



**DEFENSE LOGISTICS AGENCY  
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October 30, 2014

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

SUBJECT: Approved Defense Logistics Management Standards (DLMS) Change (ADC) 1127,  
Enhanced SDR Guidance for Foreign Military Sales (FMS), SDR Time Standards  
for Controlled Inventory Items, SDR Forwarding after Logistics Reassignment  
(LR), Packaging SDRs, 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 date of this memorandum.

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](mailto:ellen.hilert@dla.mil); others must contact their Component  
designated Supply PRC representative or SDR PRC representative available at: [www.dla.mil/j-  
6/dlms0/CertAccess/SvcPointsPOC/allpoc.asp](http://www.dla.mil/j-6/dlms0/CertAccess/SvcPointsPOC/allpoc.asp).

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

DONALD C. PIPP  
Director  
Defense Logistics Management  
Standards Office

Attachment  
As stated

cc:  
ODASD (SCI)  
Defense Packaging Policy Group

**Attachment to ADC 1127**  
**Enhanced SDR Guidance for Foreign Military Sales (FMS), SDR Time Standards for Controlled Inventory Items, SDR Forwarding after Logistics Reassignment (LR), Packaging SDRs, 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](mailto:ellen.hilert@dla.mil) and DLA Transaction Services

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

**c. Functional POC (for correction subsequent to cancellation/completion notice):** DLA, DLA Land and Maritime-BAOA, DSN 850-4631

**2. FUNCTIONAL AREA:** Supply Discrepancy Reporting

**3. REFERENCES:**

**a.** Defense Logistics Management System Manual, DLM 4000.25, Volume 2, Chapter 9, Logistics Reassignment, and Chapter 17, Supply Discrepancy Reporting, available at [www.dla.mil/j-6/dlms/eLibrary/manuals/dlm/dlm\\_pubs.asp](http://www.dla.mil/j-6/dlms/eLibrary/manuals/dlm/dlm_pubs.asp)

**b.** [DODM 4140.01](#), DOD Supply Chain Materiel Management Procedures:

(1) [Volume 5 - Delivery of Materiel](#)

(2) [Volume 8 - Materiel Data Management and Exchange](#)

(3) [Volume 11 - Management of Critical Safety Items, Controlled Inventory Items Including Nuclear Weapons-Related Materiel](#)

**c.** [Approved DLMS Change \(ADC\) 184](#), Redistribution Order (RDO)-based SDRs, October 24, 2005

**d.** [ADC 311](#), SDR Attachment Interface, May 13, 2009

**e.** [ADC 452](#), Implementation of DOD WebSDR Automated SDR Rejection Capability, December 19, 2011

**f.** DLAI 4145.4/AR 740-3/AFMAN 23-125(IP)/NAVSUPINST 4400.100A/MCO 4450.15A, Stock Readiness available at <http://www.dla.mil/issuances/Documents/i4145.4.pdf>

**g.** Security Assistance Management Manual (SAMM) Policy Memorandum Defense Security Cooperation Agency (DSCA) 14-10 available at <http://www.samm.dsca.mil/policy-memoranda/2014-policy-memos>

**h.** [ADC 311](#), SDR Attachment Interface, May 13, 2009

**4. REQUESTED CHANGE(S):** Revisions subsequent to staffing are identified with **green highlighting**.

**a. Brief Overview of Change:** This change addresses the following updates to DLMS SDR processing and procedures:

(1) Change 1 – Establish forwarding procedures to support transactional forwarding of SDRs by the losing item manager (LIM) to the gaining item manager (GIM) subsequent to a logistics reassignment (LR). Clarify reporting procedures for procurement source receipts after LR where the LIM issued the contract including directing the SDR to the LIM (owner) as the action activity when a prepositioned materiel receipt (PMR) is provided.

(2) Change 2 – Specify the allowable number of International Logistics Control Office (ILCO) rejections per SDR.

(3) Change 3 – Remove the current FMS restriction on using Discrepancy Code Z2 (repetitive discrepancy).

(4) Change 4 – Eliminate the DLM exclusion for SDR reporting by activities using non-appropriated funds to requisition wholesale materiel.

(5) Change 5 – Update the time standards for SDRs associated with materiel classified secret and above, and nuclear weapons-related materiel (NWRM) to require accelerated response.

(6) Change 6 – Update procedures to prescribe business rules for routing of packaging discrepancy SDRs resulting from redistribution of stock between storage activities.

(7) Change 7 – Update procedures for submission of information only (vice action) SDRs for packaging discrepancies below a specified dollar threshold where repackaging can be provided by the DLA Distribution Center.

(8) Change 8 – Revise business rules associated with resubmission of an SDR after customer cancellation of the original submission or storage activity completion notice.

(9) Change 9 – Adopt administrative changes for SDR transactions/procedures:

(a) Clarify file naming requirements for SDR attachments.

(b) Update the list of special characters that can be used in SDR remarks.

(c) Adopt a new edit to validate user selection of the SDR categories to preclude selection of “dual action” (item and packaging discrepancies in the same SDR) when not applicable.

(d) Remove an erroneously mapped data element in the 842A/R SDR

Reply.

(e) Establish a new “generic” reply code to support storage activity forwarding of SDRs to an owner/manager not specifically designated by any of the current SDR forwarding reply codes.

(f) Clarify formatting rules for forwarding SDRs to the owner/manager for disposition after initial review by the action activity. Establish new rejection Reply Code 943 to enforce proper formatting of selected forwarding transactions.

(g) Incorporate clarifications to FMS procedures as published in SAMM policy update DSCA 14-10 (Reference 3.g.).

(h) Update DLM guidance to refer to the “SDR Process Review Committee (PRC)” (rather than a subcommittee of the Supply PRC).

(i) Incorporate Supply Chain Management policy (Reference 3.b.) for receipt processing, which directs Components to design supply systems to report supply discrepancies as an integral and seamless part of the receiving process.

(j) Remove references to translation capability used to support non-DLMS interfaces.

(k) Document information copy business rules specific to various business processes.

(l) Update DLM guidance to provide an overview of WebSDR query and management report capability.

(m) Remove obsolete and redundant guidance related to Industrial Plant Equipment (IPE) packaging deficiencies.

(n) Document WebSDR procedures associated with historical SDRs.

(o) Update procedures for preparation of WebSDR transaction receipt acknowledgment.

## **b. Background:**

### **(1) Change 1 – SDR procedures after LR.**

(a) Current procedures for customer SDRs (Document Type 6 or 7) require the customer to submit the SDR to the LIM, (i.e., to the source of supply (SoS) from which they ordered the materiel). The LIM responds to the SDR for financial resolution. If disposition instructions are needed for discrepant materiel received, the LIM must coordinate off-line with the GIM to obtain disposition. The LIM must then respond with a consolidated response. The current procedures authorize use of Reply Code 506 (SDR forwarded to GIM for disposition), but do not support transactional forwarding between the LIM and the GIM.

(b) Current procedures do not perpetuate guidance for processing of the SDR applicable to procurement source receipts where the LIM issued the contract. MILSTRAP procedures clearly define the rules that direct the receipt to the LIM. The LIM is then responsible for any negotiation with the contractor for resolution of the discrepancy.

(2) **Change 2 – ILCO rejections per SDR.** The current rules for ILCO rejection of unsatisfactory action activity SDR replies do not specify a maximum number of authorized rejections. However, DLA did implement such a restriction. As a result, the DLA Enterprise

Business System (EBS) produced automatic denials starting with the third ILCO rejection. ILCO rejections were being denied prematurely by DLA when there was a corrected or contested SDR involved resulting in more than three ILCO rejects. After discussion with SDR System Administrator and the Air Force ILCO representative, it was agreed that the internal EBS limit would be raised to allow up to five ILCO rejections and that this limit would be established as a DOD business rule.

**(3) Change 3 – Remove FMS restriction from using Discrepancy Code Z2 (Repetitive Discrepancy).** The SDR Administrator proposed removing this restriction as an unnecessary rule that prevents FMS customers from clearly identifying repetitive discrepancies. This prevents the action activity from systemically recognizing recurring problems in need of more focused attention for corrective action. Currently, the customer may use remarks text to alert action activities of recurring problems, but a coded entry would be preferable for analysis.

**(4) Change 4 – Remove the SDR guidance exclusion for SDR reporting by activities using non-appropriated funds.** The SDR Administrator proposed removing the exclusion from use of SDRs for reporting discrepancies involving shipments on requisitions or purchase orders from wholesale stock paid using non-appropriated funds. The SDR implementation team concurred that the funding source should not be relevant to submission of SDRs for supply discrepancies in requisitioned materiel. Some non-appropriated funds activities (e.g., the Exchange) are already using WebSDR to submit SDRs to DLA.

**(5) Change 5 – Update SDR time standards for SDR reply for priority processing of selected SDRs.** This change incorporates guidance for accelerated response to SDRs applicable to materiel classified secret and above, and NWRM as published in DODM 4140.01, DOD Supply Chain Materiel Management Procedures, Volume 11, Management of Critical Safety Items, Controlled Inventory Items Including Nuclear Weapons-Related Materiel (Reference 3.b.). The accelerated response time standard is necessary to prioritize the most sensitive SDRs, eliminate any unnecessary delays in processing of these SDRs, and confirm controlled items are properly accounted for and stored in secure facilities.

**(6) Change 6 – Business rules for routing of packaging discrepancy SDRs resulting from redistribution of stock between storage activities (Document Type R for DLA Distribution Centers via DLA Distribution Standard System (DSS) and Document Type N for non-DSS storage activities).** ADC 184 (Reference 3.c.) specifically addressed processing and routing rules for non-packaging discrepancies resulting from redistribution of materiel between storage locations. Subsequently, procedures were adopted for routing of SDRs pertaining to packaging discrepancies; however, these procedures were never documented in DLMS SDR guidance. This gap was identified during an SDR implementation team call and it was agreed by Components that the DLM guidance should be updated to document the procedures as implemented by DLA Distribution Centers.

**(7) Change 7 – Submission of information only (vice action SDRs) for packaging discrepancies below a dollar threshold where repackaging can be provided by the DLA Distribution Center.** DLMS SDR guidance requires the preparation of SDRs based upon dollar thresholds, but does not specifically authorize the use of information only SDRs when the packaging discrepancy can be corrected by the storage activity based upon prior agreement with the Components under stock readiness procedures (Reference 3.f.). This is a source of confusion since it gives the appearance that the rules are inconsistent or conflicting.

## **(8) Change 8 – Resubmission of Cancelled/Completed SDR**

(a) This change redefines the transaction set purpose code that can be used to reopen a previously cancelled SDR. ADC 452 (Reference 3.e.) outlined the use of Discrepancy Code Z6 with Transaction Set Purpose Code 00 (new reports). After discussion and coordination between DLA and the Components it has been determined that the process will not work with existing implemented SDR systems. The attempted reopening of cancelled or completed SDRs as a new report results in potential rejects due to Component system interpretation as a duplicate submission. In this context, completed SDRs are those SDRs submitted by storage activities for which a completion notice (Transaction Set Purpose Code CN) has been provided. DLA submitted a request that a correction transaction using Transaction Set Purpose Code CO containing the Discrepancy Code Z6 be used to reopen a previously cancelled or closed SDR. This will allow the receiving application to reopen the original SDR record retaining the original WebSDR control number and linking the new data with the prior submission. Retaining this relationship between the transactions is the primary advantage of using the correction format.

