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

March 21, 2019

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

SUBJECT: Approved Defense Logistics Management Standards (DLMS) Change (ADC) 1331
Documenting and Expanding DAAS Rejection Criteria for Supply Discrepancy
Reports (SDR)

The attached change to DLM 4000.25, Defense Logistics Management Standards
(DLMS), is approved with implementation no later than December 2019.   The Enterprise
Business Standards Office will post the updated DLMS Implementation Conventions (IC) to the
Web at http://www.dla.mil/HQ/InformationOperations/DLMS/elibrary/Transformats/140_997/,
within **10** days from the above date.

Addressees may direct questions to EBSO.SDR@dla.mil. Others must contact their
designated SDR PRC available at
http://www.dla.mil/HQ/InformationOperations/DLMS/allpoc/.

HEIDI M. DAVEREDE
Director
Enterprise Business Standards Office

Attachment
As stated

cc:
ODASD (Logistics)

Attachment to ADC 1331,
Documenting and Expanding DAAS Rejection Criteria for Supply Discrepancy Reports (SDR)

1. ORIGINATING SERVICE/AGENCY AND POC INFORMATION: Mr. Ben Breen, SDR PRC Chair, e-mail: **EBSO.SDR@DLA.MIL**

2. FUNCTIONAL AREA LOGISTICS AND TRANSACTION CHANGES:

    a. **Primary/Secondary Functional Area:** SDR

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

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

3. REFERENCE: DLM 4000.25, Defense Logistics Management Standards (DLMS), Volume 2, Supply Standards and Procedures, Chapter 17, Supply Discrepancy Reporting.

4. REQUESTED CHANGE(S):

    a. **Brief Overview of Change:** This Approved DLMS Change (ADC):

        (1) Documents and expands upon procedures currently employed by WebSDR known as catastrophic SDR failure. The DLMS will no longer use the term catastrophic failure, but will refer to those events as a DAAS Reject. The term DAAS Reject is not the same term as an SDR that is rejected with a rejection reply code.

        (2) Documents the DAAS Reject when mandatory SDR remarks required in the new original (00) SDR submissions (excluding SDRs submitted with Action Codes 1H or 3B), are left blank.

        (3) Documents the DAAS Reject when new original (00) SDRs are received with a WebSDR control number prepopulated or already used for a previous submission.

(4) Documents the DAAS Reject for any SDR using a Correction (Transaction Set Purpose Code (CO)) to change the owner/manager, or source of supply for any SDR document type code.

(5) Documents the DAAS Reject for SDRs submitted to an activity with an invalid Routing Identifier Code (RIC), or for Department of Defense Activity Address Codes (DoDAAC) or Military Assistance Program Address Code (MAPAC) not in the Department of Defense Activity Address Directory (DoDAAD).

b. **Background:**

(1) Currently WebSDR (DAAS) edits SDR transactions for core data elements required for the SDR transaction to be processed. If the core data elements are missing or contain invalid entries, WebSDR will reject the SDR at the transactional level and send an e-mail to the point of contact (POC) associated with the submitting system. The DAAS Reject occurs at the transactional level where the transmissions are blocked from entering WebSDR for a control number assignment and date/time stamp. This rejection is not the same as an SDR transaction, which is processed, given a WebSDR control number (thereby inserted into metrics) and rejected with a rejection reply code.

(2) Currently, WebSDR will DAAS Reject only inbound SDR transactions from external systems based on several core requirements. The concept was originally built upon core data elements, without which WebSDR cannot process an SDR, and the assumption that systems could potentially not accept rejection transactions. The concept for the rejections was to store them inside WebSDR tables with other data for audit/reporting purposes. In order to do that, WebSDR had to follow database designs in use. The SDR transactions required key values that were controlled and properly formatted. These SDRs are not recorded in any database table. However, WebSDR can provide an audit data call by parsing and organizing log entries. Future goal is to create a separate rejection table to house these rejections for easier accessibility.

