



DEFENSE LOGISTICS AGENCY
HEADQUARTERS
8725 JOHN J. KINGMAN ROAD
FORT BELVOIR, VIRGINIA 22060-6221

June 05, 2014

**MEMORANDUM FOR SUPPLY AND SUPPLY DISCREPANCY REPORT (SDR) PROCESS
REVIEW COMMITTEE (PRC) MEMBERS**

SUBJECT: Approved Defense Logistics Management Standards (DLMS) Change (ADC) 1102,
Enhanced SDR Guidance including SDR Routing for Army-Directed DLA
Distribution Center Shipments, Procedures for Discrepant or Unauthorized Returns
to the Distribution Centers, and Administrative Updates (SDR)

The attached change to DLM 4000.25, Defense Logistics Management System, is approved. Reply code updates are effective July 1, 2014. Changes to DOD WebSDR functionality are targeted for implementation within six months from approval.

Addressees may direct questions to Ms. Ellen Hilert, DOD SDR System Administrator, 703-767-0676 or DSN 427-0676, e-mail: ellen.hilert@dla.mil; others must contact their Component designated Supply PRC representative or SDR PRC representative available at: <https://www2.dla.mil/j-6/dlms0/CertAccess/SvcPointsPOC/allpoc.asp> (DOD common access card restricted).

A handwritten signature in black ink, appearing to read "Donald C. Pipp", is positioned above the typed name.

DONALD C. PIPP
Director
Defense Logistics Management
Standards Office

Attachment
As stated

cc:
ODASD (SCI)

Attachment to ADC 1102
Enhanced SDR Guidance including SDR Routing for Army-Directed DLA Distribution Center Shipments, Procedures for Discrepant or Unauthorized Returns to the Distribution Center, and Administrative Updates

1. ORIGINATING SERVICE/AGENCY AND POC INFORMATION:

a. Technical POC: Ms. Ellen Hilert, DOD SDR System Administrator, 703-767-0676 or DSN 427-0676, e-mail: ellen.hilert@dla.mil

b. Functional POC: Ms. Ellen Hilert, DOD SDR System Administrator, 703-767-0676 or DSN 427-0676, e-mail: ellen.hilert@dla.mil

2. FUNCTIONAL AREA: Receipt/SDR

3. REFERENCES:

a. [Approved MILSTRAP Change Letter \(AMCL\) 9A](#), April 4, 2005

b. [DLM 4000.25, Defense Logistics Management System, Volume 2, Supply \(including procedures applicable to Military Standard Transaction Reporting and Accountability Procedures \(MILSTRAP\) receipt processing, SDR submission, and MILSTRIP Materiel Returns Program.](#)

c. [Approved DLMS Change \(ADC\) 1022](#), Procedures for Processing Depot Returns, October 19, 2012

d. [ADC 1044](#), Enhanced Interim Supply Discrepancy Report (SDR) Reply Capability, Status Update, and Completion Notification, January 22, 2012

e. [ADC 425](#), Revised Supply Discrepancy Report (SDR) Codes and Procedures including Incorrect Part Number Discrepancy Codes and DoD WebSDR Data Edits and Forwarding Enhancements, October 4, 2011

f. [ADC 459](#), DLMS Transactions, Discrepancy Codes, SDR Type/Disposition Services Type Codes, and Associated Procedures to Support Supply Discrepancy Reports (SDRs) under Reutilization Business Integration (RBI), November 28, 2011

4. APPROVED CHANGE(S): Updates subsequent to proposal staffing are highlighted in green.

a. Brief Overview of Change: This change authorizes multiple updates to receipt and SDR guidance:

(1) Change 1 - Unauthorized Returns for Consumable Items: This change establishes specific guidance to report DLA Distribution Center receipts and SDRs for unauthorized consumable item returns to the returning Service using a pre-designated routing identifier code (RIC) (rather than the item manager). This guidance is applicable to Navy and

Marine Corps returns where the return lacks a prepositioned materiel receipt (PMR) or documentation clearly identifying the owner to which the receipt should be reported and MILSTRAP requirements for processing of receipts lacking documentation have been unsuccessful in determining the intended owner. This change is not applicable to procurement source receipts or reparable, which must be received under MILSTRAP (existing procedures).

(2) Change 2 - SDR Information Copy for Army-Directed Depot Shipments: This change revises DOD WebSDR routing rules to require distribution of an information copy to the DLA Distribution Center when the shipment was directed by the Army and the materiel was shipped from the Distribution Center. This will apply where the action copy of the SDR is directed to the Army item manager.

(3) Change 3 - Administrative Updates: This change includes multiple administrative updates to the SDR transaction format and discrepancy code list for clarification and as a corrective action for identified gaps in data transmission. It documents enhanced functionality required for DOD WebSDR direct-Web input including creation of a completion notice or status update. Selected reply codes that are obsolete or redundant to other available codes are removed from the code list.

b. Background:

(1) Change 1 - Unauthorized Returns for Consumable Items:

(a) Currently, Distribution Centers report consumable item receipts and associated SDRs for discrepant returns to the materiel owner when known; however, when the materiel return is considered unauthorized (i.e., no PMR/incomplete or missing documentation with no identified owner) the receiving activity will transmit the receipt and SDR to the item manager. ADC 1022 (Reference 3.b.) also requires that the storage activity identify the returning activity, when known, for distribution of an SDR information copy.