(b) The X12 standard does not recognize functional significance associated with the sequence in which multiple occurrences of a data element at the same position are identified. However, the DLA EBS implementation for their current processing to reopen completed SDRs using Discrepancy Code Z6 is based upon the Z6 appearing as the first discrepancy code in the transaction. This requirement is perpetuated to the SDR guidance to reduce programming impact on DLA. WebSDR will ensure that transactions containing Discrepancy Code Z6 map this value to the first discrepancy code in the outgoing transaction.

**(9) Change 9 – Administrative Changes.** Several issues encountered during implementation of new system interfaces and processing of SDR transactions highlighted a need for greater visibility of detailed business rules and update/correction of associated DLMS implementation conventions (ICs).

(a) One requirement is the clarification of existing transaction formatting rules for SDRs forwarded using 300-series reply codes. A unique formatting rule was adopted by DSS during the original implementation of DLMS SDR transactions. This rule was later applied to WebSDR direct input so that non-DSS activities could use these forwarding replies. When the process was being implemented by the Army within the Logistics Modernization Program (LMP), for use by the non-army-managed items (NAMI) program office when forwarding SDRs to DLA after initial research of Army filled lateral redistribution orders directed by DLA, the lack of specific formatting details resulted in confusion. The rules require the owner/manager to which the SDR is being forwarded for disposition to be identified as the routing identifier code (RIC)-To (rather than the DoD activity address code (DoDAAC) of the SDR submitter normally used as the “transaction-to” activity). WebSDR then forwards the SDR to the designated owner/manager and also captures the RIC as the Transfer-To RIC in the copy of the SDR reply sent to the submitter.

(b) Under some circumstances, such as rejection or SDR receipt acknowledgment, WebSDR generates transactions to Component SDR systems using the RIC SGA (DLA Transaction Services). Customers may see this RIC and assume it is an appropriate action activity for SDRs. Currently any SDR directed to RIC SGA goes to DLA personnel based upon the Service/Agency Code S and must be manually researched to determine corrective

action. This can be time-consuming. A new edit should be established within WebSDR to reject these SDRs and within Component SDR systems to block their transmission.

(c) The DOD Supply Chain Materiel Management Procedures, Volume 8 (Reference 3.b.), elevates the SDR Subcommittee to a full PRC.

(d) The intent of the supply discrepancy reporting program is to support identification of discrepancies identified during receipt processing without requiring separate action by receiving or support personnel to manually re-enter receipt information for the creation of the SDR in a separate SDR system. Although stand-alone SDR systems are necessary in the current environment, such “swivel chair” processing is inefficient; fails to use available information within the supply system to ensure properly completed reports, and sometimes results in incomplete or inaccurate SDRs. The supply chain procedures (Reference 3.b. Volume 5) direct the integration of the discrepancy reporting process with the Component’s receiving system to reduce manual entry and improve reporting. The integration of receipt and discrepancy reporting within a supply system will become more critical as the Department implements procedures associated with management and tracking materiel by item unique identification (IUID).

(e) With the implementation of DLMS SDR interface by the Army LMP, there is no longer a need for WebSDR to support the Army unique transaction format. This was the only non-standard transaction format supported by WebSDR.

(f) During the design for WebSDR, Components using internal SDR systems identified a need for a business process that would allow SDRs to be worked internal to the Component or internal to the Component’s SDR application without providing standard transaction/email outputs from WebSDR. Historical SDRs (identified by Transaction Set Purpose Code 49) were established for this purpose. Historical SDRs are currently employed by two systems; the Product Data Reporting and Evaluation Program (PDREP), and the Air Force Security Assistance Command (AFSAC) SDR Application (SDR-A).

**1.** For PDREP-generated SDRs, the use of historical SDRs allows WebSDR to have a full record of the SDR history for query and management report preparation without impacting the internal Component SDR system procedures. Without this process, there would be duplicate dissemination of SDRs or, conversely, gaps within the WebSDR database.

## **2.** AFSAC SDRs

**a.** For AFSAC SDR-A-generated SDRs, the use of historical SDRs allows WebSDR to support internal communication of SDRs prior to International Logistics Control Office (ILCO) approval and transmission of the SDR to the applicable action activity. Without the historical SDR process there would be premature dissemination of SDRs. When AFSAC created SDR-A, it was decided not to build a reply capability within SDR-A, but instead to use WebSDR as the centralized tool for inputting all replies to the customer. The AFSAC SDR office is the AF ILCO for all AF FMS SDRs. Prior to submitting an SDR to a supplier, the ILCO analyst validates the SDR to ensure it meets regulatory and Letter of Offer and Acceptance (LOA) timelines for submission, as well as minimum dollar value requirements. The analyst also ensures it has supporting documents necessary for the supplier to effectively respond to the SDR. If any of these conditions are not met, SDR-A transmits the SDR to WebSDR as an historical transaction with an action activity

RIC FNH (AFSAC). Then the ILCO goes into WebSDR and inputs a reply that WebSDR transmits back to SDR-A to either request additional information from the customer or close out the SDR. If ILCO asked the FMS customer for additional information, and the customer submits a correction to SDR-A with that information, SDR-A transmits that SDR to WebSDR with the appropriate action activity RIC (e.g. the SoS or shipping depot) as a new original (Transaction Set Purpose Code 00) (not a correction) and the SDR posts in WebSDR (using same WebSDR control number as the historical). WebSDR must suppress any outgoing information copies of the SDR until the new original SDR is established.

**b.** An effort to terminate use of historical SDRs for AFSAC is currently underway; updates will proceed in SDR-A in two phases. Phase 1 is to properly transmit the original SDR with original remarks and attachments, followed by correction SDR with correction remarks and attachments as soon as a confirmation is received that original is established. For this to work, it is critical that SDR-A receive notification when the original with attachments has posted. This is accomplished using the WebSDR transaction receipt acknowledgment (outgoing reply transaction with Reply Code 103 (Discrepancy report receipt acknowledgment) (Reference 3.h.)). Under normal processing that will be within an hour. The original will establish the record, followed by the correction to get the rest of the information provided by the customer to the supply source. This will eliminate the need for the historical to establish the record. AFSAC estimated completion date for Phase 1 is November 14, 2014. Phase 2 is to stop sending the historical to WebSDR. This will require the functionality to create a reply screen in SDR-A estimated for completion in mid-January 2015.

**Staffing Note:** The DLMS manual will not be updated to document AFSAC SDR-A processing if termination of historical SDRs is achieved. This may occur prior to formal change publication.

**c.** The processing steps for SDR-A termination of historical SDRs is dependent upon notification to AFSAC that the original SDR has posted. Currently, WebSDR transaction receipt acknowledgment is prepared as soon as the X12 transaction passes initial edits; however, prior to the X12 transaction linking to attachments and actually posting to the WebSDR. After discussion with DLA Transaction Services, it was agreed to revise the logic to delay sending the receipt acknowledgement until the record with its associated attachments actually posts to the WebSDR database. When the transaction identifies that attachments are being provided and the attachments never show up, the record will post in WebSDR without the attachments in about 16 hours (64 processing cycles) after receipt and the acknowledgement will be transmitted. When this happens, the submitting system point of contact will also receive an error message email from WebSDR that attachments never linked up. A correction containing the attachments may be provided to forward the attachments.

**c. Approved Change in Detail:**

**(1) Change 1 – SDR procedures after LR.**

**(a) Transfer of SDR by LIM to GIM.** In the approved system enhancement, the LIM would provide an SDR reply with financial resolution. If disposition instructions are needed for discrepant materiel, the LIM would include Reply Code 506 (SDR forwarded to GIM for disposition) as well as the applicable 300-series forwarding reply code. The standard rules for formatting of the 300-series forwarding reply would be used by the LIM. The presence of the Reply Code 506 would trigger WebSDR to send an information copy

(Transaction Set Purpose Code 22) of the SDR to the GIM. The LIM's reply would be updated by WebSDR to identify the GIM as the Transfer-To RIC (per current rules for processing of 300-series forwarding replies) and this transaction would be transmitted to the LIM and the customer. The information copy of the original SDR and the forwarded reply from the LIM may be transmitted to the GIM at the same time. The GIM's SDR application should be designed to ensure proper sequencing if these transactions arrive out of order.

**(b) Procurement source receipts**

**1.** Update procedures to reflect guidance consistent with MILSTRAP/DLMS guidance (Reference 3.a.) for processing of discrepant receipts and those lacking a PMR after LR where the LIM issued the contract.

**2.** When a PMR is provided, direct the SDR to the owner (the same organization to which the receipt is reported). This may cause the SDR to be sent to an owner that is not the current manager for the materiel.

**Staffing Note:** This requires a DLA Distribution Standard System (DSS) program modification due to current logic that directs the procurement source receipt SDRs (Document Type 9) to the manager.

**(2) Change 2 – ILCO rejections per SDR.** WebSDR and Component SDR systems must accept up to five ILCO rejections per WebSDR control number. WebSDR must establish procedures to count the number of ILCO rejections by WebSDR control number and reject after the maximum allowable number of rejections is reached. In conjunction with the new edit, establish new SDR Reply Code 940 (Transaction rejected. Exceeds maximum number of ILCO rejections). SDR remarks will state: "No more than five ILCO rejection replies per WebSDR control number allowed. Contact the action activity directly to clarify situation and requested corrected action activity response."

**(3) Change 3 – Remove FMS restriction on using Discrepancy Code Z2 (repetitive discrepancy)**

**(a)** Update the definition for Discrepancy Code Z2 to remove the FMS restriction. Concurrently, remove WebSDR and Component SDR system restrictions preventing FMS customers from selecting Discrepancy Code Z2.

**(b)** No change to SDR dollar threshold applies. Each individual SDR must comply with the Security Assistance dollar thresholds for SDR submission. The SDR submission cannot be based upon the dollar value of the accumulated discrepancies.

**(4) Change 4 – Remove the SDR guidance exclusion for SDR reporting by activities using non-appropriated funds.** Update DLMS guidance to remove the current exclusion as indicated in Enclosure 1. No change to WebSDR processing is required.

**(5) Change 5 – Update SDR time standards for SDR reply**

**(a)** Revise DLMS procedures to require SDR action activities to provide immediate feedback upon receipt of SDRs reporting selected discrepancies associated with controlled inventory items that are classified secret and above, or NWRM. At a minimum, action activities must recognize the materiel classification and provide an interim SDR reply

with interim Reply Code 103 (Discrepancy report receipt acknowledgment) within 24 hours. The interim SDR remarks must affirm that appropriate attention to this SDR is underway and that a comprehensive response will be provided within the required time standard. Internal Component processing rules must be established to ensure the SDR is prioritized for speedy research and resolution.

(b) When an interim response is provided, a comprehensive response must be provided within 15 business days. If the shipper is not authorized to provide disposition instructions based upon Component rules, this will require the shipper to validate the discrepancy and the SoS to provide disposition instructions within 15 business days.

