



DEFENSE LOGISTICS AGENCY
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January 11, 2017

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

SUBJECT: Approved Defense Logistics Management Standards (DLMS) Change (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 (SDR/Supply)

The attached change to DLM 4000.25, Defense Logistics Management Standards (DLMS), is approved for implementation. Code value updates must be implemented jointly on April 1, 2017. Phased and staggered implementation is authorized for all other changes. Specific target implementation dates are identified in the attachment. The updated DLMS Implementation Conventions (IC) will be posted to the Enterprise Business Process Standards Office Web at www.dlmso.dla.mil/eLibrary/TransFormats/140_997.asp, within 10 days from the above date.

Addressees may direct questions to DLMSSDR@dla.mil, Ms. Ellen Hilert, DOD SDR System Administrator, e-mail: ellen.hilert@dla.mil; or Mr. Ben Breen, SDR Alternate, e-mail benjamin.breen@dla.mil. All others must contact their Component designated Supply PRC representative or SDR PRC representative available at: www.dlmso.dla.mil/eLibrary/ServicePoints/allpoc.asp.

HEIDI M. DAVEREDE
Program Manager
Enterprise Business Process
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Attachment
As stated

cc:
ODASD (SCI)

Attachment to 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

1. ORIGINATING SERVICE/AGENCY AND POC INFORMATION: Ms. Ellen Hilert, DOD SDR System Administrator, e-mail: ellen.hilert@dla.mil and Mr. Ben Breen, SDR Alternate, e-mail benjamin.breen@dla.mil.

2. FUNCTIONAL AREA:

- a. Primary Functional Area:** Supply Discrepancy Reporting
- b. Secondary Functional Process:** Receiving

3. REFERENCES:

- a.** [Approved DLMS Change \(ADC\) 1052](#), DOD Web Supply Discrepancy Report (WebSDR) Processes Enhancement and Interface with Electronic Document Access (EDA) System, May 3, 2013
- b.** [DLM 4000.25, Defense Logistics Management Standards Manual, Volume 2, Chapter 17, Supply Discrepancy Reporting](#).
- c.** [DODM 4140.01](#), DOD Supply Chain Materiel Management Procedures
- d.** [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, October 30, 2014
- e.** [ADC 311](#), SDR Attachment Interface, May 13, 2009
- f.** [ADC 1043A](#), Revised Procedures for DOD Standard Line of Accounting (SLOA)/Accounting Classification to Support Transaction Rejection Requirements, August 20, 2014
- g.** [ADC 1044](#), Enhanced Interim SDR Reply Capability, Status Update, and Completion Notification, January 22, 2013
- h.** [ADC 1066](#), SDR Process Enhancements: Follow-up Time Standards, SDR Forwarding, Source of Supply (SoS) Notification, Missing Quality Assurance Representative (QAR) Signature, use of Unique Item Tracking (UIT) Designator Code for Management Report Selection Criteria, and Administrative Updates, January 9, 2014
- i.** [ADC 1066A](#), SDR Process Enhancements for Source of Supply (SoS) Notification of SDR Updates, June 30, 2015

j. [ADC 1126](#), SDR Routing Rules for Non-Manager Owned Suspended Stock Identified at Time of Receipt at DLA Distribution Centers and Improved Identification of Owner and Manager on SDR Transactions, January 13, 2015

k. [ADC 371](#), Marine Corps SDR Distribution Rules and Navy and Marine Corps SDR and Storage Quality Control Report (SQCR) Procedures and Data Content under BRAC, August 3, 2010

l. [ADC 1062](#), Non-Inventory Control Point/Integrated Materiel Manager (ICP/IMM)-Directed Inter-Service Lateral Support via Retail Level Passing Order, June 19, 2013

m. [ADC 1161](#), Uniform Procurement Instrument Identifier (PIID) Numbering System in the Federal/DLMS Implementation Conventions and DLMS Manuals, August 01, 2016

4. APPROVED CHANGE(S):

a. **Brief Overview of Change:** This change identifies multiple updates to DLMS SDR processing and procedures. These changes are intended to improve existing processing and improve visibility and accuracy of SDRs; they do not have a significant impact on the user community. Selected changes with minimal impact are already implemented and are identified here to document the procedures within a DLMS change and provide wider visibility. Significant updates based upon staffing are identified by **green highlighting**.

(1) WebSDR Input Screen, Edit, Routing, and Management Report

Revisions:

(a) **Procurement Instrument Identifier (PIID)/Contract Number, Contract Administration Office (CAO) DoDAAC, and Shipper.** Add capability for direct WebSDR input of these values on the SDR reply when not systemically populated. Shipper may be identified by contractor and government entity (CAGE) code, DOD activity address code (DoDAAC), or routing identifier code (RIC).

(b) **Local Stock Number (LSN).** Update WebSDR screens to include a local stock number (LSN) option for materiel identification so that SDRs for LSNs may be input on-line (rather than only via transactional interfaces).

(c) **Action Code 3A Edit.** Document update to WebSDR logic to block users from selecting Action Code 3A (Transshipper (aerial/water port or Consolidation and Containerization Point CCP) requests expedited response; shipment frustrated) when the SDR is not identified as Document Type W (Transshipper SDR) to prevent improper use.

(d) **Management Report Wildcard Search.** Document functionality for WebSDR search criteria using a wildcard character in queries by **PIID**/contract number, action activity, submitter, owner/manager, and shipper.

(e) **Management Report Columns/Search Criteria/Header Data.** Revise internal processing to accurately capture current and original action activities and update management report column heading accordingly. Add new display columns in management

reports for identification of the customer DoDAAC (when different from the SDR submitter DoDAAC) and the Security Cooperation (SC) customer code. Allow the SC customer code values to be used for ad hoc searches to produce reports. Adopt methodology to better align reply codes with the specific responsible reply transaction. Enhance visibility of user selection criteria in the header data for display of query/management report contents.

(f) Composite Record Display. Revise display to include the owner/manager/source of supply (SoS) and the customer DoDAAC when different from the SDR submitter DoDAAC. Display requirements for the owner/manager/source of supply (SoS) is applicable to the single multi-purpose data field currently used, as well as the three separate data fields authorized for future enhancement. Document modification of the composite display to include visibility of distribution/information copies of SDRs.

(g) Special Characters in Email addresses and SDR Remarks: Document WebSDR processing rules for handling translation from X12 electronic data interchange (EDI) to XML when the input contains special characters in email addresses or remarks text that are not supported by XML.

