Date representing Final Delivery Date of the Contract.	Date (DD-MMM-YY)	7
QALI/LOD	Fiscal Year	Additional Information	Fiscal Year	Fiscal year the record was created	Year (YYYY)	4
QALI/LOD	FMS Case Number	Additional Information	FMS Case Number	FMS Case number identified in the contract	CHAR	500
QALI/LOD	FMS Indicator	Additional Information	FMS Indicator	Indicates if the delegation is a Foreign Military Service delegation- ad hoc display Y = checked, N = not checked	CHAR	1
QALI/LOD	FMS Percent MILDEPS	Additional Information	Percent US MILDEPS	Percentage of contract that is for US MILDEPs	CHAR	10
QALI/LOD	FMS Percent Reciprocal	Additional Information	Percent Reciprocal Agreement	Percentage of contract for a country with a reciprocal no charge agreement	CHAR	500
QALI/LOD	FMS Percent Reimbursable	Additional Information	Percent Reimbursable FMS	Percentage of contract that is reimbursable FMS	CHAR	500
QALI/LOD	Funding Document	New/Edit	Funding Document	Text box to enter the funding document	CHAR	255
QALI/LOD	Host Nation Accept/Reject Decision	New/Edit	Accept/Reject Decision	Dropdown to select if the Host Nation delegation was accepted, accepted with limitations or rejected	CHAR	1

Module	Ad Hoc Name	Primary Web Page Name	Web Page Label	Definition	Field Type	Number of characters
QALI/LOD	Host Nation Accept/Reject Narrative	New/Edit	Accept/Reject Narrative	Text box to enter a narrative response to a Host Nation delegation accepting or rejection	CHAR	4000
QALI/LOD	Host Nation Country	New/Edit	Country	Host Nation records only - Country selected from the Country POC dropdown.	CHAR	50
QALI/LOD	Host Nation POC Email Address	New/Edit	POC Email Address	Auto-populated based on the Country selected, if available.	CHAR	200
QALI/LOD	Host Nation POC FAX	New/Edit	POC FAX	Auto-populated based on the Country selected, if available.	CHAR	25
QALI/LOD	Host Nation POC Mailing Address	New/Edit	POC Mailing Address	Auto-populated based on the Country selected, if available.	CHAR	100
QALI/LOD	Host Nation POC Organization	New/Edit	POC Organization	Auto-populated based on the Country selected, if available.	CHAR	100
QALI/LOD	Host Nation POC Phone	New/Edit	POC Phone	Auto-populated based on the Country selected, if available.	CHAR	25
QALI/LOD	Input RGQA Number	Additional Information	Input RGQA number	Text box to enter RGQA number	CHAR	100
QALI/LOD	Input RIAC Number	Additional Information	Input RIAC number	Text box to enter RIAC number	CHAR	100
QALI/LOD	Inspection Results	Email Notice	Text	Text box to provide the delegator the inspection results	CHAR	4000
QALI/LOD	Issue Date	New/Edit	Issue Date	Date the record was issue by the delegator	Date (DD-MMM-YY)	7
QALI/LOD	Item Nomenclature	Ad hoc Only	Ad hoc Only	Not used in records created after 3/15/2021	Ad hoc Only	Ad hoc Only
QALI/LOD	IWTO Indicator	New/Edit	Inter-Divisional	Dropdown to indiciate if the delegation is Inter-Divisional	CHAR	1
QALI/LOD	KCR Additional Remarks	Requirements	Additional Remarks	Text box to provide Request for Variance Remarks	CHAR	4000

