

MWI 4520.2

BASELINE

EFFECTIVE DATE: December 13, 1999

EXPIRATION DATE: December 13, 2004

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# **MARSHALL WORK INSTRUCTION**

**AD01**

## **USE OF THE PROCUREMENT DISCREPANCY TRACKING SYSTEM (PDTS)**

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<b>Marshall Work Instruction AD01</b>		
<b>Use of the Procurement Discrepancy Tracking System (PDS)</b>	<b>MWI 4520.2</b>	<b>Revision: Baseline</b>
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**DOCUMENT HISTORY LOG**

<b>Status (Baseline/ Revision/ Canceled)</b>	<b>Document Revision</b>	<b>Effective Date</b>	<b>Description</b>
Baseline		12/13/99	This document is established to satisfy DCB action #32.

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## 1. PURPOSE

This Marshall Work Instruction (MWI) provides instructions for generating In-bound Discrepancy Reports (IDRs), Inspection and Acceptance Requests (IARs), and Inspection/Rejection Reports (IRRs) using the Procurement Discrepancy Tracking System (PDS).

## 2. APPLICABILITY

This MWI applies to all personnel who utilize the PDS to initiate or execute IDR, IAR, and/or IRR actions and disposition instructions for materials and equipment being procured, received, inspected, accepted, or rejected at MSFC.

## 3. APPLICABLE DOCUMENTS

- a. MPG 6410.1, "Handling, Storage, Packaging, Preservation, and Delivery (H.S.P.P. & D.)"
- b. MPG 8730.3, "Control of Nonconforming Product"
- c. MWI 4530.1, "Flight Hardware Support Operations (FHSO) Component Acquisition, Inventory Control, and Kitting Services"
- d. MWI 5100.1, "Procurement Initiators Guide"
- e. QS01-QE-002, "Assignment of Quality Requirements to Procurements and Shipping Requests"

## 4. REFERENCES

None

## 5. DEFINITIONS

### a. Acronyms.

- (1) CSR - Customer Service Representative
- (2) FHSO - Flight Hardware Support Operations
- (3) IAR - Inspection and Acceptance Request
- (4) IDR - Inbound Discrepancy Report
- (5) IRR - Inspection Rejection Report

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(6) PDTs - Procurement Discrepancy Tracking System

(7) PMG - Property Management Group

b. Definitions.

Procurement Discrepancy Tracking System (PDTs). A MSFC-developed software application which provides a consistent, electronic method for recording and tracking IARs, IDRs, and IRRs. This software application is maintained by the MSFC Information Services Department.

**6. INSTRUCTIONS**

The following instructions are provided for authorized PDTs users. Additional or new users can request authorization to PDTs by calling 544-HELP.

a. Logging into PDTs.

(1) Authorized users will log on PDTs by double clicking the ARUSER icon located in the DDS Application Folder.

(2) Type in assigned USER ID and click "OK."

b. Generation of IARs by PMG.

(1) IARs will be generated for all materials, components, and/or equipment determined to be quality-sensitive, flight hardware, or otherwise requested by the organization generating the requisition. This determination will be noted on the applicable requisition form.

(2) PMG Receiving will log on and click "File," "Open Submit," and double click on "PDTs-IDR-IAR-IRR."

(3) Select "IAR" in "Form Type" field.

(4) Complete the IAR Form by entering data in all applicable fields and click "Apply." The screen will clear, and the report number submitted will be displayed at the bottom of the screen.

(5) To exit, click on "File" and "Close."

(6) PDTs will automatically route the IAR to MSFC S&MA.

(7) PMG will deliver items to the S&MA inspection area at Building 4705.

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(8) MSFC S&MA will inspect the materials and update the corresponding IAR in PDTs.

(a) For materials failing inspection, S&MA will status the IAR as "Rejected." PDTs automatically submits notification to the MSFC Procurement Office (as determined by the "buyer code" entered on the IAR).

i. The Contracting Officer with appropriate authority will provide disposition instructions via PDTs.

ii. PMG will execute the applied disposition instructions and close the IAR.