(h) Routing Rules for Army Munitions Depots. Document revised routing rules for SDRs addressed to specified Military munitions depots supported by the Army Logistics Modernization Program (LMP) to transmit transactionally to LMP (rather than via email to the depot account).

(i) Forwarding Enhancement for “Historical” SDRs (Transaction Set Purpose Code 49). Document WebSDR logic allowing forwarding after submission to the wrong action activity (using Reply Code 504) when the SDR was established in WebSDR via historical SDR transmission from the user’s Component SDR application (rather than by the new submission process (Transaction Set Purpose Code 00)).

(j) WebSDR Block/Rejection of RIC SD9. RIC SD9 represents DLA’s Vendor Shipment Module. Revise WebSDR to prohibit the use of RIC SD9 as action activity, shipper, or party to receive copy.

(k) WebSDR Rejection of SDRs addressed to RIC SGA. RIC SGA represents the Defense Automatic Addressing System (DAAS). Revise WebSDR to prohibit the use of RIC SGA as the recipient on SDRs or as the party to receive copies. The only exception to this rule is an SDR reply transaction citing Reply Code 936 (SDR processing suspended. Request DOD WebSDR provide an information copy of the original report).

(l) WebSDR Rejection of Changes to the Owner/Manager on a Storage Activity-Submitted SDR Correction. Revise WebSDR to reject SDR corrections attempting to change the value of the owner/manager in this scenario.

(m) SDR Attachment File Names: Document updated criteria for use of special characters in file names for SDR attachments.

(2) SDR Document Type Code Errors: Clarify procedures for correction of the SDR Document Type by the source of supply for customer-submitted SDRs.

(3) Identification of the Submitter DoDAAC in Product Data Reporting and Evaluation Program-Automated Information System (PDREP-AIS) Originated SDRs: Revise PDREP to follow standard rules for identification of the submitter DoDAAC and discontinue formatting SDR transactions using unique procedures.

(4) Reply Codes:

(a) Establish new SDR Reply Code 609. Establish an additional reply code to request the storage activity to reclassify suspended materiel as final disposition.

(b) Establish new SDR Reply Code 610. Establish a new reply code to direct the storage activity to close an SDR that remained open after the materiel was previously dispositioned.

(5) Removal of Authorization for Immediate Replacement (Swap) of Discrepant Materiel at DLA Distribution Centers. DLA Distribution Centers are no longer authorized to use Discrepancy Code Z5 indicating an immediate replacement of materiel.

(6) Administrative Changes. Adopt administrative changes for SDR transactions/procedures:

(a) Reply Codes:

1. Clarify use of Reply Code 608. Clarify procedures for requesting the storage activity to reclassify suspended materiel using Reply Code 608 (reclassify materiel as instructed) as an interim reply requiring positive response before the action activity transmits final disposition.

2. Reassign Reply Code 944. Document reassignment of rejection Reply Code 944 (enforces proper formatting of forwarding transactions), which was previously misnumbered.

(b) Revise field length for data element associated with vendor shipments. Revise the DLMS implementation convention (IC) and WebSDR database to clarify data element content and update field length for the shipment number.

b. Background:

(1) WebSDR Input Screen, Edit, Routing, and Management Report Revisions:

(a) PIID/Contract Number, CAO DoDAAC, and Shipper. ADC 1052 (Reference 3.a.) established an interface between WebSDR and EDA to populate the CAO DoDAAC and vendor's CAGE code based upon the SDR contract number. Although this interface populates these values for the majority of SDRs, there are some SDRs that cannot be updated systemically due to lack of a matching contract number in EDA or lack of a valid contract number on the original SDR. WebSDR reply screens must be updated to allow the SoS

to input/correct the contract number and populate the CAO's DoDAAC or vendor's CAGE code when blank.

(b) Local Stock Number (LSN). Capability to enter an LSN for materiel identification is an available option for SDR transactions. However, when using direct Web input, the LSN does not appear as an alternative identifier for materiel.

(c) Action Code 3A Edit. Despite the clear narrative explanation for Action Code 3A (Transshipper (aerial/water port or CCP) requests expedited response; shipment frustrated), users (other than transshippers) are selecting this code inappropriately. WebSDR edits are required to ensure proper use and prevent improperly prepared SDRs from being selected for transshipper management reports.

(d) Management Report Wildcard Search. Users requested greater flexibility in running ad hoc queries where full values are either unknown or where a partial value can be used to retrieve a group of related SDRs.

(e) Management Report Columns/Search Criteria. ADC 1066 (Reference 3.h.) updated WebSDR management reports and the internal WebSDR metrics table to provide visibility of both the original and current action activities. However, further clarification of the requirement is needed to ensure that the "current" action activity is not updated to reflect the originating activity based upon an SDR reply. The column header for the "current action activity" must be adjusted for clarity. Additionally, the current reports do not contain a column for the customer DoDAAC, when different from the submitter, or for the SC customer code. In addition to displaying these fields in management reports, capability must be adopted to allow SC customer codes to be used as search criteria. Currently it is difficult to determine which reply provided the reply codes listed in the report. A methodology must be established to align reply codes with the specific responsible reply transaction when more than one reply is applicable (so that it is clear which reply code was provided on the initial reply, versus reply codes from a subsequent reply e.g., initial reply from the storage activity and subsequent reply from the owner/manager). Users have a very wide array of parameters for preparation of a query/management report. However, the current display format retains only a selected portion of the criteria applied to the search. This can be confusing for users, especially when the original criteria are no longer accessible.

(f) Composite Record Display:

1. Normally, SDR transactions identify the submitting activity as the DoDAAC-From. However, when SDRs are transmitted from PDREP-AIS under current procedures, the DoDAAC-From in the transaction is the DoDAAC associated with the submitting system and the submitting customer is identified separately as the "customer." This construct was established during initial implementation of the PDREP-AIS to ensure proper routing of transactions. Although this change proposes revision to the current PDREP construct, it also proposes that previously submitted SDRs under this design be displayed using all the available information. Otherwise, the lack of visibility of the customer DoDAAC when using WebSDR management reports or composite records views causes confusion. This change adds visibility of the customer DoDAAC. Additionally, DLMS SDR design supports submission of

an SDR by other than the actual customer, and this enhancement allows better visibility of both submitter and customer when different.

2. Currently, it is difficult to research SDR distribution and information/distribution copies since there are no separate records for these transactions in the composite display. Adding visibility of these to the display facilitates research because the display identifies the method of SDR transmission and to which system(s) if sent transactionally or email addresses if sent via email.

(g) Special Characters in Email Addresses and SDR Remarks.

