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

June 02, 2020

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

SUBJECT: Approved Defense Logistics Management Standards (DLMS) Change (ADC) 1174A,
Addendum to ADC 1174 Correction of Misdirected or Incorrect Document Type Code
Customer SDRs Submissions (SDR)

　　　　The attached change to DLM 4000.25, Defense Logistics Management Standards is approved
for implementation.

　　　　Addressees may direct questions to the DoD Supply Discrepancy/Deficiency Administrator, Mr.
Ben Breen, at email: EBSO.SDR@dla.mil. All others must contact their Component SDR PRC
representative available at: https://www.dla.mil/HQ/InformationOperations/DLMS/allpoc/.

TERESA W. SMITH
Director, Strategic Data Services
DLA Information Operations

Attachment
As stated

cc:
ODASD (Logistics)

ADC 1174A
Addendum to ADC 1174, Correction of Misdirected or Incorrect Document Type Code Customer SDRs Submissions (SDR/Supply)

1. ORIGINATING SERVICE/AGENCY AND POC INFORMATION:

Technical POC: Mr. Ben Breen, DoD Supply Deficiency/Discrepancy Administrator, email: EBSO.SDR@DLA.MIL.

2. FUNCTIONAL AREA LOGISTICS AND TRANSACTION CHANGES:

a. **Primary/Secondary Functional Area:** Supply Discrepancy Reporting/Receiving

b. **Logistics and Transaction Changes (Check All That Apply):**

☑	Category	☑	Category	☑	Category
	Billing		Physical Inventory		Contract Admin
X	Discrepancies / Deficiencies		MILSTRAP		DoDAAD
	Serialization		MILSTRIP		MAPAD
	Small Arms/Light Weapons		MRA		LMARS
	pRFID		Disposition	X	DLM Publications
	GFP		DoD BRAC		

3. REFERENCES:

a. DLM 4000.25, Defense Logistics Management Standards Manual, Volume 2, Chapter 17, Supply Discrepancy Reporting

b. ADC 1174, WebSDR Process Enhancements and Administrative Updates including SDR Reply Screen and Management Report Functionality, New/Revised Reply Codes, and Standardized Identification of the Submitting Customer, January 11, 2017

4. REQUESTED CHANGE(S):

a. **Brief Overview of Change:**

(1) This change updates current procedures to reject customer generated supply discrepancy reports (SDRs) submitted with the incorrect document type code or misrouted based on document type code.

(2) Additionally, as a result of this change, WebSDR will reject SDRs incorrectly addressed to the DLA's Vendor Shipment Module (VSM) RIC SD9 activity back to the submitting system using Reply Code 901- Transaction rejected: Discrepancy report submitted to wrong activity. The submitter will resubmit a new SDR addressed to the correct activity.

(3) This change increases SDR file attachment size to 15 megabyte (MB) when external SDR systems transmit attachments inbound to DAAS WebSDR. The total capacity will be 75 MB with a limit of five attachments. WebSDR file size for attachments will remain at 5 MB per attachment uploaded from the WebSDR application due to server limitations. The total capacity is 25 MB with a limit of five attachments.

b. Background:

(1) ADC 1174 enhanced the WebSDR reply (Transaction Set Purpose Code 11) input screen to allow the responding inventory control point (ICP) to update the document type code when incorrect on the original report, by replacing the incorrect value on the reply transaction. This applies primarily to SDRs submitted using Document Type Code 6 (Direct Vendor Delivery (DVD)) or 7 (stock shipment) incorrectly and allows the authorized action activity to change/correct the document type code from 6 to 7 or from 7 to 6. Otherwise, the SDR type code was not to be changed, and the SDR needed to be rejected and resubmitted by the submitting activity using the correct document type code. Component SDR systems were to be updated with this same capability.

(2) Currently, when an SDR is directed to a DLA VSM RIC SD9 activity, each record must be forwarded manually to the DLA RIC SMS by using the SDR Reply Code 504.

(3) WebSDR currently accepts file attachments up to 5 MB per file with a five attachment limit. This prevents larger files from transmitting successfully across the DAAS exchange.

c. Requested Change in Detail:

(1) When the customer incorrectly routes a Document Type 6 (DVD) SDR to a DLA Distribution Center, they will reject it using Reply Code 901 Transaction rejected: Discrepancy report submitted to wrong activity. Resubmit to the correct action activity (identified in remarks when known).

