

Fleet User Registration Handbook

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Information Technology/Information Management
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Disclaimer Statement

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Document Version Note

This document's content (Document Version 1.1 - December 2003) corresponds to the Naval Aviation Maintenance Discrepancy Reporting Program (NAMDRP) software, Version 7.00.00.



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Section One - Overview

This handbook describes the process fleet and military users need to follow to request an account for the Naval Aviation Maintenance Discrepancy Reporting Program (NAMDRP) Web site.

You must complete and submit a User Request Form to obtain a NAMDRP user account. The User Request Form represents a multi-step information collection process.

There is only one version of the User Request Form. Upon submittal, the User Request Form information is reviewed, and if accurate and authorized, the specified individual is issued a user account to which specific privileges are assigned to define which NAMDRP Web site functionality he or she can use.

If you experience problems with or have questions about these procedures, contact the NAMDRP Clearing House at 1-888-832-5972. See OPNAVINST 4790.2 Series for a complete description of DR processes.

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Section Two - Access the User Request Form

1. Open your browser (Internet Explorer or Netscape Communicator), and type the following URL to open the NAMDRP Home Page (**Figure 1**):

<https://namdrp.navair.navy.mil>

2. Use one of the following two methods (as appropriate) to access the User Request Form:
 - a. If you are **not** an authorizing point of contact (POC) for the unit and you are submitting a User Request Form for yourself or for someone else, position your mouse on the "Site Access" menu option and click "User Registration" (**Figure 1**).

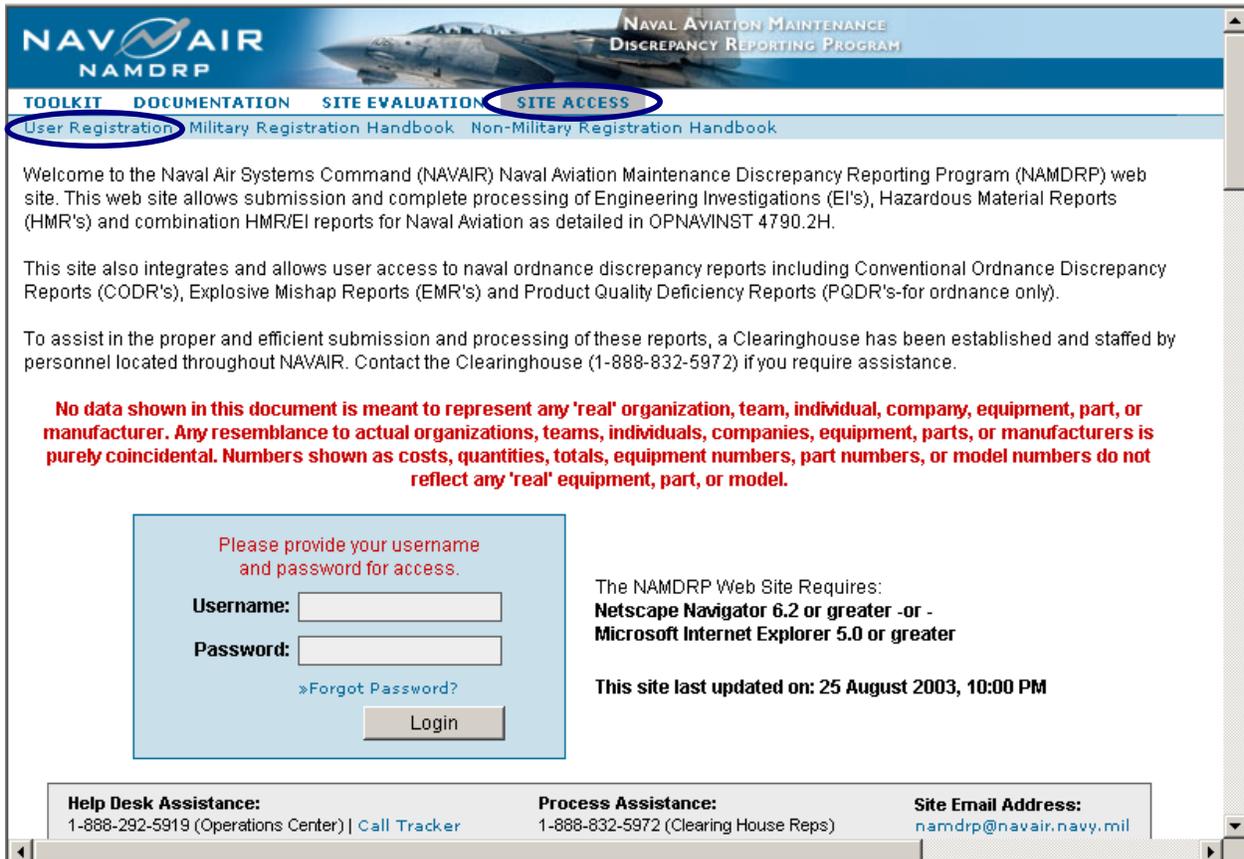


Figure 1

- b. If you **are** an authorizing point of contact (POC) for the unit, already have a NAMDRP user account, and are submitting a User Request Form for someone else (**Figure 2**):
 - i. Type your user name and password.
 - ii. Click "Login."