(b) A change to procedures to direct unauthorized returns at Distribution Centers to the returning Service was originally proposed under PDC 1022. However, a consensus for approval was not obtained and this portion of the proposal was removed from the final version of the approved change. The Navy and Marine Corps have since requested that the process be re-coordinated allowing variation by Service so that only those Services supporting the revised procedures would be impacted.

(c) DLA SDR team representatives reported that the submission of receipts and SDRs to DLA for unauthorized returns results in failed transactions, which require a significant investment of time and resources to research and reprocess.

Staffing Note: Receipts/SDRs for unauthorized Military Service returns for items that are not managed by DLA must never be directed to DLA. Such inappropriate receipt/SDR submission to DLA has been reported as an ongoing concern.

(d) MILSTRAP prescribes procedures for reporting unauthorized return of reparable items “to the manager of the shipping DOD Component.” MILSTRAP further advises that when the manager to whom the receipt is reported is not the integrated materiel manager (IMM), the manager may use the materiel returns program to offer the asset to the correct item manager. (See DLMS manual extract at Enclosure 1 for details.)

Staffing Note: This change does not propose an update to this portion of MILSTRAP guidance. The Services may wish to propose a separate change to revise these procedures.

(e) MILSTRAP currently authorizes DOD Components to “prescribe reporting procedures to their own item manager for returns from their own Component activities.” It is apparent that this option is not institutionalized resulting in a lost opportunity for redistribution of these assets within the purchasing Service and potential lost revenue to the returning Service under the materiel returns program.

(2) Change 2 – SDR Information Copy for Army-Directed Depot Shipments:

(a) Currently, the Army is the only Service requiring action copies of SDRs for Army-directed depot shipments to be sent to the Army manager. All other Services/Agencies authorize the initial action to be directed to the shipping depot while an information copy is provided to the manager. When the shipping depot provides a response to the customer, a copy is also provided to the manager for further action as appropriate, including financial resolution and disposition instructions. If the depot is unable to process the SDR for whatever reason, the depot will use the SDR reply process to forward the SDR to the manager for action. The SDR System Administrator has attempted on several occasions to standardize procedures for routing of SDRs, but has been unable to obtain Army support for the approach used by other Services/Agencies.

(b) Under the current procedures, the SDRs reported to the Army require off-line communication with the depot for research at the option of the item manager. This may result in delaying correction of inventory records. These procedures do not support management-level oversight or Distribution Center metrics because the SDRs are not recorded properly within DLA’s Distribution Standard System (DSS).

(3) Change 3 - Administrative Updates:

(a) SDR reply codes originally considered exclusive to DLA Distribution Centers are also appropriate for non-distribution center storage sites. DLA representatives have indicated that DLA’s industrial prime vendor (IPV) locations are treated as storage activities for the purpose of inventory management and need the capability to use these codes.

(b) SDR guidance does not currently specifically inform systems personnel that special formatting rules are applicable to reply codes using the 300-series reply codes. These procedures were requested by DLA Distribution and were implemented at a time when these codes were only available to Distribution Centers. In order to open these codes to other storage activities, additional clarification must be provided for transaction formatting. A new 300-series forwarding code is established for exception use should forwarding ever be needed for an item manager not associated with any of the existing 300-series codes (replacing the generic Reply Code 510). Staffing Note: PDC 1102 also included a requirement for WebSDR to accommodate creation of the 300-series replies for non-DLA Distribution storage activities via the direct input. This was unnecessary, as this capability was previously added per DLM procedures.

(c) Some SDR reply codes are used on a specific subset of SDR reply transactions referred to as Status Updates and Completion Notices. Although functionality for

these types of transactions was identified during the original WebSDR design, the specific business rules were not coordinated until ADC 1044 (Reference 3.d.). This ADC restricted use of these reply codes from direct WebSDR input until additional functionality to support status updates and completion notices could be adopted. Since this functionality is now identified as required for DLA industrial prime vendor (IPV) contractors, this change specifically addresses requirements for DOD WebSDR direct input.

(d) Action Code 3C was implemented under ADC 459 (Reference 3.f.) to allow DLA Disposition Services Field Offices to reject materiel back to the turn-in activity and require pick-up. When established, this code was not specifically limited to DLA Disposition Services, however when used by customers reporting to their source of supply, the SDR transaction may fail due to an unexpected code use. This code should be restricted and not be available for general use. If a requirement is identified for wider applicability this restriction will be lifted and the code re-defined for Component implementation.

