



**DEFENSE LOGISTICS AGENCY  
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June 11, 2020

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

**SUBJECT: Approved Defense Logistics Management Standards (DLMS) Change (ADC) 1374,  
Allowable Updates to Supply Discrepancy Report (SDR) Corrections (SDR)**

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

Addressees may direct questions to the Enterprise Business Standards Office (EBSO) SDR Administrator, Mr. Ben Breen, at email: [EBSO.SDR@dla.mil](mailto:EBSO.SDR@dla.mil). All others must contact their Component designated Supply PRC representative or SDR PRC representative available at: <https://www.dla.mil/HQ/InformationOperations/DLMS/allpoc/>.

THOMAS A. DELANEY  
Director, Enterprise Business Standards Office  
DLA Information Operations

Attachment  
As stated

cc:  
ODASD(Logistics)

# ADC 1374

## Allowable Updates to SDR Corrections

**1. ORIGINATING SERVICE/AGENCY AND POC INFORMATION:** Ben Breen, DoD Discrepancy/Deficiency Administrator; email: [EBSO.SDR@DLA.MIL](mailto:EBSO.SDR@DLA.MIL).

**2. FUNCTIONAL AREA LOGISTICS AND TRANSACTION CHANGES:**

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

**b. Primary/Secondary Functional Process:** SDR

**3. REFERENCES:**

**a.** DLMS 4000.25, Volume 2, Chapter 17, Supply Discrepancy Reporting and Appendix 7.28, Supply Discrepancy Report Relevant Data Elements

**b.** ADC 452A, Additional Criteria for DoD WebSDR Automated Supply Discrepancy Report (SDR) Rejection Capability, October 9, 2012

**c.** ADC 1044, Enhanced Interim Supply Discrepancy Report (SDR) Reply Capability, Status Update, and Completion Notification (Supply/SDR), January 22, 2013

**d.** ADC 1044A, Clarification of Business Rules Associated with Supply Discrepancy Report (SDR) Replies for Status Update and Completion Notification, September 9, 2014

**e.** 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

**4. REQUESTED CHANGE(S):**

**a. Brief Overview of Change:** This change documents revised processing rules for the Supply Discrepancy Reports (SDR) correction (CO) submissions across the DoD SDR Exchange. This change:

**(1)** Provides new systemic and business rules applicable to the data fields used in the SDR correction function.

**(2)** Establishes rules limiting the allowable systemic and data field updates made to the original SDR submission using the SDR CO function, which is applicable to all originating and submitting SDR systems.

**(3)** Limits the data fields that will be accessible when using the SDR CO function.

(4) Establishes a new rule requiring that a correction be sent, when the distribution center provides a status update (SU) with Reply Code 320 in response to a request from the action activity to reclassify materiel with Reply Code 608.

(5) Establishes a new SDR reply code used for rejecting submissions that contain invalid data updates using the SDR CO function.

**b. Background:**

(1) Currently, DLMS 4000.25, Volume 2, Chapter 17 has limited business rules in place applicable to the SDR CO functionality (Reference 3.a.).

(a) When the originator needs to modify discrepancy information, or the requested action contained in a previously submitted SDR, a new transmission of the SDR may be used. The original submitter may indicate that the SDR is a modification or correction and forward to all parties who received the original submission. The submitter will cite the nonconformance report number of the original report. SDR applications will include the WebSDR-assigned control number when known. A brief narrative description of the revision must be included. Significant errors, such as an incorrect requisition document number, 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.

(b) In addition, SDR CO are used where electronic attachment capability is not available. Users should supplement their original SDR submission via the WebSDR CO process and attachment functionality to upload information not readily available to the action activity providing evidence of the discrepancy.

(2) When the action activity requests materiel be changed from one supply condition code (SCC) to another, with Reply Code 608 (Reclassify materiel as instructed; final disposition instructions will be provided upon confirmation of reclassification), there is no SDR CO transmitted to update the SDR record. This change updates this process.

(3) Today, when certain changes are made using the SDR CO, it results in systemic transaction errors or SDR rejections that cause SDR processing delays.

(4) Cancellation is a process stoppage requested by the user submitting the SDR. This is Transaction Set Purpose Code 01, and only the submitter can generate the cancellation for the SDR. A Completion Notice (CN) is generated by the submitter of the SDR when the submitter is satisfied with the outcome after disposition was executed. This is Transaction Set Purpose Code CN and only the originator can generate it.