Module	Ad Hoc Name	Primary Web Page Name	Web Page Label	Definition	Field Type	Number of characters
QALI/LOD	KCR Assigned Functional Area	Requirements	Assigned Functional Area	Drop down providing a list of Functional areas	CHAR	150
QALI/LOD	KCR Customer Requirements, Instructions or Outcomes	Requirements	Customer Requirements, Instructions or Outcomes	Text box to provide Customer Requirements, Instructions or Outcomes	CHAR	4000
QALI/LOD	KCR Frequency of Surveillance	Requirements	Frequency of Surveillance	The frequency of the planned Surveillance.	CHAR	45
QALI/LOD	KCR Intensity of Surveillance	Requirements	Intensity of Surveillance	Intensity selected that determine the appropriate level of oversight of a contractor to meet contractual requirements.	CHAR	45
QALI/LOD	KCR Narrative	Ad hoc Only	Background	Abbreviated description of the KCR# & Description	CHAR	150
QALI/LOD	KCR Prime/Subcontract Standards	Requirements	Prime/Subcontract Standards	Text box to provide Prime or Subcontract standards	CHAR	1500
QALI/LOD	KCR Priority	Requirements	Priority	The order of precedence for the requirement	CHAR	1
QALI/LOD	KCR Product Service Description	Requirements	Product Service Description	Text box to provide Product Service description	CHAR	1500
QALI/LOD	KCR Reporting Requirements	Requirements	Reporting Requirements	Radial button selection for Reporting Requirements	CHAR	1
QALI/LOD	KCR Requirements Number	Ad hoc Only	Background	Serial number given to the requirement, that is used by the requirement table in the database	NUMBER	22
QALI/LOD	KCR Risk Cost Rating	Requirements	Risk Consequence - Cost	Numeric 1-5 Selection for Lowest to Highest Risk for Cost	CHAR	1
QALI/LOD	KCR Risk Cost Rationale	Requirements	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	4000

Module	Ad Hoc Name	Primary Web Page Name	Web Page Label	Definition	Field Type	Number of characters
QALI/LOD	KCR Risk Likelihood Rating	Requirements	Risk Likelihood Rating	Numeric 1-5 Selection for Lowest to Highest Risk for Risk Likelihood	CHAR	45
QALI/LOD	KCR Risk Likelihood Rationale	Requirements	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	4000
QALI/LOD	KCR Risk Perform Rating	Requirements	Risk Consequence - Performance	Numeric 1-5 Selection for Lowest to Highest Risk for Performance	CHAR	1
QALI/LOD	KCR Risk Perform Rationale	Requirements	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	4000
QALI/LOD	KCR Risk Rating	Requirements	(Auto) Risk Consequence	Auto-populated calculation	CHAR	1
QALI/LOD	KCR Risk Rating Result	Requirements	(Auto) Risk Rating	Risk Rating of the KCR	NUMBER	4
QALI/LOD	KCR Risk Schd Rating	Requirements	Risk Consequence - Schedule	Numeric 1-5 Selection for Lowest to Highest Risk for Schedule	CHAR	1
QALI/LOD	KCR Risk Schd Rationale	Requirements	Rationale for Risk Consequence - Schedule	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 Schedule Risk.	CHAR	4000
QALI/LOD	KCR Sat Or Unsat	Requirements	Sat/Unsat	Delegatee's determination of the surveillance requirement as defined by the Delegator.	CHAR	5

Module	Ad Hoc Name	Primary Web Page Name	Web Page Label	Definition	Field Type	Number of characters
QALI/LOD	KCR Special Reporting Requirements Additional Information	Requirements	Special Reporting Requirements Additional Information	Text box to provide Special Reporting Requirements Additional Instructions	CHAR	20
QALI/LOD	KCR Surveillance Activity	Requirements	Surveillance Activity	Drop down 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	300
QALI/LOD	KCR Surveillance Category	Requirements	Surveillance Category	Drop down list contains the overarching grouping of surveillance evaluations	CHAR	45
QALI/LOD	KCR Surveillance Event	Requirements	Surveillance Event	Drop down 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	300
QALI/LOD	KCR Surveillance Strategy Plan	Requirements	Surveillance Strategy Plan	Text box to provide Surveillance Strategy Plan	CHAR	4000
QALI/LOD	KCR Surveillance Sub Activity	Requirements	Surveillance Sub-Activity	Based on the Surveillance Activity selected, choose the Surveillance Sub-Activity from the dropdown.	CHAR	3
QALI/LOD	KCR Surveillance Technique	Requirements	Surveillance of Techniques	Techniques used for surveillance listed in comma separated field.	CHAR	1
QALI/LOD	KCR# & Description	Requirements	KCR# & Description	Drop down 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