(3) WebSDR currently performs a DAAS Reject for SDRs based on:

(a) Document Number must be length=14 and alphanumeric (no special characters) only.

(b) Document Suffix must be length=0 or length=1, alphanumeric only, and NOT any of these characters: I, N, O, P, R, S, Z, 1 and 0.

(c) Document Type Code: Document Type Code must be valid in the set specified for use within WebSDR – 6, 7, 8, 9, A, D, N, P, R, V, and W.

(d) WebSDR control number must only be numeric characters, value checks for format (YYYYJJJSSSS (serial number)). Year component cannot be before 2005 and not after the current year. Julian day component cannot be larger than the total number of days in that given year.

(4) Current procedures and the DLMS 842A/W data elements do not require the inclusion of SDR remarks in the submission of a new original (00) SDR. The idea behind not requiring remarks in the SDR is based upon the submitter using a correct or related discrepancy code, which provides a description of the issue the submitter is reporting. However, not every discrepancy code provides a detailed description of the issue.

(5) New original (00) SDR submissions created by the Component SDR system are assigned the originator's SDR Report Control Number (Qualifier Code NN), which is linked to the submitting system ID. The system generating the SDR transaction assigns this number. The sending system should not transmit other system numbers; WebSDR will populate those during processing. There have been several instances where Component SDR systems have submitted new original (00) SDRs with the WebSDR control number populated, which causes WebSDR to encounter processing errors. In this scenario, there should never be an instance where a new original (00) SDR is created with the WebSDR control number populated. This change will result in a DAAS Reject for any new original (00) SDR received with the WebSDR control number pre-populated by the submitting system.

(6) Corrections (CO) are used to correct data identified as needing a change after the submission of the SDR. However, components are using the correction (CO) to change the owner/manager, or source of supply on the SDR. When this occurs, most component SDR systems require a new 00 on file in order to process a correction. WebSDR does not generate copies of 00 SDRs based on a correction identifying a new owner, manager, or source of supply. This results in failed transactions, and the assumption by the submitter is that the new owner/manager or source of supply received the updated SDR. However, this is not the case and results in SDRs being rejected or placed in a status where no Component system actually has the action.

(7) WebSDR edits SDR transactions that identify a RIC, DoDAAC, or MAPAC against the DoDAAD and determine if the value is valid. If the value is not valid, WebSDR currently rejects the SDR using Reply Code 929 (Transaction rejected. Missing, invalid, or unauthorized use of DoDAAC, MAPAC, or RIC). However, these SDRs are given a WebSDR control number and inserted into metrics. There is not a valid reason to give SDRs a WebSDR control number and insert the record into metrics, if they are addressed to an invalid RIC, DoDAAC, or MAPAC not in the DoDAAD.

c. Requested Change in Detail:

(1) WebSDR will develop a strategy to capture the SDRs that fall into a DAAS Reject category and send a DAAS Reject e-mail to the Component SDR primary/alternate, and system POCs. WebSDR will retain these records outside of the metrics table, which is used for SDRs that process successfully and are given a WebSDR control number. WebSDR will collect this data and use it for audit purposes, and possibly disseminate it on a monthly basis to the Components as required.

(2) DAAS will reject SDRs when Document Number length is not equal to 14 and alphanumeric (no special characters) only. WebSDR will generate an e-mail to the component SDR primary/alternate, and system POCs stating, "The length of the document

number you provided is not equal to 14 characters, or contains a non-alphanumeric character. Please submit a new SDR with a valid document number meeting the correct criteria."

  (3) DAAS will reject SDRs when Document Suffix length is not equal to 0 or 1, alphanumeric (no special characters) only. The following characters are not allowed: I, N, O, P, R, S, Z, 1 and 0. WebSDR will generate an e-mail to the Component SDR primary/alternate, and system POCs stating, "The document number suffix code you provided has a length not equal to 0 or 1, contains a non-alphanumeric or one of the following disallowed characters: I, N, O, P, R, S, Z, 1 or 0. Please submit a new SDR with a valid document number suffix."

