



SUSTAINMENT

## 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 1452A, Supply  
Discrepancy Report for Incomplete Unit of Issue

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

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

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

Attachment:  
As stated

cc:  
OUSD(C)  
DLA J6DS

# Approved Defense Logistics Management Standards Change 1452A

## Supply Discrepancy Report for Incomplete Unit of Issue

**1. ORIGINATING SERVICE/AGENCY AND POC INFORMATION:** Defense Logistics Agency (DLA), Logistics Operations (J3), Troy Brown, [troy.brown@dla.mil](mailto:troy.brown@dla.mil).

a. **Technical POC:** DLA, J3, Christine Richey, [christine.richey@dla.mil](mailto:christine.richey@dla.mil).

b. **Functional POC:** DLA, J3, Jose Pereira, [jose.pereira@dla.mil](mailto:jose.pereira@dla.mil).

### 2. REASON FOR CHANGE:

a. **Overview:** Substantial changes to this document after approval staffing are highlighted in green shading. This approved Defense Logistics Management Standard (DLMS) change (ADC) replaces previous proposed DLMS change (PDC) 1452 in its entirety.

b. **Change:** This change establishes policy and procedures for addressing incomplete unit of issue items (materiel not able to be issued in its full quantity) found in storage by downgrading the materiel and submitting an actionable Supply Discrepancy Reporting (SDR) Document Type Code “5” with an Action Code “1A”. This change does not apply to DLA Disposition Services (DS) Storage activities.

c. **Background:** Currently, DLM 4000.25 Volume 2, *Supply Standards and Procedures*, does not provide procedures when incomplete unit of issue items are found while in storage. During fiscal year 2022, DLA’s auditor added a Notice of Findings and Recommendations concerning the lack of policy/procedures surrounding this issue. DLA DS activities may receive, store, and dispose of materiel at less than unit of issue, therefore this change does not apply to DLA DS.

### 3. CHANGE IN DETAIL:

a. **Technical Details:**

(1) The approved change will allow DLA Distribution to submit an SDR Document Type Code “5” for incomplete unit of issue items when found in storage, regardless of owner. This change will apply to DLA storage activities (excluding DLA DS Storage activities) regardless of the operating system they are using (e.g., Distribution Standard System (DSS) or Warehouse Management System (WMS)).

(2) DLA Distribution Centers will submit a SDR Document Type Code “5”, placing the items into supply condition code (SCC) “J” - Suspended in Stock.

(3) The SDR will use Action Code “1A” with Discrepancy Code “S6” - Shortage Due to Unit of Issue/Unit of Pack Incompatibility.

(4) DLA Distribution Centers will route the SDR to the owner via Department of Defense Activity Address Code (DoDAAC)/Routing Identifier Code (RIC).

b. **Revised Transaction Flow**: Refer to paragraph 3.a.

4. **IMPLEMENTATION TARGET**: Components provide implementation date.

5. **TECHNICAL IMPACT**:

a. **Additions or Changes to Data Elements**: None.

b. **Automated Information Systems (AIS)**: At a minimum the following SDR systems must make updates: Product Data Reporting and Evaluation Program (PDREP), General Service Administration Vision, DLA DSS/WMS, Army Logistics Modernization Program, Air Force Security Assistance and Cooperation, Air Force Wholesale D035K module, Air Force Integrated Logistics System Supply, and DLA Enterprise Business System (EBS).

c. **Defense Automatic Addressing System (DAAS)**: WebSDR will route Document Type Code “5” SDR transactions to the activities the generating system identifies as the DoDAAC/RIC TO.

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. DoD Components need to review and update any local procedures, as necessary, to reflect the changes documented in this change.

a. **ASSUMPTIONS**: This change is intended to be implemented at each DLA Distribution Center regardless of the operating system they are using DLA DSS or WMS. This change does not apply to DLA DS Storage activities.

