



## OFFICE OF THE ASSISTANT SECRETARY OF DEFENSE

3500 DEFENSE PENTAGON  
WASHINGTON, DC 20301-3500

### MEMORANDUM FOR SUPPLY DISCREPANCY REPORTING PROCESS REVIEW COMMITTEE

SUBJECT: Approved Defense Logistics Management Standards Change 1449, Supply  
Discrepancy Report Type R and Type 9/P Updated Routing Rules

The Defense Logistics Management Standards change, as outlined in the attachment, is approved for implementation.

Addressees may direct questions to Ben Breen, e-mail: [DEDSO.SDR@dla.mil](mailto:DEDSO.SDR@dla.mil). Others must contact their designated Process Review Committee representative available at <https://www.dla.mil/Defense-Data-Standards/Committees/Contacts/>.

Leigh E. Method, SES  
Deputy Assistant Secretary of Defense  
for Logistics

Attachments:  
As stated

cc:  
OUSD(C)  
DLA J6DS

# Approved Defense Logistics Management Standards Change 1449 Supply Discrepancy Report Type R and Type 9/P Updated Routing Rules

**1. ORIGINATING SERVICE/AGENCY AND POC INFORMATION:** Defense Logistics Agency (DLA), Logistics Operations, Troy Brown, (717) 770-3120, [troy.brown@dla.mil](mailto:troy.brown@dla.mil)

**a. Technical POC:** DLA, Logistics Operations, James Weiner, (717) 770-4472, [james.c.weiner@dla.mil](mailto:james.c.weiner@dla.mil)

**b. Functional POC:** DLA, Distribution, Josh Braxton, (717) 770-4837, [joshua.braxton@dla.mil](mailto:joshua.braxton@dla.mil)

**2. REASON FOR CHANGE:** Significant changes after staffing the approved change are in green shade.

**a. Bottom Line Up-Front:** This change clarifies the procedures when a Supply Discrepancy Report (SDR) document Type R (redistribution order (RDO)) is created based upon the type of receipt which is used to receipt the materiel. Also, this change will modify the logic when an actionable and informational only Type R (RDO) SDR is created. When RDO materiel is receipted and the materiel is suspended on an SDR, the Type R SDRs will have an Action Code 1A. When RDO materiel is receipted and there is a discrepancy, but the materiel is not suspended, a Type R SDR will be created with an Action Code 3B. Action Code 3B (informational only) SDR Type Rs will be routed to the shipping activity Department of Defense Activity Address Code (DoDAAC) or Routing Identifier Code (RIC). Action Code 1A (actionable) SDR Type R will be routed to the Owner RIC.

**(1)** This change also clarifies that Document Type 9/P (Storage activity procurement source receipt) SDRs will be routed to the owner of the materiel.

**b. Background:** Current procedures are not clear when to create a SDR Type R as a result of a Redistribution Order (RDO) or if a Type 8 (depot originated, depot receipt from non-procurement source (other than or RDO)) SDR is required. Also, if the RDO is from a non-DLA Distribution activity, the current policy is not clear on what type of SDR is created. The policy also cites the use of Action Code 1B (materiel being retained) and 1G (reshipment not required; item to be re-requisitioned) which this change will update. As a result of this lack of clarity, some DLA Distribution activities were creating Type R SDRs, when in fact the SDR should have been a Type 8. Also, current policy/procedures (Reference 10.a) state Type 9 SDRs can be routed to owner or manager as applicable. However, because the currently policy/procedures allow for the SDR to be routed to the owner or manager there were instances where materiel was receipted into one owner RICs account, but the SDR was routed to the manager. This scenario would allow for an activity that was not the owner of the materiel to disposition the SDR.

### **3. CHANGE IN DETAIL:**

#### **a. Technical Details:**

(1) The below changes regarding Type R SDRs only apply to DLA Distribution activities using DLA Warehouse Management System (WMS). The changes to Type 9/P SDRs apply to all receiving activities.