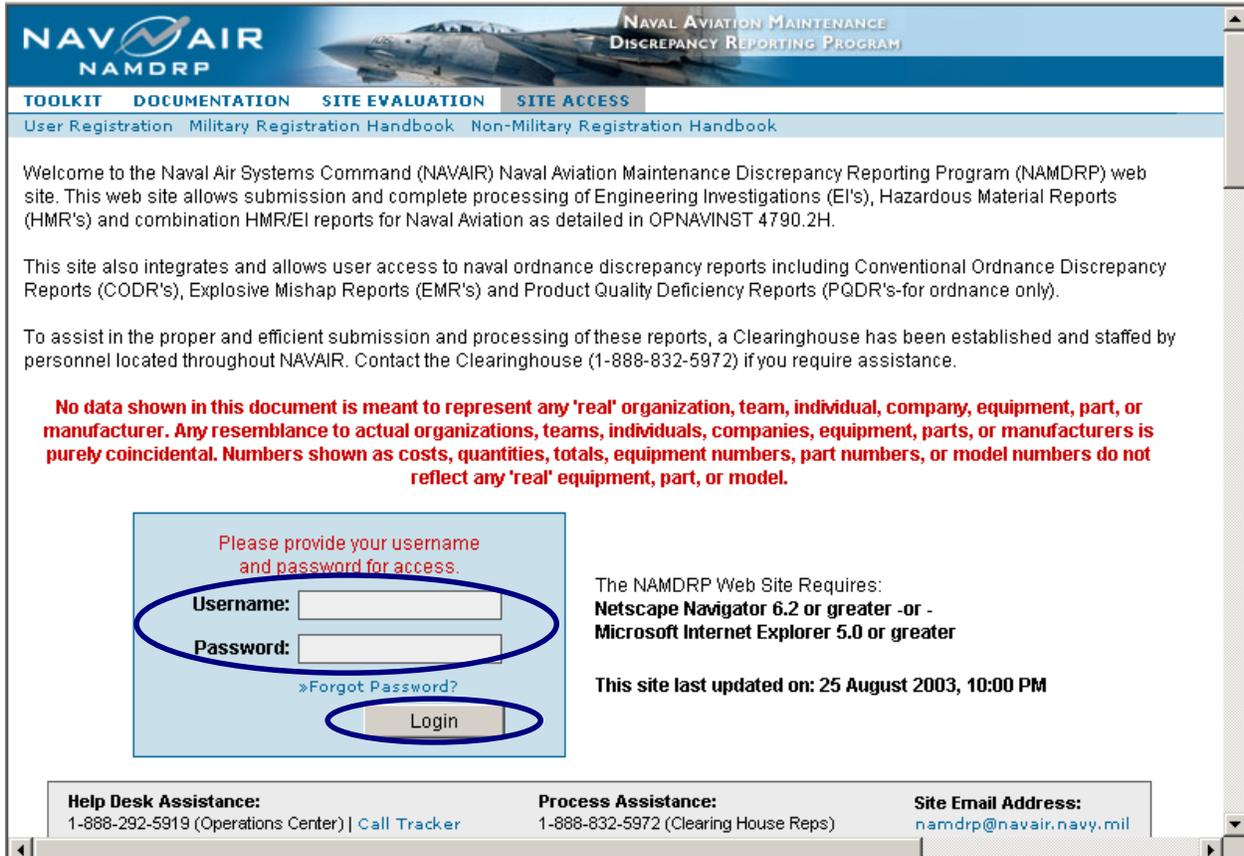


Figure 2

- iii. When the Open DRs Page opens (**Figure 3**), position your cursor on the “Administration” menu option and click “User Request.”

NAV AIR NAMDRP MR Eng Fst4 » Logout

myHome TOOKIT CLEARING HOUSE DOCUMENTATION **ADMINISTRATION** SITE EVALUATION

User Profile **User Request** Users Units

Open DRs

RCN	EI Control Number	Nomen	Type	Last Completed Step	Date
FST Testing4 / FST Testing4.1					
B00000-03-0008	TSTEI-TEST-0013-03R	Nomenclature	EI	EI Record Closed	06-OCT-2003
B00000-03-0002		Nomenclature	HMR	HMR Record Closed	07-OCT-2003
B00000-03-0004		nomenclature	CAT I PQDR	Acknowledge Receipt	15-SEP-2003
B00000-03-0006		Nomenclature Data Review	CAT I PQDR	Data Review Approved	16-OCT-2003
R09355-00-0227		FOAM FILLER BLOCKS	CAT I PQDR	Acknowledge Receipt	06-OCT-2003
FST Testing4 / FST Testing4.2					
B00001-03-0001		nomenclature	CAT II PQDR	Data Review Approved	16-OCT-2003
FST Testing4 / FST Testing4.4					
A12345-03-1234		Broken Part	EI	Go / No Go Recommend Approval	24-SEP-2003
FST Testing4 / Unassigned					
A12345-12-1234		TODD BROKE PART	EI	EI Submitted	11-SEP-2003
B00000-03-0003		Nomenclature	EI	EI Submitted	11-SEP-2003
FMITZI-03-1068		AV-8B PLUS	EI	EI Submitted	06-OCT-2003

Figure 3

Section Three - Complete the User Request Form

The User Request Form represents a multi-step information collection process. Once submitted, information on your User Request Form is reviewed, and if accurate and authorized, you are issued a user account to which specific privileges are assigned to define which NAMDRP Web site functionality you can use.

1. Use the following guidelines when completing the User Request Form:
 - a. Enter information in all mandatory fields (denoted by a red asterisk).
 - b. Do not leave mandatory fields blank. You will not be able to save or submit the User Request Form with incomplete mandatory fields.

User Request Form (User Information)

1. Use the following guidelines when entering information in the User Request Form (User Information) (**Figure 4**). The User Request Form (User Information) is comprised of three sections:
 - a. “Citizenship Information” section (**Figure 4**):