(2) When the shipment originated from a DLA Distribution Center and the customer incorrectly creates a Document Type 6 SDR and directs the SDR to the ICP for action, the ICP will reject SDR using Reply Code 939 Transaction rejected: Missing, invalid, or inappropriate discrepancy report document type code.

(3) When the customer creates a Document Type 7 and incorrectly sends it to the ICP, it requires the ICP to respond using forwarding Reply Code 504 redirecting the SDR to the shipping depot.

(4) When an SDR is submitted to VSM RIC SD9, WebSDR will reject the record back to the submitter using Reply Code 901 Transaction rejected: Discrepancy report submitted to wrong activity. WebSDR will provide these comments in the narrative remarks:

(a) SD9 is DLA's vendor shipment module RIC and does not accept SDRs. Submit a new SDR to the correct action activity.

(b) Do not submit a Correction (CO) to update the RIC, as this will be rejected.

(5) Increase SDR file attachment size to 15 MB when external SDR systems transmit attachments inbound to DAAS WebSDR. The total capacity will be 75 MB with a limit of five attachments. WebSDR file size for attachments will remain at 5 MB per attachment uploaded from the WebSDR application due to server limitations. The total capacity will be 25 MB with a limit of five attachments.

d. Revisions to DLM 4000.25 Manuals: Update DLMS 4000.25 Volume 2, Chapter 17, as shown in the enclosure.

5. REASON FOR CHANGE: Correctly identifying the document type code is essential for valid SDR metrics, correct data content, and timely SDR processing. Action activities receiving incorrect SDRs should not have to continue to correct submitters' errors.

6. ADVANTAGES AND DISADVANTAGES:

a. Advantages:

(1) Reduces total SDR processing time.

(2) Improves identification of the correct document type data for trend analysis and metrics.

b. Disadvantages: None identified.

7. ADDITIONAL FUNCTIONAL REQUIREMENTS: None noted**.**

8. ESTIMATED TIME LINE/IMPLEMENTATION TARGET: Components did not provide estimated implementation timeline. Therefore, this change may be implemented by components when funding and programming is available. In addition, WebSDR will implement changes listed above no later than December 31st, 2021.

9. ESTIMATED SAVINGS/COST AVOIDANCE ASSOCIATED WITH IMPLEMENTATION OF THIS CHANGE: Although no dollar amount is available, implementation of this DLMS change will eliminate manual or systemic redirection of incorrectly submitted SDRs and decrease total response time metrics.

10. IMPACT:

    a. <u>New DLMS Data Elements</u>: None

    b. <u>Changes to DLMS Data Elements</u>: None

    c. <u>Defense Automatic Addressing System (DAAS)</u>:

    (1) DAAS WebSDR will reject SDRs addressed to RIC SD9 back to the submitter using Reply Code 901 Transaction rejected: Discrepancy report submitted to wrong activity. Resubmit to the correct action activity (identified in remarks when known).

    (2) Increase the SDR file attachment size to 15 MB per file with a total allowable maximum of 75 MB and a limit of five attachments from external systems.

    d. <u>Non-DLM 4000.25 Series Publications</u>: Components are responsible to update their respective Service-level policies and procedures.

11. PROPOSED DLMS CHANGE (PDC) 1174A RESPONSE/COMMENT RESOLUTION:

	Component	Response/Comment	Disposition
1.	DLA	Concur with no comment.	As noted.
2.	Navy	Concur without comment.	As noted.
3.	Air Force	Concur without comment.	As noted.
4.	US Army	Concur without comment.	As noted.
5.	USMC	Concur without comment	As noted.
6.	DAAS	Concur without comment	As noted.
7.	USTRANSCOM	N/A	N/A
8.	GSA	None	N/A
9.	ODASD	Concur without comment.	As noted.