(e) Additional administrative updates are identified below to standardize data applicable to wrong item SDR replies.

c. Change in Detail:

(1) Change 1- Unauthorized Returns of Consumable Items (no PMR/incomplete or missing documentation with no identified owner):

(a) Distribution Center procedures will be modified to report receipt of unauthorized returns of consumable items by Navy and Marine Corps activities to the Navy or Marine Corps, as applicable, using the following owner RICs. In addition to the receipt, the SDR will be prepared with the action copy directed to the same owner RIC and an information copy directed to the returning/shipping activity.

- Navy: NRP (NAVSUP Weapons Systems Support)
- Marine Corps: MPB (MCLC, Weapon Systems Management

Center, P70)

(b) Distribution Centers will continue to report Service-managed unauthorized consumable item returns under MILSTRAP business rules (i.e., to the Service manager).

(2) Change 2 – SDR Information Copy for Army-Directed Depot Shipments:

(a) DOD WebSDR will be modified to route information copies of SDRs to Distribution Centers for Army-directed shipments from Distribution Centers. This routing logic will apply to Web-entered SDRs and transactions processed from Service systems where the SDR identifies a customer-identified discrepancy (Document Type 7). The SDR must identify an Army ICP action activity and the shipper field must identify a DLA Distribution Center. Army ICPs are identified by Routing Identifier Codes (RICs) AJ2, AKZ, A12, A35, B14, B16, B17, B46, B64, and B69. The information copy will be transmitted using Transaction Type Code 22.

(b) DSS will record the SDR for review prior to closure. Distribution Centers will take internal action as appropriate to the discrepancy reported. If research confirms shortage, overage, or wrong item discrepancy, Distribution Center inventory records will be corrected as appropriate and the associated inventory adjustment transactions will be directed to the Army ICP. No depot-generated reply will be provided to the submitter. No completion notice will be transmitted by DSS subsequent to closure.

(c) The Distribution Center will not be required to initiate either SDR transactional or off-line communication with the Army item manager as a result of the information SDR.

Staffing Note: The SDR System Administrator recommends the Army consider adopting the Distribution Center-prepared Status Update for notification of storage activity review and action taken. It would allow the Distribution Center to communicate with the Army item manager systemically should this be appropriate after researching an information copy SDR for an Army-directed shipment. This would require a systems change to current DSS design, but would be consistent with the original intent for DLMS SDR procedures for the Status Update.

(3) Administrative Updates:

(a) Expand DOD WebSDR direct Web-input functionality:

1. Provide capability to prepare status update and completion notice transactions. Add screen link to new functionality directly below Supply Source/Shipper Disposition Reply to read: “Storage Activity Status Update” and “Storage Activity Completion Notice.” Existing reply tool screens will be re-used for the new reply transaction types. Output formats will use Transaction Set Purpose Codes SU (Status Update) or CN (Completion Notice), as appropriate. Status update and completion notices will be formatted using the owner RIC as the action activity (this is the owner to which the original SDR was transmitted). Business rules established in ADC 1044 (Reference 3.d.) apply. No distribution recipients will be included. No data content will be updated from the prior SDR transaction. (If changes are required, they must be identified separately prior to completion or status update via an SDR correction). A subset of the SDR disposition/reply codes will be used. At this time, the following disposition/reply codes are authorized by transaction type. Additional codes will be added as requirements for use of these transaction types expand.

a. If completion notice (CN), disposition/reply codes must be one of the following:

- 410 SDR closed. Disposition action complete.
- 411 SDR closed SDR closed due to zero balance on record.
- 412 SDR closed. Materiel disposition could not be completed due to zero balance at storage location.

b. If status update (SU), disposition/reply codes must be:

- 320 Reclassification of materiel complete.
- 321 Documentation/technical data/other information are being forwarded.

(b) Update Action Code 3C to indicate that it has a restricted use:

3C Receiving activity not authorized to accept property (pick-up by original owner required)
(Disposition Services use only)

(c) Delete redundant/obsolete SDR Reply Codes 510 and 511, and revise terminology for 300 and 600-series reply codes to make these codes available to non-Distribution Center storage sites.

The 300-series codes indicate ~~Distribution Center~~ *storage activity* status on SDRs forwarded to the owner/manager for action:

- 301 Interim reply; SDR forwarded to USA for disposition instructions or final resolution.
- 302 Interim reply; SDR forwarded to USAF for disposition instructions or final resolution.
- 303 Interim reply; SDR forwarded to USMC for disposition instructions or final resolution.
- 304 Interim reply; SDR forwarded to USCG for disposition instructions or final resolution.
- 305 Interim reply; SDR forwarded to USN for disposition instructions or final resolution.
- 306 Interim reply; SDR forwarded to GSA for disposition instructions or final resolution.
- 307 Interim reply; SDR forwarded to DLA for disposition instructions or final resolution.
- 308 *Interim reply; SDR forwarded to the identified Item Manager for disposition instructions or final resolution.***
- 320 Reclassification of materiel complete. (Use only with Status Update.)
- 321 Documentation/technical data/other information are being forwarded. (Use only with Status Update.)