The screenshot shows the NAV AIR NAMDRP website interface. At the top, there is a header with the NAV AIR NAMDRP logo on the left and the user name 'MR Eng Fst4' and a 'Logout' link on the right. Below the header is a navigation menu with links for 'myHome', 'TOOLKIT', 'CLEARING HOUSE', 'DOCUMENTATION', 'ADMINISTRATION', and 'SITE EVALUATION'. The main content area is titled 'User Request Form (User Information)'. It contains a paragraph explaining the process: 'Please complete the following information for access to the Naval Aviation Maintenance Discrepancy Reporting Program (NAMDRP) Web Site. This is a multi-step process that will gather information needed to create your user account. You will have the opportunity to review all information before submitting your request. Please note that your request will not be recorded until you click the 'Submit Request' button at the end of the final step.' Below this is a red asterisk indicating that it denotes mandatory information. The 'Citizenship Information' section is highlighted in blue. It includes a note: 'If you do not meet one of the following Application Types, you must contact your sponsor or contact the Clearing House using the telephone number on the Login Page.' This is followed by a red asterisk and the instruction: '* Please select one of the following application types:'. There are three radio buttons: 'U.S. Citizen - U.S. Military' (selected), 'U.S. Citizen - DOD Employee', and 'U.S. Citizen - DOD Contractor (See Note 1)'. Below these are four asterisked notes: '* Not a U.S. Citizen - U.S. Military (See Note 2)', '* NOT a U.S. Citizen - DOD Employee', '* NOT a U.S. Citizen - Contractor', and '* NOT a U.S. Citizen - Foreign Military'. Another red asterisked note says: '* Stop application and submit an email with full name and contact information to the following email address: NAMDRP@navair.navy.mil'. Below this are two more notes: '[Note 1] An active visit request must be forwarded to the Discrepancy Program Office by the Facility Security Officer of the Unit/Activity/Organization in which the contractor provides support services. A sample copy will be emailed upon receipt of request by Enrollment Team.' and '[Note 2] A legible copy of the members OPNAV 5520/20 Certificate of Personnel Security Investigation Clearance and Access, must be faxed to the DRPO office at (301) 757-2740.' The 'User Information' section is also highlighted in blue. It starts with a red asterisk and the label '* Last name:', followed by a text input field containing the name 'Gore'. Below that, another red asterisk and the label '* First Name:' are visible.

Figure 4

- i. Click a radio button in the “Please select one of the following application types” portion of the User Request Form (**Figure 4**).
- ii. If the “* Not a U.S. Citizen – U. S. Military” item describes your application type, you need to stop completion of the User Request Form and email contact information to the DRPO at namdrp@navair.navy.mil, noting the unit and role required within the website. Also note unit point of contact or supervisor information.

b. "User Information" section (**Figure 5**):

User Information

* **Last name:**
Gore

* **First Name:**
Alex

Middle Initial:
T

Authority: The Department of Defense (DOD) is authorized to collect personal information under 5 U.S.C. 301 and Executive Order 10450 and 9397. PRINCIPLE PURPOSES: This information is being collected for the purpose of enabling DOD officials to make security determinations regarding your access to computer applications. VOLUNTARY NATURE OF DISCLOSURE: Authorization to allow collection of this information is voluntary. However, failure to allow collection of the required information may result in denial of access to computer applications. DISCLOSURE OF SOCIAL SECURITY NUMBER: Federal agencies are authorized by Executive Order 9397 to maintain systems of records to verify the identity of individuals. The furnishing of your social security number is voluntary on your part.

Authorization to allow collection of this information is voluntary. However, failure to allow collection of the required information may result in denial of access to computer applications.

* **SSN:** (Last 4 digits only.)
9999

* **Rank / Rate:** (AD2, LCDR, SSGT, etc.) (Required for Military Personnel)
DPCS(SW-AW)

* **Title:**
QAS

* **E-mail Address:** (Your business email address is preferred. Please assure this is correct. If incorrect, you will not be able to receive account activation information.)
alex.gore@navy.mil

Alternate E-mail Address:

Figure 5

- i. Type your last name in the "Last Name" field (**Figure 5**).
- ii. Type your first name in the "First Name" field (**Figure 5**). Do not use an initial unless it is your legal signature name (for example, on your birth certificate, driver's license, military ID, etc.).
- iii. Type your middle initial, if applicable, in the "Middle Initial" field (**Figure 5**).
- iv. Type the last four digits (no alphabetic characters) of your social security number in the "SSN" field (**Figure 5**). These four numbers are used to verify user identification in case of a security audit and in circumstances where you need to reset or verify your password.
- v. Military officers enter rank (for example, LCDR, MAJ, LT, CAPT, etc). Military enlisted enter rate (for example, ADCS, AT1, GySgt, SSgt, etc.). **Do not use "/"** in this field. For separators, use a dash "-" or a space.
- vi. Type your job title in the "Title" field (**Figure 5**) (for example: MO, QAO, QAS, QAR, NAMDRP Manager, etc.). **Do Not use a forward slash (/) in any part of the title.** You may use a hyphen (-) or a space as a separator.
- vii. Enter your email address in the "E-mail Address" field (**Figure 5**). Your business email address is preferred. **Ensure the address you type is correct.** The email address is used to notify you of account activation and as the default email used with NAMDRP functions.

- viii. Type an alternate email address, if appropriate, in the “Alternate E-mail Address” field (**Figure 6**). An alternate email address may be necessary in circumstances where a Fleet user is deployed. This is not a required field. Leave the field blank if no alternate email address is necessary.

The screenshot shows a web form with the following fields and options:

- Alternate E-mail Address:** A text input field.
- * Phone Number:** (area code - number) with a text input field containing "555-555-5555 x123".
- DSN:** (Complete number including extension; If applicable.) with a text input field containing "555-5555 x124".
- Fax Number:** (area code - number) with a text input field containing "555-555-1212".
- Prospective Rotation Date (PRD):** (Military Personnel only) with dropdown menus for "3", "Nov", and "2003", and a calendar icon.
- DR Type Access:** A section with a blue header and a note: "Please select the types of discrepancy reports to which you require access. Please note that, at this time, all users enrolled in the NAMDRP Web Site will have access to EI and HMR Discrepancy Reports." It contains two checkboxes:
 - EI, HMR, PQDR (Aircraft Community)
 - CODR, PQDR, EMR (Ordnance Community)
- Next Step:** A button circled in blue.

At the bottom of the form, there is a footer with the text: "This is a U.S. Department of Defense system. Conditions, restrictions and disclaimers apply." and a navigation bar with links for "HANDICAP ACCESSIBILITY", "PRIVACY POLICY", and "SITE ASSISTANCE". The footer also includes "SVY-2.0", "For Official Use Only", and "Version 6.00.00".