Because special characters are used in official email addresses and are supported differently dependent upon the type of transmission used (X12 EDI versus XML), WebSDR needs to make unique accommodations. WebSDR edits are required to convert or drop some special characters to allow successful processing of SDR transactions.

(h) Routing Rules for Army Munitions Depots. The Joint Munitions and Lethality Command (JM&LC) is responsible for managing the DOD conventional ammunition as the Single Manager for Conventional Ammunition (SMCA). SMCA functionality migrated to LMP in 2010. In 2014, LMP implemented automated SDR replies via WebSDR interface allowing SDRs directed to the SMCA ICP to be processed via transaction exchange. However, SDRs for discrepant Military munitions shipments often are addressed to the shipping depot when customers follow non-Army guidance for SDR submission. These SDRs were forwarded via email for manual processing. The Army enabled the munitions depot team to obtain access to LMP to work SDRs. As a result, a routing rule update is needed to transmit SDRs for Military munitions depots directly to LMP by transaction.

(i) Forwarding Enhancement for “Historical” SDRs (Transaction Set Purpose Code 49). 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’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. 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. Historical SDRs are employed by the PDREP-AIS supporting Navy and Marine Corps submitters and ICPs. The original version of the PDREP historical SDR did not contain sufficient content to allow for forwarding to a new action activity from inside WebSDR using the Reply Code 504 forwarding process. This deficiency is now corrected and the PDREP historical SDR contains all the appropriate data content. Therefore, WebSDR prohibition on submission of a forwarding reply containing Reply Code 504 is no longer necessary.

(j) WebSDR Block/Rejection of RIC SD9. SDRs addressed to DLA’s Vendor Shipment Module (VSM) cannot be processed systemically. Instead they are forwarded to DLA’s group email account for unrouteable SDRs and are forwarded manually to the primary DLA RIC SMS so they can be processed electronically by DLA’s Enterprise Business System (EBS). When VSM is identified as the shipper, there is no visibility of the actual vendor. Since

DLA indicated that there is a potential for expansion of VSM to support Service shipments, a “RIC-flip” rule is not considered advisable as a corrective action plan. Instead, direct Web input should be blocked and transactions addressed to VSM should be rejected. Users will be informed that they must address SDRs to the ICP that authorized the vendor shipment and that the shipper must be identified by the vendor CAGE or left blank. The vendor CAGE may then be populated correctly via interface with EDA or by the ICP reply.

(k) WebSDR Rejection of SDRs Addressed to RIC SGA. SDRs cannot be processed when they are addressed to the DAAS rather than the applicable Component activity. The only exception is a reply transaction citing Reply Code 936 (SDR processing suspended. Request DOD WebSDR provide an information copy of the original report). Transactions addressed to RIC SGA (other than replies using Reply Code 936) fail requiring manual intervention.

(l) WebSDR Rejection of Changes to the Owner/Manager on a Storage Activity-Submitted SDR Correction. When the owner/manager is changed on an SDR correction, WebSDR distributes the correction to the new owner/manager. However, SDR systems cannot process a correction without having a record for the original SDR. In addition, the original recipient of the SDR may have a record of the SDR that no longer applies to that organization, since the original owner manager is not aware of the correction. After reviewing possible actions, Components agreed that a storage activity submitting an SDR with the incorrect owner/manager must cancel it and resubmit the SDR correctly. This will ensure that all parties have the correct information.

(m) SDR Attachment File Names. SDR guidance states that attachment file names may not include special characters other than the underscore. However, the guidance also indicates that WebSDR will replace any special characters in the file name with an underscore. Due to the volume of attachments, this approach is unsatisfactory because it allows transactions to fail and relies on manual correction to remove special characters from the file name. Revised guidance places responsibility for removing special characters on the submitting system.

(2) SDR Document Type Code Errors. Current procedures require the SoS to correct the Document Type Code on the SDR reply when customers submit incorrectly. This is particularly important for identifying direct vendor delivery (DVD) shipments that may be misidentified using Document Type 7 (stock shipments) rather than Document Type Code 6 (DVD). When DLA implemented this capability, the DLA team identified a disconnect when the SDR was transmitted improperly to a DLA Distribution Center rather than the SoS. As a result, DLA removed the program logic to support correction of the Document Type Code. After review, the SDR implementation team agreed that the procedures should be updated to require the SoS to correct the Document Type Code only when the SDR is submitted to the SoS for action. In conjunction with this business rule, SDRs addressed to a DLA Distribution Center when the shipment is actually a DVD shipment should be rejected. DLA will need to reinstate the document type correction capability with the restriction that it is only allowed when the SDR is addressed to DLA for action.

(3) Identification of the Submitter DoDAAC in PDREP-AIS-Originated SDRs. When the PDREP-AIS interface with WebSDR was established, special processing was required to properly process the PDREP SDRs. Navy SDRs were created in multiple SDR systems at the time and WebSDR experienced difficulty ensuring that SDR replies were routed back to the originator correctly. A technique was developed whereby PDREP used a DoDAAC unique to PDREP (N45112, NAVSEADDET Naval Material Quality Assessment Office) in the submitter field and the actual submitter was identified in the body of the SDR as the “customer” DoDAAC. Although this construct works, it requires special accommodations and is not consistent with the intended process of identifying the submitting system in conjunction with the submitting system-assigned SDR control number. The process obscures the actual submitter and causes confusion. WebSDR functionality to recognize the submitting system was refined and it is appropriate to revise the PDREP data mapping to implement the standard format.

(4) Reply Codes:

(a) Reply Code 609. The process implemented for Reply Code 608 is not considered optimal by the Services. Service representatives requested an alternative single-step SDR reply process whereby the action activity requests reclassification of suspended stock and appropriate disposition of that stock using multiple reply codes on SDR reply transactions in conjunction with SDR reply remarks. The use of multiple SDR reply codes in one transaction is consistent with the DLMS procedures. New Reply Code 609 will accommodate that request.

(b) Reply Code 610. The Services identified multiple situations where materiel is reported as discrepant and is subsequently dispositioned in a manner that does not close the SDR. While some action activities communicate with the storage activity outside of the WebSDR process, the intent is always to provide systemic disposition via SDR reply at the time any verbal or email disposition is provided. When the SDR remains open, the action activity has no systemic method to direct the storage activity to close the SDR. New Reply Code 610 will provide the appropriate code to direct an SDR be closed because disposition has been accomplished.

