

Facility Surveillance Inspection Plan (FSIP) Creation and Management in PDREP

INTRODUCTION

This document is intended to assist Defense Contract Management Agency (DCMA) personnel in the creation of Facility Surveillance Inspection Plans (FSIP) in PDREP.

The NSLC Det Portsmouth Help Desk is available to answer any questions or to address any concerns not addressed in this document. For additional training resources, assistance or support, please contact the Help Desk at:

E-Mail: webptsmh@navy.mil
Commercial: (207) 438-1690
DSN: 684-1690
Fax: (207) 438-6535

Facility Surveillance Inspection Plan (FSIP) Creation and Management in PDREP

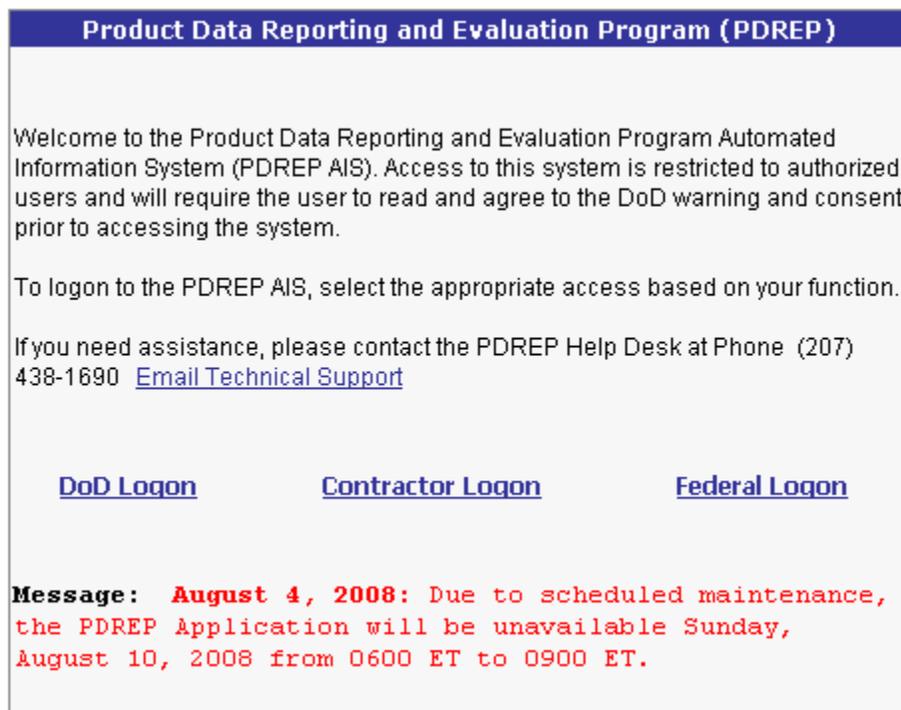
I. FACILITY SURVEILLANCE INSPECTION PLANS DEFINED

A FSIP is prepared to identify the Quality Assurance Representative's (QAR's) overall plan to evaluate quality system and product related processes. Not only is it intended to provide a strategy for periodic evaluation, it is also a vehicle to document the QAR's concerns as well as a format for communication and coordination of joint audits and inspections with the customer. The FSIP is a dynamic plan that must be formally updated, as a minimum, every six months. Updates will be based on factors such as receipt of new contract requirements, contractor's production activity and the contractor's quality and technical performance history. Requirements identified by the customer/delegating activity via the QALI/LOD may necessitate more frequent FSIP updates.

II. LOGGING ON

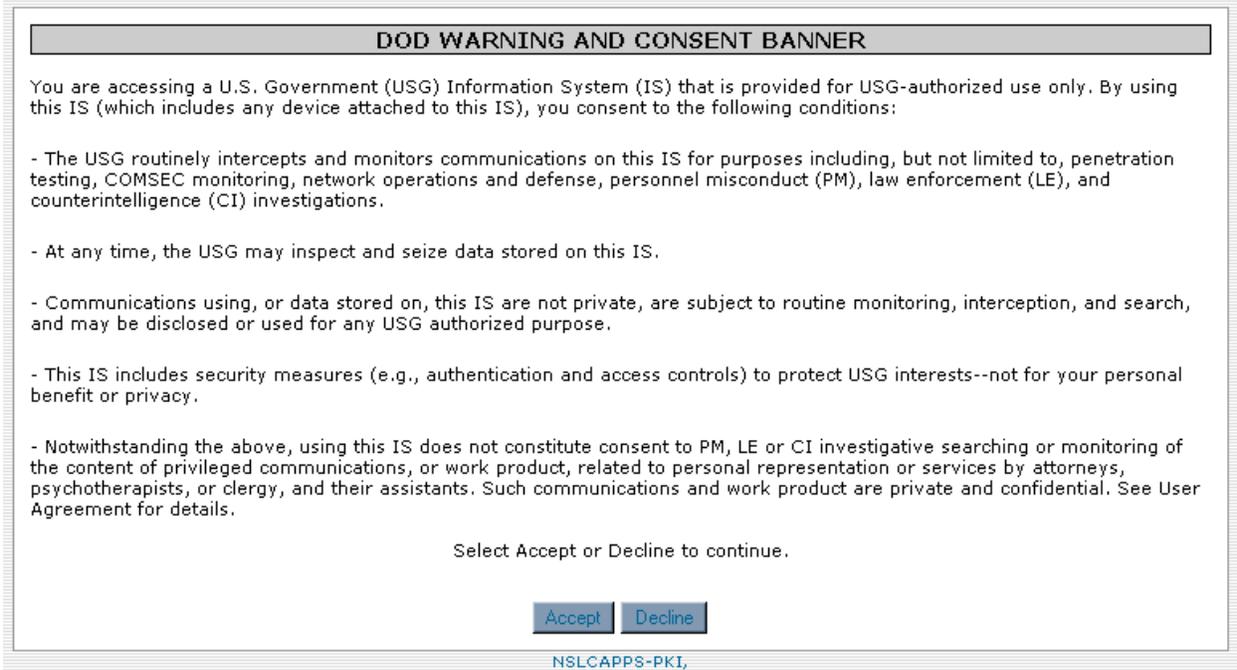
From the NSLC Det Portsmouth's Home page click on the PDREP, Red/Yellow/Green, Level I/SubSafe, Feedback or Supplier Audit link. Click on the "Logon" link. The following screen will appear:

All Department of Defense users should click "DoD Logon".