(b) For materials passing inspection, S&MA will status the IAR as "accepted." PDTs automatically submits notification to PMG.

i. PMG will close the IAR in PDTs, and the materials will be delivered by PMG to the requesting organization. Accepted materials may be released to the requester directly from S&MA.

c. Generation of IARs by FHSO.

(1) FHSO will log on and click "File," "Open Submit," and double click on "PDTs-IDR-IAR-IRR."

(2) Select "IAR" in "Form Type" field.

(3) Complete the IAR Form by entering data in all applicable fields and click "Apply." The screen will clear, and the report number submitted will be displayed at the bottom of the screen. To exit, click on "File" and "Close."

(4) PDTs will automatically route the IAR to MSFC S&MA.

(5) FHSO will deliver items to the S&MA inspection area at Building 4705.

(6) MSFC S&MA will inspect the materials and update the corresponding IAR in PDTs.

(7) For materials failing inspection, S&MA will status the IAR as "rejected." PDTs automatically submits notification to FHSO. Upon notification, FHSO will pick up rejected materials from S&MA.

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(a) FHSO will coordinate disposition of the materials with the requesting organization and execute disposition as required.

(b) FHSO will close the IAR in PDTs.

(8) For materials passing inspection, S&MA will status the IAR as "accepted." PDTs automatically submits notification to FHSO. FHSO will close the IAR in PDTs, pick up materials from S&MA, and deliver or store the materials as instructed.

d. Generation of IDRs.

Upon determining a discrepancy on an incoming shipment to MSFC, PMG will generate an IDR within the PDTs.

(1) PMG Receiving will log on and click "File," "Open Submit," and double click on "PDTs-IDR-IAR-IRR."

(2) Select "IDR" in "Form Type" field.

(3) Complete the IDR form by entering data in all applicable fields and click "Apply." The screen will clear and the report number submitted will be displayed at the bottom of the screen. To exit, click on "File" and "Close."

(4) PDTs will notify the MSFC Procurement Office.

(5) The MSFC Procurement Office will apply disposition instructions, change IDR status to "dispositioned," and return IDR to PMG Receiving.

(6) PMG Receiving executes the IDRs disposition instructions and closes IDR.

e. Generation of IRRs.

(1) User detects discrepancy with newly obtained materials.

(2) User notifies CSR assigned to the user organization.

(3) CSR will log on and click "File," "Open Submit," and double click on "PDTs-IDR-IAR-IRR."

(4) Select "IRR" in "Form Type" field.

(5) Complete the IRR Form by entering data in all applicable fields and click "Apply." The screen will clear and the report

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number submitted will be displayed at the bottom of the screen.  
To exit, click on "File" and "Close."

(6) PDTs will notify the MSFC Procurement Office.

(7) The MSFC Procurement Office will apply disposition instructions, change IRR status to "dispositioned," and return IDR to the CSR.

(8) The CSR will execute the disposition instructions and close the IRR.

## 7. NOTES

None

## 8. SAFETY PRECAUTIONS AND WARNING NOTES

None

## 9. RECORDS

TBD

## 10. PERSONNEL TRAINING AND CERTIFICATION

PDTs User Orientation

## 11. FLOW DIAGRAMS

See attached.

