DEFENSE LOGISTICS AGENCY
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March 01, 2018

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

SUBJECT: Approved Defense Logistics Management Standards (DLMS) Change (ADC)
            1250, Refining Business Rules and System Requirements for Identification of
            Duplicate Supply Discrepancy Reports (SDRs) (DLMS/SDR)

        We are forwarding the attached approved change to DLM 4000.25, Defense Logistics
Management Standards for implementation. Components must implement this change for DLMS
compliance; refer to the implementation target timeline in the attachment for details.

        Addressees may direct questions to Mr. Ben Breen, DOD Discrepancy/Deficiency
Administrator, e-mail DLMSSDR@dla.mil. All others must contact their Component designated
Supply PRC representative or SDR PRC representative available at:
http://www.dla.mil/HQ/InformationOperations/DLMS/DLMSPrograms/sdr/.

                                        HEIDI M DAVEREDE
                                        Director
                                        Enterprise Business Standards Office

Attachment
As stated
cc:
ODASD(SCI)

Attachment to ADC 1250
Refining Business Rules and System Requirements for Identification of Duplicate Supply Discrepancy Reports (SDRs)

1. ORIGINATING SERVICE/AGENCY AND POC INFORMATION:
Ben Breen, DOD Discrepancy/Deficiency Administrator, DLMS Program Office, e-mail:
DLMSSDR@dla.mil

2. FUNCTIONAL AREA:

    a. Primary/Secondary Functional Area: Supply Discrepancy Reporting

    b. Primary/Secondary Functional Process: DOD WebSDR Processing

2. REFERENCES:

    a. Approved DLMS Change (ADC) 452, Implementation of DOD WebSDR Automated
SDR Rejection Capability, December 19, 2011

    b. Defense Logistics Management Standards Manual, DLMS 4000.25, Volume 2,
Chapter 17, Supply Discrepancy Reporting

3. APPROVED CHANGE(S): Green highlighting identifies substantive changes subsequent
to staffing.

    a. Brief Overview of Change: This change mandates synchronization of all
Component SDR systems for identification of a duplicate SDR. This requirement applies to
DOD WebSDR and Component systems generating and receiving SDR transactions. It updates
existing criteria for WebSDR to incorporate Document Type Code and documents a plan for
terminating use of the Distribution Standard System (DSS) Automated Discrepancy Reporting
System (ADRS) depot control number (DCN) in identification of duplicate SDRs at a future
date.

    b. Background:

        (1) ADC 452 established WebSDR business rules to identify a duplicate SDR
and directed Components to transition to equivalent rules stating the following:

> **"Duplicate SDR.** Reject with Reply Code 719 (SDR rejected. Duplicate of previously
> submitted SDR) when a new SDR (Transaction Set Purpose Code 00) matches an
> existing SDR record on document number/suffix, discrepancy code, and transportation
> control number (if provided) (where the original SDR has not been cancelled). The SDR
> will include remarks text (or tailored error message for on-line WebSDR users) as
> follows: *"This new SDR matches an existing SDR record on document number/suffix,
> discrepancy code, and transportation control number (if provided).*

(2) Although ADC 452 identified duplicate criteria for Component SDR systems, a specific timeline was not established and some Components have not implemented the approved change. Component-unique business rules and corresponding systemic edits to identify duplicate SDRs have resulted in a lack of standardization that creates confusion and miscommunication. What is acceptable in one system may not be acceptable in another, resulting in unnecessary delays in providing disposition instructions or credit to customers. SDR rejections may result in Components communicating offline to resolve SDRs that were rejected due to another Component's more stringent rejection criteria.

(3) During SDR implementation team teleconferences, Enterprise Business Standards Office (EBSO) and Component representatives discussed ongoing issues resulting from lack of standard duplicate SDR criteria. Consequently, Components provided the SDR Administrator their respective internal business rules and systemic edits for duplicate rejection. After review of each Component's criteria and further discussion, the Components agreed there is a need to synchronize duplicate criteria across all SDR systems.