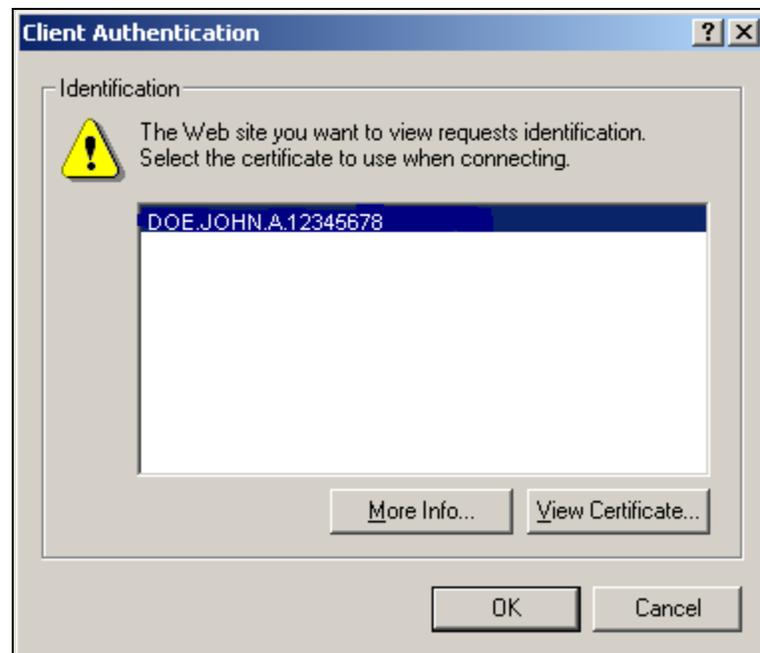


The system will then prompt you to read and agree to the DOD Warning and Consent Banner as shown below.

Facility Surveillance Inspection Plan (FSIP) Creation and Management in PDREP



The system will then prompt you to verify your identity from your CAC card or other DoD-issued PKI credentials as shown below:



If more than one certificate is shown, most users should choose the non e-mail certificate. After selecting the certificate, click “OK” to log in to the system. Once you have logged in the PDREP Home page will display. If you have difficulty with a certificate and have more than one available, please try the other certificates before contacting the PDREP help desk.

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III. USER PROFILE

Every PDREP user has a User Profile. The accuracy of the information in this profile is important both for correspondence purposes and for the correct operation of worklists and other features in PDREP. After logging in to PDREP, click on “User Profile” toward the upper left corner of the PDREP home page to review and update your profile. The screen shown below will display:

[Home](#) • [Feedback](#) • [Links](#) • [User Profile](#)
User : ADRIENNE(BETA) MORGAN • [logout](#)

User Profile - View

To update information [Click here](#)

Name: ADRIENNE(BETA) MORGAN
Title: QUALITY ASSURANCE SPECIALIST
P.O.Box:
Address: 80 DANIEL ST
 STE 400
City/State/Zip: PORTSMOUTH NEW HAMPSHIRE 03801-3884
Country: UNITED STATES
Phone: 207 438-6524
DSN Phone: 684-6524
Email Address: adrienne.morgan@navy.mil
Organization Code: 0541
Logo:

Email Distribution List

Email Address	Name	List Type
PATRIOTS@NAVY.MIL	TOM BRADY	0
HEATH@NOEMAIL.COM	HEATH EVANS	1
NEXTYEAR@NOEMAIL.COM	MATT LIGHT	2

Point of contact

Name	Email Address	Activity/Organization	Contact Type	Phone
TESTP	ADREINNE.MORGAN@NAVY.MIL	NAVAL SEA LOGISTICS CENTER DETACHMENT	CONTRACTOR	
LINDA SIBIK	LINDA.SIBIK@NAVY.MIL	NAVAL SEA LOGISTICS CENTER DETACHMENT	GOVERNMENT	
TEDY BRUSCHI	ADRIENNE.MORGAN@NAVY.MIL	NAVAL SEA LOGISTICS CENTER DETACHMENT	GOVERNMENT	
TOM BRADY	QUARTERBACK@NAVY.MIL	NAVAL SEA LOGISTICS CENTER DETACHMENT	GOVERNMENT	
RODNEY HARRISON	ADRIENNE.MORGAN@NAVY.MIL	NAVAL SEA LOGISTICS CENTER DETACHMENT	GOVERNMENT	
RANDALL GAY	ADRIENNE.MORGAN@NAVY.MIL	NAVAL SEA LOGISTICS CENTER DETACHMENT	SUPPLIER	

PDREP NAVSEALOGCENDET PORTSMOUTH, NH. Version : 5.0.00059, Build Date : 05/07/2007
 Phone : (603) 431-9460 x 486 [Email Technical Support](#)

Your contact information will have been entered initially by the PDREP administrator when your access was granted. Your e-mail distribution and point of contact lists are entered by you if needed. To edit or update any of this information, click on the “Click here” link above your contact information. The following page will display:

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[Home](#) • [Feedback](#) • [Links](#) • [User Profile](#) User : ADRIENNE(BETA) MORGAN • [logout](#)

[User Information](#) | [Email Information](#) | [Points of Contact](#) | [Change Password](#)

User Profile - Edit

Instructions
(M) denotes a mandatory field
1. Enter mandatory fields
2. Enter known optional fields
3. To update User Profile, click **Save**

Changing Profile data will not update previously saved records

(M) First Name: (M) Last Name:

(M) Title:

P.O.Box:

Address:

(M) City:

State/Province: Zip/Postal Code:

Country:

Telephone Number: Ext:

DSN Telephone Number:

(M) Email Address:

Organization Code:

Logo:

PDREP NAVSEALOGCENDET PORTSMOUTH, NH. Version : 5.0.00059, Build Date : 05/07/2007
Phone : (603) 431-9460 x 486 [Email Technical Support](#)

There are four tabs on the user profile update page. The first tab contains the most critical User Information. You should ensure that your contact information is accurate, particularly phone and e-mail.

Points of Contact

Points of Contact are used within the FSIP creation by QAR for identifying Government, and Contractor contacts. Click the "Points of Contact" tab and the page shown below will display:

Facility Surveillance Inspection Plan (FSIP) Creation and Management in PDREP

User Information	Email Information	Points of Contact	Change Password	
Add Point of Contact				
<p>Instructions (M) denotes a mandatory field</p> <ol style="list-style-type: none"> 1. To add new Point of Contact, click Add New POC 2. Enter mandatory fields 3. Enter known optional fields 4. Click Save to add to list 5. Click Cancel to cancel the process 				
<input type="button" value="Add New POC"/>		<input type="button" value="Cancel"/>		
Point of Contact				
Name	Organization	Contact Type	Edit	Delete
TESTP	NAVAL SEA LOGISTICS CENTER DETACHMENT	C	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
RODNEY HARRISON	NAVAL SEA LOGISTICS CENTER DETACHMENT	G	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
TED HOHMAN	NSLC	G	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
TOM BRADY	NAVAL SEA LOGISTICS CENTER DETACHMENT	G	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

The table at the bottom of the page will show all current points of contact, including the contact name, the government organization or company of which the person is a member and the contact type (G for Government, C for Contractor or S for Supplier). Any existing Point of Contact can be edited or deleted using the buttons to right of each entry in this table. To add a new contact click the “Add New POC” button and the page shown below will display:

Facility Surveillance Inspection Plan (FSIP) Creation and Management in PDREP

User Information	Email Information	Points of Contact	Change Password	
Add Point of Contact				
<p>Instructions (M) denotes a mandatory field 1. To add new Point of Contact, click Add New POC 2. Enter mandatory fields 3. Enter known optional fields 4. Click Save to add to list 5. Click Cancel to cancel the process</p>				
(M) POC Name:	<input style="width: 100%;" type="text"/>			
(M) Contact Type:	<input style="width: 100%;" type="text" value="Government"/>			
Activity/Company Name:	<input style="width: 100%;" type="text"/>			
DODAAC:	<input style="width: 50%;" type="text"/>	<input type="button" value="Auto Fill"/>		
CAGE Code:	<input style="width: 50%;" type="text"/>	<input type="button" value="Auto Fill"/>		
Address:	<input style="width: 100%;" type="text"/>			
	<input style="width: 100%;" type="text"/>			
City:	<input style="width: 100%;" type="text"/>			
State/Province:	<input style="width: 100%;" type="text"/>			
Country:	<input style="width: 100%;" type="text"/>			
Zip/Postal Code:	<input style="width: 100%;" type="text"/>			
Phone Number:	<input style="width: 100%;" type="text"/>			
Fax Number:	<input style="width: 100%;" type="text"/>			
(M) Email Address:	<input style="width: 100%;" type="text"/>			
<input type="button" value="Save"/> <input type="button" value="Cancel"/>				
Point of Contact				
Name	Organization	Contact Type	Edit	Delete
TESTP	NAVAL SEA LOGISTICS CENTER DETACHMENT	C	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
RODNEY HARRISON	NAVAL SEA LOGISTICS CENTER DETACHMENT	G	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

- Enter the POC Name and then select the contact type from the dropdown list provided.
- Enter the DODAAC if the contact type is Government or the CAGE if the contact type is Contractor or Supplier, and click “Auto Fill” next to the DODAAC or CAGE field to automatically complete the activity or company name and address fields.
 - If for any reason the company or activity entered does not exist in PDREP or the information is incorrect then you may complete or edit the information manually.
- Enter any phone or fax information desired and then provide an email address for the contact (mandatory).
- Click “Save” to add the new contact or “Cancel” to exit the page without saving.

When you next review or use your POC list the new contact will be included.

Notes on the POC List

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When using the POC list for the assignment of investigators on the “View Points of Contact” page, the available list of contacts will include every point of contact for any user with the same primary DODAAC. Because PDREP users frequently change work assignments, you may move from one activity to another and when this occurs it is important to review your POC list and to delete points of contact who are no longer current. Contact your Team Leader or the PDREP help desk for additional guidance in this area.

For the purpose of this instruction we will not discuss the other tabs. Please contact the PDREP help desk for additional assistance.

Facility Surveillance Inspection Plan (FSIP) Creation and Management in PDREP

IV. VIEWING THE WORKLIST

The screenshot displays the PDREP web application interface. At the top, there are navigation links: Home, Feedback, Links, and User Profile. The user is identified as ADRIENNE(BETA) MORGAN, with a logout option. The main heading is "Product Data Reporting and Evaluation Program (PDREP)".

The interface is divided into two main columns of menu items:

- Left Column:**
 - DEFICIENCY MODULES**
 - DD-1348
 - Product Quality Deficiency Report
 - Supply Discrepancy Report
 - DATA ENTRY**
 - Contract Award Data
 - Feedback
 - Material Inspection Record
 - Special Quality Data
 - Survey
 - Test
 - DATA LOAD**
 - Download
 - Batch Update
 - PDREP SEARCH**
 - Exhibit Search
 - PQDR Search
 - SAP Search
 - SDR Search
 - Search
 - View Records
- Right Column:**
 - REPORTS**
 - Ad-Hoc Report
 - NAVICP 874 Reports
 - Special Reports
 - USER REPORTS**
 - Contractor Profile
 - DLA Contractor Summary
 - Feedback Status
 - MIR L1/SS Quarterly
 - MIR Report
 - PQDR Statistics
 - PQDR Summary
 - Red/Yellow/Green
 - SDR Quarterly
 - NSEP PROGRAMS**
 - Facility Surveillance Inspection Plan (highlighted with a red box)
 - OTHER PROGRAMS**
 - HEDRS Program
 - Level 1/SubSafe
 - Red/Yellow/Green
 - Supplier Audit Program
 - ADMIN (Internal)
 - Site Admin (Internal)

At the bottom of the page, the following information is displayed: PDREP NAVSEALOGCENDET PORTSMOUTH, NH. Version : 5.0.00074, Build Date : 03/30/2008. Phone : (207) 438-1690 Email Technical Support

After logging in to PDREP, click “Facility Surveillance Inspection Plan” (FSIP) under “NSEP Programs” toward the lower right portion of the screen. The FSIP system will automatically direct you to the Worklist input screen as shown below:

Facility Surveillance Inspection Plan (FSIP) Creation and Management in PDREP

[Home](#) • [Feedback](#) • [Links](#) • [User Profile](#) User : LINDA (BETA) SIBIK • [logout](#)

[FSIP Worklist](#) [Create New FSIP](#)

FSIP Worklist

Instructions
(M) denotes a mandatory field
1. Enter mandatory fields
2. Enter optional fields, if information is known
3. Correct format for Date Elements is **MM/DD/YYYY** or use Calendar
4. Click **Display Worklist** button

Preparation Start Date:  End Date: 

CAGE Code: QAR Code:

Year: Sort By: 

Frequent
 Infrequent
 Both

PDREP NAVSEALOGCENDET PORTSMOUTH, NH. Version : 5.0.00078, Build Date : 07/11/2008
Phone : (207) 438-1690 [Email Technical Support](#)

The Worklist settings will default as shown above, with the QAR Code set to your PDREP user ID. You can select a specific CAGE Code to view, or show all FSIPs. In addition, you can view those FSIPs for Frequent Contractors (default), or change to show the worklist for Infrequent Contractors, or select Both to show both Frequent and Infrequent FSIPs. If you want to see all FSIPs for your activity (DODAAC) then you may remove your User Code.

The date range for the Worklist defaults to the present date minus three years but can be changed if needed.

When you have selected the criteria, click “Display Worklist” to view all FSIP’s matching the criteria entered. A sample set of results appears below:

Facility Surveillance Inspection Plan (FSIP) Creation and Management in PDREP

FSIP Worklist		Create New FSIP									
FSIP Worklist											
Instructions (M) denotes a mandatory field 1. Enter mandatory fields 2. Enter optional fields, if information is known 3. Correct format for Date Elements is MM/DD/YYYY or use Calendar 4. Click Display Worklist button											
Preparation Start Date:	<input type="text" value="08/11/2005"/>	End Date:	<input type="text" value="08/11/2008"/>								
CAGE Code:	<input type="text"/>	QAR Code:	<input type="text"/>								
Year:	<input type="text"/>	Sort By:	<input type="text" value="PREPARATION DATE - ASC"/>								
<input type="radio"/> Frequent <input type="radio"/> Infrequent <input checked="" type="radio"/> Both											
<input type="button" value="Display Worklist"/>											
Result count: 21											
AWAITING APPROVAL											
FSIP Num	Prep Date	Prepared By	Activity	History	Last Update Date	Draft	Submitted For Review To	Date Submitted	Edit	Delete	
77272200701	06/18/2008	ZARA A SILVERMAN	N45112	View	08/11/2008	N	ZSILV	07/09/2008	Edit	Delete	
71905200601	07/10/2008	JOHN D GREENER	N45112	View	07/10/2008	N	ZSILV	07/10/2008	Edit	Delete	
71905200501	07/10/2008	ZARA A SILVERMAN	N45112	View	07/11/2008	N	JGREE	07/10/2008	Edit	Delete	
01020200801	08/08/2008	LINDA (BETA) SIBIK	N45112	View	08/08/2008	N	LSIBI	08/08/2008	Edit	Delete	
REVIEW COMPLETED											
FSIP Num	Prep Date	Prepared By	Activity	History	Last Update Date	Draft	Reviewed By	Review Date	Edit	Delete	
0VYT7200801	07/11/2008	JOHN D GREENER	N45112	View	07/11/2008	N	JGREE	07/11/2008	Edit	Delete	
FSIP's SUBMITTED TO CUSTOMER											
FSIP Num	Prep Date	Prepared By	Activity	History	Last Update Date	Draft	Reviewed By	Review Date	Date Released To Customer	Edit	Delete
90332200801	07/11/2008	JOHN D GREENER	N45112	View	07/11/2008	N	JGREE	07/11/2008	07/11/2008	Edit	Delete
FSIP DRAFTS											
FSIP Num	Prep Date	Prepared By	Activity	History	Last Update Date	Draft	Edit	Delete			
81316200700	03/25/2008	LINDA (BETA) SIBIK	N45112	View	06/18/2008	Y	Edit	Delete			
81316200702	03/26/2008	ADRIENNE(BETA) MORGAN	N45112	View	03/27/2008	Y	Edit	Delete			
81316200701	03/26/2008	ADRIENNE(BETA) MORGAN	N45112	View	03/27/2008	Y	Edit	Delete			
71905200701	03/27/2008	ZARA A SILVERMAN	N45112	View	06/26/2008	Y	Edit	Delete			
81316200801	03/27/2008	ADRIENNE(BETA) MORGAN	N45112	View		Y	Edit	Delete			

The worklist returned provides the FSIPs sorted by the level of the FSIP; FSIPs awaiting approval by the appropriate Team Leader, FSIPs with the review completed by the Team Leader, FSIPs submitted to the customer, and FSIP drafts.

The search results include:

Awaiting Approval Worklist:

FSIP Number: The FSIP number consists of the CAGE Code, two digit year and 01 or 02 for the FSIP issued that year.

Prep Date: The date when the FSIP was created and saved by the originator.

Prepared By: The name of the QAR who created the FSIP.

Activity: The activity (DODAAC) of the originator of the FSIP.

History: Click the "View" link in this column to open a new window containing correspondence and forwarding history for this FSIP.

Last Update Date: The date the FSIP was last saved.

Draft: FSIPs that have not been sent for Team Leader review are identified as draft.

Facility Surveillance Inspection Plan (FSIP) Creation and Management in PDREP

Submitted for Review: Identifies the PDREP User the FSIP was sent to for review.

Date Submitted: The date the FSIP was sent for review.

Edit: Click the link in this column to open the FSIP base page for the FSIP. This is the page from which editing and forwarding will take place.

Delete: Click the link in this column to delete the FSIP.

Review Completed Worklist:

FSIP Number: The FSIP number consists of the CAGE Code, two digit year and 01 or 02 for the FSIP issued that year.

Prep Date: The date when the FSIP was created and saved by the originator.

Prepared By: The name of the QAR who created the FSIP.

Activity: The activity (DODAAC) of the originator of the FSIP.

History: Click the “View” link in this column to open a new window containing correspondence and forwarding history for this FSIP.

Last Update Date: The date the FSIP was last saved.

Draft: FSIPs that have not been sent for Team Leader review are identified as draft.

Reviewed By: Identifies the PDREP User the FSIP was reviewed by prior to sending to the customer.

Reviewed Date: The date the FSIP was reviewed by the Team Leader.

Edit: Click the link in this column to open the FSIP base page for the FSIP. This is the page from which editing and forwarding will take place.

Delete: Click the link in this column to delete the FSIP.

FSIPs Submitted to Customer Worklist:

FSIP Number: The FSIP number consists of the CAGE Code, two digit year and 01 or 02 for the FSIP issued that year.

Prep Date: The date when the FSIP was created and saved by the originator.

Prepared By: The name of the QAR who created the FSIP.

Activity: The activity (DODAAC) of the originator of the FSIP.

History: Click the “View” link in this column to open a new window containing correspondence and forwarding history for this FSIP.

Last Update Date: The date the FSIP was last saved.

Draft: FSIPs that have not been sent for Team Leader review are identified as draft.

Reviewed By: Identifies the PDREP User the FSIP was reviewed by prior to sending to the customer.

Reviewed Date: The date the FSIP was sent reviewed by the Team Leader.

Date Released to Customer: The date the FSIP was forwarded to the appropriate customer.

Edit: Click the link in this column to open the FSIP base page for the FSIP. This is the page from which editing and forwarding will take place.

Delete: Click the link in this column to delete the FSIP.

FSIP Drafts Worklist:

FSIP Number: The FSIP number consists of the CAGE Code, two digit year and 01 or 02 for the FSIP issued that year.

Prep Date: The date when the FSIP was created and saved by the originator.

Facility Surveillance Inspection Plan (FSIP) Creation and Management in PDREP

Prepared By: The name of the QAR who created the FSIP.

Activity: The activity (DODAAC) of the originator of the FSIP.

History: Click the “View” link in this column to open a new window containing correspondence and forwarding history for this FSIP.

Last Update Date: The date the FSIP was last saved.

Draft: FSIPs that have not been sent for Team Leader review are identified as draft “Y”.

Edit: Click the link in this column to open the FSIP base page for the FSIP. This is the page from which editing and forwarding will take place.

Delete: Click the link in this column to delete the FSIP.

V. INITIATING A NEW FSIP

When entering the FSIP module of PDREP the Worklist page displays with two tabs across the top of the page as shown below.

The screenshot shows the PDREP FSIP Worklist page. At the top, there are navigation links: Home, Feedback, Links, and User Profile. The user is identified as LINDA (BETA) SIBIK with a logout link. The page has two tabs: "FSIP Worklist" (selected) and "Create New FSIP". The main content area is titled "FSIP Worklist" and contains the following instructions:

- Instructions**
- (M) denotes a mandatory field**
- 1. Enter mandatory fields
- 2. Enter optional fields, if information is known
- 3. Correct format for Date Elements is **MM/DD/YYYY** or use Calendar
- 4. Click **Display Worklist** button

The form includes the following fields and options:

- Preparation Start Date:** 08/08/2005 (with a calendar icon)
- End Date:** 08/08/2008 (with a calendar icon)
- CAGE Code:** [Empty text box]
- QAR Code:** LSIBI
- Year:** [Empty text box]
- Sort By:** PREPARATION DATE - ASC (dropdown menu)
- Frequency:** Frequent, Infrequent, Both

A "Display Worklist" button is located at the bottom of the form. At the bottom of the page, the following information is displayed:

PDREP NAVSEALOGCENDET PORTSMOUTH, NH. Version : 5.0.00078, Build Date : 07/11/2008
Phone : (207) 438-1690 Email Technical Support

To enter a new FSIP, click the tab labeled “Create New FSIP”. The page shown in the next section will display. All of the originator fields for a new FSIP are displayed on a single web page, but for this document the page will be broken down into parts.