These revised rules apply to the following:

1. Discrepancies: shortage, overage, wrong item, mismatch of UII/serial number for serially managed/tracked materiel, or receipt of a misdirected shipment,

AND

2. Controlled Inventory Item Codes (CIICs): E, F, G, H, K, L, O, S, T, W, and 5.

**(6) Change 6 – Business rules for routing of packaging discrepancy SDRs resulting from redistribution of stock between storage activities (Document Type R for DLA Distribution Centers via DLA DSS and Document Type N for non-DSS storage activities).** Update DLM guidance to clarify that SDRs prepared for packaging discrepancies subsequent to redistribution between storage activities must be directed to the shipping activity for action with an information copy provided to the owner/manager.

**(7) Change 7 – Submission of information only (vice action SDRs) for packaging discrepancies below a dollar threshold where repackaging can be provided by the DLA Distribution Center.** Update DLM guidance to remove obsolete requirements and to clarify current business rules. Procedures must explain that SDRs prepared by DLA Distribution Centers for packaging discrepancies that can be corrected immediately by the storage activity and the corrective action falls below a specified dollar threshold may be provided to the manager for information to document the discrepancy and support the use of funds allocated by the Components for stock readiness work. DLA and the Services provide Military Interdepartmental Purchase Requests (MIPRs) for funding DLA Distribution Center stock readiness work, inclusive of repackaging discrepant receipts, under the joint Stock Readiness instruction (Reference 3.f.).

(a) For DLA-managed materiel only, if the materiel received by the DLA Distribution Center has a pre-positioned materiel receipt (PMR) on file, no item discrepancies are noted, is a secondary item, and the cost to correct the discrepant packaging is less than \$300, the Distribution Center may perform the corrective action without authorization from the owner/manager based upon prior agreement. Therefore, the SDR will be provided to the owner/manager for information only using Action Code 1H. For DLA-managed clothing and textile commodities, the authorized threshold is \$500.

(b) For all other Components, if the materiel has a packaging discrepancy, no item discrepancies are noted, is a secondary item, and the cost to correct the discrepant packaging is less than \$300, the DLA Distribution Center may perform the corrective action without authorization based upon prior agreement regardless of whether a PMR was provided. Therefore, the SDR will be provided to the owner/manager for information only.

#### **(8) Change 8 – Resubmission of Cancelled/Completed SDR**

(a) Revise SDR processing procedures to reopen a previously cancelled/completed SDR. Component SDR applications and WebSDR must be modified to allow corrections (Transaction Set Purpose Code CO) to be used to reopen a previously cancelled/completed SDR by citing existing Discrepancy Code Z6. Discrepancy Code Z6 must be used in combination with at least one other discrepancy code. The original WebSDR control number must be used when submitting such a correction. In this way, all relevant transactions will be linked in the WebSDR Composite View in submission sequence and Component SDR systems will have visibility of the original submission date.

(b) WebSDR will reject new SDR submissions that match a previously cancelled SDR as a duplicate. The duplicate matching criteria are: document number/suffix, action activity, transportation control number, and discrepancy code(s) (plus the Automated Discrepancy Reporting System (ADRS) control number for SDR prepared by DSS). Reject with Reply Code 907. The SDR will include remarks text (or tailored error message for on-line WebSDR users) as follows: *“A separate new SDR may not be processed after the original SDR has been cancelled. If the original SDR was cancelled by mistake, the record may be reopened by submitting an SDR correction citing Discrepancy Code Z6 as the first discrepancy code and remarks text to clarify the situation.”*

(c) WebSDR will reject SDR follow-ups and contested/reconsideration requests after the corresponding SDR is cancelled. Reject with Reply Code 907. The SDR will include remarks text (or tailored error message for on-line WebSDR users) as follows: *“SDR Follow-Up (or Reconsideration Request) may not be processed after the original SDR has been cancelled. The original SDR may be re-opened by submitting an SDR correction citing Discrepancy Code Z6 as the first discrepancy code and remarks text to clarify the situation.”*

(d) To preclude rejection by DLA, WebSDR will ensure that transactions containing Discrepancy Code Z6 map this value to the first discrepancy code in the outgoing transaction.

#### **(9) Change 9 – Administrative Changes**

(a) **SDR attachment file name.** Revise procedures to clarify that SDR attachment file names must be ten characters in length. SDR systems must use an underscore (“\_”) to pad the length of the file name if saved by the user with fewer than ten characters. Special characters (other than the underscore) are not authorized and WebSDR will replace any such special characters in the file name with an underscore.

(b) **SDR text.** Revise transaction input guidance to update the allowable special characters used in text fields to include the colon, open bracket, close bracket, backward slash, and question mark, and remove the ampersand and semi-colon from the previously defined list. Add asterisk, and caret to the unauthorized character list. Specific values that are

acceptable and those that are unacceptable because they are reserved for use as XML parsers are delineated as follows. Any characters not specifically identified in these lists should not be used.

Authorized Special Characters	Invalid Special Characters
@ (at sign)	& (ampersand)
# (number/pound sign)	; (semi-colon)
\$ (dollar sign)	< (less than)
( (open parenthesis)	> (greater than)
) (close parenthesis)	' (apostrophe)
- (dash)	" (quotation marks)
= (equal sign)	* (asterisk)
+ (plus sign)	^ (caret)
, (comma)	
. (period)	
: (colon)	
/ (forward slash)	
\ (backward slash)	
[ (open bracket)	
] (close bracket)	
? (question mark)	

**(c) Dual action edits.** Modify WebSDR direct web input to ensure properly submitted discrepancy category codes. Because this value is selected prior to input of discrepancy codes, the edit will be performed after the user submits data and will not adjust the value as appropriate without rejecting or requiring further user action. Packaging SDRs must identify at least one packaging discrepancy code and no non-packaging discrepancy codes (other than Z2 (repetitive discrepancy)). Dual action SDRs must include at least one P-series discrepancy code and one non-P-series discrepancy code (other than Z2). If feasible, a similar edit must be applied to SDR transactions.

**(d) SDR Forwarding Edit**

**1.** Modify WebSDR validation to prohibit forwarding of an SDR to an activity that is not designated as the owner/manager using a 300-series reply code other than specifically authorized scenarios. Reject using the new Reply Code 943 (Transaction rejected. Forwarding not authorized or transaction not properly formatted.). Include reply remarks: “Reply transactions directing forwarding by 300-series reply codes must identify the new action activity as the RIC-To and owner/manager. Reply has inconsistent addressing: Forward-To='\_\_\_'; Owner/Manager='\_\_\_'.”

**2.** Reply Code 943 does not apply when used in conjunction with Reply Code 506 to forward the SDR from the GIM to the LIM after an LR. This is because the owner/manager field will contain the customer’s SoS (the LIM) and will, therefore, differ from the action activity (RIC-To) in the forwarded reply.

**3.** Programming logic must support the identification of additional future exceptions to the Reply Code 943 edit criteria.

**(e) Remove duplication of the Code SUS in the SDR reply transaction format.** The data element associated with the identification of the owner/manager was inadvertently added to the DLMS 842A/R implementation convention in two locations. Only one is actually implemented and the other is a paperwork error. This change removes the extraneous data entry at 2/N101/2800.

**(f) Add Reply Code 309 indicating the SDR is forwarded to the owner/manager for disposition.** Current 300-series forwarding reply codes specifically identify the applicable Component. Existing codes support forwarding SDRs to: Army, Navy, Air Force, Marine Corps, DLA, GSA, and Coast Guard. However, there is no code available should the storage activity be used for distribution of materiel owned or managed by another entity. Prepositioning of a generic forwarding code will support any owner beyond those currently defined so there will be a mechanism to forward these SDRs should the need arise.

**(g) Clarify transaction formatting for SDRs forwarded using 300-series reply codes.** Revise DLM guidance to specifically state the unique formatting rule that requires the owner/manager (to which the SDR is being forwarded for disposition) to be identified as the RIC-To (rather than the DoDAAC of the SDR submitter). WebSDR then forwards the SDR to the designated owner/manager and also captures RIC as the Transfer-To RIC in the copy of the SDR reply sent to the submitter.

**(h) Edit for use of RIC SGA (DLA Transaction Services) as Action Activity or Shipper.** Establish a new edit within WebSDR to reject SDRs addressed to RIC SGA or identifying SGA as the shipper. This is applicable to all transaction types except selected replies that are authorized. At this time, the only reply appropriately addressed to SGA contains Reply Code 936 requesting WebSDR provide an information copy of an SDR. Component SDR systems must establish a comparable edit to block transmission of SDR transactions (other than SDR replies) to RIC SGA, and a block on identifying SGA as the shipper.

**(i) FMS SDR procedure clarification**

**1.** Each ILCO has the authority to use up to \$50,000 in FMS Administrative Surcharge funds to resolve an SDR. If the ILCO receives an SDR and recommends approving the SDR using more than \$50,000 in FMS Administrative funds, then they must first obtain DSCA approval by submitting an SDR package to DSCA. The package is then coordinated within DSCA for a decision. This is the only situation where DSCA becomes involved in an SDR (i.e., when the ILCO wants to use more than \$50,000 in FMS Administrative funds to pay for an SDR).

**2.** The intent of the DSCA policy memo (Reference 3.g.) is to clarify that SDR packages must be coordinated/staffed/endorsed by the Headquarters element of each Service, before they are submitted to DSCA. This is because DSCA recently received several large dollar value SDR packages (>\$1M) directly from one of the ILCOs without the SDR packages being submitted through their Headquarters. Several of the SDRs were the result of mistakes made by the Program Offices. This raised a lot of concern and pushback within DSCA because many believe the Program Office should fund the SDRs with their funds, not

FMS Administrative Funds. As a result, the DSCA Principal Director for Business Operations requested that all SDR packages be submitted through the Headquarters element of each Military Department (MILDEP) before forwarding them to DSCA. The intent was to ensure that the MILDEP Headquarters is a) aware of the SDR packages (dollar amount and cause of the SDR), and b) agrees with the MILDEP's recommendation that FMS Administrative Funds is the correct source of funding to resolve the SDR.

**3.** The requirement to submit SDR packages when the Service believes the U.S. Government (USG) is liable for the SDR and recommends using more than \$50,000 in FMS administrative funds is in the Security Assistance Management Manual (SAMM). Prior to the policy change, the SAMM just stated that DSCA reviews and approves or disapproves SDRs when the implementing agency determines the USG is liable for correction and recommends use of FMS funds in excess of \$50,000. It did not say anything about how an SDR package should be coordinated/routed.

(j) Update DLM references to the “SDR Subcommittee” to read “SDR Process Review Committee.”

(k) Incorporate DLM language to promote SDR creation as an “integral and seamless part of the receiving process.”

(l) Update WebSDR information copy requirements to document the current rule applied to support NAMI funded requisitions to other Components.

(m) Remove obsolete and redundant DLM guidance applicable to IPE packaging deficiencies.

(n) Update DLM guidance to clarify the purpose and use of historical SDRs.

**Staffing Note:** If AFSAC SDR-A historical SDRs are terminated as planned, the AFSAC process description will not be published in the DLMS manual.