Module	Ad Hoc Name	Primary Web Page Name	Web Page Label	Definition	Field Type	Number of characters
QALI/LOD	Line Item #	Add Contract Information	Line Item Number	Number assigned to the specific item in the contract	CHAR	6
QALI/LOD	LOD Sent Date	Additional Information	LOD Sent Date	Date the LOD was sent to the Delegatee	Date (DD-MMM-YY)	7
QALI/LOD	Memo Date	Ad hoc Only	Ad hoc Only	Not used in records created after 3/15/2021	Ad hoc Only	Ad hoc Only
QALI/LOD	Memo Id	Ad hoc Only	Ad hoc Only	Not used in records created after 3/15/2021	Ad hoc Only	Ad hoc Only
QALI/LOD	MIR Apply Ind	Ad hoc Only	Ad hoc Only	Not used in records created after 3/15/2021	Ad hoc Only	Ad hoc Only
QALI/LOD	Mir Review date	Ad hoc Only	Ad hoc Only	Not used in records created after 3/15/2021	Ad hoc Only	Ad hoc Only
QALI/LOD	Multifunctional Delegation	New/Edit	Multifunctional	Yes/No dropdown to indicate a record is a Multifuncitonal Delegation.	CHAR	1
QALI/LOD	NSN	Ad hoc Only	Background	National Stock Number, combination of COG, FSC, NIIN and SMIC data fields	CHAR	17
QALI/LOD	NSN COG	New/Edit	COG	Cognizance Code	CHAR	2
QALI/LOD	NSN FSC	New/Edit	FSC	Federal Supply Code	CHAR	4
QALI/LOD	NSN NIIN	New/Edit	NIIN	National Item Identification Number	CHAR	90
QALI/LOD	NSN SMIC	New/Edit	SMIC	Special Material Identifier Code	CHAR	2
QALI/LOD	NSTR 2000 Ind	Ad hoc Only	Ad hoc Only	Not used in records created after 3/15/2021	Ad hoc Only	Ad hoc Only
QALI/LOD	Order Number	Add Contract Information	Order Number	Order number associated with the QALI / LOD	CHAR	20
QALI/LOD	Orig. Parent QAR DODAAC	Ad hoc Only	Background	The DoDAAC of the Delegatee of the original parent record	CHAR	6
QALI/LOD	Orig. Parent Serial Number	Ad hoc Only	Background	The serial number of the Original Parent record	NUMBER	22
QALI/LOD	Orig. Parent Sub DODAAC	Ad hoc Only	Background	The DoDAAC of the Delegator of the original parent record	CHAR	6

Module	Ad Hoc Name	Primary Web Page Name	Web Page Label	Definition	Field Type	Number of characters
QALI/LOD	Orig. Parent Year	Ad hoc Only	Background	The year the original record was created	Year (YYYY)	4
QALI/LOD	Originator DoDAAC	Ad hoc Only	Background	Saved value of the DoDAAC of the user who created the record.	CHAR	6
QALI/LOD	Originator Email	Ad hoc Only	Background	Saved value of the Email address of the user who created the record.	CHAR	100
QALI/LOD	Originator Name	Ad hoc Only	Background	Saved value of the Name of the user who created the record.	CHAR	50
QALI/LOD	Originator Phone	Ad hoc Only	Background	Saved value of the Phone Number of the user who created the record.	CHAR	20
QALI/LOD	Originator Region	Ad hoc Only	Background	Saved value of the Region of the user who created the record.	CHAR	25
QALI/LOD	Originator Team Code	Ad hoc Only	Background	Saved value of the Team Code of the user who created the record.	CHAR	50
QALI/LOD	Originator User Code	Ad hoc Only	Background	Saved value of the User ID of the user who created the record.	CHAR	12
QALI/LOD	Parent DCN	New/Edit	Parent DCN	The DCN from the delegation that the current delegation was sub-tiered from.	CHAR	25
QALI/LOD	Parent RCN	New/Edit	Parent RCN	The RCN from the delegation that the current delegation was sub-tiered from.	CHAR	20
QALI/LOD	Parent Serial Number	Ad hoc Only	Ad hoc Only	The parent serial number	Ad hoc Only	Ad hoc Only
QALI/LOD	Parent Tier Level	New/Edit	Parent Tier Level	Tier/Level of the parent record	CHAR	10
QALI/LOD	Part Number	New/Edit	Part Number	Part number(s) of the material associated with the LOD	CHAR	32

