

DLMSO

August 6, 1998

MEMORANDUM FOR: DISTRIBUTION

SUBJECT: Approved Defense Logistics Management System (DLMS)
Change 13, Signature Requirements for Security
Assistance SDR/SDR Reply(Supply/SDR)(Staffed as
Proposed Change 25)

The attached is forwarded as an approved change to Supply
Discrepancy Report (SDR) guidance (formerly Report of Discrepancy
(ROD)). Applicable guidance is published in DoD 4000.25-M, DLMS,
Volume 2, Chapter 18, and DLAR 4140.55/AR 735-11-2/SECNAVINST
4355.18/AFR 400-54, Reporting of Item and Packaging Discrepancies,
as modified under Approved DLMS Change 2, and DLAR 4140.60/
AR 12-12, SECNAVINST 4355.17A/AFR 67-7.

This change is effective immediately.

Addressees may direct their questions to Ellen Hilert,
DSN 235-5271 or 703-275-5271, e-mail: ellen_hilert@hq.dla.mil.
Others may direct questions/comments to their Service/Agency
designated representative.

/s/

JAMES A. JOHNSON
Director
Defense Logistics Management
Standards Office

Attachment

DISTRIBUTION:
SDR Focal Points (Primary/Alternate)

cc:
DLMS Supply PRC
DUSD(L/MDM)

Approved DLMS Change 13
Signature Requirements for Security Assistance SDR/SDR Reply

1. Originator:

a. Service/Agency: DLMSO

b. Originator: SDR System Administrator, Ellen Hilert,
DSN 235-5271, 703-275-5271, e-mail: ellen_hilert@hq.dla.mil

2. Functional Area: Supply (Supply Discrepancy Report
(SDR) Procedures

3. References: DSAA memorandum, subject: Signature
Requirement for Automated Submission of SF 364 Resulting from
FMS Shipments, dated April 30, 1998 (enclosed)

4. Requested Change:

a. Description of Change: This change updates SDR
guidance to authorize fully electronic/automated SDR submission
and action activity response. The requirement for signed
supporting SF 364 for submission and signed automated output
responses is eliminated.

b. Procedures: To facilitate publication of this change,
the following paragraphs are worded and numbered in accordance
with the revised SDR draft guidance currently undergoing
coordination, DLAI 4140.55/AR 735-11-2/SECNAVINST 4355.18A/
AFJMAN 23-215. Equivalent guidance is prescribed in the
publications listed in the cover letter. Changes are identified
in ***bold italics***.

(1) Revise Enclosure 7, paragraph B2 as follows:

All SA SDRs will be submitted directly to the ILCO
identified below for initial screening and processing in
accordance with this publication and reference A5. ***SDRs
may be forwarded via SF 364, Report of Discrepancy, or
authorized electronic/automated format.***

(2) Revise Enclosure 7, paragraph B4 as follows:

ICP/IMM or depot action activities will ensure the reverse side of the original SF 364 is fully completed and the original copy of the report returned to the ILCO bearing the original signature of the individual responsible for preparation of the reply. **Authorized electronic**/automated format equivalent to the SF 364 may also be used to include, at a minimum, the requisition document number, the report number (item 2 of the SF 364), ~~signature (not as point of contact),~~ **point of contact**, and pertinent information from the data blocks on the reverse side of the SF 364 or the expanded code lists found in Enclosures 4, 5, and 6 of this instruction.

5. REASON FOR CHANGE:

a. Revises guidance to reflect current policy per referenced DSAA memorandum.

b. Expands the elimination of the signature requirement to authorize fully automated/electronic action activity responses to the ILCO.

6. ADVANTAGES/DISADVANTAGES:

a. Advantages: This revision supports the Defense Reform Initiative and the National Performance Review (NPR) goals which direct the migration of logistics business operations toward paperless methodologies. NPR Goal 7 specifically calls for the reduction of paper transactions and defines metrics for tracking goal achievement. The revised procedures eliminate redundant submission of signed hardcopy documentation and delayed processing of SDR/SDR responses. The advantages are increased speed and efficiency and reduced cost.

b. Disadvantages: None identified.

7. IMPACT:

a. May require modification of current Service/Agency implementing procedures.

b. Implementation:

(1) This change is effective immediately and will be incorporated in the next interim/formal change or reissuance of the instruction.

(2) The above changes are structured in the SDR joint publication format. Upon approval, equivalent changes will be incorporated in the DLMS.