(2) When RDO materiel is receipted and the materiel is suspended on an SDR, the Type R SDRs will have an Action Code 1A. When RDO materiel is receipted and there is a discrepancy, but the materiel is not suspended, a Type R SDR will be created with an Action Code 3B (Informational only). Action Code 3B (Informational only) SDR Type Rs will be routed to the DLA Distribution shipping activity Department of Defense Activity Address Code (DODAAC) or Routing Identifier Code (RIC). Action Code 1A (Actionable) SDR Type Rs will be routed to the RIC of the owner the materiel was receipted into.

(3) Type R SDRs will be submitted for all RDOs for discrepancies with a receipt Document Identifier Code (DIC) "D6K" or processed with a Pre-positioned Material Receipt (PMR) DIC DWK, and shipped from DLA Distribution Centers, including DLA Industrial Prime Vendor (IPV) and Third-Party Logistics (3PL) sites. Materiel receipted and processed without a receipt using DIC "D6K" or PMR with DIC "DWK" and there is a discrepancy, an SDR Type 8 will be created.

(4) Type R SDRs for shortage/overage/wrong item will be created with an Action Code of 3B and routed to the shipping activity for action.

(a) If the inventory/research confirms a shortage/overage/wrong item, the shipping activity will respond with Reply Code 144 annotating inventories were conducted and confirm shipment error; accountable record corrected; no materiel will be shipped.

(b) If the inventory/research does not confirm a shortage/overage/wrong item, the shipping activity will respond with A Reply Code 701 citing inventory conducted and no shortage/overage/wrong item was discovered; no materiel will be shipped.

(5) Type R SDRs for packaging and marking discrepancies will be created with an Action Code of 3B. Packaging and marking discrepancies on RDOs will be corrected by the receiving activity upon receipt of materiel at no cost to the materiel owner regardless of cost to remediate. Discrepancies should have been remediated at previous storage activity. The storage activity receiving the materiel must submit a SDR to the shipping activity, utilizing the proper packaging discrepancy code(s).

(6) Type R SDRs for missing technical data will be created using Action Code 3B. The shipping activity will receive the action copy for research.

(a) If technical data is available, the shipping activity will respond with Reply Code 135.

(b) If technical data is not available, the shipping activity will respond with Reply Code 144.

(7) Type R SDRs for misdirected shipments addressed to the wrong shipping activity will be forwarded to the correct shipping activity for resolution via the forwarding Reply Code 504. The newly identified shipping activity in receipt of the Type R SDR will be responsible to respond to the SDR as appropriate.

(8) This change also clarifies that Document Type 9/P (Depot originated procurement source receipt) SDRs will be routed to the owner of the materiel.

**b. Revised Transaction Flow:** When RDO materiel from a DLA Distribution Center is receipted into a suspended condition an SDR (Action Code 1A) will be routed to the shipping DLA Distribution center DoDAAC/RIC. When RDO materiel from a DLA Distribution Center is receipted and there is a discrepancy, but the materiel is not suspended an informational SDR (Action Code 3B) will be routed to the shipping activity. All Type 9/P SDRs will be routed to the owner RIC the materiel was receipted into.

**4. IMPLEMENTATION TARGET:** DLA will implement the RDO and Type 9 SDR changes upon approval on a site-by-site basis with DLA sites implementing WMS. Type P SDR receipting changes will be effective within one year of approval of this change.

#### **5. TECHNICAL IMPACT:**

- a. Additions or Changes to Data Elements:** None.
- b. Automated Information Systems (AIS):** DLA WMS.
- c. Defense Automatic Addressing System (DAAS):** WebSDR will route the SDR transactions to the activities the generating system identifies as the "RIC/DoDAAC TO" and information copies to parties identified by DLA WMS.

#### **6. PUBLICATION/POLICY IMPACT:**

- a. Defense Logistics Manual (DLM) 4000.25:** DLM 4000.25 Volume 2, Supply Standards and Procedures, Chapter 17, Supply Discrepancy Reporting. See Enclosure 1.
- b. Non-DLM 4000.25 Publications:** There are no known non-DLM publications that require changes. However, DoD Components may need to update local procedures as necessary as needed with this change.