Figure 6

- ix. Type your telephone number in the “Phone Number” field (**Figure 6**). Use the following format: three-digit area code first, hyphen second, telephone number prefix third, hyphen fourth, and last four digits fifth. If you have an extension, type it in the sixth position (for example: **999-999-9999 x999**). For International numbers, enter entire number beginning with country code.
- x. If applicable, type your DSN in the “DSN” field (**Figure 6**). Use the following format: DSN prefix first, hyphen second, and last four digits third. If you have an extension, type it in the fourth position (for example: **999-9999 x999**). Leave the field blank if no DSN capability exists.
- xi. If applicable, type your FAX number in the “Fax Number” field (**Figure 6**). Use the following format: three-digit area code first, hyphen second, telephone number prefix third, hyphen fourth, and last four digits fifth. If you have an extension, type it in the sixth position (for example: **999-999-9999 x999**). If you use a DSN fax number, type “DSN” first, a space second, the DSN prefix third, hyphen fourth, and last four digits fifth (for example **DSN 999-9999**). Leave field blank if no FAX number exists.

- xii. Use the lists of values (or the Calendar icon) in the “Prospective Rotation Date (PRD)” field (**Figure 6**) to identify the day, month, and year for which your prospective rotation is scheduled.
- To select the date using the Calendar icon:
 - Click the Calendar icon (**Figure 6**).
 - When the Calendar opens (as shown in **Figure 7**), click the previous or next arrows to scroll to the month and year you wish to select.

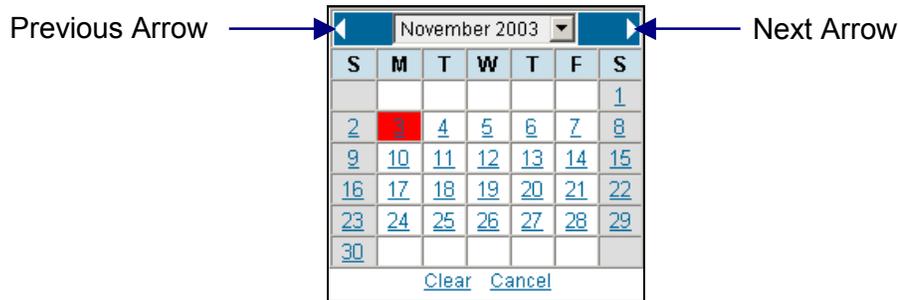


Figure 7

- Click on a day of the calendar month to complete the date selection. The Calendar Date Selection Window will close and the date you selected will appear in the appropriate field blocks. You must select values for all three parts of this date field. Format is day, month, and year (for example: 3 Nov 2003).
- c. “DR Type Access” section (**Figure 6**)
- i. Use the Discrepancy Reporting (DR) Type Access check boxes to select the type(s) of discrepancy reports to which you will require access (**Figure 6**).
- Currently, all NAMDRP users, regardless of user role and privileges, access the EI (Engineering Investigation) and HMR (Hazardous Material Report) discrepancy reports. Consequently, the “EI, HMR, PQDR (Aircraft Community)” check box will always contain a check mark.
 - Click the “CODR, PQDR, EMR (Ordnance Community)” check box if you require access to those reports.
2. After entering information in all three sections of the User Request Form (User Information) (as described in Number 1 of this section), click “Next Step” (**Figure 6**) to open the User Request Form (Unit Information)(**Figure 9**).
- a. The following prompt will appear if you neglect to enter required field information (**Figure 8**).



Figure 8

- i. Click "OK" (**Figure 8**) to close the prompt so you can correct field information.
- ii. After correcting field information, click "Next Step" (**Figure 6**) so you can begin entering field information in the User Request Form (Unit Information)(**Figure 9**).

User Request Form (Unit Information)

In the User Request Form (Unit Information) (**Figure 9**), you need to enter your plain language address and primary unit information. Because NAMDRP automatically generates a DMS message when it generates various reports, it is important to enter your information accurately to ensure the correct PLAs are used.

The screenshot shows the NAMDRP web interface. At the top left is the NAV AIR NAMDRP logo. At the top right, it says "MR Eng Fst4" and "» Logout". Below this is a navigation bar with links: myHome, TOOLKIT, CLEARING HOUSE, DOCUMENTATION, ADMINISTRATION, and SITE EVALUATION. Underneath are more links: DR Stats, Open DRs, Search DRs, Initiate DR, Tech. Dialog, Import DR, FST POCs, and Contracts DB.

The main content area is titled "User Request Form (Unit Information)". It contains the following text:
Please complete the following information for access to the Naval Aviation Maintenance Discrepancy Reporting Program (NAMDRP) Web Site. This is a multi-step process that will gather information needed to create your user account. You will have the opportunity to review all information before submitting your request. Please note that your request will not be recorded until you click the 'Submit Request' button at the end of the final step.

Below this are two explanatory notes:
* denotes mandatory information
* denotes mandatory information when a new Unit is being requested.

The form is divided into two sections:
Plain Language Address (PLA) Information
* User Plain Language Address (PLA):
A text box contains "COMNAVAIRSYSCOM PATUXENT RIVER MD" and a "Select PLA" button.
* User Naval Message Office Code: (Such as N426, P-3 Class Desk, etc.)
A text box contains "7.2" and a "Select Office Code" button.

Primary Unit Information
Please choose the PRIMARY unit in which you wish enroll. If your primary unit is not available, please provide all necessary information in the form below. You are only allowed to choose one (1) unit in this step. However, you will be able to choose additional units in subsequent steps.
* Primary Unit:
A dropdown menu shows "QFST Testing 4".

At the bottom of the form are two buttons: "Previous Step" and "Next Step". Below the buttons is the text "- OR -".

Figure 9

1. Use the following guidelines when entering information in the “Plain Language Address (PLA) Information” and “Primary Unit Information” sections (**Figure 9**):
 - a. Click “Select PLA” from the “User Plain Language Address (PLA)” field (**Figure 9**) to open the Search and Select PLAs Page (**Figure 10**).

NAV AIR
NAMDRP

Close

Search and Select PLAs

Enter the PLA (without office codes) in the search field. It is not necessary to enter the entire PLA. You must enter at least 3 letters of the PLA, then select "Search". If the correct PLA is returned in the search results, click "Select". Otherwise, refine the search criteria and search again.