The 500-series (and some 100-series) codes indicate an interim reply:

- ~~510 SDR forwarded to Item Manager for research and/or disposition instructions.~~
- ~~511 SDR forwarded to Industrial Operations Command for action.~~

The 600-series codes indicate an ICP reply to the ~~Distribution Center~~ *storage activity*:

- 601 Change supply condition code and submit as new complaint (original complaint cannot be modified to show new supply condition code).
- 602 Item(s) unsuitable; destroy.
- 603 Remark and return to stock.
- 604 Repackage and return to stock.
- 605 Reidentify and return to stock.
- 606 Safety hazard; destroy.
- 607 Safety hazard; dispose.
- 608 Reclassify materiel as instructed.

(d) Renumber DLMS 4000.25, Volume 2, Appendix 3, Supply Discrepancy Report Relevant Data Elements as Appendix 7.26. This will align the SDR data element definitions and code sets within the appropriate Volume 2, Appendix 7, Data Elements and Codes.

(e) Renumber DLMS 4000.25, Volume 2, Appendix 4, Instructions for Preparation of Standard Form 364 as Appendix 6.39. Rename the appendix: Preparation of Supply Discrepancy Report using Standard Form (SF) 364. This will align the existing appendix within the appropriate Volume 2, Appendix 6, Forms/Message Formats.

(f) Revise the DLMS 842A/R SDR Reply implementation convention (IC) to correct administrative errors:

#	Location	Change Table for 842A/R Standard SDR Reply	Reason
1.	DLMS Introductory Note	<p><u>Add ADC 1102 to DLMS Introductory note:</u></p> <p>- <i>ADC 1102, Enhanced SDR Guidance including SDR Routing for Army-Directed DLA Distribution Center Shipments, Procedures for Discrepant or Unauthorized Returns to the Distribution Centers, and Administrative Updates</i></p>	To identify DLMS changes included in the DLMS.
2.	2/NCD03/2300	<p><u>Revise DLMS Note for Assigned Identification:</u></p> <p>Assigned Identification DLMS Note: 1. Use as a counter to satisfy ANSI syntax. Cite numeric 1. EXCEPT where additional NCD loops are used to provide disposition for incorrect (wrong) item(s) received. In these instances, increase incrementally by 1 for each wrong item. Each wrong item and associated CHC/DEMIL codes are identified in separate NCD loops. Currently a maximum of two wrong items may be identified. 2. <i>Use of the NCD segment looping structure to describe multiple wrong items received in association with Discrepancy Code W5, Mixed Stock, is reserved for future implementation.</i></p>	Corrects oversight in removing obsolete requirements related to wrong item SDRs per ADC 425 (Reference 3.e.)

3.	2/QTY01/2700	<p><u>Add Qualifier 75 and associated DLMS notes:</u></p> <p>75 Receipts DLMS Note: <i>1. Use to indicate the number of incorrect (wrong) items received.</i> <i>2. Wrong item quantity is applicable when multiple discrepancies are reported on an SDR and only a portion of the total discrepant quantity is associated with the wrong item(s) received. If not populated on the SDR reply, the total discrepant quantity is recognized as the wrong item quantity.</i> <i>3. For 75: WebSDR field length for incorrect item quantity = 7</i></p>	<p>This a separate data field from the discrepant quantity received. It is added for consistency with wrong item data content used on the SDR report. This will allow input of the wrong item quantity when wrong item data content is added during shipping activity processing (e.g., when the original SDR did not contain a W-series discrepancy code, but the submitter remarks indicated that a wrong item receipt being reported).</p>
4.	2/PER/4600	<p><u>Close the PER segment at position 4600</u></p>	<p>Obsolete requirement. The PER segment is used to provide point of contact (POC) information. The PER at position 4600 does not currently specify which organization it applies to (the specific N1 loop that should include the PER). The available organizations at this location include the billing DoDAAC for disposal of hazardous materiel, the report initiator if not identified as the addressee on the reply, the ship-to for returns, the transfer-to RIC populated for 300-series forwarding replies, and the source of supply or owner, as applicable. None of these require the inclusion of POC information under current guidance.</p> <p>Staffing Note: No Component identified a requirement for use of the PER at this location during staffing.</p>

- d. **Revisions to DLM 4000.25 Manuals:** Refer to Enclosure 1.
- e. **Transaction Flow:** The transaction flow is shown in Enclosure 2.
- f. **Alternatives:** None identified.
- g. **Proposed DLMS Change (PDC) 1102 Staffing Response/Comment Resolution:**