(4) The DSS ADRS assigns a DCN to each SDR generated by a DLA Distribution Center. DCN assignment is unique only within each distribution center but not unique in DSS (all of DSS as a whole). This number distinguishes SDRs resulting from distribution center receipts, which would otherwise be considered as duplicates. This is necessary because distribution centers may receipt large shipments split among multiple receiving lines. Each receiving line may identify the same discrepancy in the shipment and submit a SDR for the quantity discrepant at that receiving line. ADRS does not recognize this situation as it should to either (a) consolidate the discrepancy and receipt information for submission of a single SDR or (b) submit SDR corrections to update the initial submission so that the single discrepant shipment is associated with a single SDR. Functionality for systemic consolidation would require a major enhancement to ADRS. Therefore, WebSDR will continue to use the ADRS DCN to recognize unique SDRs. Unfortunately, this places an additional burden on Component systems to consolidate the information for management purposes. This DLMS change directs DLA Distribution and DLA Disposition to establish a plan for process improvement so the ADRS DCN can be removed from duplicate criteria at a future date.

c. This change updates the original ADC 452 duplicate criteria to include the SDR document type code. This will allow WebSDR to distinguish unique SDRs that would otherwise appear to be duplicates. This might occur when a distribution center receipts materiel under the same document number used for the original shipment to the customer. The distribution center would identify this SDR using Document Type 8, while the customer SDR would cite Document Type 7.

d. **Approved Change in Detail:**

    (1) DOD WebSDR:

      (a) New SDR submissions (Transaction Set Purpose Code 00) transmitted to WebSDR will reject as a duplicate when the SDR matches an existing valid SDR on all of the following data elements.

      1. WebSDR status is not cancelled

      2. document number/suffix,

      3. discrepancy code (one matching value),

      4. SDR document type code,

      5. transportation control number (if provided), and

      6. pending update or replacement of ADRS (see paragraph 4.c.(2)), ADRS DCN (if provided) in conjunction with the submitting DLA Distribution Center (identified by RIC or DoDAAC).

      (b) WebSDR will perform validation for duplicate SDRs prior to transmitting the SDR to the receiving SDR system (or email recipient). WebSDR will consider a new submission SDR unique if it does not match a previously submitted SDR using the above criteria. WebSDR will assign a unique WebSDR control number to valid new submissions. WebSDR will block on-line creation of an SDR that will violate duplicate SDR criteria by identifying the problem to the user and requesting revision. For transactions, WebSDR will reject new submission SDRs identified as duplicates using the above criteria with Reply Code 719 (Discrepancy report rejected. Duplicate of previously submitted SDR).

    (2) Distribution Standard System (DSS) Automated Discrepancy Reporting System (ADRS): DLA Distribution will need to develop a plan for future implementation that will terminate ADRS submission of multiple SDRs associated with the same shipment and discrepancy due to internal use of multiple receiving lines for processing the receipt. ADRS may consolidate SDRs prior to submission to WebSDR or ADRS may submit corrections to update the initial SDR submission to reflect the additional discrepant quantity and other information from the second and subsequent receiving lines.

Staffing Note: Request DLA Distribution review this requirement and provide feedback with an estimated timeline for future implementation. EBSO received no response to this staffing note.

    (3) Component SDR Systems:

      (a) Because WebSDR will serve as the central hub for validation and rejection of duplicate submissions, Components may choose to relax their internal system edits to reject only new submission SDRs (Transaction Set Purpose Code 00) containing the same WebSDR control number as a previously submitted SDR. Alternatively, Components' SDR

systems may use above WebSDR duplicate criteria. DLMS procedures do not authorize Components to apply more stringent requirements than those listed above.

                (b) Additionally, Component SDR systems must apply edits to prevent creation of SDRs that would violate duplicate criteria based upon editing against an internal database of SDRs previously submitted by that system.

    e. <u>Revisions to DLM 4000.25 Manuals</u>: Revise DLM 4000.25, Volume 2, Chapter 17. Revisions are shown in the Enclosure.

    f. <u>Proposed Transaction Flow</u>: No change to standard transaction flow.

    g. <u>Alternatives</u>: Require each Component to provide SDR data offline for SDRs rejected as duplicates by SDR applications utilizing their own internal business rules. This approach would not be efficient or cost effective and could present significant issues from an auditability perspective.

5. REASON FOR CHANGE: This change will provide consistent systemic criteria for all DOD SDR applications for what constitutes a duplicate SDR and provides for consistent scenarios for SDRs to be rejected as duplicates.