## 12. CANCELLATION

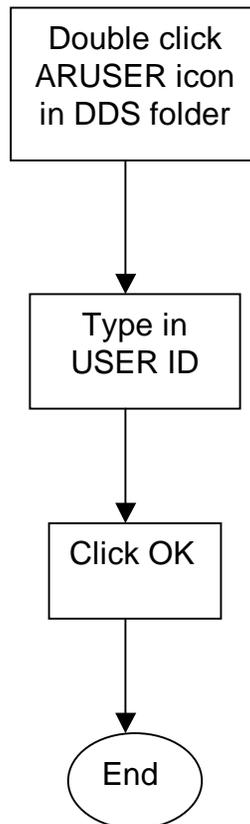
None

Original Signed by  
Sidney P. Saucier for

A. G. Stephenson  
Director

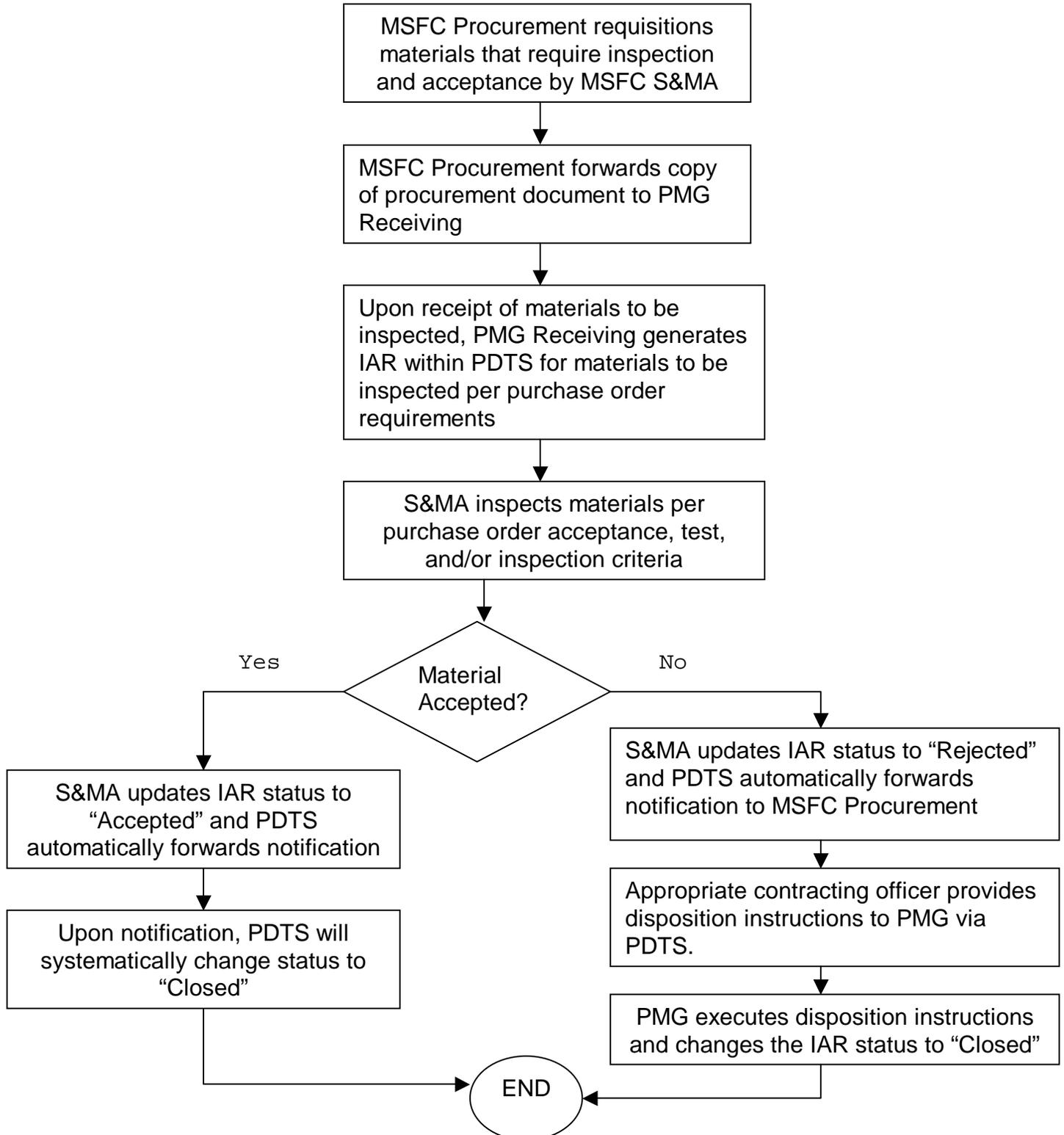
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LOGGING IN TO PDTS  
FLOW CHART 6.a