**7. ASSUMPTIONS:** This change is intended to be implemented at each DLA Distribution Center in parallel with the implementation of DLA WMS. Distribution Centers that continue to use the Distribution Standard System (DSS) will not be using this functionality. Other storage activity's creating Type P SDRs will be required to make these changes within one year of approval.

**8. FINANCIAL IMPROVEMENT AND AUDIT REMEDIATION (FIAR), MATERIAL WEAKNESS, AND AUDIT-RELATED INFORMATION:**

- a. **Notices of Findings and Recommendations (NFR):** None.
- b. **Corrective Action Plan (CAP) References:** None.
- c. **Other FIAR, Material Weakness, and Audit-Related Information:** None.

**9. END-TO-END TESTING REQUIREMENTS:** DLA will coordinate testing between DLA WMS, WebSDR, DLA Enterprise Business System (EBS) and other systems identified prior to implementation into production.

**10. REFERENCES:** DLM 4000.25, Volume 2, Supply Standards and Procedures.

**11. PROPOSED DLMS CHANGE (PDC) 1449 RESPONSE/COMMENT RESOLUTION:**

	Component	Response/Comment	Disposition
1.	ODASD (Logistics)	No response.	As noted by signed PDC.
2.	DAAS	DAAS concurs with this PDC. Please note that no changes will be required by the DAAS Team for this PDC. The tasking will be on the source systems who must address the transactions properly per the new functional rules. WebSDR will then route the transactions as normal.	As noted.
3.	Army	Concur without comment.	As noted.
4.	USAC	Concur without comment.	As noted.
5.	Navy	Concur without comment.	As noted.
6.	Marine Corps	Concur without comment.	As noted.
7.	Air Force	Concur without comment.	As noted.
8.	DLA	Concur with comment.  Comments: 1. Do the following override ADC/ASC 1396?: Type R SDRs for shortage/overage/wrong item will be created with an Action Code of 3B and routed to the shipping activity for action and the ICP receiving an information copy. Type R SDRs for missing technical data will be created using Action Code 3B. The shipping activity will receive the action copy for research; the ICP will receive an information copy.	DEDSO Responses:  1. This change has the correct routing logic.

		<p><b>2.</b> The RDO receipt Document Identifier Code (DIC) is D6K, not DWK. DWK is the RDO Prepositioned Material Receipt (PMR) DIC. Is the receipt, or PMR, or both being used to determine the SDR type?</p> <p><b>3.</b> Wrong DIC cited in this section. Section states: Type R SDRs will be submitted for all RDOs for discrepancies with a receipt Document Identifier Code (DIC) “DWK” and shipped from DLA Distribution Centers, including DLA Industrial Prime Vendor (IPV) and Third-Party Logistics (3PL) sites. Materiel receipted and processed without a receipt using DIC “DWK” and there is a discrepancy, an SDR Type 8 will be created.</p>	<p><b>2.</b> Updated.</p> <p><b>3.</b> Update completed.</p>
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## Enclosure

Update DLM 4000.25 Volume 2, Chapter 17, Supply Discrepancy Reporting as shown below.

Make the following changes to Volume 2. Additions are shown in *red bold italics*. Deletions are shown by double strikethrough text.

*Preceding text not shown*

C17.3.2.8.2.2. For all other Components, if the materiel has a packaging discrepancy, no item discrepancies are noted, is a secondary item, and the cost to correct the discrepant packaging is less than \$300, the DLA Distribution Center may perform the corrective action without authorization based upon prior agreement regardless of whether a PMR was provided. The SDR will be provided to the owner/~~manager~~ for information only.