NOTE: Mandatory fields in the FSIP module are marked with **(FM)** for those contractors identified as Frequent Suppliers, and **(IM)** for those contractors identified as Infrequent Suppliers. Contact your Team Leader for guidance on determining Frequent vs Infrequent Suppliers.

Facility Surveillance Inspection Plan (FSIP) Creation and Management in PDREP

Home • Feedback • Links • User Profile User : LINDA (BETA) SIBIK • [logout](#)

FSIP Worklist Create New FSIP

Facility Surveillance Inspection Plan

Instructions
(IM) denotes a mandatory field for 'InFrequent' FSIP
(FM) denotes a mandatory field for 'Frequent' FSIP

1. Enter mandatory fields
2. Enter optional fields, if information is known
3. Correct format for Date Elements is **MM/DD/YYYY** or use Calendar
4. To save the record, click **Save**
5. To cancel the process, click **Cancel**

FSIP

(IM) CAGE Year Serial Number
 (FM) FSIP Number: - -

Company Name:
 Street Address:
 City, State, Zip:

Frequent
 Infrequent

CAGE: Enter the CAGE of the Contractor the FSIP is being prepared for. This also provides the serial number for the FSIP. The year is automatically defaulted to the current year, and the serial number 01 or 02 identifies the original (01) or six month update (02) of the FSIP. Once the CAGE Code is entered, click the Auto-fill CAGE Information to complete the Contractor Company Name, Street Address and City, State, Zip information.

Frequent/Infrequent: The system defaults to Frequent. If the Contractor is an Infrequent Supplier, click the circle next to Infrequent to change from the default.

Quality Assurance Representative (QAR)

(IM) Activity:
 (FM) Name:
 Phone Number:
 Email Address:
 Team Code:

Contractor

(IM) <SELECT>
 (FM) 00945-STANLEY RICHARDSON - ALASKAN COPPER COMPANIES INC
 00997-EVAN KROMETIS - SCANDIA MFG CO
 02369-G HEAD - PIONEER AEROSPACE CORP

CAGE:

Associated CAGE Codes:

QAR Representative Information: The Activity, Name, Phone Number, Email Address, and Team Code will default to the information in your user profile, but can be changed if you are entering a FSIP on behalf of another QAR.

Contractor: The appropriate Contractor Points of Contact are selected from the POC listings for your organization. When you find the appropriate Contractor Information, click “Add POC to List”. The selected POC will be identified in a box below the selection screen as shown below. Multiple selections can be made by selecting additional POCs and clicking “Add POC to List”.

Facility Surveillance Inspection Plan (FSIP) Creation and Management in PDREP

Contractor					
(IM) (FM)	<input type="text" value="<SELECT>"/> 00945-STANLEY RICHARDSON - ALASKAN COPPER COMPANIES INC 00997-EVAN KROMETIS - SCANDIA MFG CO 01020-COMPANY CONTACT - NAVY UNITED STATES DEPARTMENT OF THE				
	<input type="button" value="Add POC to List"/>		<input type="button" value="Add New POC"/>		
Note: You can only edit your own POCs					
DODAAC/CAGE	Name	Phone Number	Email Address	Edit	Delete
01020	COMPANY CONTACT		COMPANYCONTACT@EMAIL.COM	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
01020	COMPANY PRESIDENT		COMPANYPRESIDENT@EMAIL.COM	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

If a POC is not on the listing, a new POC can be added within the FSIP input screen. To add a new POC, click “Add New POC”. The Add Point of Contact screen will open, and the new POC information is entered as identified in Section III of this guideline. Once the new POC information is entered and saved, cancel out of the POC page by clicking “Cancel” until you are returned to the FSIP data entry screen. The POC added will be included in the POC selection on the FSIP input screen.

Add Point of Contact				
Instructions (M) denotes a mandatory field 1. To add new Point of Contact, click Add New POC 2. Enter mandatory fields 3. Enter known optional fields 4. Click Save to add to list 5. Click Cancel to cancel the process				
• Saved Successfully				
(M) POC Name:	<input type="text" value="MILLIE MOOSE"/>			
(M) Contact Type:	<input type="text" value="Contractor"/>			
Activity/Company Name:	<input type="text" value="NAVY UNITED STATES DEPARTMENT OF"/>			
DODAAC:	<input type="text"/>	<input type="button" value="Auto Fill"/>		
CAGE Code:	<input type="text" value="01020"/>	<input type="button" value="Auto Fill"/>		
Address:	<input type="text" value="9742 MARYLAND AVE"/>			
	<input type="text"/>			
City:	<input type="text" value="NORFOLK"/>			
State/Province:	<input type="text" value="VA-VIRGINIA"/>			
Country:	<input type="text" value="UNITED STATES"/>			
Zip/Postal Code:	<input type="text" value="23511-3015"/>			
Phone Number:	<input type="text"/>			
Fax Number:	<input type="text"/>			
(M) Email Address:	<input type="text" value="MILLIE@NOEMAIL.COM"/>			
		<input type="button" value="Save"/> <input type="button" value="Cancel"/>		
Point of Contact				
Name	Organization	Contact Type	Edit	Delete
MILLIE MOOSE	NAVY UNITED STATES DEPARTMENT OF THE	C	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

Facility Surveillance Inspection Plan (FSIP) Creation and Management in PDREP

Contractor						
(IM) (FM)	<input type="text" value="<SELECT>"/> 00945-STANLEY RICHARDSON - ALASKAN COPPER COMPANIES INC 00997-EVAN KROMETIS - SCANDIA MFG CO 01020-COMPANY CONTACT - NAVY UNITED STATES DEPARTMENT OF THE					
	Add POC to List		Add New POC			
Note: You can only edit your own POCs						
	DODAAC/CAGE	Name	Phone Number	Email Address	Edit	Delete
	01020	COMPANY CONTACT		COMPANYCONTACT@EMAIL.COM	Edit	Delete
	01020	COMPANY PRESIDENT		COMPANYPRESIDENT@EMAIL.COM	Edit	Delete
	01020	MILLIE MOOSE		MILLIE@NOEMAIL.COM	Edit	Delete

CAGE: Enter associated CAGE Codes if appropriate or click Lookup. This should be any associated CAGE Codes (multiple locations or facilities) of the Contractor the FSIP is being created for.