Module	Ad Hoc Name	Primary Web Page Name	Web Page Label	Definition	Field Type	Number of characters
QALI/LOD	Percentage	Ad hoc Only	Ad hoc Only	Not used in records created after 3/15/2021	Ad hoc Only	Ad hoc Only
QALI/LOD	PIR Followup Date	Ad hoc Only	Ad hoc Only	Not used in records created after 3/15/2021	Ad hoc Only	Ad hoc Only
QALI/LOD	PIR Received Date	Ad hoc Only	Ad hoc Only	Not used in records created after 3/15/2021	Ad hoc Only	Ad hoc Only
QALI/LOD	PO Delivery Date	Add Contract Information	P.O. Delivery Date	The date that the PO will be delivered.	Date (DD-MMM-YY)	7
QALI/LOD	POC Email Address	New/Edit	POC Email Address	Point of Contact's email address	CHAR	50
QALI/LOD	POC FAX	New/Edit	POC FAX	Point of Contact's FAX number	CHAR	20
QALI/LOD	POC Mailing Address	New/Edit	POC Mailing Address	Point of Contact's mailing address	CHAR	500
QALI/LOD	POC Name	New/Edit	POC Name	Point of Contact's Name	CHAR	50
QALI/LOD	POC Organization	New/Edit	POC Organization	Point of Contact's organization	CHAR	50
QALI/LOD	POC Phone	New/Edit	POC Phone	Point of Contact's phone	CHAR	20
QALI/LOD	POP Indicator	New/Edit	POP	Dropdown to indiciate if the delegation is Place of Performance	CHAR	1
QALI/LOD	Pre-LOD Communication Date	Additional Information	Pre-LOD Communication Date	Date communication was established between the Delegator and Delegatee	Date (DD-MMM-YY)	7
QALI/LOD	Prime Delegation	New/Edit	Prime Delegation	Dropdown to indicate if a delegation is Prime.	CHAR	1
QALI/LOD	Program Name	Additional Information	Program Name	Drop down list allows the user to select the Program Name	CHAR	70
QALI/LOD	Proposal Number	Add Contract Information	Proposal Number	Contract Proposal number	CHAR	50
QALI/LOD	Purchase Order Supplement	New/Edit	Purchase Order Supplement	Q-suffix QALI data field only to allow entry of Purchase Order Supplement informaiton.	VARCHAR	50
QALI/LOD	QA Code	Ad hoc Only	Ad hoc Only	Not used in records created after 3/15/2021	Ad hoc Only	Ad hoc Only

Module	Ad Hoc Name	Primary Web Page Name	Web Page Label	Definition	Field Type	Number of characters
QALI/LOD	QAR Archive Date	Ad hoc Only	Ad hoc Only	Not used in records created after 3/15/2021	Ad hoc Only	Ad hoc Only
QALI/LOD	QAR Expiration Date	Ad hoc Only	Ad hoc Only	Not used in records created after 3/15/2021	Ad hoc Only	Ad hoc Only
QALI/LOD	QAR Qualification Date	Ad hoc Only	Ad hoc Only	Not used in records created after 3/15/2021	Ad hoc Only	Ad hoc Only
QALI/LOD	QAR Remarks	Ad hoc Only	Ad hoc Only	Not used in records created after 3/15/2021	Ad hoc Only	Ad hoc Only
QALI/LOD	Recommend Accept Approval	Email Notice	Approval	Yes/No Radio buttons for Supervisor to indiciate if recommendation was approved	CHAR	1
QALI/LOD	Recommend Accept Approver Name	Email Notice	Approver's Name	Name of user who reviewed recommendation	VARCHAR	50
QALI/LOD	Recommend Accept Date	Email Notice	Approval or Disapproval Date	Date of approval or disapproval of recommendation	Date (DD-MMM-YY)	7
QALI/LOD	Recommend Accept Narrative	Email Notice	Comments	Text entered when recommending Accepting with Limitations	VARCHAR	4000
QALI/LOD	Recommend Accept Remarks	Email Notice	Approver Remarks	Text field for approver to enter remarks	VARCHAR	4000
QALI/LOD	Recommend Reject Approval	Email Notice	Approval	Yes/No Radio buttons for Supervisor to indiciate if recommendation was approved	CHAR	1
QALI/LOD	Recommend Reject Approver Name	Email Notice	Approver's Name	Name of user who reviewed recommendation	VARCHAR	50
QALI/LOD	Recommend Reject Date	Email Notice	Approval or Disapproval Date	Date of approval or disapproval of recommendation	Date (DD-MMM-YY)	7
QALI/LOD	Recommend Reject Narrative	Email Notice	Comments	Text entered when recommending Rejection	VARCHAR	4000
QALI/LOD	Recommend Reject Reason(s)	Email Notice	Reason(s)	Selected reason the delegation is being recommended for rejection	CHAR	1
QALI/LOD	Recommend Reject Remarks	Email Notice	Approver Remarks	Text field for approver to enter remarks	VARCHAR	4000