*Intervening text not shown*

**C17.3.3. SDRs Resulting from Redistribution Orders (RDOs).** The following procedures are applicable to DLA Distribution Centers ~~and may be applied to other storage activities as directed by the responsible Service/Agency.~~ ***DLA Distribution Centers will submit a type R SDR for discrepant materiel when they receive an RDO from a DLA Distribution Center shipment. Other RDOs with discrepancies not shipped from a DLA Distribution Center will be submitted as type 8 SDRs.*** Only the current action activity can update the owner, manager, or source of supply field. Submitters must cancel and resubmit their SDR if they need to update this field. When a storage activity receives a shipment based upon a redistribution order and the materiel is short, over, wrong, quality deficient, or otherwise discrepant the receiving activity will:

~~C17.3.3.1. RDO Shortage. Prepare the SDR to report shortage and use Action Code 1G (Reshipment not required; item to be re-requisitioned). The shipping activity will receive the action copy; the ICP will receive an information copy. The shipping activity receiving the SDR will treat it as a priority and conduct inventories as appropriate. If the inventory confirms a balance error, the shipping activity will respond with Reply Code 126 citing inventory conducted confirm shipment error; accountable record corrected; no materiel will be shipped. A Reply Code 701 citing inventory conducted and no overage was discovered; no materiel will be shipped, or, inventory conducted and shortage was identified; loss adjustment recorded on depot accountable record; no materiel will be shipped.~~

~~C17.3.3.2. RDO Overage. Prepare the SDR to report overage using Action Code 1B (materiel being retained). The shipping activity will receive the action copy; the ICP will receive an information copy. The depot receiving the SDR will treat it as a priority and conduct inventories as appropriate. If the inventory confirms an over shipment error, the shipping activity will respond with Disposition/Status (Reply) Code 137,~~

~~annotating that inventories were conducted and balances were adjusted to show correct on hand balance. If inventory confirms no over shipment was made, the shipping activity will respond with Disposition/Status (Reply) Code 701 (SDR rejected), citing inventory conducted and on hand balances are correct.~~

***C17.3.3.1. RDO Shortage/Overage/Wrong Item. Prepare the SDR to report shortage/overage/wrong item and use Action Code 3B. The shipping activity will receive the action copy for research and possible inventory adjustment. The shipping activity receiving the SDR will treat it as a priority and conduct inventories as appropriate. If the inventory/research confirms a shortage/overage/wrong item, the shipping activity will respond with Reply Code 144 annotating inventories were conducted and confirm shipment error; accountable record corrected; no materiel will be shipped. If the inventory/research does not confirm a shortage/overage/wrong item, the shipping activity will respond with A Reply Code 701 (SDR Rejected) citing inventory conducted and no shortage/overage/wrong item was discovered; no materiel will be shipped. Report wrong item receipts of controlled inventory, arms, arms parts, and explosives within 24 hours.***

~~**C17.3.3.3. RDO Wrong Item.** Prepare the SDR to report receipt of wrong item using Action Code 1G (Reshipment not required; item to be re-requisitioned). The shipping activity will receive the action copy; the ICP will receive an information copy. The shipping activity receiving the SDR will treat it as a priority and conduct inventories on both the wrong item that was shipped and the correct item that was not shipped. No DLA Distribution Center will request or authorize return or movement of wrong materiel received as an RDO; the ICP/IMM will make all materiel movement decisions. If the inventory confirms an overage of the correct NSN, the shipping depot will respond with Reply Code 126, citing inventories conducted on both NSNs confirm shipment error; accountable record corrected; no materiel will be shipped. If the inventory fails to confirm an overage of the correct NSN, but an inventory of the wrong NSN reveals a shortage, the shipping activity will reply using (Reply) Code 126, citing inventories conducted on both NSNs confirm shipment error; accountable record corrected; no materiel will be shipped. Report wrong item receipts of controlled inventory, arms, arms parts, and explosives within 24 hours.~~

~~**C17.3.3.4. RDO Quality Related Issues.** Prepare an SDR when quality related issues are noted upon receipt, or when materiel received on the RDO must be suspended prior to stow. The action copy will be sent to the item manager using Action Code 1A (disposition instructions requested). An information copy will be prepared for the materiel owner directing the redistribution if different from the item manager. The action activity will respond to the receiving activity with disposition instructions, to include condition code change requirements where appropriate. Refer to quality related issues in paragraph C17.3.2.9.~~