(o) Update DLM guidance to document the potential delay in transmission of WebSDR transaction receipt acknowledgment until after attachments have posted.

**d. Revisions to DLM 4000.25 Manuals:**

(1) DLM 4000.25, Volume 2, Chapter 17 revisions (procedures) are shown at Enclosure 1.

(2) DLM 4000.25, Volume 2, Appendix 3 revisions (data elements) are shown at Enclosure 2.

(3) DLMS Implementation Convention (IC) revisions (transactions) are shown at Enclosure 3.

(4) DLMS Dictionary (Logistics Data Resource Management Systems (LGDRMS)) revisions (for updates not included in Enclosure 2) are shown at Enclosure 4.

e. **Transaction Flow:** Standard SDR transaction flows apply.

f. **Alternatives:** None identified.

g. **Proposed DLMS Change 1127 Staffing Response/Comment Resolution:**

	Originator	Response/Comment	Disposition
1.	DLA	<p>Concur</p> <p>Comments provided:</p> <p>c. <u>Requested Change in Detail:</u></p> <p style="padding-left: 40px;">(1) Change 1 – SDR procedures after LR</p> <p style="padding-left: 80px;">(a) Transfer of SDR by LIM to GIM - Why are both Reply Codes 506 and 300 being used. Using existing functionality we would use the 506 to forward to the RIC of the GIM using the “transfer to”. For EBS an RFC would be required to implement use of the 506 Reply Code. Also, we were under the belief that the 300 series had no functionality behind it. Is DLMS building functionality for the 300 series? If so, how would the 300 functionality work?</p> <p><b>Response:</b> The intent behind using two codes was to leverage existing codes and functionality. So we use the 506 because that already says the SDR is being forwarded by LIM to GIM, but since there is no system process supporting that code, we add the 300 which says the SDR is being forwarded to the specific Service/Agency. WebSDR will recognize the 300 reply code and send the SDR to the RIC-To and make a copy for the customer under standard rules that are already programmed. SDR replies using a 300-series forwarding reply code must always be addressed to the RIC-To that the reply needs to go to. This may be new programming for EBS if DLA doesn’t use the 300-series forwarding replies (or use don’t format correctly), but would mean new no programming for WebSDR or LMP, which already have this functionality.</p> <p style="padding-left: 40px;">(2) Change 2 – ILCO rejections per SDR – EBS has submitted RFC BTQ-12-018 to become compliant with change.</p> <p><b>Response:</b> Noted.</p> <p style="padding-left: 40px;">(3) Change 3 – Remove FMS restriction on using Discrepancy Code Z2 (repetitive discrepancy) – Just want to clarify that additional discrepancy code must accompany the Z2.</p> <p><b>Response:</b> Agree. Guidance does stipulate this requirement.</p> <p style="padding-left: 40px;">4) Change 5 – update SDR time standards for SDR reply – TQ wants clarification that the 24 hr response is required only by the depot since they are the initial party to receive the SDR. This 24 hr response would not apply to the ICP once the depots reply (11) to the SDR. The ICPs are the “second” action point, and a 24 hour response would have already been provided by DLA Distribution Depots.</p> <p><b>Response:</b> The first response has to be within 24 hours, so the DSS response within this time standard would be sufficient as the interim response to be followed by the final response from EBS within 15 days. The only concern is that the SDR reply from DSS is supposed to say that the final response will follow within 15</p>	<p>Noted.</p> <p>(Responses to comments shown directly below each comment.)</p>

	Originator	Response/Comment	Disposition
		<p>days so the submitter knows that the SDR is being given appropriate attention. EBS would have to recognize the CIIC to ensure personnel expedite the final response.</p> <p>(5) Change 7 – Submission of information only (vice action SDRs) for packaging discrepancies below a dollar threshold where repackaging can be provided by the DLA Distribution Center – for clarification, does this apply to a depot submitted SDR that contains only a packaging discrepancy code and no other discrepancy code?  <b>Response:</b> Yes.</p> <p>(6) Change 9 – Administrative Changes –  (a) SDR attachment file name – why 10 characters on the file name length? Require enough characters to have an identifier to link to the QN.  <b>Response:</b> The 10 character text name is just for the narrative part of the name or the original user-assigned name. The remaining characters of the file name are system-assigned and follow the construct rules in the dictionary (the actual file name is 50 positions, since it includes the document number/suffix, the beginning segment code, a date/time stamp, and a serial number).</p> <p>(b) SDR text – EBS has no way to exclude certain special characters from text entry. Can Web replace any invalid special characters with “_” and send through?  <b>Response:</b> The process to "fix" the embedded special characters depends on:  1) The special characters used  2) In what format the originating file is sent to DLA Trans Svcs  3) What format the forwarded transaction takes  Essentially, the fix would be manual process; therefore, the goal is for the system creating the data to block input that will not pass syntax edits (for XML or EDI).</p> <p>(c) Please clarify. Packaging SDRs must identify at least one packaging discrepancy code and <b>no</b> non-packaging discrepancy code (other than Z2 (repetitive discrepancy)). Does this mean one or more P-series discrepancy codes and no discrepancy code other than P-series?  <b>Response:</b> Yes. Dual action SDRs must include at least one P-series discrepancy code and one non-P-series discrepancy code (other than Z2). Does this mean only P-series discrepancy and one or more non P-series discrepancy codes? If so, what is the difference? They both have more than one discrepancy code. One contains P only and the other contains P and non-P.  For WebSDR, this data element is a user entry at the beginning of the Web input (before discrepancy codes for the SDR are identified). We always relied on the user to select the correct code: Packaging/Item/Dual. Then we got complaints that Service systems were receiving SDRs identified as dual where there was no packaging discrepancy or identified as a packaging discrepancy when actually dual. We are looking for some simple edits to add to WebSDR processing to try to improve data quality without a</p>	

	Originator	Response/Comment	Disposition
		<p>significant redesign to the Web input screens.</p> <p>(f) Add Reply Code 309 indicating the SDR is forwarded to the owner/manager for disposition – Again, we were under the belief that there was no functionality behind the 300 series codes. If functionality exists and an SDR was forwarded on materiel owned/managed by another entity. Would that mean that the other entity would have to have a RIC for forwarding. If no RIC, how would the SDR be forwarded?</p> <p><b>Response:</b> There is functionality, but it is different from the 504 forwarding. The requirement is that the system creating the reply identifies the RIC-To in the transaction as the RIC of the activity they want the SDR to be sent to (rather than the DoDAAC of the activity that submitted the SDR). WebSDR will pass the SDR reply to that activity and make sure the submitter gets a copy of the reply. This rule dates back to original functionality in DSS when DLMS SDRs were first implemented. The advantage over the 504 forwarding is that it provides the reply narrative to the forwarded-to activity. When using the 504, the new activity only gets a new 00.</p> <p>(h) Edit for use of RIC SGA (DLA Transaction Services) as Action Activity – Request you also reject when they identify SGA as the shipping activity. Many of the AF SDRs that are failing have SGA as both the action and shipping activity.</p> <p><b>Response:</b> Will do.</p>	
2.	Air Force	<p>Concurs with comment: ILS-S concurs with the following comments:</p> <p>1. PDC 1127 calls for several changes in SDR procedures - there are nine changes in all in the PDC. Changes are listed in PDC Section 4 (Requested Changes). The change number/change descriptions that impact ILS-S are listed below. ILS-S will need to make software changes to accommodate these changes.</p> <p>(5) NWRM SDR submission reduced time criteria. 'Staffing Note' in the PDC requested components to review listed CIICs - After validating the CIIC codes to be used for change 5 - Per DoDM 4100.39M, Volume 10, Table 61, October 2010; recommend adding Classified Items Code 'O' (the letter) and Sensitive Items Code '5'.</p> <p>(8) Resubmission of SDR</p> <p>(9b) special characters allowed in remarks section</p> <p>(9d) adding a new reply code '943'</p>	<p>Noted.</p> <p>Concur. ADC updated to add CIIC O (identifying unclassified NWRM) and CIIC 5 (identifying secret AA&amp;E).</p>
3.	Army	Concur with comment.	Noted.
4.	Navy	Concur	Noted.

	Originator	Response/Comment	Disposition
		<p>NAVSEA: The types of files permitted in PDREP goes beyond any software most users would ever have to convert into some other format ... the ones that not accepted by WebSDR will not be transmitted.</p> <p>Files types accepted by all PDREP-AIS applications are: jpg, txt, gif, bmp, doc, pdf, xls, tif, docx, xlsx, docm, xlsx, png, zip, ppt, pptx, var, ita, rdf, rtf, xml, xfdl, csv, mdb, msg, mht, avi , mov, wav, wmv , tiff</p> <p>The maximum files size is 25MB.</p>	<p>It is not acceptable to block the transmission of the attachment if the user thinks it went forward. PDREP must either stop accepting unacceptable types in PDREP or tell the user that the file type is not acceptable for transmission to DoD WebSDR at the time the user uploads the file for attachment.</p> <p>Resolution: NAVSEA will notify the user that certain file types are not accepted by WebSDR and thus not transmitted at the time of upload.</p>
5.	Marine Corps	Concur	Noted.
6.	USTRANSCOM	Abstain. There is no impact to USTRANSCOM systems based on this change.	Noted.
7.	Security Assistance	<p>AFSAC submitted the following questions:</p> <p><b>1. Change 1--Paragraph 4c(1)(a): Transfer of SDR by LIM to GIM.</b> If we are interpreting correctly, it appears that 506 is just clarification that the reason for forwarding via the 300 series reply to the owner/manager for disposition instructions is because they are the GIM of the NSN. We should make sure our system updates the action RIC in our system to the GIM RIC--right?</p> <p><b>2. Change 9--Paragraph 4c(9)(d): SDR Forwarding Edit.</b> The initiating system does not normally get SGA rejects (which makes us unaware that a record has been rejected and is not being worked in many cases). In this case, if a 943 is generated back to the owner/manager saying that the cannot forward SDR, and this will not cause the record to reopen in the owner/manager system (which it probably should), it is critical that a copy of the 943 transaction reject reply be sent to the initiating system as well. Otherwise, we will not know that the record is now in limbo until it gets resubmitted to correct action activity--OR... will the record reopen and the owner/manager will have to either work it or send a reply to initiator telling them to resubmit to a different action activity?</p> <p><b>3. Change 9--Paragraph 4c(9)(f): Add Reply Code 309...</b> Is this just a catchall in case there happens to be an owner/manager that is not in the 302-307 series. We cannot think of a situation where this code would apply?</p>	<p><b>1. AFSAC understanding of intent is correct.</b></p> <p><b>2. Reply Code 943:</b> Note that the definition and usage of the Reply Code 943 has been updated for the ADC. The plan is to send this rejection reply back to the activity that created the 300-series forwarding reply. The 300-series forwarding reply will not reach any other organizations because of the rejection at WebSDR. The expected result is that the record be reopened and the reply corrected/reformatted and retransmitted.</p> <p><b>3. SDR Forwarding/Reply Code 309:</b> The 309 is a proactive code assignment with no immediate use. Under current design, WebSDR uses the RIC-To in the SDR reply rather than the specific forwarding reply code which may be too generic for routing purposes (e.g., a code indicating "forwarding to DLA" translates to RIC SMS, but "forwarding to the Air Force" needs a specific owner/manager RIC). The new code will be used should DLA enter into an agreement for DLA storage of materiel belonging to an owner/manager not covered by the</p>

	Originator	Response/Comment	Disposition
			existing code set (e.g., Special Operations Command).