Module	Ad Hoc Name	Primary Web Page Name	Web Page Label	Definition	Field Type	Number of characters
QALI/LOD	Reconsideration Date	Ad hoc Only	Ad hoc Only	Not used in records created after 3/15/2021	Ad hoc Only	Ad hoc Only
QALI/LOD	Reconsideration Remarks	Ad hoc Only	Ad hoc Only	Not used in records created after 3/15/2021	Ad hoc Only	Ad hoc Only
QALI/LOD	References	Requirements	References	A text box where the user may enter references	CHAR	4000
QALI/LOD	Reimbursable Determination	New/Edit	Reimbursable Determination	Drop down with yes or no selections	CHAR	1
QALI/LOD	Reimbursable Subtier	Background	Ad hoc Only	Displays 'Y' when record is a subtier of a reimbursable record	Auto-populate	Auto-populate
QALI/LOD	Request Received Date	Additional Information	Request Received Date	Request received date	Date (DD-MMM-YY)	7
QALI/LOD	RFV1-All Request for Variance (RFV) Authority is withheld	Requirements	RFV1- All RFV authority is withheld	Check box for Request for Variance 1	CHAR	50
QALI/LOD	RFV2-Delegatee is authorized to accept/reject minor RFVs	Requirements	RFV2-Delegatee is authorized to accept or reject the subcontractors' classification or disposition of minor Requests for Variance (RFVs)	Check box for Request for Variance 2	CHAR	50
QALI/LOD	RFV3-Delegatee authority for minor aviation/ship CSI RFVs is withheld	Requirements	RFV3-Delegatee is not authorized to accept or reject the subcontractors' classification or disposition of minor aviation/ship CSI RFV's	Check box for Request for Variance 3	CHAR	75
QALI/LOD	RFV4-Delegatee authority is withheld for major, critical, or aviation/ship CSI RFVs; however, comments are requested	Requirements	RFV4- Delegatee is requested to provide comments and/or recommendations for major, critical, or aviation/ship CSI RFVs submitted by the subcontractor for approval	Check box for Request for Variance 4	CHAR	100

Module	Ad Hoc Name	Primary Web Page Name	Web Page Label	Definition	Field Type	Number of characters
			by the prime contractor and government customer			
QALI/LOD	RFV5-Delegatee is authorized to accept/reject minor aviation or ship CSI RFVs	Requirements	RFV5-Delegatee is authorized to accept or reject the subcontractors' classification or disposition of minor aviation or ship CSI RFVs	Check box for Request for Variance 5	CHAR	75
QALI/LOD	RFV6 - Request for Variance Remarks	Requirements	Request for Variance Remarks	Text box to provide Additional Information for RFV selection	CHAR	1000
QALI/LOD	Selective Evaluation Delegation	Additional Information	Selective Evaluation Delegation	Choice of Yes or No, for Selective Evaluation Delegation, ad hoc display Y = selected, N = not selected	CHAR	1
QALI/LOD	Serial Number	Ad hoc Only	Background	Serial number of the record	NUMBER	22
QALI/LOD	Service Set	New/Edit	Service Set Code (DAI Code)	Drop down with a list Service sets based on the customer type	CHAR	70
QALI/LOD	SF-EN-Additional Information	Requirements - Specific Functional Section	Additional Information	Text box for Engineering Additional Information	CHAR	4000
QALI/LOD	SF-EN-ECP1-Receiver is authorized to concur/nonconcur with subcontractor's classification/disposition of minor ECPs	Requirements - Specific Functional Section	ECP1-Receiver is authorized to concur/nonconcur with subcontractor's classification/disposition of minor ECPs	Check box for Engineering Change proposal choice 1	CHAR	100