#### **~~C17.3.3.2. Packaging, Documentation, and Other Discrepancies.~~**

~~Prepare the SDR to report the discrepancy using Action Code 3B. (discrepancy reported for corrective action and trend analysis) where the receiving activity is able to process the receipt, there is no impact to the shipping activity inventory records, and no disposition/resolution is required from the item manager. Include repackaging costs when applicable. U.S. Forces should include supporting documentation for repackaging when available. All others are required to provide documentation for repackaging costs, (i.e., an invoice). Follow standard SDR distribution rules. The storage activity receiving the SDR will review the SDR for corrective action for future shipments and record the SDR trend analysis. No response is required for Action Code 3B SDRs.~~ **Packaging and marking discrepancies for RDOs will be corrected by the receiving activity upon receipt of materiel at no cost to the materiel owner regardless of cost to remediate. Discrepancies should have been remediated at previous storage activity. The storage activity receiving the materiel must submit a SDR to the shipping activity, utilizing the proper packaging discrepancy code(s).**

***C17.3.3.2.1. Missing Technical Data. Prepare the SDR to report the discrepancy using Action Code 3B. The shipping activity will receive a copy for research; the SoS will receive an information copy. The shipping activity receiving the SDR will treat it as a priority. If technical data is available, the shipping activity will respond with Reply Code 135 (Technical data is being forwarded), if technical data is not available respond with Reply Code 144.***

***C.17.3.3.2 2. Misdirected RDO to the shipping activity. RDO SDRs addressed to the wrong shipping activity will be forwarded to the correct shipping activity for resolution via the forwarding Reply Code 504. The newly identified shipping activity in receipt of the RDO SDR will be responsible to respond to the SDR as appropriate.***

*Intervening text not shown*

**C17.3.4.2.1. Depot Level Repairable Items.** Report discrepant receipt SDR to the owner/~~manager~~. Commercial maintenance activities will return repairables on a controlling contract number and may include a significant secondary document number. Storage activities will report discrepant receipts on Document Type 9 or P, as applicable, and identify the Return (Repaired/Overhauled/Other Commercial Return) Code R to distinguish commercial returns from repair, non-destructive test/evaluation, assembly, disassembly, reclamation, and conversion/modification from new procurement receipts. For commercial returns, the SDR must include contract information comparable to new procurement: PIID (or PIID call/order) with contract line/subline item number and contractor-assigned shipment number when available. DoD WebSDR will populate the shipper's CAGE and the Contract Administration Office (CAO) DoDAAC when available from EDA.

*Intervening text not shown*

**C17.3.6. Distribution Center Receipt with no Due In/Prepositioned Materiel Receipt (PMR).** DLA Distribution Centers will report receipt of unscheduled materiel from new procurement and non-procurement sources to the owner ~~or manager, as applicable,~~ regardless of condition of materiel, as a discrepancy. When a PMR is not available, the receiving activity will report the receipt using documentation, packaging, and other information, as available. DLA Distribution Centers will prepare an SDR to report the missing/unmatched of a PMR to the owner ~~/manager~~ as the only discrepancy or in combination with other identified discrepancies. The distribution center will identify the SDR as informational or otherwise indicate requested action. If the distribution center erroneously reported the receipt to the wrong owner due to missing/unmatched PMR, the wrong owner will use the SDR reply process to reject the SDR (using Reply Codes 901). If the wrong owner is unable to reject the receipt transaction systemically, the wrong owner will also request that the distribution center reverse the receipt (using Reply Codes 612). If known, the wrong owner should identify the correct owner in the receipt rejection or SDR reply to facilitate reprocessing of the receipt. These procedures do not authorize rejection/reversal of receipts reported to the owner designated by PMR or the pre-designated Service owner for unauthorized return of consumable items.