	Originator	Response/Comment	Disposition
1.	DLA	Concur	Noted.
2.	Air Force	Concur	Noted.
3.	Army	Concur with comment. RE: Section 4.c.2.a - Add RIC AJ2 as a valid Army RIC for Information Copy distribution to DLA for Army directed shipments from Distribution Centers.	Noted. ADC updated.
4.	Navy	Concur	Noted.
5.	Marine Corps	Concur	Noted.
6.	USTRANSCOM	Abstain. There is no impact to USTRANSCOM systems based on this change.	Noted.
7.	DSCA	Nothing has changed with regards to the dollar limit for FMS SDRs. The LOA Standard Terms and Conditions states, "The Purchaser may submit SDRs for documentation purposes regardless of the dollar value, but only SDRs valued at \$200 or more will be reviewed for possible compensation regardless of the type of discrepancy. This minimum value includes the value of the item plus any transportation and handling costs. The one exception for the \$200 minimum would be items that are classified, sensitive, arms, arms parts or explosives. This is spelled out in the DSCA standard note that's included on every FMS LOA. The DLMS change appears to contradict the FMS LOA Standard Terms and Conditions. Request the PDC be revised to reflect the above language for FMS SDRs.	No change to ADC required. The referenced paragraph on materiel returns is referring to DoD activities receiving materiel returned by others including FMS returns. The dollar threshold is to report the discrepancy in the returned materiel, e.g., if the FMS customer was told to return 10 items for whatever reason and they report the return of 10, but the receiving depot only receipts 8, the depot could file an SDR on the return movement to alert the SoS.
8.	DLMSO	MILSTRAP Administrator comments: 1) Add Approved MILSTRAP Change Letter (AMCL) 9A, April 4, 2005 to the References for the ADC 1102. 2) Enclosure 1, Defense Logistics Manual (DLM) Revisions: Update paragraph C13.2.8.2.10.11.1. GSA Managed Items, to identify the Navy and Marine Corps owner RICs which PDC 1102 proposed for C13.2.8.2.10.11.3. DoD-Managed	1) ADC updated. 2) ADC updated.

	Originator	Response/Comment	Disposition
		Consumable Items. 3) Note that DLA was previously requested by the MILSTRIP Administrator to review & update C13.2.8.2.10.11.1. reference to Base Operating Supply System (BOSS) since this system is being replaced by DSS	3) PDC 1081 under development.

5. REASON FOR CHANGE:

a. This change will establish a more efficient process by which the Service would retain ownership of materiel purchased from other Service/Agency sources of supply that have been improperly returned.

b. This change provides a means to notify Distribution Centers via automated transaction distribution when a discrepancy is reported to Army item managers for Distribution Center shipments.

c. This change documents administrative corrections necessary to support desired SDR procedures.

6. ADVANTAGES AND DISADVANTAGES:

a. **Advantages:**

(1) This change documents clear rules for reporting of unauthorized return of consumable items to the owning Service where owning Service has established a designated RIC for this purpose. This reduces the volume of failed SDRs directed to DLA and provides an opportunity for the owning Service to redistribute usable assets or offer the materiel for credit under the MILSTRIP materiel returns program.

(2) Distribution Centers receiving information copies of Army SDRs will have the opportunity to immediately research inventory records to correct any inaccuracies due to reported overage, shortage, or wrong item shipments. Information copies will be retained within the work flow for systemic monitoring and may later be used in metrics reporting.

(3) The expanded functionality within DOD WebSDR will allow non-DSS storage sites to employ procedures currently available only to DSS activities.

b. **Disadvantages:** None noted.

7. ADDITIONAL COMMENTS TO CONSIDER: None identified.

8. ESTIMATED TIME LINE/IMPLEMENTATION TARGET: Reply code updates are effective July 1, 2014. Changes to DOD WebSDR functionality are targeted for implementation within six months from approval.

9. ESTIMATED SAVINGS/COST AVOIDANCE ASSOCIATED WITH IMPLEMENTATION OF THIS CHANGE: Not available.

10. IMPACT:

- a. **New DLMS Data Elements:** None identified.
- b. **Changes to DLMS Data Elements:** Revise SDR reply code list as indicated.
- c. **Automated Information Systems (AIS):** All systems must recognize reply code updates as indicated. In addition, the following revisions are identified.

- (1) DSS:

- (a) System changes may be required to route SDRs for unauthorized consumable item returns from Navy and Marine Corps activities to the Service-designated RIC.

- (b) System changes may be needed to ensure information copy SDRs are reviewed prior to closure and ensure no reply or completion notice is transmitted.

- (2) Army Logistics Modernization Program (LMP): No change required.

Staffing Note: Functionality to accept Status Updates would provide the foundation to receive notification of depot review and action subsequent to receipt of an information copy for an Army-directed shipment discrepancy.

- d. **DLA Transaction Services:** Significant changes to DOD WebSDR include:

- (1) Adopt functionality to support Web-based creation of Status Updates and Completion Notices.

- (2) Generate an information copy to DLA Distribution Centers where SDRs are routed to the Army ICP and a DLA Distribution Center is identified as the shipping activity.

- (3) Allow for inclusion of the wrong item quantity on the SDR reply format.

- (4) Revise text names associated with updated SDR reply codes.

- e. **Non-DLA Logistics Management Standards Publications:** Process revisions may require update to internal operating procedures. DLA Distribution Center training will require updated guidance for Army-directed shipments.

Enclosure 1, Defense Logistics Manual (DLM) Revisions

Changes are identified by ***bold red italics*** and strike-through text.