Module	Ad Hoc Name	Primary Web Page Name	Web Page Label	Definition	Field Type	Number of characters
QALI/LOD	SF-EN-ECP2-Receiver is requested to provide comments and/or recommendations for major ECPs	Requirements - Specific Functional Section	ECP2- Receiver is requested to provide comments and/or recommendations for major ECPs submitted by the subcontractor for approval by the prime contractor and government customer	Check box for Engineering Change proposal choice 2	CHAR	80
QALI/LOD	SF-EN-ECP3-Provide contractual reference and/or instructions as necessary	Requirements - Specific Functional Section	ECP3- Provide contractual reference and/or instructions as necessary	Check box for Engineering Change proposal choice 3	CHAR	70
QALI/LOD	SF-EN-Engineering Request	Requirements - Specific Functional Section	Engineering Request	Drop Down with Engineering Requests choices	CHAR	75
QALI/LOD	SF-EN-Engineering Requirements	Requirements - Specific Functional Section	Engineering Requirements	Drop Down with Engineering Requirement choices	CHAR	45
QALI/LOD	SF-EVMS DFARS References	Requirements - Specific Functional Section	EVMS DFARS References	Drop Down with EVMS DFARS reference choices	CHAR	70
QALI/LOD	SF-EVMS Requirements	Requirements - Specific Functional Section	EVMS Requirements	Drop Down with EVMS Requirement choices	CHAR	100
QALI/LOD	SF-MFG-Critical Designator	Requirements - Specific Functional Section	Critical Designator	Drop Down with Engineering Requests choices	CHAR	1
QALI/LOD	SF-MFG-Critical Designator Text	Requirements - Specific Functional Section	Has no Label	Text box for Critical Designator	CHAR	10

Module	Ad Hoc Name	Primary Web Page Name	Web Page Label	Definition	Field Type	Number of characters
QALI/LOD	SF-MFG-DPAS Rating	Requirements - Specific Functional Section	DPAS Rating	Drop Down with Engineering Requests choices	CHAR	50
QALI/LOD	SF-MFG-DPAS Rating Text	Requirements - Specific Functional Section	Has no Label	Text box for DPAS Rating	CHAR	10
QALI/LOD	SF-MFG-Request Type	Requirements - Specific Functional Section	Request Type	Drop Down with Engineering Requests choices	CHAR	50
QALI/LOD	SF-PA-FDD Expiration Narrative	Requirements - Specific Functional Section	FDD Expiration Narrative	Text box for Engineering Additional Information	CHAR	1500
QALI/LOD	SF-PA-LOD Estimated Completion Date Update	Requirements - Specific Functional Section	LOD Estimated Completion Date Update	Date field to update the LOD completion date	Date (DD-MMM-YY)	7
QALI/LOD	SF-PA-One time Assist	Requirements - Specific Functional Section	One Time Assist	Drop down if this a One Time Assist	CHAR	1
QALI/LOD	SF-PA-Sampling Plan	Requirements - Specific Functional Section	Sampling Plan	Radial button selection for Sampling Plan	CHAR	1
QALI/LOD	SF-PA-Type of Property	Requirements - Specific Functional Section	Type of Property	Drop Down with Engineering Requests choices	CHAR	100
QALI/LOD	SF-PA-Type of Property Text	Requirements - Specific Functional Section	Type of Property Text	Text box for Type of Property	CHAR	1500

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Module	Ad Hoc Name	Primary Web Page Name	Web Page Label	Definition	Field Type	Number of characters
QALI/LOD	SF-PLC-Other	Requirements - Specific Functional Section	Has no Label	Text box when "Other" is selected from the Plant Clearance drop down	CHAR	1500
QALI/LOD	SF-PLC-Plant Clearance	Requirements - Specific Functional Section	Plant Clearance	Drop Down with Engineering Requests choices	NUMBER	22
QALI/LOD	SF-QA-Contractual Inspection Requirements	Requirements - Specific Functional Section	Contractual Inspection Requirements	Drop Down with Engineering Requests choices	CHAR	100
QALI/LOD	SF-QA-Contractual Inspection Requirements Text	Requirements - Specific Functional Section	Has no Label	Text box for Contractual Inspection Requirements	CHAR	1500
QALI/LOD	SF-QA-Product Release	Requirements - Specific Functional Section	Product Release	Check box for Request the receiver be involved in releasing the product from the contractor/subcontractors facility	CHAR	1
QALI/LOD	SF-QA-Product Release Instructions	Requirements - Specific Functional Section	Product Release Instructions	Text box for Product Release Instructions	CHAR	1500
QALI/LOD	SF-QA-QA Request	Requirements - Specific Functional Section	QA Request	Drop Down with QA Request	CHAR	100
QALI/LOD	SF-QA-QA Request Text	Requirements - Specific Functional Section	Has no Label	Text box for QA Request	CHAR	1500
QALI/LOD	SF-SW-Software Requirements	Requirements - Specific Functional Section	Software Requirements	Drop Down with Software Requirements	CHAR	100