Enclosure

Update DLMS 4000.25 Volume 2, Chapter 17 as follows:

Additions are identified in ***red bold italics.*** Deletions are indicated with a ~~strikethrough.~~

Preceding text not shown

   C17.3.10.2.1.3. Defense Logistics Agency (DLA) Directed Shipments. Initial action to the DoD shipping activity. ***When the customer creates a Document Type 7 and incorrectly sends it to the ICP, it requires the ICP to respond using forwarding Reply Code 504, redirecting the SDR to the shipping distribution center. When the shipment originated from a DLA Distribution Center and the customer incorrectly creates a Document Type 6 SDR, and directs the SDR to the ICP for action, the ICP will reject SDR using Reply Code 939.*** ~~Where the shipping activity is not known, forward the SDR to the ICP/IMM.~~ WebSDR will provide an information copy to the ICP when identified on the SDR and when the SDR response is provided by the shipping activity. The ICP will provide additional response to the submitter with final resolution and providing financial action when applicable. For contact information for DLA action activities refer to the DLA Customer Handbook. For assistance contact the Customer Support - Virtual Contact Center at 1-877-352-2255 (1-877-DLA-CALL) or DSN 661-7766 or e-mail: dlacontactcenter@dla.mil; or the DLA Distribution Customer Support Team at DDC.ISDR@dla.mil.

Intervening text not shown

   C17.3.12.1.2.1. New Procurement SDRs. The action activity must complete shipment information applicable to ~~direct vendor deliveries~~ ***DVD***, new procurement, etc., where incomplete or inaccurate on the original report. This includes identification of the vendor (by CAGE), PIID, and identifying shipment numbers. When procurement information is populated by EDA interface, it will not be overridden by subsequent entries. The submitting activity ~~DLMS compliant applications~~ must ~~also~~ ensure that ~~direct vendor delivery (~~DVD~~)~~ shipments are identified by Document Type Code 6. ~~on reply regardless of what the customer originally designated. However, this can only be accomplished by the source of supply when the source of supply is the designated action activity the action activity must reject it and advise the submitter to resubmit with the correct information. Reply transactions must be used to fulfill these requirements even where the submitter used an action code indicating that an SDR reply was not required~~ ***When the customer incorrectly routes a Document Type 6 (DVD) SDR to a DLA Distribution Center, they will reject it using Reply Code 901 Transaction rejected: Discrepancy report submitted to wrong activity. Resubmit to the correct action activity (identified in remarks when known).***

Intervening text not shown

C17.3.20.2.6.1. SDRs may not be directed to RIC SGA (DAAS) or SD9 (DLA Vendor Shipment Module) or identify RIC SGA RIC SD9 as the shipper. (The only exception is for RIC SGA on SDR replies citing Reply Code 936 (Request DoD WebSDR provide an information copy of the original report).) *When an SDR is submitted to VSM RIC SD9, WebSDR will reject the record back to the submitter using Reply Code 901 Transaction rejected: Discrepancy report submitted to wrong activity. WebSDR will provide these comments in the narrative remarks: SD9 is DLA's VSM RIC and does not accept SDRs. Submit a new SDR to the correct action activity. Do not submit a correction (CO) to update the RIC, as this will be rejected.*

Intervening text not shown

C17.3.20.4.7.2. SDR attachments must be referenced/uploaded under an SDR Attachment File Name constructed in accordance with DLMS rules. Up to five attachments may be associated with a new SDR report and subsequent change, reply, request for reconsideration.

C17.3.20.4.7.2.1. SDR file attachment size is up to 15 megabyte (MB) when external SDR systems transmit attachments inbound to DAAS WebSDR. The total capacity will be 75 MB with a limit of five attachments.

C17.3.20.4.7.2.2. WebSDR file size for attachments is a maximum 5 MB per attachment uploaded from the WebSDR application due to server limitations. The total capacity will be 25 MB with a limit of five attachments.

C17.3.20.4.7.2.3. Attachment file names must follow a specific naming convention to allow space for WebSDR or the submitting system to append a date/time stamp and other information to ensure uniqueness and to associate the attachment with the appropriate transaction. The user-assigned portion of the file name may be up to ten characters and should include key words to facilitate user recognition. When submitted to WebSDR, the submitting system must ensure that the file name contains no special characters other than the underscore (_). The period may only be used once, immediately before the file extension. WebSDR supports the following file types: BMP, DOC, DOCX, GIF, JPEG, JPG, PDF, TXT, XLS, and XLSX.