**5. REASON FOR CHANGES:** These changes modify SDR procedures to fill process gaps and improve transactional interfaces to ensure timely and appropriate handling of SDRs.

**6. ADVANTAGES AND DISADVANTAGES:**

**a. Advantages:**

- (1) New edits and processing rules will ensure that only valid SDRs are accepted.
- (2) New business rules will expand the functionality of WebSDR and Component SDR applications.
- (3) Clarification/documentation of existing rules will promote better understanding of SDR processing procedures.
- (4) Deletion of obsolete procedures from guidance to avoid confusion.
- (5) Documentation of previously undocumented procedures provides greater visibility of these procedures and supports consistent guidance among multiple SDR-related instructions and training guidance.
- (6) Updates to the DLM will bring the DLMS manual into compliance with the DOD Supply Chain Materiel Management Procedures.
- (7) The new response time standard will impose tighter controls for the most sensitive materiel.
- (8) Providing clear guidance for integration of the discrepancy reporting process within the Component automated system used for receipt processing is intended to motivate/expedite development of SDR functionality within Component modernized systems including, but not limited to, LMP for Army storage activities and Component Global Combat Support Systems (GCSSs) for retail/tactical level receipts.

**b. Disadvantages:** None noted.

**7. ADDITIONAL COMMENTS TO CONSIDER:** None identified.

**8. ESTIMATED TIME LINE/IMPLEMENTATION TARGET:** The target date for WebSDR programming updates is six months from the date of this approved change. DLA Distribution has reported that the DSS change to add repackaging cost as discrete data elements for DLA Distribution Center receipts is targeted for release March 2015. Reply Code 943 is already in use, but will be updated to adjust the explanation/remarks and allow the identified exception.

**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:** New SDR Reply Codes 309 and 943 are added. The definition for Discrepancy Codes Z2 and Z6 are updated. Refer to Enclosure 2. Revise the explanation of the SDR Attachment File Name data element in the remarks field, per Enclosure 4.

c. **Automated Information Systems (AIS):** As applicable, Component SDR systems must:

(1) Be able to process incoming reply transactions from the LIM and accept the information copy of the SDR based upon a document number unrecognized by the GIMs order fulfillment system for SDRs associated with an LR.

(2) Allow a maximum of five ILCO rejections per WebSDR control number.

(3) Appropriately edit for use of acceptable/invalid special characters.

(4) Allow FMS customers to report repetitive discrepancies using Discrepancy Code Z2.

(5) Recognize new Reply Code 943 used by WebSDR to prevent transactions from being forwarded in a loop.

(6) Properly format SDR attachment file names.

(7) Properly format resubmission of an SDR as a correction after it was previously cancelled/completed by the submitter. DLA has noted that this change will impact EBS, even though a similar process already supports reopening of DLA Distribution Center SDRs. The issue is that the reopened SDR might identify the DLA Distribution Center for initial action requiring EBS to retain the SDR in a "postponed" status pending the DLA Distribution Center reply (this action is not necessary under the current EBS processing sequence).

(8) Support monitoring and workflow to ensure that action activities responding to SDRs for controlled inventory item shipments that are classified secret and above or NWRM: a) provide an immediate acknowledgment that the SDR is being processed and will receive appropriate attention and b) provide final response within 15 business days.

(9) Ensure that receiving activities are supported by SDR systems that are integrated with their receiving process rather than stand-alone SDR systems.

(10) PDREP must ensure that forwarding replies to identify a new action activity are not transmitted to WebSDR subsequent to submission of a historical SDR. A new original SDR must be submitted in order to enable standard processing of transactions by WebSDR.

(11) DSS must modify identification of the action activity for procurement source receipts where a PMR is provided (to direct the SDR to the owner, vice standard routing to the manager).

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

(1) Develop new logic for handling reply transactions citing Reply Code 506 in conjunction with a 300-series reply code to transmit an information copy of the SDR in addition to the SDR reply to the GIM (identified as the RIC-To in the LIM reply).

(2) Remove the restriction in WebSDR to allow FMS transactions to use the Discrepancy Code Z2.

(3) Recognize new Reply Code 309.

(4) Properly format/accept resubmission of SDRs as a correction after customer cancellation/completion.

(5) Move Discrepancy Code Z6 to the first discrepancy code position in outgoing transactions.

(6) Edit SDRs for proper designation of packaging, supply, and dual action categories.

(7) Revise edit used to block forwarding replies that are not properly formatted (not forwarded to the designated owner/manager) to include revised reply remarks and allow for the exception when used in conjunction with Reply Code 506.

(8) Suppress outgoing information copies of replies applicable to historical SDRs.

**e. Non-DLA Logistics Management Standards Publications:** Process revisions require update to internal operating procedures and other published SDR guidance.

## Enclosure 1, Defense Logistics Manual (DLM) Chapter Revisions

Revise DLM 4000.25, Defense Logistics Management System, Volume 2, Chapter 17, Supply Discrepancy Reporting, as shown.

Changes are identified by ***bold red italics*** and strike-through text. Intervening text between updated paragraphs is not shown. Paragraphs will be renumbered as appropriate due to identified revisions.

***“C17.1.2. Component SDR Systems. The intent of the supply discrepancy reporting program is to support reporting of discrepancies identified during receipt processing without requiring separate action by receiving or support personnel to manually re-enter receipt information for the creation of the SDR in a separate, stand-alone SDR system. To facilitate the preparation of complete and accurate SDRs, Components must design supply systems to report supply discrepancies as an integral and seamless part of the receiving process.***

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C17.1.4. ~~DLMS Subcommittees~~ ***Process Review Committee (PRC)***. The DoD Component members of the SDR ~~Subcommittees~~ ***PRC*** (U.S. and Security Assistance) ~~of the DoD Supply Process Review Committee~~ are identified on the ***SDR Subcommittee PRC page*** of the ~~DLA~~ ***Defense*** Logistics Management Standards ***Office*** Website. ***The SDR PRC is responsible for the development, expansion, improvement, maintenance, and administration of supply discrepancy related procedures and SDR transaction processing under the DLMS.***

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C17.1.6. ***Exclusions***. The following types of discrepancies are excluded from the provisions of this publication:

C17.1.6.1. Discrepancies found while materiel is in storage. Two exceptions to this exclusion are: 1) short shipment and wrong item discrepancies discovered upon opening a sealed vendor pack may be reported by U.S. Government customers only, and 2) materiel in storage in a sealed vendor's pack that is later discovered to have been shipped with discrepancies relating to ***item unique item identification (IUID) data (serial number or unique item identification (UII))***. These may be reported as SDRs and are not subject to submission timeframes. Refer to IUID discrepancies below.

C17.1.6.2. Discrepancies involving local deliveries to, or returns from, internal or satellite activities. This exclusion is not applicable to on-site ***DLA Distribution depot Center*** shipments.

C17.1.6.3. Discrepancies involving shipments of privately-owned vehicles.

~~C17.1.6.4. Discrepancies involving shipments on requisitions or purchase orders from personnel services activities citing non-appropriated funds.~~

### C17.3.2.8. Packaging Discrepancies

C17.3.2.8.1. Improper Packaging. Report any unsatisfactory condition resulting from improper packaging that causes the item, shipment, or package to be vulnerable to any loss, delay, or damage according to the specific conditions cited. Unless otherwise indicated, the minimum dollar value reporting criteria is when the estimated/actual cost of correction exceeds \$100; or the value of the item, shipment, or package is \$2500 or over, regardless of the estimated or actual cost to correct the packaging discrepancy. This may include loss or damage to the item, shipment, or package except when a report is otherwise required by DTR 4500.9-R, Defense Transportation Regulation, Part II, Cargo Movement. Where encoded information on the SDR is not sufficient, the submitter should provide detailed descriptions of how the materiel was packaged, as well as the actual damages incurred to the materiel. The submitter will also include, when available, the estimated cost of correction of packaging on the initial SDR.

C17.3.2.8.2. Packaging Discrepancies Noted at DLA Distribution Depots Centers. To ensure proper ~~billing~~ **visibility and traceability of preservation, packaging, packing and marking (PPP&M) costs**, ~~indicate if the materiel is a major item, i.e., ships, aircraft, missiles, ammunition, vehicles, etc., or secondary item, i.e., any item that supports a major item such as reparables, consumables, assemblies, etc.~~ **DLA Distribution Centers will *must* include projected or actual *the estimated* costs for repackaging, *including the discrete cost for labor and repackaging materials*. If actual, indicate the date corrective action was completed.**

***C17.3.2.8.2.1. For DLA-managed materiel only, if the materiel received by the DLA Distribution Center has a PMR on file, no item discrepancies are noted, is a secondary item, and the cost to correct the discrepant packaging is less than \$300, the DLA Distribution Center may perform the corrective action without authorization from the owner/manager based upon prior agreement. The SDR will be provided to the owner/manager for information only using Action Code 1H. For DLA-managed clothing and textile commodities, the authorized threshold is \$500.***

***C17.3.2.8.2.2. For all other Components, if the materiel has a packaging discrepancy, no item discrepancies are noted, is a secondary item, and the cost to correct the discrepant packaging is less than \$300, the DLA Distribution Center may perform the corrective action without authorization based upon prior agreement regardless of whether a PMR was provided. The SDR will be provided to the owner/manager for information only.***

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C17.3.2.8.10. Repetitive Packaging Discrepancies. Include Discrepancy Code Z2, Repetitive Discrepancy, with the other specific packaging discrepancy code(s) to report repetitive packaging discrepancies that impose a significant burden on receiving or transshipment activities. Total costs to correct packaging will be included in the SDR. ***For FMS SDRs reporting repetitive packaging discrepancies, each individual SDR must comply with the Security Assistance dollar thresholds for SDR submission. The SDR submission cannot be based upon the dollar value of the accumulated discrepancies.***

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C17.3.2.12. Repetitive or Other Discrepancies. *U.S.* receiving activities will report repetitive discrepancies, regardless of dollar value. ***For FMS SDRs reporting repetitive discrepancies, each individual SDR must comply with the Security Assistance dollar thresholds for SDR submission. The SDR submission cannot be based upon the dollar value of the accumulated discrepancies.*** Additionally, receiving activities may report any other discrepant condition of an item not specifically identified in this chapter at the time of receipt, unless listed specifically under exclusions.”