Applicable NSEP Programs	
(IM) (FM)	Select all that applies: <input type="checkbox"/> Naval Nuclear Propulsion Program (NNPP) <input type="checkbox"/> Nuclear Plant Material (NPM, Code 87) <input type="checkbox"/> Level I/SUBSAFE (LI/SS, Code 832) <input type="checkbox"/> Navy Propulsion Program (Props) <input type="checkbox"/> Deep Submergence Systems Program (DSSP) <input type="checkbox"/> Fly-By-Wire (FBW)
	Highest Contractually Imposed Quality Assurance Provision Provision: <input type="text" value="<SELECT>"/>
Products Supplied to the NSEP Program	
(IM) (FM)	Narrative: <input type="text"/> (Maximum 4000 characters)
	FSC: <input type="text"/> <input type="button" value="Add FSC to List"/>
	FSC(s) Associated with FSCM: <input type="text"/> <input type="button" value="Delete FSC from List"/>

Applicable NSEP Programs: Identify the applicable NSEP program the products are produced for by this Contractor. Multiple selections can be made by clicking in the boxes next to the appropriate program.

Highest Contractually Imposed Quality Assurance Provision: Select from a drop down selection the highest level quality program implemented at the Contractor facility.

Products Supplied to the NSEP Program: Enter a detailed narrative description of the products supplied by this Contractor.

FSC: Enter the FSC Code if known in support of the Products Supplied, and Click Add FSC to List. To add multiple, repeat this for each FSC applicable to this Contractor. To delete an FSC from the listing, select the FSC to delete and Click Delete FSC from List.

Facility Surveillance Inspection Plan (FSIP) Creation and Management in PDREP

Areas of Concern	
(FM) Narrative: (Maximum 4000 characters)	<input type="text"/>
Changes in the FSIP since Last Issue	
(FM) Narrative: (Maximum 4000 characters)	<input type="text"/>
Supplier Audit Processes - In House	
NO SAP RECORDS FOUND FOR THIS CAGE	
Process Surveillance Program	
(IM) (FM)	Process: <input type="text" value="<SELECT>"/> <input type="button" value="Add to List"/>

Areas of Concern: Enter a detailed description of the areas of concern associated with this Contractor. These concerns are based on the outcome of Quality Data Evaluation and customer input and requirements. Refer to the QARI for additional guidance.

Changes in the FSIP since the Last Issue: Enter a description of the changes to the FSIP since the original issue of the plan. This may be as a result of subsequent Quality Data Evaluation or a change in the Contractor. Refer to the QARI for additional guidance.

Supplier Audit Process – In House: At initial creation of the FSIP, this field is not editable. When the FSIP is saved, the SAP information will be pulled from the SAP module within PDREP for the Contractor.

Process Surveillance Program: Select the process utilized by the Contractor from the drop down selection and Click Add to List. Once selected, the process will show in the Add FSIP Process block as shown below. Select the frequency for the process surveillance from the drop down selection (Daily, Weekly, Monthly, Quarterly, Semi-Annual) and Click Save Process to add the process to the FSIP, or Click Cancel Process Add to cancel the addition of the process to the FSIP. Add additional processes as appropriate.

Process Surveillance Program									
(IM) (FM)	Process: <input type="text" value="CALIBRATION"/> <input type="button" value="Add to List"/>								
<table border="1"> <thead> <tr> <th colspan="2">Add FSIP Process</th> </tr> <tr> <th>Process(es)</th> <th>Frequency</th> </tr> </thead> <tbody> <tr> <td>CALIBRATION</td> <td><input type="text" value="Daily"/></td> </tr> <tr> <td><input type="button" value="Save Process"/></td> <td><input type="button" value="Cancel Process Add"/></td> </tr> </tbody> </table>		Add FSIP Process		Process(es)	Frequency	CALIBRATION	<input type="text" value="Daily"/>	<input type="button" value="Save Process"/>	<input type="button" value="Cancel Process Add"/>
Add FSIP Process									
Process(es)	Frequency								
CALIBRATION	<input type="text" value="Daily"/>								
<input type="button" value="Save Process"/>	<input type="button" value="Cancel Process Add"/>								

Facility Surveillance Inspection Plan (FSIP) Creation and Management in PDREP

Product Audits/Inspections As a Result of QDE or Other Concerns	
(FM) Narrative: (Maximum 4000 characters)	<input type="text"/>
NSEP Program Specific Technical Reviews	
(FM) Specification:	<SELECT> <input type="button" value="Add to List"/>
Quality Data Evaluation	
(FM) Narrative: (Maximum 4000 characters)	<input type="text"/>
Other Information	
(Maximum 4000 characters) Narrative:	<input type="text"/>
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

Product Audits/Inspections As a Result of QDE or Other Concerns: Enter the products and characteristics to be inspected during in-process inspections or during final inspections. **NSEP Program Specific Technical Reviews:** Select the applicable technical review from the drop down selection and Click Add to List. The specification will be shown in a block below the selection with the scheduled date defaulted to the current date (screen shot below).

NSEP Program Specific Technical Reviews													
(FM) Specification:	MIL-STD-1308 - Material Processing for Special Components <input type="button" value="Add to List"/>												
	<table border="1"> <thead> <tr> <th>Specification(s)</th> <th>Scheduled Date</th> <th>Completed Date</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>NAVSEA 250-1500-1 - Welding Standard</td> <td>08/08/2008</td> <td><input type="text"/></td> <td><input type="button" value="Delete"/></td> </tr> <tr> <td>MIL-STD-1308 - Material Processing for Special Components</td> <td>01/01/2009</td> <td><input type="text"/></td> <td><input type="button" value="Delete"/></td> </tr> </tbody> </table>	Specification(s)	Scheduled Date	Completed Date	Delete	NAVSEA 250-1500-1 - Welding Standard	08/08/2008	<input type="text"/>	<input type="button" value="Delete"/>	MIL-STD-1308 - Material Processing for Special Components	01/01/2009	<input type="text"/>	<input type="button" value="Delete"/>
Specification(s)	Scheduled Date	Completed Date	Delete										
NAVSEA 250-1500-1 - Welding Standard	08/08/2008	<input type="text"/>	<input type="button" value="Delete"/>										
MIL-STD-1308 - Material Processing for Special Components	01/01/2009	<input type="text"/>	<input type="button" value="Delete"/>										
(Maximum 2000 characters) Notes:	<input type="text"/>												

This date can be modified and a completion date can be included if the review has been completed. The specification can be deleted from the FSIP by Clicking Delete.

Notes: For the NSEP Program Technical Reviews, when the specification is selected, a Notes narrative field is provided to identify any notes or information related to the technical reviews.

Quality Data Evaluation: Enter the conclusions drawn from the evaluation of QDE, including trends identified by the data, summary of the Corrective Actions, or other data supporting the performance of the Contractor. If QDE is to be attached to the FSIP, reference the attachment within this field.

Other Information: Enter additional information pertinent to the FSIP, including the location and nature of Quality Assurance Records, QAR staff training requirements, NSEP certification requirements, etc.

Saving the FSIP and/or Exiting the Page

At the top and bottom of the data entry page you will find two buttons labeled “Save” and “Cancel”.

Facility Surveillance Inspection Plan (FSIP) Creation and Management in PDREP

Save: Click to save any changes to the current page without exiting the page. A page can only be saved if all mandatory fields are completed. If required information is missing then an error message will display at the top of the page specifying what information is missing.

