



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

April 23, 2021

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

**SUBJECT: Approved Standards Change (ADC) 1386, Supply Discrepancy Report (SDR)
Rejection Missing E-mail Routing New SDR Submissions**

The attached change to DoD Enterprise Business Standards, as outlined in the attachment, is approved for implementation.

Addressees may direct questions to Mr. Ben Breen, SDR Administrator, e-mail: EBSO.SDR@dla.mil. Others must contact their Service or Agency designated PRC representative available at <http://www.dla.mil/HQ/InformationOperations/DLMS/allpoc/>.

THOMAS A. DELANEY
Director, Enterprise Business Standard Office

Attachment
As stated

cc:
ODASD(L)

ADC 1386

SDR Rejection Missing E-mail Routing for New SDR Submissions

1. ORIGINATING SERVICE/AGENCY AND POC INFORMATION:

a. **Technical POC:** Mr. Ben Breen, Enterprise Business Standards Office (EBSO) SDR Administrator, e-mail: EBSO.SDR@dla.mil.

b. **Functional POC:** Defense Automatic Addressing System (DAAS) WebSDR Program Management Team, e-mail: SDRTechTeam@dla.mil.

2. **REFERENCE:** DLM 4000.25, Defense Logistics Manual, Volume 2, Chapter 17, Supply Discrepancy Reporting

3. **APPROVED CHANGE(S):** Substantive updates subsequent to staffing PDC 1386 are highlighted in green.

a. **Brief Overview of Change:**

(1) This change establishes a new rule for WebSDR to auto generate and reject new SDR submissions processed with no systemic e-mail routing in place or when the EBSO SDR Administrator e-mail is the only e-mail address available for routing. WebSDR will use the existing Reply Code 941 (- *Transaction failed during processing. SDR cannot be transmitted electronically to the designated action activity for new SDR submissions with no e-mail routing on file*). The SDR Reply Code text definition is revised to clarify code usage. Each component is responsible to ensure valid emails are on file for SDRs which are routed via email.

(2) Furthermore, WebSDR will update routing for several different scenarios as sated below.

b. **Background:** Currently, Defense Automatic Addressing System (DAAS) WebSDR does not reject new SDR submissions that are missing the SDR action activity e-mail address for the purpose of systemic routing and notification of a new SDR. New SDR submissions with missing SDR action activity addresses are currently routed through WebSDR using the DoD SDR Administrator e-mail address as a default routing.

c. **Approved Change in Detail:**

(1) DAAS will update WebSDR processing rules to reject new SDR submissions that are missing the SDR action activity e-mail address used for systemic routing and delivery of the SDR. Additionally, DAAS will update the WebSDR processing rules to reject new SDR submissions that are currently unrouteable and systemically routed to the DoD SDR Administrator e-mail address. WebSDR will reject these submissions using the existing SDR Reply Code 941 - *Transaction failed during processing. SDR cannot be transmitted electronically to the designated action activity*). It is the responsibility of the submitter to cancel any previously submitted SDR where there was no e-mail address on file, or the SDR

Administrator e-mail address was the intended recipient and resubmit with a valid intended action activity.

(2) Army RICs which start with C and currently do not have an email on file will be addressed to the Army SDR Process Review Committee members for action.

(3) WebSDR will reject new original SDRs (00) addressed with action to RIC which starts with: 0, 1, 2, 3, 4, 5, 6, 7, 8, 9, H, I, J, K, O, X, Y. Exceptions:

(a) 4 - 4732AF permitted (GSA)

(b) H – Permitted activities (have emails on file) are: H92224, H92311, H9C, H9D, H9V, HB1, HB1, HEVAQ4, HM5, HM8, HM8, HQ0015, HQ0020, HQ0147, HQ0147, HQ0700

(4) Furthermore, per agreement with DLA Disposition Services, all SDRs which originate from a Disposition Services field office and the document number starts with: C, H, I, J, K, O, V, X, Y will be routed via email to this group inbox: dladshqbcldr@dla.mil.

(5) Update DLM Volume 2, Appendix 7.28, SDR Report Relevant Data Elements with the revised text definition of SDR Reply Code 941:

941 Transaction failed during processing. SDR cannot be transmitted electronically to the designated action activity *with no systemic e-mail routing in place.*

d. Revisions to Defense Logistics Manuals:

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

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

e. **Approved Transaction Flow:** Adds rejection rule to WebSDR for new submissions where no e-mail routing is available.

4. **REASON FOR CHANGE:** This change will notify the originating SDR systems of rejected unroutable new SDR submissions.

5. ADVANTAGES AND DISADVANTAGES:

a. **Advantages:** Eliminates an outdated, manual process and implements an efficient systemic process to exchange SDRs in a timely manner.

b. **Disadvantages:** None

6. **ESTIMATED TIME LINE/IMPLEMENTATION TARGET:** FY 2021.

7. **ESTIMATED SAVINGS/COST AVOIDANCE ASSOCIATED WITH IMPLEMENTATION OF THIS CHANGE:** No cost impact at this time was provided.

8. IMPACT:

a. Automated Information Systems (AIS): Product Deficiency Reporting and Evaluation Program (PDREP), GSA Vision, DLA Distribution Standard System (DSS), Army Logistics Modernization Program (LMP), Air Force Security Assistance and Cooperation (AFSAC), Air Force Wholesale DO35K, Air Force Integrated Logistics System Supply (ILS-S) will ensure valid email address are provided to DAAS WebSDR for Routing Identifier Codes (RIC) when SDRs are transmitted via email at WebSDR to allow for proper routing of the SDR.

b. Defense Automatic Addressing System (DAAS): DAAS will need to configure WebSDR to process the rejection business rule associated with new SDR submissions as stated above with SDR Rejection Code 941.

c. Non-DLM 4000.25 Series Publications: N/A.