  (4) DAAS will reject SDRs, when Document Type Code is not valid in the set specified for use within WebSDR – 6, 7, 8, 9, A, D, N, P, R, V, and W. WebSDR will generate an e-mail to the component SDR primary/alternate, and system POCs stating "The document type code you provided is not equal to 6, 7, 8, 9, A, D, N, P, R, V, W. Please submit a new SDR with a valid document type code."

  (5) DAAS will reject SDRs when WebSDR control number contains non-numeric characters, or has an incorrect value format (YYYYJJJSSSS). Year component cannot be before 2005 and not after the current year. The Julian day component cannot be larger than the total number of days in that given year. WebSDR will generate an e-mail to the component SDR primary/alternate, and system POCs stating "The WebSDR control number contains non-numeric characters, or has an incorrect value format (YYYYJJJSSSS). Please submit a new SDR with the WebSDR control number in the proper format."

  (6) DAAS will reject SDRs when new original (00) SDRs do not have narrative comments with a description of the deficiency in the remarks field. This edit will not apply to new original (00) SDRs submitted using Action Codes 1H (No action required; information only) or Action Code 3B (Discrepancy reported for corrective action and trend analysis; no reply required). WebSDR will generate an e-mail to the component SDR primary/alternate, and system POCs stating, "New SDR submissions require narrative comments describing a description of the discrepancy. Please submit a new SDR with narrative comments."

  (7) DAAS will reject any new original (00) SDR submitted with a WebSDR control number pre-populated by the submitting system. WebSDR will generate an e-mail to the component SDR primary/alternate, and system POCs stating, "Your new original (00) SDR was created with the WebSDR control number pre-populated. Please resubmit a new SDR without the WebSDR control number pre-populated."

  (8) DAAS will reject any SDR addressed to a RIC, DoDAAC, or MAPAC not found in the DoDAAD. WebSDR will generate an e-mail to the component SDR primary/alternate, and system POCs stating, "Your SDR was routed to a RIC, DoDAAC, or MAPAC not found in the DoDAAD. Please submit a new SDR identifying a valid RIC, DoDAAC, or MAPAC as the action activity."

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) Update DLMS Volume 2 Appendix 7.28, Supply Discrepancy Report Relevant Data Elements, for new discrepancy codes as shown in paragraphs 4.c.(2, and 3).

    e. Revise the DLMS IC 842A/W, SDR transaction as shown in Enclosure 2.

    f. Approved Transaction Flow: Standard SDR business transactions apply.

    g. Alternatives: None noted.

5. REASON FOR CHANGE: This change provides clarity and updates SDR procedures and business rules.

6. ADVANTAGES AND DISADVANTAGES:

    a. Advantages: These changes will systemically enforce current SDR business process and procedures, and provide the SDR community better clarity to the business and system requirements in various scenarios.

    b. Disadvantages: None

7. ASSUMPTIONS USED OR WILL BE USED IN THE CHANGE OR NEW DEVELOPMENT: If no valid new original 00 SDR is on file due to being DAAS Rejected, then all subsequent transactions for the original SDR, which was submitted but was subsequently failed, will be DAAS Rejected as well and will not process.

8. ADDITIONAL COMMENTS TO CONSIDER: None

9. ADDITIONAL FUNCTIONAL REQUIREMENTS: None

10. ESTIMATED TIME LINE/IMPLEMENTATION TARGET: EBSO will update the applicable DLMS ICs within 10 working days of the approval of this change to include the DLMS 842 data elements added by this change. DAAS will apply the WebSDR edits on transactions and in WebSDR by December 31, 2019.