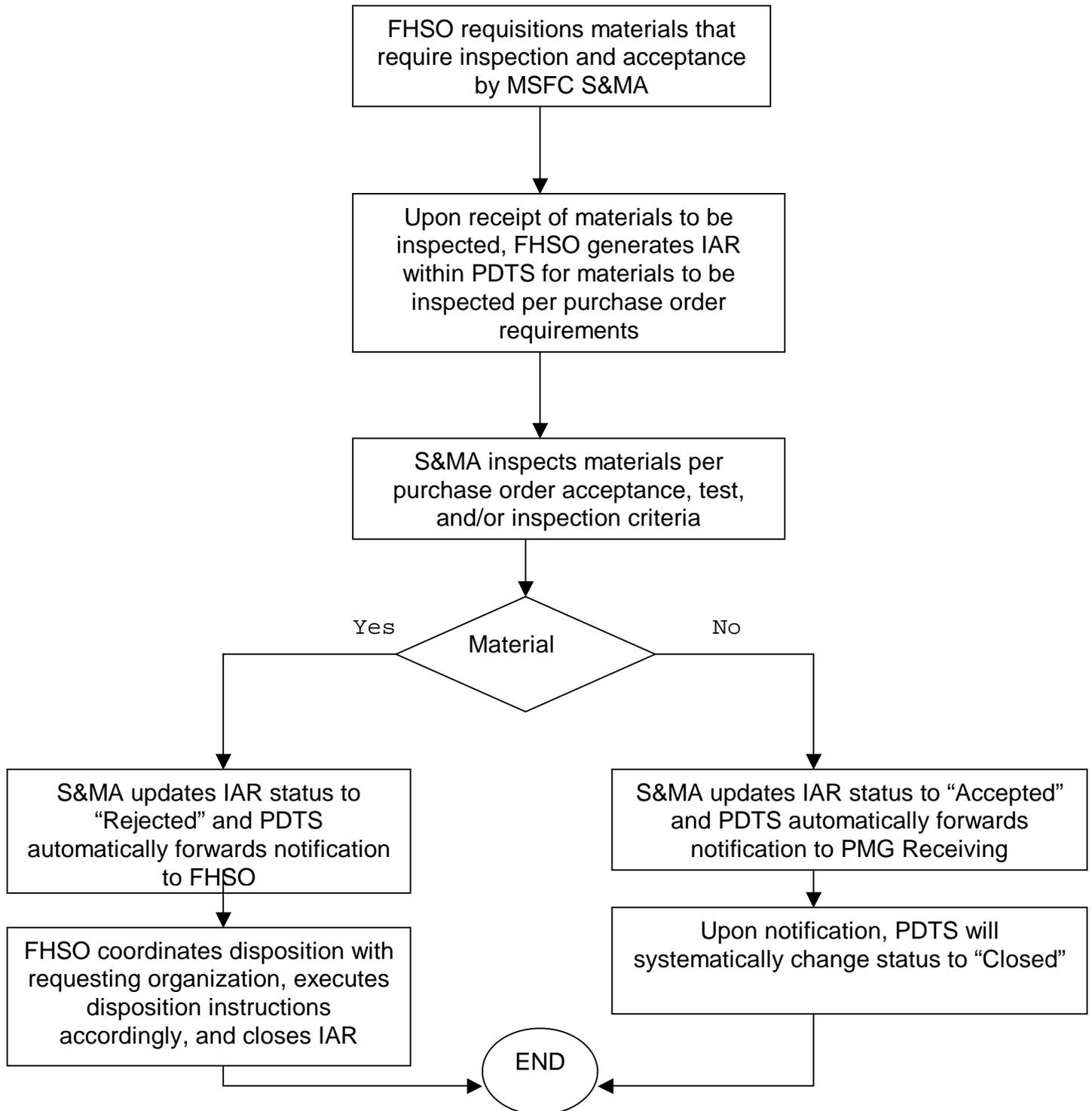
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INSPECTION AND ACCEPTANCE REQUEST (IAR)  
FLOW CHART (MSFC PMG)  
6.b