6. ADVANTAGES AND DISADVANTAGES:

    a. <u>Advantages</u>: Having DOD-wide criteria to identify duplicate SDRs will eliminate the need for Component SDR systems to reject SDRs as duplicates based on internal business rules for that individual system. With a standard approach, there should be no need to manipulate data such as selecting a less appropriate discrepancy code to bypass the duplicate edit.

    b. <u>Disadvantages</u>: None identified.

7. ESTIMATED TIME LINE/IMPLEMENTATION TARGET:

    a. The target implementation will be March 1, 2019 for DLMS compliance. Staggered implementation will apply.

    b. EBSO requested DLA Distribution provide a timeline for re-engineering to consolidate SDRs resulting from multiple receiving lines; however we received no response to this request. The ADRS DCN will be retained for WebSDR duplicate criteria pending this change.

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

9. IMPACT:

    a. <u>New DLMS Data Elements</u>: No new data elements identified in this change.

b. Changes to DLMS Data Elements: No changes to existing data elements identified in this change.

c. Automated Information Systems (AIS):

(1) Components must update their SDR applications to reflect the duplicate edit criteria as described above.

(2) DSS must establish a means to prevent creating duplicate SDRs due to shipments split among multiple receiving lines.

Staffing Note: The need to use the originating RIC/DoDAAC to identify a unique DCN is also noncompliant. DLA Distribution and DLA Disposition should take advantage of this major system enhancement to develop a unique value for each DCN (e.g., by expanding the field length to include additional information).

d. Defense Automatic Addressing System (DAAS): Update WebSDR to include SDR document type code.

e. Non-DLM 4000.25 Series Publications: Components will need to update their internal policies and procedures to ensure synchronization with the described duplication criteria.

10. PROPOSED DLMS CHANGE (PDC) 1269 STAFFING RESPONSE/COMMENT RESOLUTION:

	Originator	Response/Comment	Disposition
1.	Army SDR	Concur without Comment	Noted.
2.	Navy	Concur without Comment	Noted.
3.	Air Force	Concur with Comment: This rule change may cause inadvertent materiel rejects in the Air Force retail supply system. There are instances of having the same document number and quantity being shipped multiple times to the same location especially to the CENTCOM AOR. Once the first document processes successfully the Due-In is removed from the Air Force Retail Supply System (ILS-S). Later shipments arriving with the same document number and quantity results in SDRs for each of the duplicate shipments. Discrepancy O3 - Quantity duplicates another shipment is the only discrepancy code which applies. Based on these rules being implemented by DoD WebSDR, if the first shipment is received not resulting in an SDR, the third and any additionally received shipments, with the same document number will be rejected.	Noted. EBSO discussed this issue with the Air Force who suggested the shipments arriving with the same document number originated from GSA vendors who were not inputting the partial shipment indicator in the TCN. EBSO coordinated with GSA to ensure contractors use the partial indicator for partial shipments in the TCN. GSA confirmed contractors should be following the DTR guidance for using the partial indicator in the TCN. EBSO conveyed this information to the Air Force; Air Force agreed to proceed with this change as written.
4.	Marine Corps	Concur without Comment	Noted.
5.	DLA	Concur without Comment	Noted.

	Originator	Response/Comment	Disposition
6.	AFSAC	Concur without comment	Noted.
7.	USTRANSCOM	Abstain	Noted.

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 strike-though text.

"C17.3.20.2.19. Duplicate SDRs defined as a new submission matching an existing SDR on *WebSDR control number. Prior to WebSDR control number assignment, duplicate SDRs are defined as a new submission matching an existing valid SDR on all of the following: WebSDR status is not cancelled,* document number/suffix, discrepancy code *(minimum of one matching value)*, *SDR document type code,* and transportation control number (if provided). *Pending future system upgrade by DLA Distribution, the Distribution Standard System (DSS) Automated Discrepancy Reporting System (ADRS), and the depot control number (DCN) in conjunction with the submitting system RIC/DoDAAC also distinguishes unique SDRs to preclude rejection as a duplicate.* [2] Reject with Discrepancy Disposition/Status (Reply) Code 719. ~~Note: DoD Components may use this code based on internal business rules.~~"

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[2] *Refer to ADC 1250.*