A. Revise DLM 4000.25, Defense Logistics Management System, Volume 2, Chapter 13, Materiel Receipt, and the equivalent section of DLM 4000.25-2, Military Standard Transaction Reporting and Accountability Procedures (MILSTRAP), Chapter 4, Receipt and Due-in, as shown.

“C13.2.8.2.10.11. Receipts Not Due-In (no ARI file)

C13.2.8.2.10.11.1. GSA Managed Items. GSA does not normally authorize return of assets to DoD storage activities. Receipts not due-in are, therefore, considered DoD-owned assets that have not been reported to GSA under the materiel returns program. The DoD Components will establish internal procedures for recording these assets on a storage activity record and an owner record within the DoD Component for later issue, excess reporting under the materiel returns program, or release for DLA Disposition Services. ***The DoD Components will identify an owner RIC to be used when the DLA storage activity processes a Receipt transaction for the DoD Components’ unauthorized return of GSA-managed assets.*** In the absence of guidance from the DoD Components for reporting receipt of unauthorized return of GSA assets to their Component, DLA storage activities will receipt the assets to the local Base Operating Supply System (BOSS) for use by the depot. If the materiel cannot be used locally send it to disposal. This procedure ensures the assets are recorded on a DoD record. ***The Navy and Marine Corps have directed implementation of this procedure as follows:***

C13.2.8.2.10.11.1.1. Report Navy-returned GSA-managed items to Navy RIC NRP. An SDR will be provided to the Navy owner for information.

C13.2.8.2.10.11.1.2. Report Marine Corps-returned GSA-managed items to Marine Corps RIC MPB. An SDR will be provided Marine Corps owner for information.

C13.2.8.2.10.11.2. DoD-Managed Repairable Items. Report the Receipt Transaction to the manager of the shipping DoD Component. Do not include a discrepant receipt management code in the transaction. For materiel shipped between wholesale storage activities, report the receipt citing Reason for Materiel Receipt/Return Code N. IMMs receiving transactions reporting returns not-due-in of phase II repairables, for which they are not the IMM, will follow the materiel returns program procedures to report/ship the materiel as prescribed by the IMM.

C13.2.8.2.10.11.3. DoD-Managed Consumable Items. Report receipt to the IMM in the applicable condition and do not include a discrepant receipt management code in the transaction. However, the DoD Components may prescribe reporting to their own item manager for returns from their own Component activities. ***The Navy and Marine Corps have directed implementation of this procedure as follows:¹***

C13.2.8.2.10.11.3.1. Navy-returned consumable items must be reported to the Navy using RIC NRP regardless of the item manager. An SDR will be provided to the Navy owner for information.

C13.2.8.2.10.11.3.2. Marine Corps-returned consumable items must be reported to RIC MPB regardless of the item manager. An SDR will be provided to the Marine Corps owner for information.”

¹Refer to ADC 1102.

B. Revise DLM 4000.25, Volume 2, Chapter 17, Supply Discrepancy Reporting, as shown. Renummer subsequent paragraphs.

“C17.3.4. Materiel Returns

C17.3.4.1. Discrepancy Greater Than \$100. Continental United States (CONUS) and Outside Continental United States (OCONUS) activities receiving materiel returns (excess or redistributed materiel, or reparable materiel, including returns from FMS customers) shall submit an SDR for discrepancies specified above regardless of condition when the dollar value is equal to or greater than \$100 per line-item. Discrepancies pertaining to controlled inventory items shall be reported by SDR regardless of dollar value or condition.

C17.3.4.2. Unauthorized Returns (no PMR/incomplete or missing documentation/no identified owner).¹ Discrepancy reports for distribution center receipts of unauthorized material returns will be routed under MILSTRAP for receipt reporting:

C17.3.4.2.1 . Repairable Items. Report discrepant receipt SDR to the owner/manager associated with the shipping activity.

C17.3.4.2.2. Consumable Items. Report discrepant receipt SDR to the applicable item manager except:

C17.3.4.2.2.1. Navy-returned consumable items must be reported to the Navy using RIC NRP regardless of the item manager. An SDR will be provided to the Navy owner for information only.

C17.3.4.2.2.2. Marine Corps-returned consumable items must be reported to RIC MPB regardless of the item manager. An SDR will be provided to the Marine Corps owner for information only.”

¹Refer to ADC 1102.

(Intervening text not shown)