Module	Ad Hoc Name	Primary Web Page Name	Web Page Label	Definition	Field Type	Number of characters
QALI/LOD	SF-SW-Software Requirements Text	Requirements - Specific Functional Section	Has no Label	Text box for Software Requirements	CHAR	1500
QALI/LOD	Sign Shipments Ind	Ad hoc Only	Ad hoc Only	Not used in records created after 3/15/2021	Ad hoc Only	Ad hoc Only
QALI/LOD	Status	New/Edit	Status	Status of the record	CHAR	4000
QALI/LOD	Subcontractor/Purchase Order Number	Add Contract Information	Subcontractor/Purchase Order	Subcontractor/Purchase order number issued to the subcontractor	CHAR	100
QALI/LOD	Subtier Level	New/Edit	Sub-tier Level	Tier/Level of the record	CHAR	10
QALI/LOD	Suffix	All pages	Background	Suffix added to the RCN based on type of QALI	CHAR	1
QALI/LOD	Supplier Address	New/Edit	Address	Auto-populated based on CAGE code	CHAR	50
QALI/LOD	Supplier CAGE	New/Edit	Supplier CAGE	A unique identifier code for the supplier responsible for the work on the contract.	CHAR	5
QALI/LOD	Supplier City	New/Edit	City/State/Zip	Auto-populated based on CAGE code	CHAR	30
QALI/LOD	Supplier CMO DoDAAC	New/Edit	Supplier CMO DoDAAC	Auto-populated based on CAGE code	CHAR	30
QALI/LOD	Supplier Country	New/Edit	Country	Auto-populated based on CAGE code	CHAR	2
QALI/LOD	Supplier DCMA CMO / Center Name	New/Edit	Supplier DCMA CMO / Center Name	Auto-populated based on CAGE code	CHAR	50
QALI/LOD	Supplier Email	New/Edit	Email Address	Supplier POC Email address	CHAR	100
QALI/LOD	Supplier Name	New/Edit	Supplier Name	Auto-populated based on CAGE code	CHAR	50
QALI/LOD	Supplier POC Name	New/Edit	Supplier POC	Supplier Point of Contact name	CHAR	50
QALI/LOD	Supplier POC Phone	New/Edit	Supplier POC Commercial Phone	Supplier Point of Contract phone number	CHAR	20
QALI/LOD	Supplier Type	New/Edit	Supplier Type	Dropdown to indicate Prime or Sub Contractor or Full CAS delegation.	CHAR	1

Module	Ad Hoc Name	Primary Web Page Name	Web Page Label	Definition	Field Type	Number of characters
QALI/LOD	Supplier Zip	New/Edit	City/State/Zip	Auto-populated based on CAGE code	CHAR	12
QALI/LOD	Total Actual Hours	Additional Information	Total Actual Hours	Auto-calculated from actual hours data field from all requirements on the delegation	NUMBER	22
QALI/LOD	Total Allocated Hours	Additional Information	Total Allocated Hours	Auto-calculated from allocated hours data field from all requirements on the delegation	NUMBER	22
QALI/LOD	Transfer Date	Ad hoc Only	Background	Date the record was transferred	Date (DD-MMM-YY)	7
QALI/LOD	Type of Contract	Add Contract Information	Type of Contract	Select the type of contract from the dropdown menu	CHAR	200
QALI/LOD	Update Code	Ad hoc Only	Background	User code of the person updating the record	CHAR	12
QALI/LOD	Update Date	New/Edit	Background	Date the record was updated	Date (DD-MMM-YY)	7
QALI/LOD	Withdrawal Remarks	Email Notice	Text	Text box to provide the Delegatee the reason for withdrawing the delegation	CHAR	4000
QALI/LOD	Year	Main Page	Background	The year the record was created	Year (YYYY)	4