11. ESTIMATED SAVINGS/COST AVOIDANCE ASSOCIATED WITH IMPLEMENTATION OF THIS CHANGE: None identified.

12. IMPACT:

    a. New DLMS Data Elements: None identified.

    b. Changes to DLMS Data Elements: None identified.

        c. **Automated Information Systems (AIS):** Revise SDR submitting applications to prevent rejections as outlined above.

        d. **Defense Automatic Addressing System (DAAS):** Update WebSDR rejection criteria as outlined above.

        e. **Non-DLM 4000.25 Series Publications:** DOD Components may need to update internal operating procedures and other published Receipt/SDR guidance.

13. PROPOSED DLMS CHANGE (PDC) 1331 RESPONSE/COMMENT RESOLUTION:

	Component	Response/Comment	Disposition
1.	DLA	Concur without 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	Concurs as written.	As noted.
6.	DAAS	Concur without Comment	As noted.
7.	USTRANSCOM	Abstain	
8.	AFSAC	Concur without Comment	As noted.
9.	DSCA	Concur without Comment	As noted.
10.	DCMA	Concur without Comment	As noted.

Enclosure 1, Defense Logistics Manual (DLM) 4000.25, Volume 2, Revisions

Revise Chapter 17 as shown. Changes are identified in *red bold italics*.

(Intervening text not shown)

C17.3.1.1.2. Identify the discrepancy using the Shipping, Packaging, and Storage Discrepancy Code (Appendix 7.28). Within the context of SDRs this data element is known as the SDR Discrepancy Code. Use up to three different codes to describe the discrepancy on SDRs. (Distribution Center-originated SDRs and their equivalents prepared via WebSDR may only use two discrepancy codes). Packaging discrepancies must be identified by four-character packaging discrepancy codes and applicable remarks.[1] If no code exists to adequately describe a shipping/item discrepancy, select Code Z1 and use a clear-text description. The goal of the initial SDR submission is to provide as much relevant information as possible to the action activity, including ***mandatory*** clarifying remarks to supplement discrepancy codes, so that they can take timely action to correct the problem and provide a timely response and disposition to the customer.

C17.3.1.1.***3. New original (Transaction Set Purpose Code 00) SDR must have narrative remarks (excluding new original SDRs with Action Codes 1H or 3B) citing the description of the deficiency. If narrative remarks are blank, WebSDR will generate an e-mail to the component SDR primary/alternate, and system POCs stating. "New SDR submissions require narrative comments describing a description of the discrepancy. Please submit a new SDR with narrative comments."***

(Intervening text not shown)

C17.3.20. <u>Defense Automatic Addressing System (DAAS) SDR Processing</u>

C17.3.20.1. Under DLMS, SDRs are integrated with standard logistics transaction processing through DAAS. DLMS transaction formats are available in ASC X12 EDI or EDI-based XML. Guidance for transaction content is provided in DLMS ICs available on the DLMS IC page. DoD WebSDR will perform the following actions:

C17.3.20.2. WebSDR (DAAS) will edit SDR transactions for core data elements required for the SDR transaction to be processed. If the core data elements are missing or contain invalid entries, WebSDR will perform a DAAS Reject for the SDR transaction and send an e-mail to the component SDR primary/alternate, and system POCs for the scenarios identified below.

C17.3.20.3. DAAS will reject SDRs when Document Number/Suffix Document Number length is not equal to 14 and alphanumeric (no special characters) only. WebSDR will generate an e-mail to the component SDR primary/alternate, and system POCs stating, "The length of the document number you provided is not equal to 14 characters, or contains a non-alphanumeric character. Please submit a new SDR with a valid document number meeting the correct criteria."

---

[1] Applicable for new submissions after September 1, 2013. Refer to ADC 1059.

C17.3.20.4. DAAS will reject SDRs when Document Suffix length is not equal to 0 or 1, alphanumeric only (no special characters). The following characters are not allowed: I, N, O, P, R, S, Z, 1, and 0. WebSDR will generate an e-mail to the Component SDR primary/alternate, and system POCs stating, "The document number suffix code you provided has a length not equal to 0 or 1, contains a non-alphanumeric or one of the following disallowed characters: I, N, O, P, R, S, Z, 1 or 0. Please submit a new SDR with a valid document number suffix."