(5) Removal of Authorization for Immediate Replacement (Swap) of Discrepant Materiel at DLA Distribution Centers. Discrepancy Code Z5 (originally defined as “Discrepancy under DLA industrial activity support agreement recorded and corrective action taken) was implemented under ADC 371 (Reference 3.k.) for use at the Navy shipyards when the shipyards were going to operate using DLA’s Distribution Standard System (DSS). However, under revised plans, the Navy shipyards will not be using DSS, but will instead retain their own Navy system. Discrepancy Code Z5 will no longer be authorized for use within DSS. However, Discrepancy Code Z5 is retained for use as subsequently modified under ADC 1062 (Reference 3.l.) procedures.

(6) Administrative Changes

(a) Reply Codes:

1. Reply Code 608. ADC 1044 (Reference 3.h.) established Reply Code 608 for the action activities to provide disposition instructions for suspended

materiel using a two-step SDR reply process. This code was subsequently implemented by DLA and DLA Distribution. It requires the storage activity to complete the requested reclassification action and respond that this action is complete via Status Update (DLMS 842A/R with Transaction Set Purpose Code SU). Upon receiving the Status Update, the action activity provides a final reply directing release of the materiel and transmits the applicable MILSTRIP transactions (Materiel Release Order or Disposal Release Order). The storage activity provides shipment confirmation and, finally, a Completion Notice (DLMS 842A/R with Transaction Set Purpose Code CN) indicating that disposition was taken. SDR procedures require additional clarification to ensure that any party using Reply Code 608 understands its restricted use as described here.

2. Reply Code 944. ADC 1043A (Reference 3.g.) established new Reply Code 943 for use in rejecting SDRs when standard line of accounting (SLOA) data elements do not match the Fund Code to Fund Account Conversion Table. Subsequently, ADC 1127 (Reference 3.E.) inadvertently assigned the same code value to a new reply code used to reject SDRs with improperly formatted forwarding replies. This change corrects that error by renumbering the reply code for forwarding format errors to Reply Code 944 (Transaction rejected. Forwarding not authorized or transaction not properly formatted.).

(b) Shipment Number. While reviewing the DLMS IC for the SDR transaction, the SDR Administrator noticed that the shipment number field length was not identified correctly. Research by the WebSDR team revealed that the SDR database also restricted the shipment number field length. While the vast majority of shipment numbers are constructed to fit the current size allowed by WebSDR, which conforms to Defense Contract Management Agency (DCMA) administered contracts (seven position shipment number plus one position suffix), additional space is recommended to accommodate other types of shipment numbers.

c. Requested Change in Detail:

(1) WebSDR Input Screen, Edit, Routing, and Management Report

Revisions:

(a) PIID/Contract Number, CAO DoDAAC, and Shipper CAGE Code. This revision supplements previously requested WebSDR reply screen updates to allow for entry or correction of the PIID/contract number. Additionally, it revises WebSDR reply screens (associated with Transaction Set Purpose Code 11) to include data fields for input of the CAO DoDAAC and the shipper using a drop box selection for the DoDAAC, RIC, or CAGE Code. WebSDR will display the values derived from EDA when available. When prepopulated from EDA, user update capability will not be enabled. The CAO DoDAAC will only be displayed when SDR Document Type is 6, 9, P, or W. The data field for shipper is applicable to all document types, but the CAGE option is only valid for Document Type 6, 9, P, or W.

(b) Local Stock Number (LSN):

1. Add the LSN data field to the Web input screen. The input field for LSN will replace the current blocks labeled “FSC-NIIN” (these blocks are not necessary because they are redundant to the national stock number (NSN) data field). The data field for LSN will be labeled as “LSN” to add flexibility to support non-standard requisitioning procedures. The field will be 13 positions and may include alphanumeric characters, but no special characters. Add LSN to the list of acceptable options for the required materiel identification. The help screen for LSN will say: “Shipment, Billing, and Receipt Data. Required. Pre-filled or user entered. Used to identify the materiel requisitioned. Use Local Stock Number (LSN) only when the SoS authorized requisitioning by LSN.” The entry for this value will be mapped to the existing data element for LSN (2/LIN02/0200 Code SW).

2. Add LSN to the drop-down menu for selection of “Materiel Identification” on the management report search criteria screen.

(c) Action Code 3A Edit: Establish a WebSDR edit to restrict the use of Action Code 3A (Transshipper (aerial/water port or CCP) requests expedited response; shipment frustrated) to SDRs identified by SDR Document Type W (Transshipment SDR) to prevent misuse.

(d) Management Report Wildcard Search. Update WebSDR query criteria to allow users to search by wildcard by entering an asterisk (“*”) at the end of the specified data field. This functionality is applicable to PIID/contract number, action activity, submitter, owner/manager, and shipper RIC/DoDAAC/CAGE. The screen label must be modified to reflect current terminology as “PIID/Contract Number.”

Staffing Note: Wildcard search capability for contract number was implemented prior to issuance. Other uses are under development.

1. PIID/Contract Number. The added capability will allow users to search for SDRs based upon the first character, first two characters, or the first six characters of the contract number (procurement activity DoDAAC). For example, users will be able to search for contract numbers beginning with S*, SP*, or SPM4A7*.

2. Submitter DoDAAC. The added capability will allow users to search for SDRs based upon the first two characters of the submitter DoDAAC. For example, users will be able to search for submitter DoDAACs beginning with FB*. (Note that WebSDR already allows for search by the requisitioning Service/Agency.)

(e) Management Report Columns/Search Criteria Action Activity (Current). Modify internal logic for capture to prevent this field from being updated to identify the submitter DoDAAC as the action activity.

1. Customer DoDAAC

a. Revise management reports to display the customer DoDAAC when different from the submitter DoDAAC. (Leave blank if the customer DoDAAC

is equal to the submitter DoDAAC.) Insert the customer column immediately after the submitter column.

b. Adjust management report capability for submitter DoDAAC search to also retrieve SDRs based upon the customer DoDAAC (e.g., applicable when the SDR was submitted using the current PDREP format).

2. Security Cooperation (SC) Customer Code

a. Update the SDR input screen to reflect the current name for this data element as “Security Cooperation Customer Code” (originally called “FMS country code”).

b. Revise management reports to display the SC customer code. (Leave blank when not applicable.) Insert the SC customer code column immediately after the new customer column.

c. Add capability to search for SDRs using the SC customer code. Provide a drop box selection list comparable to that used for direct Web input for this search option.

3. Reply Code Display. Revise the reply display format so that it is clear which reply code was provided on the initial reply, versus reply codes from a subsequent reply (e.g., initial reply from the storage activity and subsequent reply from the owner/manager).

4. Header Display. Revise display of header data at the top of management reports to be more inclusive of user-selected/entered search criteria.