(5) For clarification, if the originator of the SDR generates a CN, then WebSDR considers the SDR closed. The system will not process any further actions against it. If the submitter had a question or needed clarification, then the submitter should have generated an SDR Reconsideration 15 and not generated the CN. If the submitter generates a CN, and for some reason needs clarification, then they would need to create a new SDR. Otherwise, this would be too much programming to try to account for reopening an SDR after generating the CN.

(6) When the term “close” is used, this refers to a submitting activity generating a CN. A submitting activity cannot send a CO, if it previously generated a CN. In addition, if the action activity sends disposition instructions, and the submitting activity of the SDR does not agree with the disposition, then it should send an SDR Reconsideration 15 and not a CO.

c. **Requested Change in Detail:** Significant updates after staffing are highlighted in green.

(1) Only the following data fields may be updated by a SDR CO:

(a) narrative comments, to include the International Logistics Control Office (ILCO) comments section,

(b) the repackaging corrective action cost,

(c) quantity,

(d) an uploaded attachment, and

(e) the supply condition code. An SDR CO must be sent when the distribution center receives reply code 608 to reclassify materiel. The CO may be sent either before, or after the distribution center transmits a Status Update (SU) with reply code 320: Reclassification of materiel complete. (Use only with status update.)

(f) the action code (which may be changed only by a Disposition Service Type D, with any subcategory, SDR).

(2) This change removes the logic that would allow a CO to reopen an SDR using Discrepancy Code Z6: Report reopened following inappropriate cancellation/completion (must use in combination with other discrepancy codes; must appear as first discrepancy code in transactions ) once the submitter has generated a CN on the SDR (Enclosure 1).

(3) This change establishes a systemic, automated DAAS edit/rejection in WebSDR. WebSDR will use this rejection when a user attempts to change a field not authorized to be changed, and DAAS will send the new Reply Code 951 when this happens (Reference 3.a.).

**951 Transaction rejected. Unauthorized change of data value using a Correction**

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

(1) Update DLMS 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 as shown in Enclosure 2.

e. **Approved Transaction Flow:** No change to the existing dataflow

f. **Alternatives:** None available

5. **REASON FOR CHANGE:** Minimize programming/translation errors across the DoD SDR exchange by preventing the transmission of corrections containing illogical data.

6. **ADVANTAGES AND DISADVANTAGES:**

a. **Advantages:** Reduces SDR processing errors system wide.

b. **Disadvantages:** None

7. **ESTIMATED TIME LINE/IMPLEMENTATION TARGET:** DAAS will implement this change in WebSDR no later than December 31<sup>st</sup> 2021. Components did not provide an estimated timeline for implementation.

8. **ESTIMATED SAVINGS/COST AVOIDANCE ASSOCIATED WITH IMPLEMENTATION OF THIS CHANGE:** While there is no dollar figure associated, there will be a reduction in man-hours currently used to correct processing errors when unauthorized data is passed in the correction.

9. **IMPACT:**

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

b. **Changes to DLMS Data Elements:** None

c. **Defense Automatic Addressing System (DAAS):**

(1) Establish edit(s) for invalid data used in the SDR correction.

(2) Update WebSDR Application Reply Code drop down menu with new code.

(3) Include new Reply Code 951 in WebSDR ad hoc query selection screen list.

d. **Non-DLM 4000.25 Series Publications:** Components to update their Service-level policy and procedures accordingly.

10. **PROPOSED DLMS CHANGE (PDC) 1374 RESPONSE/COMMENT RESOLUTION:**

|    | <b>Component</b> | <b>Response/Comment</b>                                                                                                                                                                                                                                                                                                                | <b>Disposition</b> |
|----|------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| 1. | DLA              | Concur with comment.<br><br>DLA is currently going through a transition of using the Distribution Standard System (DSS) and moving to the SAP Platform with Warehouse Management System (WMS). Changes to our existing DSS system will not take place. DLA will implement changes in this PDC upon conversion to the new WMS platform. | As noted           |