C17.3.20.5. DAAS will reject SDRs, when Document Type Code is not valid in the set specified for use within WebSDR – 6, 7, 8, 9, A, D, N, P, R, V, and W. WebSDR will generate an e-mail to the component SDR primary/alternate, and system POCs stating, "The document type code you provided is not equal to 6, 7, 8, 9, A, D, N, P, R, V, and W. Please submit a new SDR with a valid document type code."

C17.3.20.6. DAAS will reject SDRs, when WebSDR control number contains non-numeric characters, or has an incorrect value format (YYYYJJJSSSS). Year component cannot be before 2005 and not after the current year. The Julian day component cannot be larger than the total number of days in that given year. WebSDR will generate an e-mail to the component SDR primary/alternate, and system POCs stating "The WebSDR control number contains non-numeric characters, or has an incorrect value format (YYYYJJJSSSS). Please submit a new SDR with the WebSDR control number in the proper format."

C17.3.20.7. DAAS will reject SDRs, when new original (Transaction Purpose Code Set 00) SDRs do not have narrative comments with a description of the deficiency in the remarks field. This edit will not apply to new original (00) SDRs submitted using Action Codes 1H (No action required; information only) or Action Code 3B (Discrepancy reported for corrective action and trend analysis; no reply required). WebSDR will generate an e-mail to the component SDR primary/alternate, and system POCs stating, "New SDR submissions require narrative comments describing the discrepancy. Please submit a new SDR with narrative comments."

C17.3.20.8. DAAS will reject any new original (Transaction Purpose Set Code 00) SDR submitted with a WebSDR control number pre-populated by the submitting system. WebSDR will generate an e-mail to the component SDR primary/alternate, and system POCs stating, "Your new original (Transaction Purpose Set Code 00) SDR was created with the WebSDR control number pre-populated. Please resubmit a new SDR without the WebSDR control number pre-populated."

C17.3.20.9. DAAS will reject any SDR addressed to a RIC, DoDAAC, or MAPAC not found in the DoDAAD. WebSDR will generate an e-mail to the component SDR primary/alternate, and system POCs stating, "Your SDR was routed to a RIC, DoDAAC, or MAPAC not found in the DoDAAD. Please submit a new SDR identifying a valid RIC, DoDAAC, or MAPAC as the action activity."

Enclosure 2, Revise the DLMS Implementation Convention (IC) 842A/W SDR transactions as shown below.

Item	Location	Revision to 4030 842A/W Standard Supply Discrepancy Report (SDR), Follow-up, Correction, Cancellation, & Reconsideration Request	Reason
1.	DLMS Introductory Notes	Add ADC 1331 to the DLMS Introductory Note: *- ADC 1331, Miscellaneous SDR Enhancements Including Reconsideration Requests, Including Narrative Remarks in Original SDR, Edit Use Of Reply Code 504, Remove AFSAC Historical Procedures, Catastrophic Failures For New SDRs With A Prepopulated WebSDR Control Number, And 842 IC Note Updates*	To identify DLMS changes included in IC.
2.	2/NTE01/2400	Revise DLMS Notes for Qualifier RPT: **RPT Report Remarks** **DLMS Note:** *1. Use to identify the narrative comments associated with the SDR.* ***Narrative comments are mandatory for New Original (00) SDRs, with the exception being New Original (00) SDRs submitted with Action Code 1H or 3B do not require narrative comments.***	Revises note with referenced PDC for report remarks to annotate they are mandatory on new original (00) SDR submissions.
3.	2/DTM01/0600	Revise DLMS Notes for Qualifier 881: **Request** **DLMS Note:** *1. Use to identify the date of the* ~~*customer's*~~ ***submitter's*** *request for reconsideration.*	Change customer to submitter.