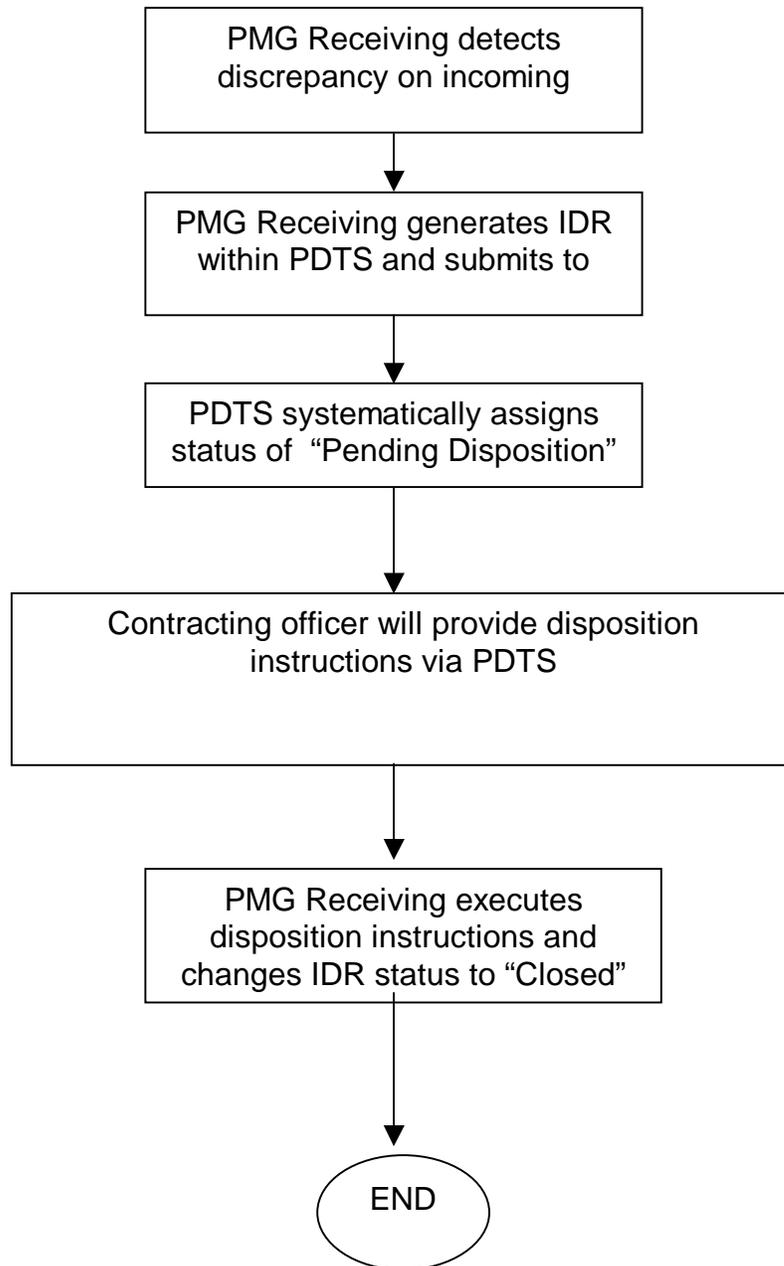
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INSPECTION AND ACCEPTANCE REQUEST (IAR)  
FLOW CHART (FHSO)  
6.c



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IN-BOUND DISCREPANCY REPORT (IDR)  
FLOW CHART 6.d



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INSPECTION/REJECTION REPORT (IRR)  
FLOW CHART 6.e