Search: Search

PLA:

Go To Top

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Figure 10

- b. Search for a specific PLA (**Figure 10**):
 - i. Type at least the first three alphanumeric characters representing a specific PLA in the “Search” field (**Figure 10**). (NAMDRP uses a wildcard search function when you execute the query). You do not need to type the entire PLA, for example: VFA = STRKFITRON, VF=FITRON, MALS=MALS, etc.
 - ii. Click “Search” (**Figure 10**) to execute the query. The “PLA” field (**Figure 9**) clears. The results of your query will appear in the “Search returned” section of the Search and Select PLAs Page (**Figure 11**).

NAV AIR
NAMDRP

Close

Search and Select PLAs

Enter the PLA (without office codes) in the search field. It is not necessary to enter the entire PLA. You must enter at least 3 letters of the PLA, then select "Search". If the correct PLA is returned in the search results, click "Select". Otherwise, refine the search criteria and search again.

Search: Search

PLA:

Refine current search results

Search returned 20 records
Search criteria: 'COMNAVAIR'

PLA	Options
COMNAVAIREASTLANT	Select
COMNAVAIRES NEW ORLEANS LA	Select
COMNAVAIRESFOR AIRLANTREP NORFOLK VA	Select
COMNAVAIRESFOR AIRPACREP SAN DIEGO CA	Select
COMNAVAIRFOR SAN DIEGO CA	Select
COMNAVAIRLANT NORFOLK VA	Select
COMNAVAIRPAC REP SAN DIEGO CA	Select

Search Returned Section of Page.

Figure 11

- iii. Use the scroll bar to locate the specific PLA you want to use (**Figure 11**).
 - iv. Click "Select" located in the row of the PLA you want to select (**Figure 11**). The Search and Select PLAs Page closes and your selection appears in the "User Plain Language Address (PLA)" field (**Figure 9**).
- c. Click "Select Office Code" in the "User Naval Message Office Code" field (**Figure 9**) to open the Naval Message Office Code Page (**Figure 12**). The Naval Message Office Code Page shows all office codes of current NAMDRP Web site users for the PLA you specified on the Search and Select PLAs Page (**Figures 10 and 11**).

PMA265DP	Select
PMA265EK	Select
PMA265F18IPT	Select
PMA265MF	Select
PMA265RA	Select
PMA265RADAR	Select
PMA271	Select
PMA271N	Select
PMA273	Select
PMA290	Select
PMA290CE	Select
RESERVE DESK	Select
S3FST	Select
SAFETY	Select
TEST	Select
<input type="text"/>	Select

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Figure 12

- i. Use the scroll bar to locate the specific office code you want to use (**Figure 12**).
- ii. If the office code you need to select is not on the list, scroll to the bottom of the page and enter a new office code in the blank field.

Note: If there are no codes associated with the PLA you selected, the blank field will be the only field shown on the page. You must enter an office code in such circumstances.

Before entering a new office code in the blank field, check to ensure the code you need is not already included on the list. Limit the length of any office code you enter to 12 characters. Do not type spaces or use a forward slash (/).

- iii. To close the Naval Message Office Codes Page and to display your office code selection in the corresponding field (**Figure 9**):
 - Click “Select” located in the row of the office code you want to select (**Figure 12**).
 - Or, click “Select” in the row of the office code you enter in the blank field (**Figure 12**).

- d. Use the list of values in the “Primary Unit” field (**Figure 9**) to select which unit you are assigned to perform services. The list of values includes all units currently used by NAMDRP, arranged in a pseudo-alphabetic order (for example, all uppercase units appear first in the list, followed by units that have both upper and lowercase).
 - i. If you want to move to a particular beginning letter in the list of values, you can type the first letter of the unit name you want to locate. Then use the scroll bar to find the specific name.
 - e. After entering information in the first three fields of the User Request Form (Unit Information) (**Figure 9**), click “Next Step” to open the User Request Form (Additional Units) (**Figure 14**).
2. Use the following guidelines **if your primary unit information does not appear in the Primary Unit list of values (refer to Number 1, Letter “d” in this section)**.

Note: When requesting a new unit, a letter (on unit letterhead) is required designating one or more individuals as a unit point of contact (POC). The letter will be signed by CO/XO/MO or someone with By Direction authority.

When you request the addition of a new unit, the specified individual will receive a sample letter (via email) informing him or her that his or her User Request Form has been received for evaluation. Approval of the request is pending until the required letter (on unit letterhead) is received by the NAMDRP Enrollment Team. The POCs designated in the letter are responsible for approving new users for the specified unit. Clearing House Representatives will verify and request new FST or PMA units.

- a. Scroll to the top of the “Primary Unit” list of values and select “Unit Not In List.” (**Figure 9**).

Note: You can only add one (1) new unit in this step (additional units can be added in subsequent steps).

- b. Scroll to the “Request New Unit” field (**Figure 9**), which is the beginning of the new unit entry portion of the User Request Form (Unit Information) (**Figure 13**), and click the check box next to the statement “I am requesting that a new unit be added to the NAMDRP system.”

- OR -

If your primary unit **WAS NOT** in the list above, please check the box below and provide the following information.

*** Request New Unit:**
 I am requesting that a new unit be added to the NAMDRP system. Information for that unit is included below.

*** New Unit Name:**

*** Unit Identification Code (UIC):**

*** Service:** (If 'Other Service' is selected, please fill in name of Other Service in space below)

Other Service:

*** TYCOM:**

Marine Air Wing (USMC/USMCR):

*** (Organization Code):**

*** Unit Plain Language Address (PLA):**

*** Address (line 1):**

Address (line 2): (additional space for shipping/receiving address)

*** City:**

*** State:**

*** Zip Code:**

*** Country:**

*** Phone Number:** (area code ? number)

Type Wing (USN): (i.e. COMFITWINGLANT)

Carrier Air Wing: (if applicable. i.e. CWW-9)

Aircraft Supply Unit:

If your unit has an Aircraft Supply Unit and it **WAS NOT** in the list above, please provide the following information.

Aircraft Supply Unit Name:

Unit POC Phone Number: (area code - number)

Ordnance Supply Unit:

If your unit has an Ordnance Supply Unit and it **WAS NOT** in the list above, please provide the following information.