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C17.3.3. SDRs Resulting from Redistribution Orders (RDOs). ***The following procedures are applicable to DLA Distribution Centers and may be applied to other storage activities as directed by the responsible Service/Agency.*** When a ~~distribution depot~~ ***storage activity*** receives an RDO from another ~~distribution depot~~ ***a shipment based upon a redistribution order*** and the materiel is short, over, wrong, or quality deficient, ***or otherwise discrepant*** the receiving ~~depot~~ ***activity*** will:

C17.3.3.1. RDO Shortage. Prepare the SDR to report shortage and use Action Code 1D (materiel still required). The shipping ~~depot~~ ***activity*** will receive the action copy; the ICP will receive an information copy. The ~~depot~~ ***shipping activity*** receiving the SDR will treat it as a priority and conduct inventories as appropriate. If the inventory confirms an over balance, the ~~depot~~ ***shipping activity*** will respond using Disposition/Status (Reply) Code 123 (materiel will be reissued at no charge) citing inventory conducted and verified shipment error. If the inventory confirms correct balance or the balance is short, the ~~depot~~ ***shipping activity*** will reply with Disposition/Status (Reply) Code 126 (materiel not available for reshipment) or 701 (SDR rejected) citing inventory conducted and no overage was discovered; no materiel will be shipped, OR, inventory conducted and shortage was identified; loss adjustment recorded on depot accountable record, no materiel will be shipped.

C17.3.3.2. RDO Overage. Prepare the SDR to report overage using Action Code 1B (materiel being retained). The shipping ~~depot~~ ***activity*** will receive the action copy; the ICP will receive an information copy. The depot receiving the SDR will treat it as a priority and conduct inventories as appropriate. If the inventory confirms an over-shipment error, the shipping ~~depot~~ ***activity*** will respond with Disposition/Status (Reply) Code 137, annotating that inventories were conducted and balances were adjusted to show correct on hand balance. If inventory confirms no over-shipment was made, the shipping ~~depot~~ ***activity*** will respond with Disposition/Status (Reply) Code 701 (SDR rejected), citing inventory conducted and on-hand balances are correct.

C17.3.3.3. RDO Wrong Item. Prepare the SDR to report receipt of wrong item using Action Code 1D (materiel still required). The shipping ~~depot~~ ***activity*** will receive the action copy; the ICP will receive an information copy. The ~~depot~~ ***shipping activity*** receiving the SDR will treat it as a priority and conduct inventories on both the wrong item that was shipped and the correct item that was not shipped. No ~~distribution depot~~ ***DLA Distribution Center*** will request or authorize return or movement of wrong materiel received as an RDO; the ICP/IMM will make all materiel movement decisions. If the inventory confirms an overage of the correct NSN, the shipping depot will respond using Disposition/Status (Reply) Code 123 (materiel will be reissued at no charge), citing inventory conducted and shipment error confirmed; materiel will be shipped to correct shipment error. If the inventory fails to confirm an overage of the correct NSN, but an inventory of the wrong NSN reveals a shortage, the shipping ~~depot~~ ***activity*** will reply using Disposition/Status (Reply) Code 126 (materiel not available for shipment), citing inventories

conducted on both NSNs confirm shipment error; accountable record corrected; no materiel will be shipped. Report wrong item receipts of controlled inventory, arms, arms parts, and explosives within 24 hours.

C17.3.3.4. RDO Quality-Related Issues. Prepare an SDR when quality-related issues are noted upon receipt, or when materiel received on the RDO must be suspended prior to stow. The action copy will be sent to the **item manager ICP/IMM** using Action Code 1A (disposition instructions requested). **An information copy will be prepared for the materiel owner directing the redistribution if different from the item manager.** The **ICP/IMM action activity** will respond to the receiving ~~depot~~ **activity** with disposition instructions, to include condition code change requirements where appropriate. Refer to quality-related issues in paragraph C17.3.2.9.

***C17.3.3.5. Packaging, Documentation, and Other Discrepancies. Prepare the SDR to report the discrepancy using Action Code 1H (information only) where the receiving activity is able to process the receipt and there is no impact to the shipping activity inventory records. Include repackaging costs when applicable. The shipping activity will receive the action copy; the ICP will receive an information copy. The storage activity receiving the SDR will review the SDR for corrective action for future shipments and record the SDR trend analysis. No response is required for Action Code 1H SDRs.***

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C17.3.5. Discrepancies Resulting from Lateral Redistribution Orders (LROs) on Total Asset Visibility (TAV) Shipments. Coordination with the Military Service shipping activity is recommended prior to ICP resolution of the SDR. ~~An exception from normal routing exists for SDRs entered via DoD WebSDR on LROs for TAV shipments between DLA and the Army's Non-Army Managed Items Group, Supply Directorate (NAMI Group, RIC AJ2)".~~

C17.3.5.1. All SDRs submitted for DLA-directed LROs where the item is managed by DLA, owned by **Army's Non-Army Managed Items (NAMI) Group, Supply Directorate (Routing Identifier Code (RIC) AJ2)**, and shipped from an Army CONUS site, **will must** be sent to NAMI for investigation, with an information copy to DLA (RIC SMS). **This is normally accomplished via exception routing rules within DoD WebSDR. SDRs meeting these criteria will be assigned Document Type V. Any SDRs received directly by DLA will be forwarded to NAMI (RIC AJ2) via SDR forwarding reply citing Reply Code 504.** NAMI will research the discrepancy and forward recommended disposition to DLA for final action. The NAMI action activity will provide recommended disposition to DLA within 25 calendar days **using an SDR forwarding reply citing Reply Code 307.** After 25 calendar days have elapsed and NAMI recommended resolution has not been received, DLA will follow-up for recommended disposition.

C17.3.5.2. Upon receipt of recommended disposition, DLA will review and provide final decision to the customer, along with an information copy to NAMI. DLA will be responsible for reversing credit to the TAV shipping activity, issuing credit to the requisitioner, and deleting activities from the TAV process due to poor performance, in coordination with NAMI.

C17.3.5.3. If Army shipped the wrong item or an overage, NAMI will be responsible to provide the customer with disposition instructions and/or directions for returning the item back to Army. If the item is to be retained by the customer, NAMI will be responsible for

financial actions as appropriate. DLA will not reimburse the shipper for wrong item or over shipments of Army issues relative to TAV.

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C17.3.8.1. Report supply-related discrepancies involving IUID under DoD IUID Supply policy, including but not limited to Unique Item Tracking (UIT) programs, or as contractually required. Pending full transition to DoD IUID Supply policy using the ~~unique item identifier~~ (UII), SDRs identifying discrepancies in IUID data will be prepared citing both UII and/or corresponding serial number, when both are available.

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

C17.3.10.2.1. DoD Originated Shipments. SDRs will normally be directed to the DoD shipping activity with exceptions and specific business rules as follows.

##### C17.3.10.2.1.1. Army Directed Shipments.

C17.3.10.2.1.1.1. Army Managed Items (AMI) and Non-Army Managed Items (NAMI) Shipments. Initial action will be directed to the source of supply (SoS). The only valid Army action activity/SoS RICs are AKZ, A12, A35, AJ2, **AP5**, B14, B16, B17, B46, B64, and B69. 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.

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C17.3.12.1.2. Replies. ~~Responsible~~ **Action** activities will reply to SDRs by submission of a DLMS 842A/R to WebSDR or via direct WebSDR input. ~~Pending implementation of DLMS, other previously authorized SDR response formats may be used.~~ SDR replies must indicate the appropriate disposition, e.g., acknowledgment of the report, disposition of the materiel, validation of the report with authorization of financial adjustment, and/or instructions for repackaging, repair or other types of corrective action. SDR replies must contain the appropriate discrepancy code consistent with all information provided by the customer. This may require updating of the discrepancy codes used by the customer to assign the appropriate discrepancy code for the scenario described in the SDR remarks. The action activity will identify the disposition/status using the appropriate Reply Code (Appendix 3). Action activities must ensure that inappropriate reply codes are blocked from use when responding to transshipper SDRs (Document Type Code W). Shipment information applicable to direct vendor deliveries, new procurement, etc., must be completed by the action activity where incomplete or inaccurate on the original report. This includes identification of the

shipping activity or vendor (by CAGE), contract number, and identifying shipment numbers. DLMS compliant applications must also ensure that direct vendor delivery shipments are identified by Document Type Code 6 on the SDR reply, regardless of what the customer originally designated. ~~Historical replies (transactions citing Transaction Set Purpose Code 49) will be used to fulfill these requirements where the submitter indicated that an SDR reply was not required.~~

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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 will **identify any other action activities involved and, when feasible**, indicate when additional status will be provided. Identify the interim disposition/status using the appropriate Reply Code (Appendix 3). If no coding exists to specifically identify the reasons for the delay, select **Reply** Code 137 and provide a clear-text explanation.

***C17.3.12.1.2.1.1. Storage Activity/Initial Action Activity Forwarding to the Owner/Manager. When the SDR is directed to the shipping activity (e.g., DLA Distribution Center) or other authorized initial action activity (e.g., the NAMI program office for SDRs subsequent to inter-Component lateral redistribution) for initial investigation, the specific discrepancy or Component-directed procedures may require that the SDR be forwarded to the owner/manager for final resolution. These SDRs are forwarded using the applicable 300-series forwarding reply code.***

***C17.3.12.1.2.1.1.1. The SDR reply transmitted by the initial action activity using a 300-series reply code is interpreted as an interim reply and may include the results of investigation and the recommended financial resolution and disposition. It is responsibility of the owner/manager to which the SDR was forwarded to provide the final response. The final response may differ from that provided on the interim response.***

***C17.3.12.1.2.1.1.2. A unique formatting rule is required for 300-series forwarding replies requiring the owner/manager to which the SDR is being forwarded to be identified as the RIC-To (rather than the DoDAAC of the SDR submitter normally used as the “transaction-to” activity in the SDR reply). The RIC-To must match the owner/manager data field unless a specific exception to this rule is authorized. WebSDR will forward the SDR to the designated owner/manager for action and a copy will be provided to the SDR submitter. WebSDR will populate the owner/manager RIC as the Transfer-To RIC in the copy of the SDR reply sent to the submitter to specifically identify the activity to which action has been transferred. When used by a storage activity, the submitter’s SDR application must be updated to reflect the new action activity while retaining the SDR in an open status.***

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C17.3.12.1.2.4. Completion Notification. A completion notification, identified by Transaction Set Purpose Code CN in the SDR reply, will be used by the storage activity to communicate with the ICP/IMM that final action has been taken on an SDR requiring a materiel disposition action. This is equivalent to indicating that the storage activity has closed

the SDR. The receiving SDR system may close the SDR as well or keep it open for additional actions. It will be provided in the following specific situations and will be available for additional use as needed.

C17.3.12.1.2.4.1. The storage activity will use a completion notification to inform the ICP/IMM that all action is complete using Reply Code 410.

C17.3.12.1.2.4.2. The storage activity will prepare a completion notification to notify the ICP/IMM that the SDR has been closed due to zero balance on record. The ICP may close the SDR due to the materiel no longer being available. If SDR is a Document Type 9, then the ICP must take further action to locate new procurement materiel.

C17.3.12.1.2.4.3. The storage activity will use a completion notification to inform the ICP/IMM that materiel disposition could not be completed due to zero balance at storage location using Reply Code 412 and clarifying remarks. The ICP may close the SDR due to the materiel no longer being available. If the SDR is a Document Type 9, the ICP must take further action to locate the new procurement materiel.