Cancel: Click here to exit the current page **without** saving any changes. The system will return you to the last page viewed before you began data entry and all unsaved changes will be discarded. If you have saved the record, and need to add attachments to the FSIP, Click Cancel to return to the Base Page for this saved FSIP.

VI. UPDATING AND FORWARDING A FSIP

The screenshot shows the 'Facility Surveillance Inspection Plan' form. At the top, there are tabs for 'FSIP Worklist' and 'Create New FSIP'. The main heading is 'Facility Surveillance Inspection Plan'. Below this, there are instructions: '(IM) denotes a mandatory field for 'InFrequent' FSIP', '(FM) denotes a mandatory field for 'Frequent' FSIP', and a list of five steps: 1. Enter mandatory fields, 2. Enter optional fields, if information is known, 3. Correct format for Date Elements is MM/DD/YYYY or use Calendar, 4. To save the record, click **Save**, 5. To cancel the process, click **Cancel**. A red message states: 'Your changes to this record were saved successfully.' At the bottom, there are three buttons: 'Save', 'Send for Review', and 'Cancel'. The footer of the form shows 'FSIP Number: 01020 - 2009 - 01' and 'FSIP'.

When the record is saved, a message will display indicating the record has been saved successfully, and a new button will appear labeled “Send for Review”. If no attachments or additional information are to be included with the FSIP and the FSIP is ready to send the FSIP to the Team Leader for review, Click Send for Review and the following page will display:

The screenshot shows the 'FSIP Send Message' form. At the top, there are tabs for 'FSIP Worklist' and 'Create New FSIP'. The main heading is 'FSIP Send Message'. Below this, there are instructions: '(M) denotes a mandatory field', and a list of five steps: 1. Enter email address of Recipient or To Email List must have an email address, 2. Select an activity from Add Email to TO/CC and click on Get List button. Select an email address from the list and click Add TO Email or Add CC Email button to add to the To Email List list or CC Email List list, 3. If email address is not available in the list to add to the CC list then enter the email address in the CC: field and click Add CC Email: CC button to add to the CC Email List, 4. Click on Send button to send email, 5. Click Cancel to return to previous page. The form shows 'FSIP: 01020 - 2009 - 01' and 'Send' and 'Cancel' buttons. Below this, there is a dropdown menu for 'Add Email to TO/CC:' with the value 'N45112 - NAVSEALOGCENDET PORTSMOUTH NH' and a 'Get List' button. A list of email addresses is displayed: 'ADRIENNE (BETA) MORGAN - adrienne.morgan@navy.mil', 'DEBORA J FLAHERTY - debora.flaherty@navy.mil', 'JOHN D GREENER - xjohn.greener@navy.mil', and 'JULIA MARTIN - julia.martin@navy.mil'. There are 'Add TO Email' and 'Add CC Email' buttons. Below the list, the 'TO Email List:' field contains 'adrienne.morgan@navy.mil' and a 'Delete' button. The 'CC:' field is empty, and there is an 'Add CC Email: CC List' button. The 'Subject:' field is 'SUBMIT FSIP FOR REVIEW'. The 'Content:' field is empty. At the bottom, there are 'Send' and 'Cancel' buttons.

Select Add Email to TO/CC: The activity will default according to the DODAAC of the FSIP originator.

Facility Surveillance Inspection Plan (FSIP) Creation and Management in PDREP

After choosing the FSIP Review Activity click “Get User List” and a list of users for the selected activity will display. Select the appropriate individual from this list and Click Add to Email.

If you wish to add CC addresses then you may either type them into the **CC:** box and click “Add CC” (this must be done one address at a time).

Once you have chosen your recipients, enter any desired message into the **Content:** box.

Click “Send” to complete the forwarding action and release the FSIP to the Reviewer. Click “Cancel” to cancel this action.

FSIP Base Page

The FSIP Base Page is the primary working page for a FSIP after it has been entered into PDREP. Originators may continue to update the information on a FSIP even after it has been reviewed and sent to the customer. The base page also provides originators and others with a method of reviewing current FSIP data, and sending relevant correspondence.

FSIP Worklist	Create New FSIP
QUICK VIEWS View FSIP History	FSIP QAR Data Entry FSIP: 01020200901 Draft: N QAR Editable Fields View/Edit FSIP Data
ATTACHMENTS View/Upload Files (0)	Send Message To Supervisor General
USER INFORMATION User Profile	

FSIP Base Page Features:

View/Edit FSIP Data: This link opens the same data entry page that was used to create the FSIP and allows the user to add additional information to the record.

Send Message To:

The page that displays is nearly identical to the forwarding page previously discussed and the same conventions should be followed. Message types include “Submit FSIP for Review”, “Forward FSIP to NSEP Customer”, “General Message” and “Follow-up”.

NOTE: The primary benefit of using the messaging features of PDREP is tracking of correspondence in FSIP History. All FSIP correspondence generated from within PDREP will be captured in history and therefore provides a comprehensive audit trail.

Other PQDR Base Page Features:

QUICK VIEWS: The links in the “Quick Views” section of the FSIP Base Page provide a way to quickly review the various forms associated with a FSIP as follows:

View FSIP:

Facility Surveillance Inspection Plan (FSIP) Creation and Management in PDREP

- Displays the FSIP in a new window and provides the complete information for the Contractor, including performance data contained in PDREP. This includes the information entered by the QAR, as well as:
 - Material Inspection Reports (MIRs) – a three year view listing of receipt inspection activity, by Report number, Quantity Received, Quantity Rejected, and Inspection Date. Note this listing includes all receipt inspections performed for the Contractor CAGE, regardless of the inspecting activity.
 - Product Quality Deficiency Reports (PQDRs)– a three year view listing the PQDRs associated with the Contractor CAGE, by Report control Number (RCN), Category, Critical Safety Item identification, Quantity Received, Quantity Deficient, and Closed Date. Note that the PQDRs included are all associated with the CAGE, regardless of the final disposition of responsibility or cause.
 - Supplier Audit Program (SAP) – a three year view listing the completed and pending audits for the Contractor CAGE, by Audit Number, DCMA Participated, Corrective Action Completed, Date Audited, Process, Process Audit Date, and Audit Results. Note this listing includes all audits associated with the CAGE, regardless of the auditing organization.

History:

- **History:** Displays a comprehensive history of all forwarding actions and correspondence to date for the subject FSIP. The text of all e-mail messages will display on the History page.

Attachments: Files of various types that support the FSIP be attached to a FSIP in PDREP.

- **View/Upload Files:** Click this link to see any files that have been attached to the PQDR to date. The number of currently attached files will appear in parentheses. To attach new files, click the “View/Upload Files” link and then click “Add Attachments” and follow the instructions on the page. The maximum file size for any single attachment is 10 megabytes.

User Profile: The “User Profile” link here will redirect you to the same page as the “User Profile” link at the top of most PDREP pages and is placed here as a convenience.

