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IN REPLY
REFER TO

DLMSO

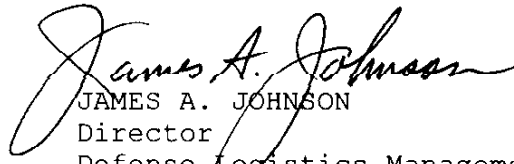
MAR 22 2000

MEMORANDUM FOR: DISTRIBUTION

SUBJECT: Approved Defense Logistics Management System (DLMS)
Change 22, SDR Validation in Accordance with
Material Receipt Acknowledgement (MRA) Procedures
(Supply/SDR) (staffed by PDC 32)

This forwards an approved change to Supply Discrepancy Report (SDR) guidance (formerly Report of Discrepancy (ROD)). Applicable guidance is published in DLAI 4140.55/AR 735-11-2/SECNAVINST 4355.18A/AFJMAN 23-215/AR-735-11, Reporting of Supply Discrepancies, and DLMS, Volume 2, Chapter 18. The implementation date for this change will be deferred to coincide with full implementation of approved MRA procedures to include corrective action for known inconsistencies in Component implementation. For Security Assistance, integration with automated systems to support implementation will be addressed under the Defense Security Assistance Management System scheduled for implementation date in 2003.

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.


JAMES A. JOHNSON
Director
Defense Logistics Management
Standards Office

Attachment

DISTRIBUTION:
DLMS Supply PRC
SDR Focal Points

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Approved DLMS Change 22
SDR Validation in Accordance with
Material Receipt Acknowledgement (MRA) Procedures

1. ORIGINATOR:

a. Service/Agency: DLMSO

b. Originator: DoD SDR System Administrator, Ellen Hilert, DSN 427-0676, 703-767-0676, e-mail: ellen_hilert@hq.dla.mil.

2. FUNCTIONAL AREA: Supply/Supply Discrepancy Reporting

3. REFERENCE: DLSSD-B letter, September 28, 1990, subject: Joint Approved MILS Change Letters (AMCLs) 11 (MILSTRAP) and 15 (MILSTRIP), Expanded Materiel Receipt Acknowledgment Procedures.

4. REQUESTED CHANGE:

a. Description of Change:

(1) **Background.** This change updates SDR guidance to support approved procedures for MRA as published under referenced Joint AMCLs 11 & 15. Under AMCL 11, reporting activities are directed to identify discrepant receipts on the MRA. A Discrepancy Indicator Code on the MRA is to be used to indicate that an SDR is being submitted. The MRA may specifically identify a shortage or partial or total nonreceipt and provide the quantity not received. However, there are no provisions for correction or cancellation of the MRA once submitted.

(2) **Revised Procedures.** This change addresses procedures for consideration of MRA information during SDR validation and provides a means of notifying the action activity when the MRA contains erroneous or conflicting information.

b. Procedures: The following paragraphs are worded and numbered in accordance with DLAI 4140.55, published January 21, 1999. Changes are identified in ***bold italics***.

(1) Revise paragraph E.3 as follows:

"3. SDR Distribution, ~~and~~ Supporting Documentation ***and Validation***. (Not Applicable to SA.) Guidance specific to SA is provided in Enclosure 7 and reference A.5. The SDR initiator will forward the SDR to the appropriate action activity ("To" address on the SF 364) and provide distribution copies based upon the type of SDR and the origin of the shipment as directed in Enclosure 3. Include shipping/billing documents, as appropriate. Where access to the electronic SDR and associated supply

information is available, hard-copy documents will not be mailed unless requested by the action activity. The submitter will provide a copy of the Serious Incident Report (SIR), or other component -required report, regarding controlled inventory items believed to be stolen, lost, or unaccounted for. When available, photographic/pictorial evidence of the discrepancy should also be provided. The action activity will initiate resolution of the SDR, i.e., validating and investigating the discrepancy according to this instruction. **Action activities will consider the associated material receipt acknowledgement (MRA) during validation of SDRs. Conflicting information will be investigated as appropriate.** Responsibility may be. . . ."

(2) Revise Enclosure 1, Definitions, to add the following definition in alphabetic order:

"Material Receipt Acknowledgement (MRA). A computer processed transaction or manual form used to advise that material has been received and posted and/or indicate that a discrepancy effects the receipt/posting/acknowledgment process."

(3) Revise Enclosure 2, Instructions for Preparation of Standard Form (SF) 364, to insert new paragraph at conclusion of Item 12, Remarks, as follows:

"Erroneous Material Receipt Acknowledgement (MRA). Customers may use this block to indicate that erroneous or conflicting MRA information was previously submitted."

(4) Revise Enclosure 7, Security Assistance Guidance, to revise paragraph C.1.a as follows:

"a. Complete initial SDR screening in accordance with this instruction and reference A5. **ILCOs may consider the associated material receipt acknowledgement (MRA) information during screening. To facilitate SDR validation at the action activity, the ILCOs may use the remarks block to clarify when erroneous or conflicting material receipt acknowledgement (MRA) information was previously submitted.**

5. REASON FOR CHANGE:

a. Revises guidance to reflect current policy per referenced Joint AMCLs 11 & 15.

b. Ensures action activity validation of SDRs will include this additional source of information.

6. ADVANTAGES/DISADVANTAGES:

a. **Advantages:** Strengthens management controls to monitor for fraudulent submission of SDRs.

b. **Disadvantages:** Additional time and effort to conduct separate inquiry to review MRA information.

7. IMPACT:

a. General. Requires modification of current Service/ Agency implementing procedures. An automated cross-check to the MRA is recommended.

b. Publications. The above changes are structured in the DLAI 4140.55 publication format. Upon publication, equivalent changes will be incorporated in the DLMS. The DLMS change will include a minor revision to the implementation convention 842D to accommodate erroneous MRA remarks.