***C17.3.12.1.2.4.4. If a completion notice is inadvertently transmitted, the SDR may be reopened by submission of a correction citing Discrepancy Code Z6 as the first discrepancy code in the transaction. The correction must contain the WebSDR control number originally assigned to the SDR. This will allow the action activity to reopen the original record. Do not submit a new SDR (Transaction Set Purpose Code 00) in this situation as this SDR will be considered a duplicate SDR and will be rejected. A subsequent completion notice may be provided when appropriate.***

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C17.3.13.2. Time Standards for SDR Response. Responsible action activities will reply to all SDRs received within the following time standards. Interim responses will be provided when extenuating circumstances necessitate additional processing time.

C17.3.13.2.1. ***Discrepant materiel classified SECRET or above, or nuclear weapon related materiel (NWRM) (shortage/overage/wrong item/mismatched IUID/misdirected): The action activity must respond to the discrepancy report within 24 hours and must take appropriate corrective actions to preclude additional recurrences of the discrepancy. When the discrepancy requires further research for resolution, the action activity must provide an interim response within 24 hours indicating that the SDR is being giving appropriate attention and will be followed by a comprehensive response within 15 business days (inclusive of sequential processing by multiple action activities when necessary).***

***C17.3.13.2.2. Discrepant controlled inventory items other than those classified SECRET, or above or NWRM, arms, arms parts, and explosive and inert ammunition (shortage/overage/wrong item/mismatched IUID/misdirected): Total response time to include sequential processing by multiple action activities when necessary, will not exceed 25 calendar days.***

***C17.3.13.2.3. Wrong item receipts identified as controlled sensitive or above and NWRM and unidentified items will be returned to the designated location within 30 calendar***

days of the SDR reply. Sources of supply will monitor for the return and follow-up with the SDR submitter if materiel is not returned.

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### C17.3.13.3. Transfers of IMM Responsibilities

#### C17.3.13.3.1. Logistics Reassignment

**C17.3.13.3.1.1.** Under the logistics reassignment procedures, IMM responsibility for an item may have been transferred to another DoD Component after the date of shipment. In these instances, a single discrepancy reported on a requisition line item may require action and/or reply from two different DoD Components (e.g., shipper's ICP/IMM and gaining item manager (GIM)). For example, on receipt of an incorrect item, one DoD Component could be responsible for the investigation (shipping activity) and the initiation of a billing adjustment (shipper's ICP/IMM) for the item billed (but not received), and the GIM would be responsible for providing disposition instructions for the erroneous materiel.

**C17.3.13.3.1.2. SDRs applicable to storage activity procurement source receipts after logistics reassignment where the LIM issued the contract will be reported to the LIM based upon the PMR. The LIM is responsible for negotiation with the contractor for resolution of the discrepancy. If no PMR was provided, the SDR may be reported to the item manager (the GIM). If the GIM had no due-in for this materiel, the SDR will be rejected with Reply Code 901 (submitted to wrong source of supply) and remarks text directing resubmission to the LIM, or forwarded (via Reply Code 504) to the LIM for action.**

C17.3.13.3.2. Response Coordination. It is not the responsibility of the SDR initiator to forward copies of the SDR to all parties involved. Instead, it ~~shall be~~ **is** the responsibility of the ~~shipping activity or losing item manager (LIM)~~ to coordinate with the GIM for an appropriate response/disposition to the submitter. **The LIM may provide an interim response citing financial resolution and including Reply Code 506 (indicating the SDR is forwarded to the GIM for disposition of materiel) and the appropriate 300-series forwarding reply code. The transaction must identify the GIM as the RIC-To in accordance with formatting rules for this type of forwarding. WebSDR will use this value to populate the Transfer-To activity in the forwarded transaction, which will be provided to the customer and to the GIM. Additionally, the presence of Reply Code 506 will trigger WebSDR to provide an information copy of the SDR to the GIM. The LIM must maintain the SDR in an open status until the GIM has provided a disposition response.**

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### C17.3.16. Cancellation of an Original Report.

**C17.3.16.1.** When an SDR originator discovers a previously reported SDR is not valid or appropriate for any reason and should be withdrawn, a new SDR cancellation must be prepared to cancel the original. Forward to all parties that received the original submission. Cite the original report number. SDR applications will include the WebSDR-assigned control number when known. ~~Do not duplicate detail information from the original report except as indicated in the DLMS 842A/W.~~ POC information applicable to the cancelled SDR is required. A brief narrative description of the reason for cancellation ~~should~~ **must** be included.

***C17.3.16.2. If an SDR is inadvertently cancelled, it may be reopened by submission of a correction citing Discrepancy Code Z6 as the first discrepancy code in the transaction. The cancellation must contain the WebSDR control number originally assigned to the SDR. This will allow the action activity to reopen the original record and retain the relationship between that SDR and the newly submitted content. Do not submit a new SDR (Transaction Set Purpose Code 00) in this situation as this SDR will be considered a duplicate SDR and will be rejected.***

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~~C17.3.17. Consignor Replies on Industrial Plant Equipment (IPE) Packaging Deficiencies~~  
~~Consignor (shipper) replies on IPE packaging deficiencies, which DLA Aviation in Richmond, Virginia, has previously funded for packaging, crating, and handling (PC&H) will provide necessary documents to transfer or reimburse funds for any required corrective action. Handling for PC&H is based on specified requirements for IPE in MIL-HDBK-701, Military Standardization Handbook Blocking, Bracing, and Skidding of Industrial Plant Equipment, and MIL-STD-107, Military Standard Preparation and Handling of Industrial Plant Equipment.~~

~~C17.3.18. Follow-up on Credit Adjustments on SDRs. When an action activity has indicated that a credit adjustment has been authorized, reimbursement is normally provided to the fund code and bill to address cited on the original requisition. When concerned about an apparent non receipt of credit and 60 calendar days has elapsed, the SDR submitter should consult the bill to finance office for verification. When non receipt of credit is confirmed, the financial office will submit a request for billing adjustment as prescribed by MILSBILLS procedures in DLM 4000.25, Volume 4, Finance.~~ ***Historical SDR Purpose and Procedures. During the design for WebSDR, Components using internal SDR systems identified a need for a business process that would allow SDRs to be worked internal to the Component or internal to the Component's SDR application without providing standard transaction/email outputs from WebSDR. Historical SDRs (identified by Transaction Set Purpose Code 49) were established for this purpose. Historical SDRs are currently employed by two systems: the Product Data Reporting and Evaluation Program (PDREP) and the Air Force Security Assistance Command (AFSAC) SDR Application (SDR-A).***

***C17.3.17.1. For PDREP-generated SDRs, the use of historical SDRs allows WebSDR to have a full record of the SDR history for query and management report preparation without impacting the internal PDREP procedures. Without this process, there would be duplicate dissemination of SDRs or, conversely, gaps within the WebSDR database. PDREP system design must ensure a new original is provided to WebSDR if, subsequent to initial submission, it is determined that the SDR must be transmitted to an external action activity.***

***C17.3.17.2. For AFSAC SDR-A-generated SDRs, the use of historical SDRs allows WebSDR to support internal communication of SDRs prior to ILCO approval and transmission of the SDR to the applicable action activity. Note that the AFSAC SDR-A use of historical SDRs is planned to be phased out during future enhancement to that system, but is required to support current functionality. Without the historical SDR process there would be premature dissemination of SDRs. Because SDR-A has no reply capability, WebSDR acts as the centralized tool for inputting all replies to the customer. Prior to submitting an SDR to the responsible action activity, the ILCO analyst validates the SDR to ensure it meets regulatory and Letter of Offer and Acceptance (LOA) timelines for submission, as well as minimum dollar value requirements. The analyst also ensures it has supporting documents necessary***

*for the action activity to effectively respond to the SDR. If any of these conditions are not met, SDR-A transmits the SDR to WebSDR as an historical transaction with an action activity RIC FNH (AFSAC). Then the ILCO goes into WebSDR and inputs a reply that WebSDR transmits back to SDR-A to either request additional information from the customer or close out the SDR. If the ILCO asked the FMS customer for additional information, and the customer submits a correction to SDR-A with that information, SDR-A transmits that SDR to WebSDR with the appropriate action activity RIC (e.g. the SoS or shipping depot) as a new original (Transaction Set Purpose Code 00) (not a correction) and the SDR posts in WebSDR (using same WebSDR control number as the historical). WebSDR must suppress any outgoing information copies of the SDR until the new original SDR is established.*

**Staffing Note:** The description of the AFSAC historical SDR process will be removed upon successful termination of historical SDRs originating in SDR-A. This may occur prior to formal change publication for the DLMS manual.

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~~C17.3.20.1.3. Provide translation capability to the Army User Defined File (UDF) format to support Army Web-Based Tool (WBT) SDR application transaction processing pending DLMS implementation. No other transactional non-DLMS formats are authorized for SDRs.~~

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C17.3.20.1.1.1. Generate and route an ~~information copy of~~ ***SDR reply citing Reply Code 103, Discrepancy Report Receipt Acknowledgment*** for each new SDR submission to the submitting system based upon agreement with the submitting Service/Agency. ***The timing of the acknowledgment reply is dependent upon the original SDR and any associated attachments posting to the WebSDR database. When the transaction identifies that attachments are being provided and the attachments are not received/accepted, the record will post in WebSDR without the attachments in approximately 16 hours (64 processing cycles) after receipt and the acknowledgment will be transmitted. When this happens, the submitting system point of contact will also receive an error message email from WebSDR that attachments never linked up. A correction may be used to attempt posting of the corrections. This information copy The WebSDR transaction receipt acknowledgment*** will be used by the submitting system to append the WebSDR-assigned control number to the internal system record for the specified SDR ***so that subsequent updates transmitted to WebSDR will be linked to the correct original SDR. The submitting system must recognize the limited purpose of these SDR replies provided by WebSDR to prevent inadvertent update of the SDR action activity to RIC SGA (DLA Transaction Services)***<sup>1</sup>

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***C17.3.20.1.1.7. WebSDR will suppress transmission of outgoing SoS information copies associated with Web-prepared replies to historical SDRs (Transaction Set Purpose Code 49 on the original submission). These replies serve a limited purpose for communication between Air Force Security Assistance Command (AFSAC) offices pending***

<sup>1</sup> Refer to ADC 1026. ~~Upon full implementation, the information copy will be replaced by an SDR reply citing Reply Code 103, Discrepancy Report Receipt Acknowledgment.~~

*full implementation of the Security Assistance Enterprise System (SCES) or alternative processing method.*

**Staffing Note:** DLMS manual will drop the last sentence of above paragraph if AFSAC SDR-A termination of historical SDRs is achieved. This may occur prior to formal change publication.

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C17.3.20.1.7. Provide ad-hoc queries and management reports.