C17.3.10.2. SDR Distribution for Shipment (Item) Discrepancies

C17.3.10.2.1. DoD Originated Shipments

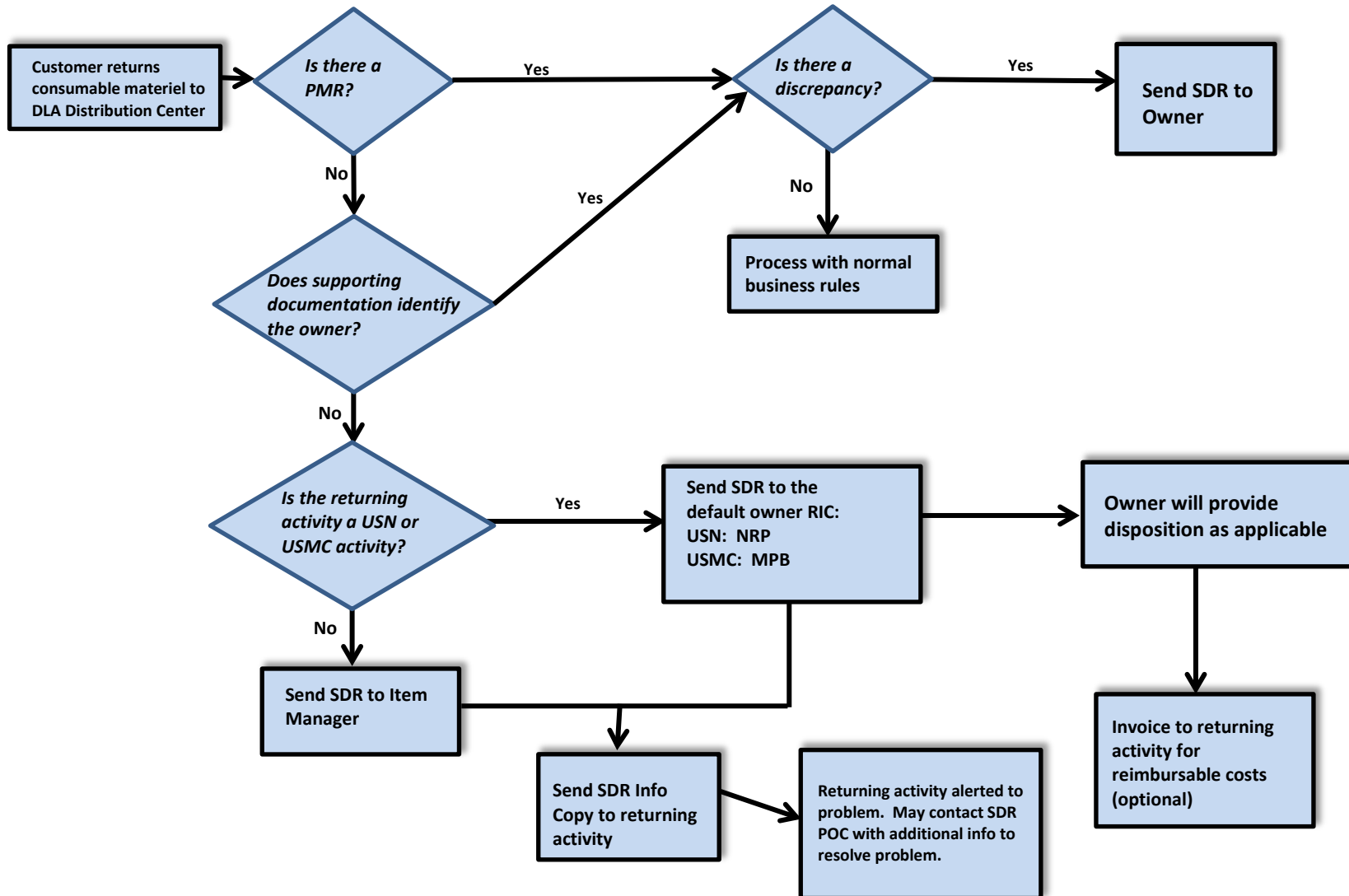
C17.3.10.2.1.1. Army Directed Shipments. Initial action shall be directed to the source of supply (SoS). The only valid Army action activity/SoS RICs are AKZ, A12, A35, AJ2, B14, B16, B17, B46, B64, and B69. **WebSDR will provide an information copy to DLA Distribution Centers when the shipping activity is identified. These information copies will be used for metrics and correction of inventory records where applicable; DLA Distribution Centers are not authorized to respond to the submitter via SDR reply.** Army users are advised not to submit SDRs to single stock fund (SSF) site RICs or to Army shipping depot RICs via DoD WebSDR. There are currently no WebSDR interfaces to support SSF sites or Army shipping depots. The Army action activity can be determined from the shipping documentation (e.g., the RIC in record position 67-69 of the DD 1348-1A), or as part of a NIIN/NSN or Part Number search in WebFLIS (<http://www.dlis.dla.mil/webflis/>). Note that the FLIS SoS will not apply if the requisition was filled by AJ2, Non-Army Manager Item (NAMI) SoS. Services ammunition users are advised to send SDRs to B14 for ammunition commodity discrepancies. These SDRs will be further routed by the Army to Army ammunition storage depots that manage Army, Service common, and Service unique ammunition stock.