Ordnance Supply Unit Name:

Unit POC Phone Number: (area code - number)

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HANDICAP ACCESSIBILITY PRIVACY POLICY SITE ASSISTANCE

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Figure 13

- c. Use the following guidelines when entering information requesting the addition of a new unit (**Figure 13**):
- i. In the “New Unit Name” field, type a name to identify the name of the unit you want added to the primary unit list of values.
 - ii. In the “Unit Identification Code (UIC)” field, type the five-character code assigned to describe the organizational entity within the Department of the Navy.
 - iii. Use the list of values in the “Service” field to identify the service. If you select the “Other Service” item from the list of values, type a name by which to identify the service.
 - iv. Use the list of values in the “TYCOM” field to select the type commander unit (for example, CNAL, CNAP, NAVAIR, CNATRA, CNAR, etc.).
 - v. In the “Marine Air Wing (USMC/USMCR)” field, type the Marine Corp squadron hierarchy, if applicable (pertains only to Marine Corp).
 - vi. In the “(Org)anization Code” field, type the NALDA code assigned to the specified organization. If none is assigned, type NA.
 - vii. In the “Unit Plain Language Address (PLA)” field, click “Select PLA” to open the Search and Select PLAs Page (**Figure 10**). Follow directions in this section for Number 1a and Number 1b.
 - viii. In the “Address (line 1)” field, type street address for the requested unit.
 - ix. In the “Address (line 2)” field, type additional address information (if applicable) for the requested unit.
 - x. In the “City” field, type the name of the city for the requested unit.
 - xi. In the “State” field, type the name of the state for the requested unit.
 - xii. In the “Zip Code” field, type the U.S. postal zip code for the requested unit.
 - xiii. Use the list of values in the “Country” field to select the country for the requested unit.
 - xiv. In the “Phone number” field, type the telephone number of the requested unit. Use the following format: three-digit area code first, hyphen second, telephone number prefix third, hyphen fourth, and last four digits fifth.
 - xv. In the “Type Wing (USN)” field, type the wing to which the unit is assigned (for example, COMFITWINGLANT, COMAEWWINGPAC, COMVAQWINGPAC, etc.), if applicable.
 - xvi. In the “Carrier Air Wing” field, type the carrier air wing (CVW) to which a squadron is assigned. (This field only applies to deployed squadrons in a particular battle group. (When the deployed squadron returns home, it reports to its original wing.))
 - xvii. The “Aircraft Supply Unit” field contains three fields:
 - Use the list of values in the “Aircraft Supply Unit” field to select the unit’s aircraft supply unit.
 - If the requested unit has an aircraft supply unit that is not included on the “Aircraft Supply Unit” field list of values, type the name of the aircraft supply unit in the “Aircraft Supply Unit Name” field.
 - In the Unit POC Phone Number field, type the telephone number of the point of contact for the requested aircraft supply unit. Use the following format: three-digit area code first, hyphen second, telephone number prefix third, hyphen fourth, and last four digits fifth.

- xviii. The “Ordnance Supply Unit” field contains three fields:
- Use the list of values in the “Ordnance Supply Unit” field to select the unit’s ordnance supply unit.
 - If the requested unit has an aircraft supply unit that is not included on the “Ordnance Supply Unit” field list of values, type the name of the ordnance supply unit in the “Ordnance Supply Unit Name” field.
 - In the Unit POC Phone Number field, type the telephone number of the point of contact for the requested ordnance unit. Use the following format: three-digit area code first, hyphen second, telephone number prefix third, hyphen fourth, and last four digits fifth.
- d. After entering information requesting addition of a new unit on the User Request Form (Unit Information), click “Next Step” (**Figure 13**) to open the User Request Form (Additional Units) (**Figure 14**).

User Request Form (Additional Units)

In the User Request Form (Additional Units) (**Figure 14**), you will identify whether you need to add units to your User Request Form. The “Primary Unit” field (**Figure 14**) on the User Request (Additional Units) displays your primary unit information. (**Figure 14** shows that the requestor’s primary unit is “QFST Testing 4.”)

You may need to add units to your User Request Form (user profile) if you perform tasks for more than one unit or (in circumstances where you are a member of a Wing) if you need to review units under your cognizance. You do not need to add a unit (or be a member of a unit) if you only need to view its unit information.

Note: Processing of your User Request Form takes longer with the addition of each unit to which you request access. Also, it is important for you to understand that when you log on to the NAMDRP Web site, it loads unit information for each unit on your user profile. Consequently, the more units to which you have access, the longer it will take to access NAMDRP.

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User Request Form (Additional Units)

Please complete the following information for access to the Naval Aviation Maintenance Discrepancy Reporting Program (NAMDRP) Web Site. This is a multi-step process that will gather information needed to create your user account. You will have the opportunity to review all information before submitting your request. Please note that your request will not be recorded until you click the 'Submit Request' button at the end of the final step.

* denotes mandatory information

Additional Unit Information

You may now choose any additional units, up to 25, in which you wish to enroll. To select additional units, highlight the unit(s) in the 'Available Units' listing and click the 'Add Selected' button. You will see a listing of the unit(s) you have selected in the 'Additional Selected Unit(s)' area. To remove units from the 'Additional Selected Unit(s)' area, highlight the units you wish to remove and then click the 'Remove Selected' button. To highlight a unit, simply left mouse click on the unit name. To highlight more than 1 unit, hold down the 'Ctrl' key or 'Shift' key on your keyboard while clicking on the unit name(s).

Primary Unit: QFST Testing 4

Available Units:

- 1ST MAW [Okinawa JA]
- 2ND MAW
- 3RD MAW
- 4TH MAW
- A-4 FST
- ACE FST
- Action Point - Testing 1
- Action Point - Testing 2(NR)
- Aerial Targets FST (PT Mugu)

Figure 14

1. If you **do not need to identify additional units** to which you need access when using NAMDRP, click “Next Step” (**Figure 15**) to open the User Request Form (Role Selection) (**Figure 16**).