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| 2. | Navy | <p>Concur with comment.</p> <p>While communicating with the PDREP Team about PDC 1374 and the comments we added to the 1240 when we concurred with the PDC, Ken and Brandon brought up a very important subject. We (you, PDREP and I) agreed on the fact that a CO (Correction) cannot be sent after a CN (Completion Notice) is processed. However, ADC 1127 states something could contradict this:</p> <p>1. Properly format/accept resubmission of SDRs as a correction (CO) using Z6 Discrepancy Code after customer cancellation/completion. Rules for this: 1. If Z6 comes in on "00", reject with reply 915 with narrative: discrepancy code Z6 can only be used with a correction (CO) 2. If Z6 comes in on CO without another discrepancy code reject with reply code 915 with narrative: discrepancy code Z6 must be used in conjunction with another discrepancy code.</p> <p>2. Ensure transactions containing Discrepancy Z6 map this value to first discrepancy code in outgoing transaction. If discrepancy code Z6 comes in on CO with another discrepancy code reset SDR Status to Open - awaiting disposition –</p> <p>3. WebSDR will reject new SDR submissions that match a previously cancelled SDR as a duplicate. The duplicate matching criteria are: document number/suffix, action activity, transportation control number, and discrepancy code(s) (plus the Automated Discrepancy Reporting System (ADRS) control number for SDR prepared by DSS). Reject with Reply Code 907. The SDR will include remarks text (or tailored error message for on-line WebSDR users) as follows: “A separate new SDR may not be processed after the original SDR has been cancelled. If the original SDR was cancelled by mistake, the record may be reopened by submitting an SDR correction citing Discrepancy Code Z6 as the first discrepancy code and remarks text to clarify the situation.”</p> <p>4. Corrections should not be submitted after disposition is provided. If disposition is provided then a reconsideration should be submitted. Corrections should not be submitted after a SDR is closed.</p> <p>I think if a correction is submitted after a SDR is closed, it could reopen the SDR in DSS but the SDR would remain closed in PDREP. This could cause discrepancy in the data (please correct me if I am wrong). Our SDR community would not know that they needed to work</p> | <p>As noted</p> <p>1. For clarification, We are removing the logic that would allow for a CO to reopen an SDR with a Z6 discrepancy code once the submitter has generated a completion notice (CN) on the SDR. (This was in the enclosure as double strike through).</p> <p>If the submitter of the SDR generates a CN, then the SDR is done. No more transactions allowed on it. If the submitter had a question or needed clarification, then they should have done a reconsideration (15) and not generated the CN. If they generate a CN, and for some reason need clarification or whatever, then they would need to create a new SDR. Too much programming to try and account for reopening an SDR after the CN is generated.</p> <p>4. When we say “close” this refers to a completion notice (CN) being generated by the submitting activity. I agree, if a CN is sent, a CO cannot be sent. I also agree that if you send disposition, and depot doesn’t agree with the disposition then a reconsideration (15) should be sent and NOT a CO.</p> |
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|    |            | <p>SDRs in this situation because our system would show the SDR as closed.</p> <p>In order to make clear what we are trying to improve with PDC 1374 (once it becomes an ADC) we would like to know your definition of cancellation and completion. For us:</p> <ul style="list-style-type: none"> <li>• Cancellation= Process stoppage requested by user</li> <li>• Completion= Customer satisfied with the outcome after disposition was executed (different than provided/submitted)</li> </ul> <p>If your definition of the terms is similar to ours then we think an addendum would be needed to update ADC 1127, removing the word completion from the ADC. Otherwise, we would need further clarification to ensure understanding and proper implementation of PDC 1374 (once it becomes an ADC).</p> | <p>Cancellation= Process stoppage requested by user= This is Transaction Set Purpose Code (01) and only the submitter can generate the cancellation for the SDR.</p> <p>Completion= Customer satisfied with the outcome after disposition was executed (different than provided/submitted)= This is Transaction Set Purpose Code (CN) and only the submitter can generate. This is after they have taken the disposition on the SDR and effectively no further action is needed.</p> |
| 3. | Air Force  | <p>Concur with comment.</p> <p>Please update the last sentence of paragraph C17.3.15.1 to read: All other errors will be corrected by submitting a new SDR with the correct information.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <p>As noted</p> <p>The paragraph already identifies allowable corrections, and any corrections beyond those would require a new SDR.</p>                                                                                                                                                                                                                                                                                                                                             |
| 4. | US Army    | Concur without comment.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | As noted                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 5. | USMC       | Concur without comment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | As noted                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 6. | DAAS       | Concur without comment                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | As noted                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 7. | USTRANSCOM | Abstains.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | As noted                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 8. | GSA        | N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 9. | ODASD      | <p>Concur with comment.</p> <p>One of the allowable updates included in the PDC is the repackaging corrective action cost. Recommend inclusion of this field as an allowable update be examined to ensure it does not create potential conflicts, for example with the dollar thresholds for Service-owned and Defense Logistics Agency-owned materiel for packaging remediation.</p>                                                                                                                                                                                                                                                                                                                                                                                                                        | <p>As noted, this ADC doesn't create a conflict with dollar thresholds.</p>                                                                                                                                                                                                                                                                                                                                                                                                          |

## Enclosure 1

### DLMS Volume 2, Chapter 17, Supply Discrepancy Reporting

Update Chapter 17 as shown below.