*C17.3.20.1.7.1. WebSDR provides visibility of all transactions associated with the WebSDR-assigned control number via query by producing a composite view of the SDR. The composite view provides a “snapshot” of the SDR history by displaying header information followed by an abbreviated view of each individual associated transaction in date sequence (with most recent at the top). The composite view includes both valid and rejected transactions. Users are able to drill down to a detail view of any of the individual transaction records by selecting the applicable link.*

*C17.3.20.1.7.2. Management reports are restricted by SAR roles and responsibilities. After initial approval, users must contact the DLA Transaction Services WebSDR help desk for assistance to obtain the appropriate settings for required visibility.*

*C17.3.20.1.7.3. Authorized users have the ability to tailor management reports to meet desired criteria by using the WebSDR management report selection screen. This functionally supports hundreds of variations in selection criteria, but employs a standard display format for all search results. The initial summary view provides a breakdown display by discrepancy code count and dollar value arrayed by action activity, submitter, or owner/manager as selected by the user. Users are able to drill down to a listing of SDRs applicable to any of the highlighted totals contained within the summary report. By selecting the grand total in the lower right corner of the report, the management report will be converted to a listing of all the relevant SDRs displaying most of the content data. The WebSDR control number is hyperlinked to the composite view described in the above paragraph.*

*C17.3.20.1.7.4. Management reports may be viewed on-line or WebSDR will provide an encrypted email to the user’s SAR email address containing the requested report in EXCEL format. Note that the on-line display may not include all the selected SDRs due to size restrictions for display; however, the EXCEL report provided via email will contain all applicable records.*

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C17.3.20.2.6. Only valid DoDAACs and RICs will be permitted. Reject with Disposition/Status (Reply) Code 929. Organizations identified must be authorized for the purpose identified by the transaction. ***SDRs may not be directed to RIC SGA (DLA Transaction Services) or identify RIC SGA as the shipper.*** New SDRs directed to DCMA as the initial action activity will be rejected with Reply Code 929 and remarks text indicating that the SDR must be submitted to the responsible Service/Agency action activity (e.g. ICP/IMM) whose the contract performance resulting in the reported discrepancy. DCMA may be identified as a distribution copy recipient

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C17.3.20.4.4. WebSDR will provide information copies of SDRs in accordance with Component business rules and as designated by the initiator.

C17.3.20.4.4.1. WebSDR will ensure DLA Enterprise Business System (EBS) receives an information copy of all SDRs routed to a distribution depot for initial action where EBS is the SoS.

C17.3.20.4.4.2. All parties receiving an information copy of the original SDR as designated by the initiator or by a Component business rule will receive a copy of all changes, cancellation, and replies associated with the SDR.

C17.3.20.4.4.3 WebSDR will provide an information copy to DCMA of all SDRs identifying DCMA as the CAO.

***C17.3.20.4.4.4. WebSDR will provide an information copy to NAMI (RIC AJ2) when SDRs are directed to the other Service/Agency source of supply and the requisition cited NAMI funding (Signal = C Fund Code = Z9, and Supplementary Address=W9046W)***

***C17.3.20.4.4.5. WebSDR will provide an information copy of the SDR to the GIM when an SDR is forwarded by the LIM to the GIM for disposition instructions after a logistics reassignment (Reply Code 506).***

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***C17.3.20.7. The DLMS SDR transaction supports various data fields that may include special characters (e.g. SDR remarks text). WebSDR will reject/fail to process transactions containing special characters that are unacceptable/reserved for use as XML parsers. Table C17.T2 defines allowable and unacceptable special characters. Any characters not specifically identified in these lists should not be used.***

**Table C17.T2. Special Characters**

<i>Authorized Special Characters</i>	<i>Invalid Special Characters</i>
<i>@ (at sign)</i>	<i>&amp; (ampersand)</i>
<i># (number/pound sign)</i>	<i>; (semi-colon)</i>
<i>\$ (dollar sign)</i>	<i>&lt; (less than)</i>
<i>( (open parenthesis)</i>	<i>&gt; (greater than)</i>
<i>) (close parenthesis)</i>	<i>' (apostrophe)</i>
<i>- (dash)</i>	<i>“ (quotation marks)</i>
<i>= (equal sign)</i>	<i>* (asterisk)</i>
<i>+ (plus sign)</i>	<i>^ (caret)</i>
<i>, (comma)</i>	
<i>. (period)</i>	
<i>:</i> (colon)	
<i>/ (forward slash)</i>	
<i>\ (backward slash)</i>	
<i>[ (open bracket)</i>	
<i>] (close bracket)</i>	
<i>? (question mark)</i>	

C17.5.14. Responsibilities

C17.5.14.1. The ILCO will:

C17.5.14.1.1. Complete initial SDR screening in accordance with this manual and DoD 5105.38-M.

C17.5.14.1.2. Review all SDRs received for processing and determine proper course of action based on available case history data. Reject discrepancy reports that fail to meet Security Assistance time and dollar standards (with exception of those that require disposition instructions for wrong item received or misdirected shipments) or do not contain required data, unless such data is readily available, at the ILCO. Forward SDRs to the appropriate ICP/IMM, shipping depot, or GSA action activity.

C17.5.14.1.3. ***Forward the SDR and supporting documentation to the implementing agency's Headquarters element for review and approval, prior to submission to DSCA, if recommending FMS administrative surcharge funds exceeding \$50,000 be used to resolve an SDR. This is a manual process outside WebSDR transaction exchange.***

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C17.5.14.1.7. Review SDR replies from action activities for completeness and reject those that do not specify necessary information, e.g. disposition instructions for discrepant materiel. Under DLMS transactional exchange, the ILCO reject transaction may be directed to the action activity to identify necessary corrections. ***A maximum of five ILCO***

*rejections per SDR control number is allowed. However, after three ILCO reject transactions, the action activity it may be more appropriate for the ILCO to should be contacted the action activity* off-line to clarify the issues involved.

## Enclosure 2, DLM Appendix Updates

Revise DLM 4000.25, Volume 2, Appendix 3, Supply Discrepancy Report Relevant Data Elements, as shown.

### “AP3.2 Shipping and Packaging Discrepancy Codes

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Other Discrepancies

Z2 Repetitive discrepancy (must use in combination with other codes or describe in remarks; ~~not applicable to Security Assistance~~)”

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Z6 ~~SDR Report resubmitted~~ **reopened** following inappropriate cancellation/**completion** (must use in combination with other discrepancy codes; **must appear as first discrepancy code in SDR transactions**)

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### AP3.4 Discrepancy Status or Disposition (Reply) Codes

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

**309 Interim reply; SDR forwarded to owner for disposition instructions or final resolution.**

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The 900-series codes are intended for system/application use in processing transactions. When SDRs are processed manually, these codes may be user assigned as appropriate:

**943 Transaction rejected. Forwarding not authorized or transaction not properly formatted.”**

### Enclosure 3, DLMS Implementation Conventions (ICs)

Revise the DLMS 842A/W and 842A/R ICs for administrative updates as follows:

#	Location	Change Table for 842A/W Standard SDR, Follow-up, Correction, Cancellation, & Reconsideration Request	Reason
1.	DLMS Introductory Note	<p><u>Add ADC 1127 to DLMS Introductory note:</u></p> <p>- ADC 1127, Enhanced SDR Guidance for Foreign Military Sales (FMS), SDR Time Standards for Controlled Inventory Items, SDR Forwarding after Logistics Reassignment (LR), Packaging SDRs, and Administrative Updates</p>	To identify DLMS changes included in the DLMS.
2.	2/NTE02/2400	<p><u>Revise DLMS Note for NTE02, Description:</u></p> <p><b>Description</b> DLMS Note: 1. Use multiple repetitions of NTE, with up to 80 positions for each line. WebSDR maximum field for note = 500. 2. Special characters are not allowed except as identified. Valid characters are: @ # \$ ( ) - = + , / \ [ ] : . <del>&amp;</del> and ?</p>	Updates note to correctly identify special characters that may be used in remarks text.

#	Location	Change Table for 842A/R SDR Reply	Reason
1.	DLMS Introductory Note	<p><u>Add ADC 1127 to DLMS Introductory note:</u></p> <p>- ADC 1127, Enhanced SDR Guidance for Foreign Military Sales (FMS), SDR Time Standards for Controlled Inventory Items, SDR Forwarding after Logistics Reassignment (LR), Packaging SDRs, and Administrative Updates</p>	To identify DLMS changes included in the DLMS.
2.	2/N101/2800	<p><u>Delete existing Code SUS and associated DLMS note:</u></p> <p><del><b>SUS Supply Source</b> <b>DLMS Note:</b> Use to identify the owner or manager by Routing Identifier; this is the party that directed the shipment (Source of Supply) when applicable to wholesale requisitions.</del></p>	This data field a duplicate entry of this data element in the IC. The correct implemented mapping for Code SUS is at 2/N101/4100.
3.	2/NTE02/3500	<p><u>Revise DLMS Note for NTE02, Description:</u></p> <p><b>Description</b> DLMS Note: 1. Use multiple repetitions of NTE, with up to 80 positions for each line. For AES, WebSDR field length = 750; <del>other</del> For TPO, WebSDR field length = 500. 2. Special characters are not allowed except as identified. Valid characters are: @ # \$ ( ) - = + , / \ [ ] : . <del>&amp;</del> and ?</p>	Updates note to correctly identify special characters that may be used remarks text.

## Enclosure 4, DLMS Dictionary changes

Update the DLMS Dictionary with the following information indicated in bold red italics or strike-through text:

### SDR Attachment File Name

THE FILE NAME ASSIGNED TO ATTACHMENTS FOR SUPPLEMENTAL DOCUMENTATION SUPPORTING SDR INFORMATION EXCHANGE UNDER THE DLMS. THE FIRST 10 CHARACTERS ARE USER DEFINED AND MAY BE DERIVED FROM THE USER'S ORIGINAL SAVED FILE. THE REMAINDER OF THE FILE NAME IS SYSTEM GENERATED BY THE SDR APPLICATION BASED UPON CONTENT OF THE SDR TRANSACTION AND INTERNAL DATE/TIME OF TRANSACTION PROCESSING. THE GENERATING APPLICATION MUST ENSURE UNIQUE VALUES RESULT FROM FILE NAME CONSTRUCTION. CONSTRUCT AS: TTTTTTTTTT-DDDDDDDDDDDDDDDX-BB-OS-CCYYJJJHHMMS.EXTN

**DATA CODE CHARACTERISTICS:** TYPE: AN MIN: 50 MAX: 50

### REMARKS:

TTTTTTTTTT = ***USER-ASSIGNED*** TEXT NAME ~~OPTIONAL~~ ***MUST BE*** 10 CHARACTERS ***ALPHANUMERIC (INSERT UNDERSCORE CHARACTER AS FILLER TO REACH MANDATORY LENGTH)***

**D** = DOC NUMBER (14 AN)

**X** = DOC SUFFIX (1 AN, IF BLANK USE "\_")

**BB** = BEGINNING SEGMENT VALUE (00, 01, 15, 22, 46, 49, 50, CO, 11, CN, SU, OR XX)  
(XX = ATTACH SUBMITTED INDEPENDENT FROM DLMS TRANSACTION, ~~PER ILOC.~~)

**OS** = SDR ATTACHMENT ORIGINATING SYSTEM CODE (SEE LIST)

**CC** = CENTURY (2 N)

**YY** = YEAR (2 N)

**JJJ** = JULIAN DAY (3 N)

**HH** = HOURS (2 N)

**MM** = MINUTES (2 N)

**S** = SERIAL NUMBER (1 N, SEQUENTIAL, START WITH "1").