Primary Unit: QFST Testing 4

Available Units:

- Fleet Team
- FLEET Testing4
- FLEET Testing99
- FMSO Mechanicsburg PA
- FS Charles De Gaulle
- FST Testing 5
- FST Testing4
- FTSCPAC San Diego CA
- GPS FST
- GTC/PNEU FST

Add Selected Remove Selected

Additional Selected Unit(s):

- FST Testing4

Previous Step Next Step

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HANDICAP ACCESSIBILITY PRIVACY POLICY SITE ASSISTANCE

Figure 15

2. Use the following guidelines **if you do need to identify additional units** to which you require access (**Figure 14**):
 - a. Use the scroll bar in the “Available Units” field (**Figure 15**) to locate a unit you want to add.
 - b. Click the unit name to highlight your selection and click “Add Selected.” The unit you select will appear in the “Additional Selected Unit(s)” field (**Figure 15**).
 - c. You can choose up to 25 units by repeating the unit selection process described in Letters “a” and “b”.
 - d. If you need to remove a unit from the “Additional Selected Unit(s)” field (**Figure 15**), highlight the unit name you want to remove and click “Remove Selected.”
 - e. When all the units to which you require access are listed in the “Additional Selected Unit(s)” field (**Figure 15**), click “Next Step” (**Figure 15**) to open the User Request Form (Role Selection) (**Figure 16**).

User Request Form (Role Selection)

In the User Request Form (Role Selection) (**Figure 16**), you will identify the role required for each unit and community you requested for your user profile.

The screenshot shows the NAV AIR NAMDRP web interface. At the top right, the user is identified as 'Mr. Eng Fst4' with a 'Logout' link. A navigation bar includes links for 'myHome', 'TOOLKIT', 'CLEARING HOUSE', 'DOCUMENTATION', 'ADMINISTRATION' (which is highlighted), and 'SITE EVALUATION'. Below this, a breadcrumb trail shows 'User Profile > User Request > Users > Units'. The main heading is 'User Request Form (Role Selection)'. A paragraph explains the process: 'Please complete the following information for access to the Naval Aviation Maintenance Discrepancy Reporting Program (NAMDRP) Web Site. This is a multi-step process that will gather information needed to create your user account. You will have the opportunity to review all information before submitting your request. Please note that your request will not be recorded until you click the 'Submit Request' button at the end of the final step.' A red asterisk indicates mandatory information. The 'Role Selection' section asks the user to select a role for each unit within each community. Two rows are shown: 'QFST Testing 4 Aircraft' with a dropdown menu set to 'Quality FST Report Submitter', and 'FST Testing4 Aircraft' with a dropdown menu set to 'FST Team Lead'. Below the form are 'Previous Step' and 'Next Step' buttons. At the bottom, there is a disclaimer: 'This is a U.S. Department of Defense system. Conditions, restrictions and disclaimers apply.' and footer information including 'SVY-2.0', 'HANDICAP ACCESSIBILITY', 'PRIVACY POLICY', 'SITE ASSISTANCE', 'For Official Use Only', and 'Version 6.00.00'.

Figure 16

1. Review the following Role Definition Table to determine the role you need to select for each unit within a community that you requested. Use the list of values to make your selection.

Note: When identifying roles, you may request a different role for each community (Aircraft or Ordnance). You do not need to choose the same role for each community. For example: if you need to initiate Ordnance type (CODR or EMR) reports but no Aircraft type (EI or HMR) reports, you would choose the “Fleet NAMDRP Report Initiator” role for the Ordnance community and the “View Only User” role for the Aircraft community.

Role Definition Table

Role	Privileges/Requirements/Instructions
View Only User	<ul style="list-style-type: none"> • Access the NAMDRP Web site • View completed unit information

Role Definition Table

Role	Privileges/Requirements/Instructions
Fleet NAMDRP Report Initiator	<ul style="list-style-type: none"> • Access the NAMDRP Web site • View all unit information • Create and modify discrepancy reports
Fleet NAMDRP Report Submitter	<ul style="list-style-type: none"> • Access the NAMDRP Web site • View all unit information • Create, modify, and submit discrepancy reports • Submit the Discrepancy Report to the Fleet Support Team, which also releases a Defense Message System (DMS) Message via the NAMDRP Web site to the Naval Message Center at Patuxent River, MD • Ensure Command is aware of process <p>Note: You must be granted Message Release Authority (in writing) by the Commanding Officer of the Organization to obtain the Fleet NAMDRP Report Submitter role for any unit in an Ordnance Community (refer to NTP 3(K) Telecommunications Users Manual for guidance and responsibilities of the message releaser)</p> <p>Fax a copy of the completed Naval Message Release Authority Letter to the NAMDRP Clearing House, NAWC-WD PT Mugu, CA at 1-805-484-6229 or DSN 893-6229</p> <ul style="list-style-type: none"> • You can see a sample Message Release Authority Letter by clicking "Message Release Authority Letter" on the References menu that opens from the NAMDRP Menu Bar. (You will not be granted access to the NAMDRP Web site until the NAMDRP Enrollment Team receives the letter)
Fleet Supply Unit/Initiator (Supply Units Only)	<ul style="list-style-type: none"> • Access the NAMDRP Web site • View all unit information • Use the Commercial Premium Shipping (FedEx) to ship EI exhibits
Fleet Supply Unit/Submitter (Supply Units Only)	<ul style="list-style-type: none"> • Access the NAMDRP Web site • View all unit information • Use the Commercial Premium Shipping (FedEx) to ship EI exhibits • Respond to Exhibit Tracer Requests
Quality Report Approver (Screening and Action Points)	<ul style="list-style-type: none"> • Reserved for NAVAIR or NAVAIR contractors
Quality Report Submitter (Support Point)	<ul style="list-style-type: none"> • Reserved for NAVAIR or NAVAIR contractors