*Preceding text not shown*

C17.3.12.1.2.1.5. Item Manager Forwarding to Defense Contract Management Agency (DCMA). SDRs may only be forwarded to DCMA for action when the contract indicates that DCMA is responsible for inspection or acceptance. SDRs lacking this evidence of the discrepancy will make it difficult for DCMA to support a claim of vendor noncompliance. Therefore, if the SDR submitter did not provide evidential matter substantiating the discrepancy at time of creation, the item manager will reply to the SDR submitter and request additional information using Reply Code 104. The item manager will annotate in SDR remarks requesting photographs or documentation supporting the discrepancy reported. DLA Distribution Centers will reply to the request for evidence of the discrepancy using a Status Update with Reply Code 321. Customers (or others lacking status update functionality) must provide an SDR Correction in response to the request **and upload the requested evidential matter as attachments**. SDR submitters may upload attachments via **WebSDR** if their **internal** SDR system does not provide attachment functionality. DCMA is required to reply to SDRs forward for action (Reply Code 501) within 25 days. If DCMA is unable to conclude their investigation within 25 days, DCMA will generate an interim response (e.g., citing Reply Code 503 or 515) indicating the expected timeframe for closure.

*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 842AW. 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 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.~~

**C17.3.15.1. Corrections to an original SDR are limited to the narrative comments, to include the ILCO comments section, repackaging corrective action cost updates, discrepant quantity, attachment uploaded as evidential matter, and action code for Disposition Service Type D with any subcategory. A brief narrative of the correction must be included in the remarks field. Reject**



**unauthorized changes using Reply Code 951. All other significant data fields will be corrected by submitting a new SDR with the correct information and cancelling the original SDR.**

**C17.3.15.2. A Correction (CO) must be generated by the distribution center upon receiving reply code 608 to reclassify materiel. The correction may be sent before or after the distribution center transmits a Status Update (SU) with Reply Code 320 (Reclassification of materiel complete (Use only with Status Update.)) to reflect the updated supply condition code of the materiel on the SDR.**

*Intervening text not shown*

C17.3.16. Cancellation of an Original Report. When an SDR originator discovers a previously reported SDR is not valid or appropriate for any reason and should be withdrawn, a new SDR cancellation must be prepared to cancel the original. Forward to all parties that received the original submission. Cite the original report number. SDR applications will include the WebSDR-assigned control number when known. POC information applicable to the cancelled SDR is required. A brief narrative description of the reason for cancellation must be included.

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

## Enclosure 2

### DLMS Volume 2 Appendix 7.28, Supply Discrepancy Report Relevant Data Elements

Update Appendix 7.28 as shown below.

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

*Intervening codes not shown*

949 Transaction rejected. Reply Code 504 can only be used for SDR Document Type Code 7 or R, and cannot be used with any other reply code.

**951 Transaction rejected. Unauthorized change of data value using a Correction. Submit a new SDR.**

**Enclosure 3**

**DLMS IC 842 AW, Standard Supply Discrepancy Report (SDR), Follow-up, Correction, Cancellation, & Reconsideration Request**

Update the DLMS 842A/W 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 | <u>Add ADC 1374 to DLMS introductory notes:</u><br><b>- ADC 1374, Allowable Updates to SDR Corrections</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | To identify DLMS changes included in IC                                     |
| 2.   | 2/BNR01/0200            | <u>Revise DLMS Notes for Qualifier CO:</u><br><br><b>CO Corrected</b><br><b>DLMS Notes:</b><br><i>1. Document Number and Suffix may not be modified from the original submission. If these were identified in error the SDR must be cancelled and resubmitted.</i><br><i>2. Only allowable changes include narrative comments, to include the International Logistics Control Office (ILCO) comments section, update the repackaging corrective action cost, quantity, supply condition code, upload an attachment as evidential matter, and action code for Disposition Service Type D with any subcategory. All other changes must be corrected in a new SDR submission. Invalid data changes will be rejected. Refer to ADC 1374.</i> | Revises note with referenced ADC for data changed using the SDR correction. |