9. PROPOSED DLMS CHANGE (PDC) 1386 RESPONSE/COMMENT RESOLUTION:

	Component	Response/Comment	Disposition
1.	ODASD(Logistics)	<p>Concur with Comment.</p> <p>ODASD(Logistics) comment: For SDR Reply Code 941 – “Transaction failed during processing. SDR cannot be transmitted electronically to the designated action activity,” add the words, “because no systemic e-mail routing in place” after the word “activity.”</p>	<p>As noted.</p> <p>EBSO Response: Revised text definition for SDR Reply Code 941 as recommended.</p>
2.	DLA/DLA Disposition Services	<p>Concur with Comment.</p> <p>DLA Disposition Services Comment: 1. Believe Ben Breen had shared in past meeting/dialog that this change of the 941 does not require a system change at DLA Disposition Services?</p> <p>DLA HQ Comments: 1. This PSC puts the burden of updating email addresses on the action activity instead of the owner. In the case of an owner who isn't DLMS compliant or uses a pseudo RIC for routing it should not be the storage</p>	<p>As noted.</p> <p>EBSO Response: Based on the current email routing process in place there should be no impact to DSS. We would say that DLA Disposition Services must continue to maintain current list of Field Office email addresses for all SDR routings and provide updates to ensure rejections are minimal or eliminated. For the short term, all rejected SDRs that are missing an email address for routing purposes will be sent to your email address until one has been provided. Furthermore, per agreement with DLA Disposition Services, all SDRs which originate from a field office and the document number</p>

		<p>activities responsibility to update DAAS on the owner's behalf. "...It is the responsibility of the submitter to cancel any previously submitted SDR where there was no e-mail address on file or the SDR Administrator e-mail address was the intended recipient and resubmit with a valid intended action activity. "</p> <p>2.This PSC does not address the situation for items turned into DLA Disposition Services field sites by a customer who does not have a valid owner RIC or email address on file with DAAS. Document Numbers that start with C, H, I, J, K, O, V, X, Y.</p>	<p>starts with: C, H, I, J, K, O, V, X, Y will be routed via email to this group inbox: dladshqbcldr@dla.mil</p> <p>EBSO Response: Each component is responsible to ensure valid emails are on file for SDRs which are routed via email. Furthermore, per agreement with DLA Disposition Services, all SDRs which originate from a field office and the document number starts with: C, H, I, J, K, O, V, X, Y will be routed via email to this group inbox: dladshqbcldr@dla.mil</p>
1.	Navy	Concur without Comment	As noted.
2.	Air Force	Concur without Comment	As noted.
3.	US Army	Concur without Comment	As noted.
4.	USMC	Concur without Comment	As noted.
5.	DAAS	Concur without Comment	As noted.
6.	USTRANSCOM	Abstain	As noted.
7.	AFSAC	None	As noted.
8.	DCMA	None	As noted.

Enclosure

Defense Logistics Manual (DLM) 4000.25, Volume 2, Supply Standards and Procedures

Make the following changes to Volume 2. **Chapter 17 renumbering will be required.** Additions are shown in **red, bold italics**.

Chapter 17. Supply Discrepancy Reporting

Preceding text not shown.

C17.3.19.1.3.1. Upon determination that an e-mail (vice transaction) is to be prepared for a specific SDR communication, DAAS will check to determine if the appropriate e-mail certificate has been registered. If registered, the SDR e-mail transmission will be encrypted as FOUO. The e-mail SDR will contain all associated SDR content as well as clear text addresses and code explanations to facilitate interpretation. If not registered, an abridged content SDR report, confirmation, distribution copy, or reply, as appropriate, will be prepared. The e-mail sent to the user will also provide information on how to access WebSDR and instructions on registering the e-mail certificate.

C17.3.19.1.3.2 Army RICs which start with C and currently do not have an email on file will be addressed to the Army SDR Process Review Committee members for action. Per agreement with DLA Disposition Services, all SDRs which originate from a Disposition Services field office and the document number starts with: C, H, I, J, K, O, V, X, Y will be routed via email to this group inbox: dladshqbcldr@dla.mil.

Intervening text not shown.

C17.3.19.2. 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.

C17.3.19.2.4. 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, and W. Please submit a new SDR with a valid document type code.”

C17.3.19.2.5 WebSDR will reject new original SDRs (00) addressed with action to RIC which starts with: 0, 1, 2, 3, 4, 5, 6, 7, 8, 9, H, I, J, K, O, X, Y. Exceptions are maintained by DAAS WebSDR.

C17.3.19.2.6. DAAS WebSDR will reject newly submitted SDRs when there is no e-mail address associated with the intended recipient/SDR action activity routing

information. Additionally, DAAS WebSDR will reject new SDR submissions when the only email address is the DoD SDR Administrator e-mail address for systemic routing. WebSDR will reject both of the specified scenarios with Reply Code 941.

Appendix 7.28, SDR Report Relevant Data Elements

Reply Codes

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:

Preceding codes not shown

941 Transaction failed during processing. SDR cannot be transmitted electronically to the designated action activity ***because no systemic e-mail routing is in place.***