(f) Composite Record Display

1. Add the customer DoDAAC (when different from the submitter DoDAAC) to the record display for the original SDR in the composite view.

2. Add the owner/manager/SoS to the composite record display using the title “Owner/Manager.” Upon implementation of the ADC 1126 (Reference 3.i.) requirement for separation of these data fields, display any of these three values that are populated on the SDR.

3. Provide visibility of information/distribution copies in the composite display to indicate where and how the applicable SDR (or subsequent action on that SDR) was transmitted.

Staffing Note: Visibility of information/distribution was implemented prior to issuance.

(g) Special Characters in Email Addresses and SDR Remarks. Allow WebSDR to accept use of an apostrophe (') and the ampersand (&) in email addresses and remarks text. In order to accomplish this, WebSDR will identify transactions involving XML-based systems (currently, GSA Vision or Air Force ES-S) and when necessary, convert these characters to text (in email) or other special characters (in remarks narrative). In order to use a

converted email address, the user will need to substitute the special character for the text name of the character.

Staffing Note: Selected special character conversion in email addresses and remarks was implemented prior to issuance.

(h) Routing Rules for Army Munitions Depots. Revise SDR routing rules to send SDRs addressed to Army munitions depots transactionally to the Army LMP. These SDRs will process as appropriate and LMP will transmit the SDR reply transaction to WebSDR for dissemination. In addition to sending the SDR transaction to LMP, a temporary rule will send an email copy of the SDR to the Army designated point of contact. WebSDR will eliminate the email distribution when internal Army procedures are confirmed to support appropriate processing. The revised rule is applicable to SDRs addressed to RICs BAD, B47, BB2, BD2, BKD, BC2, BA9, and BTD.

Staffing Note: The Army munitions SDR routing logic was updated prior to issuance. The Army representative should advise the DLMS Program Office and DAAS when email copies may be discontinued.

(i) Forwarding Enhancement for “Historical” SDRs (Transaction Set Purpose Code 49). WebSDR will accept forwarding replies (using Reply Code 504) when the SDR was originally established in WebSDR via historical SDR transmission from the user’s Component SDR application (Transaction Set Purpose Code 49) and all required data content for a new submission is available. WebSDR will employ the comparable logic used to forward a new SDR (Transaction Set Purpose Code 00).

Staffing Note: Forwarding restriction on historical SDRs was lifted prior to issuance.

(j) WebSDR Block/Rejection of RIC SD9. RIC SD9 represents DLA’s Distribution Standard System (DSS) Vendor Shipment Module (VSM). VSM provides a vendor interface for preparation of shipment documentation and labels for direct vendor delivery (DVD). Submitters are sometimes confused by the presence of RIC SD9 and attempt to send the SDR to this RIC. WebSDR must prevent misuse of RIC SD9 as the action activity because SDRs addressed to RIC SD9 cannot be properly routed, therefore requiring manual intervention. (Misuse of RIC SD9 as the shipper may be ignored as this value will be replaced systemically upon interface with EDA.)

1. WebSDR will reject transactions that are sent to RIC SD9 as the action activity using Reply Code 929 (Transaction rejected. Missing, invalid, or unauthorized use of DoDAAC, MAPAC, or RIC). The rejection will include narrative remarks saying: “Resubmit SDR with correct action activity. (For DLA-directed shipments, use RIC SMS as the action activity).”

2. WebSDR must block on-line input of RIC SD9 as the action activity. Instructions to the user should say: “RIC SD9 is not an authorized value. For DLA-directed shipments, use RIC SMS as the action activity.”

(k) WebSDR Rejection of SDRs addressed to RIC SGA. Revise WebSDR to reject transactions identifying RIC SGA as the intended recipient of the SDRs. The only exception is an SDR Reply (Transaction Set Purpose Code 11) citing Reply Code 936 used

to request an information copy of the original report. Reject transactions using Reply Code 929 (Transaction rejected. Missing, invalid, or unauthorized use of DoDAAC, MAPAC, or RIC). Include narrative remarks saying: “RIC SGA is not an authorized value. Resubmit SDR with correct action activity identification.”

(l) WebSDR Rejection of Changes to the Owner/Manager on an SDR Storage Activity-Submitted SDR Correction. Revise WebSDR to reject SDR corrections (Transaction Set Purpose Code CO) changing the value identified for the owner or manager. (This is a single multi-purpose field under current design pending separation under ADC 1127.) The rejection criteria are applicable to SDR Document Types Codes 8, 9, R, A, N, and P. Reject transactions using Reply Code 938 (Transaction rejected. Missing or invalid transaction set purpose code). Include narrative remarks saying: “Owner/manager cannot be updated; cancel the original SDR and resubmit with the correct owner/manager.”

(m) SDR Attachment File Names. Update the attachment file name formatting rules to specify that the only special character acceptable in the SDR attachment file name is the underscore (_). A period may only be used once immediately preceding the file extension. No other special characters are authorized. Document those file types currently supported by WebSDR.

Staffing Note: Components were asked review DLMS procedures in Enclosure 1 and 4 to confirm that current attachment file size and file types support their current requirements. No feedback was provided in response to the proposed change.

(2) SDR Document Type Code Correction by ICP. This change enhances the WebSDR reply (Transaction Set Purpose Code 11) input screen to allow the responding 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 (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. This change is only allowed when the SDR was not distributed to other parties (meaning the ICP can change the type code only when the ICP is the organization to which the SDR was submitted for action). Otherwise, the SDR type code should not be changed and the SDR needs to be rejected and resubmitted by the submitting activity using the correct document type code. Comparable capability is mandatory within Component SDR systems. Additional flexibility to change Document Type 7 to Document Type V (ICP directed lateral redistribution) is encouraged. Action activity correction of the document type code for DLA Distribution Center SDRS is never authorized.

(3) Identification of the Submitter DoDAAC in PDREP-AIS-Originated SDRs. Revise PDREP to discontinue identification of the SDR submitter using the “PDREP DoDAAC” (N45112, NAVSEADET Naval Material Quality Assessment Office). Instead, PDREP must identify the actual submitter as the DoDAAC-From (it will no longer be necessary to include the actual submitter as the “customer” DoDAAC). WebSDR will recognize the submitting system as PDREP (using the submitting system identification associated with the Component system-assigned control number) and ensure that replies to SDRs generated in PDREP are returned to that system.