Role Definition Table

Role	Privileges/Requirements/Instructions
PQDR Submitter (Originators not belonging to a Fleet activity)	<ul style="list-style-type: none"> • Reserved for NAVAIR or NAVAIR contractors
PQDR Initiator (Originators not belonging to a Fleet activity)	<ul style="list-style-type: none"> • Reserved for NAVAIR or NAVAIR contractors
FST (Fleet Support Team)Team Lead	<ul style="list-style-type: none"> • Reserved for NAVAIR or NAVAIR contractors
FST (Fleet Support Team) Engineer POC	<ul style="list-style-type: none"> • Reserved for NAVAIR or NAVAIR contractors
PMA (Program Management Activity) Designee	<ul style="list-style-type: none"> • Reserved for NAVAIR or NAVAIR contractors
PEO (Program Executive Office) Designee	<ul style="list-style-type: none"> • Reserved for NAVAIR or NAVAIR contractors
Unit Administrator	<ul style="list-style-type: none"> • Reserved for NAVAIR or NAVAIR contractors
Clearing House Rep (Designated Personnel)	<ul style="list-style-type: none"> • Reserved for NAVAIR or NAVAIR contractors
Customer Service Rep	<ul style="list-style-type: none"> • Reserved for NAVAIR or NAVAIR contractors
Contract Officer/Specialist (NAVAIR Contracts Office)	<ul style="list-style-type: none"> • Reserved for NAVAIR or NAVAIR contractors

2. When you are done identifying user role(s), click “Next Step” (**Figure 16**) to open the User Request Form (Review) (**Figure 17**).

User Request Form (Review)

In the User Request Form (Review) (Figures 17 and 18), you will review the information you entered in previous steps and submit the form.

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User Profile User Request Users Units

User Request Form (Review)

Please complete the following information for access to the Naval Aviation Maintenance Discrepancy Reporting Program (NAMDRP) Web Site. This is a multi-step process that will gather information needed to create your user account. You will have the opportunity to review all information before submitting your request. Please note that your request will not be recorded until you click the 'Submit Request' button at the end of the final step.

User Request Information Review

Please review all of the following information that you have provided for your user request. When you have ensured all information is accurate, click the 'Submit Request' button. If you need to make changes, click the 'Previous Step' button to return to the step in which you wish to make a change.

Citizenship Information

Application Type: U.S. Citizen - U.S. Military

User Information

Last Name:	Gore
First Name:	Alex
Middle Initial:	T
SSN:	9999
Rank/Rate:	DPCS(SW-AW)
Title:	QAS
Email Address:	alex.gore@navy.mil
Alternate Email Address:	
Phone Number:	555-555-5555 x123
DSN:	555-5555 x124
Fax Number:	555-555-1212
Prospective Rotation Date (PRD)	3-NOV-2003

DR Type Access

DR Types: EI, HMR (Aircraft Community)

Plain Language Address (PLA) Information

Figure 17

Plain Language Address (PLA) Information
User Plain Language Address (PLA): COMNAVAIRSYS COM PATUXENT RIVER MD
User Naval Message Office Code: 7.2

Primary Unit Information
Primary Unit: QFST Testing 4

Additional Unit Information
Additional Unit(s): FST Testing4

Role Selection

Unit	Community	Role
QFST Testing 4	Aircraft	Quality FST Report Submitter
FST Testing4	Aircraft	FST Team Lead

Message Release Authority
 Yes Because you have chosen a **Aircraft Role** that requires Message Release Authority, you must affirm, by selecting 'Yes' from the drop-down to the left, that you have Message Release Authority. This affirmation will be stored with your User Request, and with your User Profile once your account is created and activated.

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Figure 18

1. Review the information shown on the User Request Form (Review) (**Figures 17 and 18**) to ensure all the information is correct.
 - a. If when doing your review you determine information is incorrect, click “Previous Step” (as many times as required) to return to a corresponding form so you can make changes.
2. When you are satisfied that the information on the User Request Form (Review) (**Figures 17 and 18**) is correct, click “Submit Request.”
 - a. The User Request Submitted Page (**Figure 19**) appears to confirm form submission and to inform you that you will receive an account status email when the User Request Form information is processed, verified, and authorized. NAMDRP will also generate an email to the NAMDRP Enrollment Team to inform them of the account request.

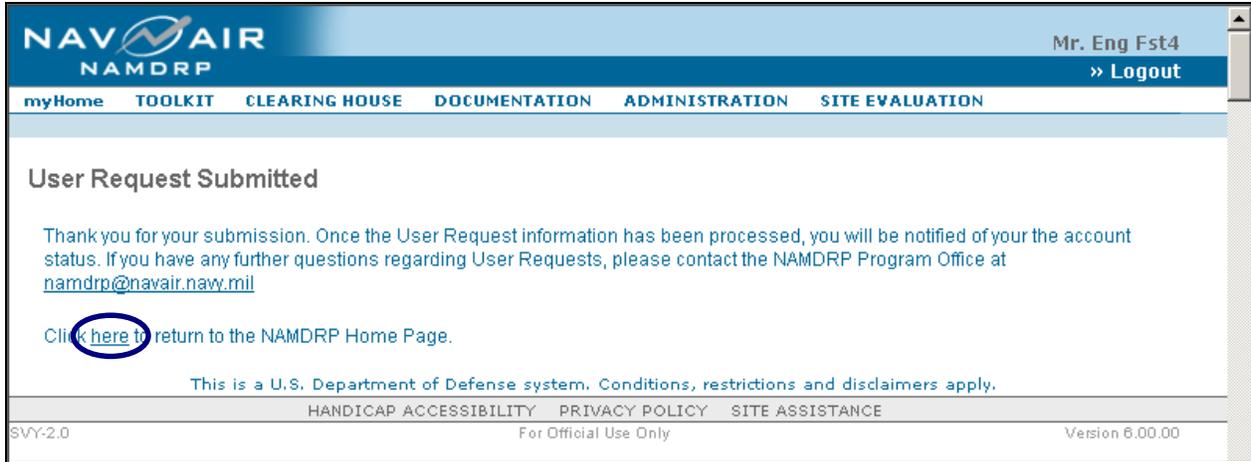


Figure 19

- b. You may contact the NAMDRP Program Office at namdrp@navair.navy.mil if you have questions regarding the submitted User Request Form.
- c. To close the User Request Submitted Page (**Figure 19**) and return to the NAMDRP Home Page (**Figure 1**), click the “here” link circled in **Figure 19**.