(Intervening text not shown)

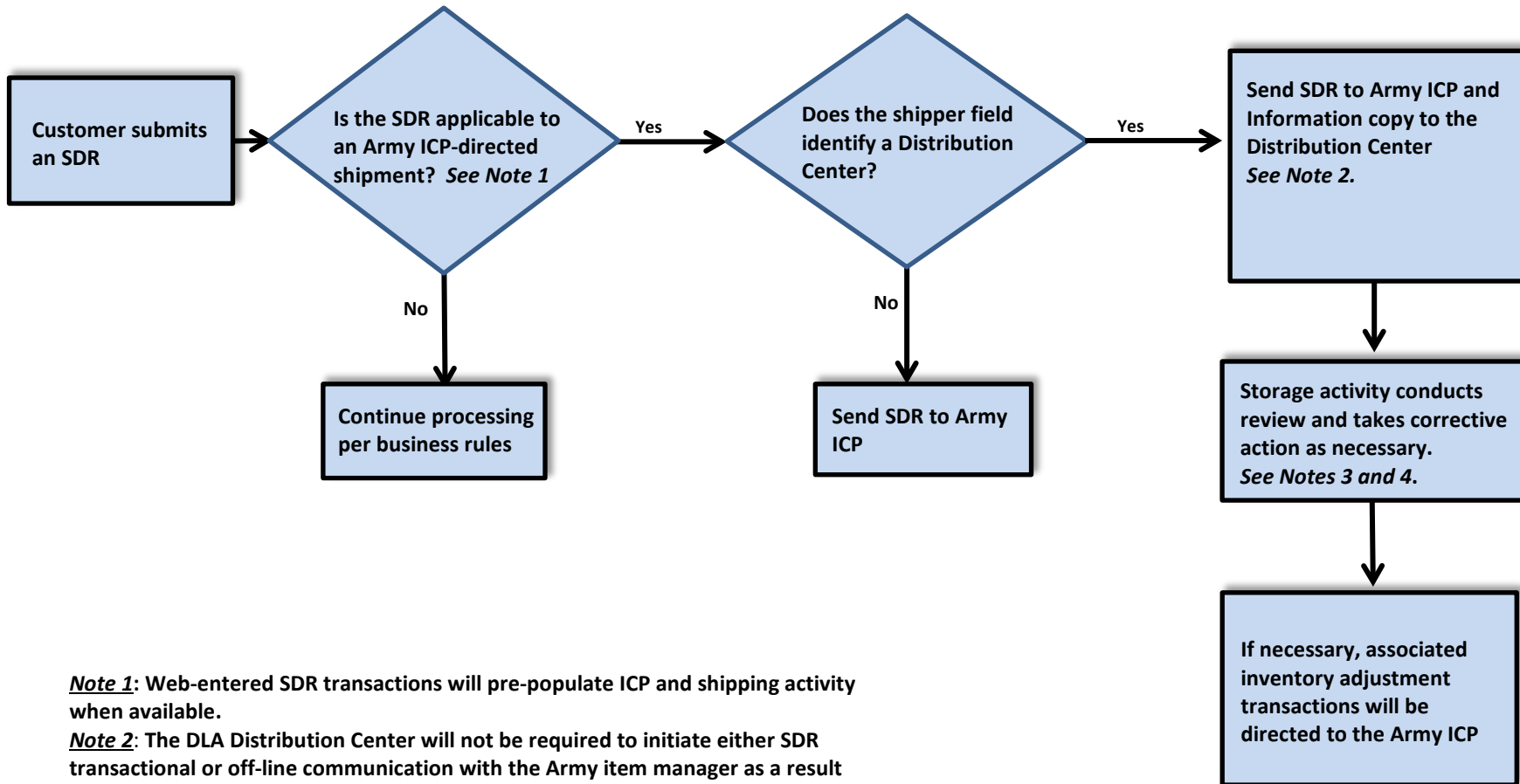
“C17.3.12.1.2.1. Interim Replies. Interim replies may be used to inform the submitter that an SDR has been forwarded to another organization for investigation or resolution. Responsible activities must provide an interim reply where a final reply cannot be provided within the established timeframes. Failure to meet the established timeframes must be caused by reasons outside the control of the ICP/IMM or GSA. Such interim replies shall indicate when additional status will be provided. Identify the interim disposition/status using the appropriate Reply Code (Appendix 3). **When the storage activity forwards an SDR to the SoS for action using a 300-series interim reply code, the SDR transaction must be formatted to identify the SoS RIC as the action activity. WebSDR will provide notification of forwarding action to the SDR initiator. This “forwarding” process and associated format will allow the reply transaction, including the initial responder’s reply remarks, to be transmitted to the new action activity. WebSDR will recognize the new action activity for reports and Web responder role access.** If no coding exists to specifically identify the reasons for the delay, select Code 137 and provide a clear-text explanation.”

Enclosure 2: Process Flow Diagrams

Unauthorized Returns



Army-Directed DLA Distribution Center Shipments



Note 1: Web-entered SDR transactions will pre-populate ICP and shipping activity when available.

Note 2: The DLA Distribution Center will not be required to initiate either SDR transactional or off-line communication with the Army item manager as a result of the information copy of the SDR.

Note 3: No Distribution Center-generated SDR reply transaction will be provided to the submitter or the Army ICP.

Note 4: No completion notice will be transmitted by DSS when record is closed.

Staffing Note: DLMSO recommendation for process enhancement is adoption of the SDR Status Update to allow the Distribution Center to systemically inform the Army ICP of research and findings.