(4) Reply Codes:

(a) Revise the definition of Reply Code 608 to read: “Reclassify materiel as instructed; *final disposition instructions to be provided upon confirmation of reclassification*.” Add a note to clarify that this code cannot be used with other reply codes. Revise DLMS Vol 2, Chapter 17 procedures to further clarify this process (refer to Enclosure 1). WebSDR will establish an edit to block use of Reply Code 608 in combination with other reply codes. WebSDR will block invalid use via direct on-line input and reject transactions using Reply Code 927 (Transaction rejected. Missing or invalid disposition/reply code) with remarks stating: “Reply Code 608 cannot be used in combination with other reply codes; resubmit reply with only Reply Code 608 (or consider using Reply Code 609).”

(b) Establish new Reply Code 609 defined as: “*Reclassify materiel as instructed; additional disposition instructions provided (see reply codes/remarks.)*”

(c) Establish new Reply Code 610 defined as: “*Materiel previously dispositioned; close SDR with no further action. (Provide remarks to explain circumstances for use of this code.)*”

(5) Removal of Authorization for Immediate Replacement (Swap) of Discrepant Materiel at DLA Distribution Centers. DLA Distribution must remove Discrepancy Code Z5 currently defined as “Immediate resolution/replacement of discrepant item under inter-Service/Agency support agreement (restricted use per Service/Agency guidance)” from DSS internal tables. This code will no longer be valid for use by DLA. No changes to WebSDR are required. The Discrepancy Code Z5 will remain valid for other users.

(6) Administrative Changes:

(a) **SDR Forwarding Edit.** Renumber misidentified Reply Code 944 (Transaction rejected. Forwarding not authorized or transaction not properly formatted.). Reply Code 943 (Transaction rejected. Fund Code or Standard Line of Accounting (SLOA) data elements do not match SFIS Fund Code to Fund Account Conversion Table) remains as previously assigned.

Staffing Note: Use of Reply Code 944 implemented in WebSDR prior to issuance.

(b) Revise shipment number field length. Refer to Enclosure 3.

Staffing Note: WebSDR field length increased in WebSDR prior to issuance.

d. Revisions to DLM 4000.25 Manuals:

(1) Revise DLM 4000.25, Volume 2, Chapter 17, Supply Discrepancy Reporting, as shown in Enclosure 1.

(2) Revise DLM 4000.25, Volume 2, Appendix 7.28, Supply Discrepancy Report Relevant Data Elements, as shown in Enclosure 2.

(3) Update DLMS IC 842A/W Standard SDR, Follow-up, Correction, Cancellation, & Reconsideration Request and 842A/R SDR Reply as shown in Enclosure 3.

e. **Transaction Flow:** Standard SDR transaction flows apply with no revisions.

f. **Alternatives:** None identified.

5. REASON FOR CHANGES:

a. These changes modify SDR procedures to fill process gaps and improve transactional interfaces to ensure timely and appropriate handling of SDRs.

b. Errors in creation of attachment file names requires manual effort at DAAS and impacts other trading partners.

c. DLA requested the withdrawal of procedures for the use of SDR Discrepancy Code Z5 within DLA. The swapping of discrepant materiel between a DLA Distribution Center and a Service industrial activity are inconsistent with current DLA practices. Discrepancy Code Z5 will no longer be used by DLA Distribution Centers.

d. Correct identification of the document type code is essential for valid SDR metrics and correct data content. Contractor shipments must be properly identified by document type code so the PIID can be entered and contractor noncompliance identified (when applicable).

6. ADVANTAGES AND DISADVANTAGES:

a. **Advantages:**

(1) Provides additional capability to WebSDR responders.

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

(3) Strengthens WebSDR edits to ensure valid data.

(4) Allows flexibility in preparing management reports, increases available data content, and improves accuracy of data.

(5) Promotes better understanding of SDR processing procedures through clarification/documentation of business rules.

(6) Standardizes SDR processing for PDREP users and increases level of DLMS compliance for Army munitions depots.

b. **Disadvantages:** None noted.

7. ESTIMATED TIME LINE/IMPLEMENTATION TARGET: Phased and staggered implementation applies. All discrepancy and reply code revisions are effective April 1, 2017. Internal changes to WebSDR for enhanced functionality and visibility of data are targeted for implementation by July 1, 2017. SDR systems supporting owner/manager SDR replies must adopt functionality to update user input incorrect document type codes when the owner/manager

is identified as the action activity by July 1, 2017. PDREP-AIS attachment file name must be corrected as soon as possible. PDREP-AIS formatting for submitter DoDAAC is a priority change and should be prioritized and coordinated with DAAS for near term implementation.

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

9. IMPACT:

a. **New DLMS Data Elements:** None identified.

b. **Changes to DLMS Data Elements:** Add and revise SDR discrepancy and reply codes as shown in Enclosure 2 and the SDR attachment file name explanation as shown in Enclosure 4.

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

(1) Adopt mandatory capability to change the Document Type Code 7 to Document Type Code 6 and populate the applicable contract number when the document type is incorrectly identified or left blank in the original submission. Additional flexibility to change Document Type 7 to Document Type V is encouraged.

(2) Update discrepancy and reply code tables for new and revised discrepancy and reply codes.

(3) Block inappropriate use of unacceptable special characters.

(4) Ensure attachment file names are properly constructed with no unauthorized special characters.

(5) PDREP only: In addition to general updates above, transition PDREP-generated SDRs to standard formatting to identify the customer submitting the SDR as the transaction submitter DoDAAC.

d. **DAAS:** Significant changes to DOD WebSDR include:

(1) WebSDR Input Screen, Edit, Routing, and Management Report Revisions:

(a) Enhance reply screens to allow users to input PIID/contract number, CAO DoDAAC, and shipper.

(b) Enhance new SDR submission screens to permit identification of LSNs.

(c) Restrict use of Action Code 3A to transshipper SDRs.

(d) Modify management report display to provide more detailed visibility of the original search criteria and columns to enhance accuracy and visibility of data and enhance search capability to include SC customer code and submitter DoDAAC match against the PDREP historical format citing a “customer” DoDAAC.

(e) Modify composite record display to enhance visibility of data.

(f) Adopt conversion approach for selected special characters.

(g) Establish edits to block use of RIC SD9, inappropriate use of RIC SGA, and correction of the owner/manager field on storage activity-submitted SDRs, and to block multiple reply code use in conjunction with Reply Code 608.

(2) Support transition of PDREP-generated SDRs to standard formatting to identify the customer submitting the SDR as the transaction submitter DoDAAC and return SDRs replies to PDREP based upon system identification associated with the submitter’s control number.

(3) Update discrepancy and reply code tables for new and revised discrepancy and reply codes.

e. **Non-DLM 4000.25 Series Publications:** Process revisions may require update to internal operating procedures and other published SDR guidance.