VII. FSIP REVIEW ACTIONS

On receipt of a new FSIP, the Team Leader will look up the FSIP on the Worklist page and click Edit for the subject FSIP. The FSIP Base Page displays for the FSIP selected. Click View/Edit FSIP Data to review the FSIP for approval. The FSIP edit page will display as shown below:

Facility Surveillance Inspection Plan (FSIP) Creation and Management in PDREP

FSIP Worklist	Create New FSIP
Facility Surveillance Inspection Plan	
Instructions (IM) denotes a mandatory field for 'InFrequent' FSIP (FM) denotes a mandatory field for 'Frequent' FSIP 1. Enter mandatory fields 2. Enter optional fields, if information is known 3. Correct format for Date Elements is MM/DD/YYYY or use Calendar 4. To save the record, click Save 5. To cancel the process, click Cancel	
<input type="button" value="Save"/> <input type="button" value="Save and Approve"/> <input type="button" value="Cancel"/>	
FSIP	
FSIP Number: 01020 - 2009 - 01	
Company Name: NAVY UNITED STATES DEPARTMENT OF THE Street Address: 9742 MARYLAND AVE City, State, Zip: NORFOLK, VA 23511-3015 US	
<input checked="" type="radio"/> Frequent <input type="radio"/> InFrequent	

At both the top and bottom of the data entry page you will find three buttons labeled “Save”, “Save and Approve” and “Cancel”.

Save: Click to save any changes to the current page without exiting the page. A page can only be saved if all mandatory fields are completed. If required information is missing then an error message will display at the top of the page specifying what information is missing.

Save and Approve: Click here to save all changes to the current page and approve the FSIP with the information contained in the entry page. A confirmation message will display indicating the record was saved successfully and has been marked “Reviewed”. A new button selection will appear allowing the Team Leader to Archive the FSIP and Send to the appropriate NSEP Customer.

Cancel: Click here to exit the current page **without** saving any changes. The system will return you to the last page viewed before you began data entry and all unsaved changes will be discarded.

VIII. FSIP FORWARDING TO CUSTOMER ACTIONS

When the FSIP is complete, and has been reviewed by the Team Leader, the record is archived and forwarded to the NSEP Customer for their review and information. When the FSIP review is complete, the FSIP edit page will display as shown below:

FSIP Worklist	Create New FSIP
Facility Surveillance Inspection Plan	
Instructions (IM) denotes a mandatory field for 'InFrequent' FSIP (FM) denotes a mandatory field for 'Frequent' FSIP 1. Enter mandatory fields 2. Enter optional fields, if information is known 3. Correct format for Date Elements is MM/DD/YYYY or use Calendar 4. To save the record, click Save 5. To cancel the process, click Cancel	
<ul style="list-style-type: none">This record was saved successfully and has been marked "Reviewed"	
<input type="button" value="Save"/> <input type="button" value="Archive and Send to NSEP Customer"/> <input type="button" value="Cancel"/>	
FSIP	
FSIP Number: 01020 - 2009 - 01	
Company Name: NAVY UNITED STATES DEPARTMENT OF THE Street Address: 9742 MARYLAND AVE City, State, Zip: NORFOLK, VA 23511-3015 US	
<input checked="" type="radio"/> Frequent <input type="radio"/> InFrequent	
Quality Assurance Representative (QAR)	
(IM) (FM)	Activity: <input type="text" value="N45112"/>
	Name: <input type="text" value="LINDA (BETA) SIBIK"/>

At both the top and bottom of the data entry page you will find three buttons labeled “Save”, “Archive and Send to NSEP Customer” and “Cancel”.

Facility Surveillance Inspection Plan (FSIP) Creation and Management in PDREP

Save: Click to save any changes to the current page without exiting the page. A page can only be saved if all mandatory fields are completed. If required information is missing then an error message will display at the top of the page specifying what information is missing.

Archive and Send to NSEP Customer: Click here to archive the FSIP and forward the FSIP to the appropriate NSEP Customers.

Cancel: Click here to exit the current page **without** saving any changes. The system will return you to the last page viewed before you began data entry and all unsaved changes will be discarded.

Archive and Send to NSEP Customer: When the FSIP is complete and ready to send to the appropriate NSEP Customer, Click Archive and Send to NSEP Customer. A new message page will display as shown below:

The screenshot shows the 'FSIP Send Message' form. At the top, there are tabs for 'FSIP Worklist' and 'Create New FSIP'. The form title is 'FSIP Send Message'. Below the title, there are instructions: '(M) denotes a mandatory field', '1. Enter email address of Recipient or To Email List must have an email address.', '2. Select an activity from Add Email to TO/CC and click on Get List button. Select an email address from the list and click Add TO Email or Add CC Email button to add to the To Email list or CC Email List.', '3. If email address is not available in the list to add to the CC list then enter the email address in the CC: field and click Add CC Email: CC button to add to the CC Email List.', '4. Click on Send button to send email.', '5. Click Cancel to return to previous page'. The form contains the following fields and controls: 'FSIP: 01020 - 2009 - 01' with 'Send' and 'Cancel' buttons; 'Add Email to TO/CC:' dropdown menu with 'N45112 - NAVSEALOGCENDET PORTSMOUTH NH' selected and a 'Get List' button; a list of email addresses: 'ADRIENNE(BETA) MORGAN - adrienne.morgan@navy.mil', 'DEBORA J FLAHERTY - debora.flaherty@navy.mil', 'JOHN D GREENER - xjohn.greener@navy.mil', 'JULIA MARTIN - julia.martin@navy.mil', with 'Add TO Email' and 'Add CC Email' buttons; 'CC:' text input field with an 'Add CC Email: CC List' button; 'CC Email List:' list box containing 'john.button@dcma.mil', 'daniel.hohman@navy.mil', 'adam.powars@navy.mil', 'lawrence.r.baker@navy.mil' and a 'Delete' button; 'Subject:' dropdown menu with 'FORWARD FSIP TO NSEP CUSTOMER' selected; and a 'Content:' text area. At the bottom, there are 'Send' and 'Cancel' buttons.

Select Add Email to TO/CC: The activity will default according to the DODAAC of the FSIP. Select the appropriate NSEP Customer Activity from the drop down selection and Click Get List. A list of users for the selected activity will display. Select the appropriate individual from this list and Click Add to Email.

If you wish to add CC addresses then you may either type them into the **CC:** box and click "Add CC" (this must be done one address at a time). A default listing of CC: emails has been provided for the FSIP at the time the record is forwarded to the customer. Recipients can be removed from the listing by selecting the email address and Click Delete.

Facility Surveillance Inspection Plan (FSIP) Creation and Management in PDREP

Once you have chosen your recipients, enter any desired message into the **Content:** box.

Click “Send” to complete the forwarding action and release the FSIP to the Customer.

Click “Cancel” to cancel this action.

A confirmation message will display indicating the record was sent successfully.

IX. SUMMARY

This concludes the FSIP processing instructions for the origination and management of Facility Surveillance Inspection Plans associated with NSEP Contractors. The PDREP help desk is always available to answer additional questions or to assist in data changes or exception processing and can be contacted as follows:

E-Mail:	webptsmh@navy.mil
Commercial:	(207) 438-1690
DSN:	684-1690
Fax:	(207) 438-6535