10. PROPOSED DLMS CHANGE (PDC) 1174 STAFFING RESPONSE/COMMENT RESOLUTION:

| | Originator | Response/Comment | Disposition |
|----|--------------|--|---|
| 1. | Army | Concur | Noted. |
| 2. | Navy | Concur | Noted. |
| 3. | Air Force | Concur | Noted. |
| 4. | Marine Corps | Concur | Noted. |
| 5. | DLA | <p>Concur with comments</p> <p>1. EBS will have to submit an RFC to implement b. (2) SDR Document Type Code Errors.</p> <p>2. Discrepancy Code Z5 is no longer on the DSS load and maintain table.</p> <p>3. Incoming Reply Codes 608 still changes the ROD status to "I" and allows DSS to reply with a 320. New incoming reply codes 609 & 610 will just change or update a ROD status to "D".</p> | <p>Noted.</p> <p>SDR Code 610 will close the SDR. SDR code narrative updated for clarification.</p> |

| | Originator | Response/Comment | Disposition |
|--|------------|--|-------------|
| | | 4. Clarification requested for use of Reply Code 610...will it actually close the SDR? | |

Enclosure 1, Defense Logistics Manual (DLM) Chapter Revisions

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

Changes are identified by **bold red italics** and double strike-through text. Intervening text between updated paragraphs is not shown. Paragraphs will be renumbered as appropriate due to identified revisions. Manual updates shown below reflect changes from previously approved but not yet published in the DLMS Manual.

C17.3.1.2. Shipment Information

(Intervening text not shown (updates the last sentence in the paragraph))

Action activities must have the capability to update procurement information via the SDR reply when not populated by the submitter **or EDA input** on procurement source receipt discrepancies involving direct vendor/contractor delivery to the customer (SDR Document Type 6).

(Intervening text not shown)

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

C17.3.10.2.1.1.2. Army Ammunition Storage Activity Shipments. ~~Services ammunition users are advised to~~ **only send WebSDR will pass SDRs to B14 addressed**

to the following Army ammunition storage activities transactionally to Army LMP: Anniston Munitions Center (BAD), Pine Bluff Arsenal (BA9), Hawthorne Army Depot (BD2), Letterkenny Munitions Center (BKD), Crane Army Depot (BB2), McAlester Army Depot (BC2), Tooele Army Depot (BTD), and Blue Grass Army Depot (B47). ~~for ammunition commodity discrepancies~~ **The Army will ensure visibility of** these SDRs ~~will be further routed by the Army~~ to Army ammunition storage depots that manage Army, Service common, and Service unique ammunition stock.

C17.3.10.2.1.1.3. Global Combat Supply System-Army (GCSS-Army) Inter-Service Lateral Redistribution of Retail Assets By Inter-Service Agreement. The Army requires that these SDRs be processed by the AMI or NAMI ICP regardless of the FLIS-designated manager or the Army Supply Support Activity (SSA) providing lateral support. Any SDRs directed to the SSA will be transmitted to the default Army email account pending a system interface with DoD WebSDR or alternative guidance. The Army will ensure that these SDRs will be forwarded to the appropriate Army action activity and coordinated with the ~~Logistics Modernization Program (LMP)~~ for financial resolution when applicable.

¹ **Refer to ADC 1102, implementation delayed.**

(Intervening text not shown)

C17.3.12.1.2. Replies. Responsible 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 will 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. **The action activity** ~~This may require~~ **need to** updating^e 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 will ensure that inappropriate reply codes are blocked from use when responding to transshipper SDRs (Document Type Code W). **The action activity must complete** 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. **When procurement information is populated by EDA interface, it will not be overridden by subsequent entries.** 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. **However, this can only be accomplished by the source of supply when the source of supply is the designated action activity. If the SDR was misrouted to a DLA Distribution Center under the wrong document type code, the action activity must reject it and advise the submitter to resubmit with the correct information.** ~~Historical replies (transactions citing Transaction Set Purpose Code 49) may~~ **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.

(Intervening text not shown)

C17.3.12.1.2.1. Interim Replies

(Intervening text not shown)

C17.3.12.1.3.2.3. When the ICP/IMM has directed reclassification of materiel by Reply Code 608 the storage activity will perform the requested action and provide status update with Reply Code 320 (Reclassification of materiel complete). **Reply Code 608 may not be used in conjunction with other reply codes. When using Reply Code 608, the action activity must provide final disposition separately by a subsequent SDR reply after the reclassification action is reported as complete.** No more than three request/response per SDR will be allowed. A fourth transmission of Reply Code 608 or 320 will result in systemic rejection and will require manual attention. **(Note that action activities may use Reply Code 609 to request reclassification of materiel in combination with other disposition instructions identified via additional reply code(s) and remarks.)**

(Intervening text not shown)

C17.3.15. Correction and Modification/Update of Original Report. When the originator needs to modify discrepancy information or requested action concerning a previously submitted SDR, a new transmission of the SDR may be used. Indicate that the SDR is a modification or correction and forward to all parties who received the original submission. Cite the nonconformance report number of the original report. SDR applications will include the WebSDR-assigned control number when known. SDR applications will include revised content and the original unchanged discrepancy information from the original report using the DLMS 842A/W. POC information applicable to the revised SDR is required. A brief narrative description of the revision must be included. Significant errors, such as an incorrect requisition document number, ~~or~~ document number suffix, **or owner/manager identification on storage activity-submitted SDRs**, must be corrected by canceling the original SDR and submitting a new report.

(Intervening text not shown)

C17.3.20.1.2.2. The shipping activity may not be identified by the ~~routing identifier~~ **RIC** associated with an inventory control point or item manager. **Additionally, WebSDR users may not identify RIC SD9 (DLA Vendor Shipment Module) as the shipper.**

(Intervening text not shown)

C17.3.20.4.5. WebSDR will accept and forward supporting documentation associated with SDRs using DLMS attachment exchange procedures.

C17.3.20.4.5.1. SDR attachments may be uploaded directly to the DoD WebSDR or exchanged electronically in association with the SDR transaction.

C17.3.20.4.5.2. SDR attachments must be referenced/uploaded under a 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. ~~Attachments may be submitted with follow-up and cancellation transactions for archive, but these will not be forwarded to the action activity.~~ ***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 prior to the file extension. WebSDR supports the following file types: BMP, DOC, DOCX, GIF, JPEG, JPG, PDF, TXT, XLS, and XLSX.***

(Intervening text not shown)

C17.3.20.2. WebSDR will edit SDR transactions prior to passing/routing to ensure minimal standards of acceptability. Reject to the generating activity SDR and follow-on transactions that do not meet the following conditions:

(Intervening text not shown)

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.

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 or ***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).)***

C17.3.20.2.6.2. 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.

C17.3.20.2.6.3. WebSDR will reject storage activity-submitted SDRs (Document Types Codes 8, 9, R, A, N, and P) attempting to change the value of the owner or manager after original submission using Reply Code 929.

(Intervening text not shown)

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.²

Table C17.T2. Special Characters

| Authorized Special Characters | Invalid Special Characters | <i>Conditionally Allowed Special Characters (See Note)</i> |
|---|--|--|
| _ (underscore) @ (at sign) # (number/pound sign) \$ (dollar sign) ((open parenthesis)) (close parenthesis) - (dash) = (equal sign) + (plus sign) , (comma) . (period) : (colon) / (forward slash) \ (backward slash) [(open bracket)] (close bracket) ? (question mark) | & (ampersand) ; (semi-colon) < (less than) > (greater than) ' (apostrophe) “ (quotation marks) * (asterisk) ^ (caret) | <i>& (ampersand)</i> <i>' (apostrophe)</i> |
| <p><i>Note: The values listed in the third column are allowed in email addresses; they are not recommended for other use. WebSDR will convert to text for XML-formatted transactions (rather than reject).</i></p> | | |

² See ADC 1127, Enclosure 1

Enclosure 2, DLM Appendix Updates

Revise DLM 4000.25, Volume 2, Appendix 28, Supply Discrepancy Report Relevant Data Elements, as shown.

(Intervening text not shown)

AP7.28.2. SHIPPING AND PACKAGING DISCREPANCY CODE

Z5 Immediate resolution/replacement of discrepant item under inter-Service/~~Agency~~ support agreement (restricted use per Service/~~Agency~~ guidance)¹

(Intervening text not shown)

AP7.28.4 DISCREPANCY STATUS OR DISPOSITION (REPLY) CODES

(Intervening text not shown)

The 600-series codes indicate an ICP reply to the storage activity:

608 Reclassify materiel as instructed; *final disposition instructions will be provided upon confirmation of reclassification. (Do not use in combination with other reply codes.)*

609 *Reclassify materiel; disposition instructions provided (see remarks/additional reply code(s)).*

610 *Materiel previously dispositioned; close SDR with no further action. (Provide remarks to explain circumstances for use of this code.)²*

(Intervening text not shown)

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. Standard Line of Accounting (SLOA) data elements do not match SFIS Fund Code to Fund Account Conversion Table.

944 *Transaction rejected. Forwarding transaction not properly formatted.*

¹ Refer to ADC 1062 and 1174. Not authorized for use by DLA Distribution Centers.

² Refer to ADC 1174.

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 | <u>Add ADC 1174 to DLMS Introductory note:</u> - <i>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</i> | To identify DLMS changes included in the DLMS. |
| 2. | 2/REF01/0700 | <u>Revise DLMS Note 1 and field length:</u> SI Shipper's Identifying Number for Shipment (SID) DLMS Note: This is the contractor-assigned shipment number, e.g. vendor shipments invoiced via the Mechanization of Contract Administration Services (MOCAS) system are identified by a shipment number formatted as three alpha and four numeric characters (<i>may include 1 position shipment number suffix</i>). For SI: WebSDR <i>maximum</i> field length = 17 22 | Administrative update to match field length available for shipments numbers not configured using the standard construct. |

| # | Location | Change Table for 842A/R SDR Reply | Reason |
|----|------------------------|--|--|
| 1. | DLMS Introductory Note | <u>Add ADC 1174 to DLMS Introductory note:</u> - 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 | To identify DLMS changes included in the DLMS. |
| 2. | 2/REF01/0700 | <u>Revise DLMS Note 1 and field length:</u> SI Shipper's Identifying Number for Shipment (SID) DLMS Note: 1. This is the contractor-assigned shipment number, e.g. vendor shipments invoiced via the Mechanization of Contract Administration Services (MOCAS) system are identified by a shipment number formatted as three alpha and four numeric characters (<i>may include 1 position shipment number suffix</i>). 2. DoD action activities responsible for contracted vendor shipments are required to populate the contractor-assigned Shipment Number when applicable and not provided by the submitter. For SI: WebSDR <i>maximum</i> field length = 17 22 | Administrative update to match field length available for shipments numbers not configured using the standard construct. |
| 3. | 2/N101/2800 | <u>Add new DLMS notes to existing Codes C4 and SH:</u> C4 Contract Administration Office DLMS Note: 1. Use to identify the DoDAAC of Contract Administration Office (CAO) for the identified contract number. 2. Populated via EDA interface with WebSDR when available for contract-related discrepant shipments. 3. This data element is required on the action activity reply for contract-related shipments when unavailable via EDA interface. SH Shipper DLMS Note: 1. Use to identify the shipping activity by Routing Identifier Code, DoDAAC, or vendor/contractor CAGE code. 2. Vendor CAGE code populated via EDA interface with WebSDR when available for contract-related discrepant shipments. 3. This data element is required on the action activity reply for contract-related shipments when unavailable via EDA interface. | Updates note to clarify use to populate the CAO DoDAAC and shipper data fields. |

Enclosure 4, LOGDRMS Update

Revise dictionary entry as shown:

SUPPLY DISCREPANCY REPORT (SDR) ATTACHMENT FILE NAME

DEFINITION: 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

TTTTTTTTTT = Text - optional user-provided name (~~up to~~ 10 characters *containing no special characters other than the underscore (_)*)

D = Document Number (14 AN)

X = Document suffix (1 AN, if blank use "_")

BB = beginning segment (*842A/W or 842A/R 1/BNR01/0200*) value 00, 01, 15, 22, 46, 49, 50, CO, 11, CN, SU, OR XX (XX = *exception process* attachment submitted independent from DLMS transaction, ~~per HOC~~)

OS = SDR attachment originating system code (see list *of authorized codes in LOGDRMS at SDR Attachment Originating System Code*)

CC = Century (2 N)

YY = Year (2 N)

JJJ = ~~Julian~~ *Ordinal* Day (3 N)

HH = Hours (2 N) (*in 24-hour format, 00-23*)

MM = Minutes (2 N) (*00-59*)

S = serial number (1 N, sequential, start with "1")

.EXTN = File extension (the period may only be used once immediately preceding the file extension): BMP, DOC, DOCX GIF, JPEG, JPG, PDF, TXT, XLS, and XLSX (other file types are not supported at this time)