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

a. **Notices of Findings and Recommendations (NFR)**: DLA NFR FIN-2022-WCF-060: “DLA - Distribution does not have policies and procedures in place to properly account for and resolve inventory overages/shortages for inventory with multiple owner RICs. During our Distribution Norfolk site visit, inventory owner 17H had two bags of 50 washers with two additional loose washers (102 in total) and inventory owner SMS had one open bag of 48 washers that was short two (A complete bag should include 50 washers). To resolve the variance, the distribution process worker considered taking the two washers from owner 17H and putting them with the SMS bag to make a complete bag of 50 washers. DLA was unable to provide documentation outlining the appropriate procedures to resolve these issues of inventory overages and shortages. Additionally, DLA Distribution did not follow their normal business process to ad-hoc the locations for care of supplies in storage (COSIS) action once an issue with the materiel was identified (e.g., missing labels, damaged boxes, loose materiel, etc.).”

b. **Corrective Action Plan (CAP) References**: This change addresses the NFR.

c. **Other FIAR, Material Weakness, and Audit-Related Information:** N/A.

**8. END-TO-END TESTING REQUIREMENTS:** DLA will coordinate testing between DLA DSS, DLA WMS, WebSDR, DLA EBS and other systems identified prior to implementation.

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

**10. PROPOSED DLMS CHANGE (PDC) 1452A RESPONSE/COMMENT RESOLUTION:** Refer to Enclosure 2.

**11. PROPOSED FUNDING REQUIREMENTS:**

	Component	Response/Comment
1.	DLA	No Comment Provided.
2.	US Air Force	No Comment Provided.
3.	US Army	No Comment Provided.
4.	USMC	No Comment Provided.
5.	US Navy	No Comment Provided.
6.	DAAS	No Comment Provided.
7.	USTRANSCOM	No Comment Provided.

**12. IMPLEMENTATION TIMELINE AND ESTIMATED COMPLETION DATE:**

	Component	Response/Comment
1.	DLA	No Comment Provided.
2.	US Air Force	No Comment Provided.
3.	US Army	No Comment Provided.
4.	USMC	No Comment Provided.
5.	US Navy	No Comment Provided.
6.	DAAS	No Comment Provided.
7.	USTRANSCOM	No Comment Provided.

## Enclosure 1

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

Changes are identified by ***bold red italics***. Deletions are shown by double strike-through text. Intervening text between updated paragraphs is not shown. Paragraphs will be renumbered as appropriate due to identified revisions.

*Preceding text not shown*

***C17.3.2.6.5. Incomplete Unit of Issue Items (materiel not able to be issued in its full quantity). DLA Distribution Centers will submit a SDR Document Type Code 5, placing the items into SCC "J"- suspended in stock. The SDR will use Action Code 1A with Discrepancy Code S6 - Shortage due to unit of issue/unit pack incompatibility and route the SDR to the owner DoDAAC or RIC.***

Enclosure 2

PDC 1452A Consolidated Comment Matrix:

Component Input			Action Officer Response		
ORG	COMMENT	RECOMMENDED CHANGE	COMMENTOR	Accept or Reject	DEDSO Response
DLA	Concur without comment.		DLA HQ, Troy Brown, 717-770-3120, troy.brown@dla.mil;  Michael Rogers, General Supply Specialist, 268 961 5289 michael.rogers@dla.mil , DLA Disposition Services Inventory Branch		As noted.
Air Force	Based on Enclosure 1 paragraph C17.3.2.6.5 Incomplete Unit of Issue Items. DLA Distribution Centers will submit a SDR Document Type Code 5, placing the items into SCC "J"-suspended in stock. The SDR will use Action Code 1A with Discrepancy Code S6- Shortage due to unit of issue/unit pack incompatibility and route the SDR to the owner DoDAAC or RIC	C17.3.2.6.5. Incomplete Unit of Issue Items discovered in storage. DLA Distribution Centers will submit a SDR Document Type Code 5, placing the items into SCC "J"-suspended in stock. The SDR will use Action Code 1A with Discrepancy Code S6- Shortage due to unit of issue/unit pack incompatibility and route the SDR to the owner DoDAAC or RIC.  C17.3.2.6.5.1 Exceptions include materiel with on-going efforts (e.g. items already in Condition code G, L, J, R...)	Felicia Payton Logistics Management Specialist AF/A4LR, Logistics Readiness Division	Rejected.	Based on meeting with AF and DLA regarding this comment DEDSO agreed to add this clarification into paragraph C17.3.2.6.5: Incomplete Unit of Issue Items (material not able to be issued in its full quantity).
Army	No response/concur.				No response within 30 days represents concurrence.
Marine Corps	No response/concur.				No response within 30 days represents concurrence.
Navy	Concur without comment				As noted.
DAAS	No response/concur.				No response within 30 days represents concurrence.
USTRANCOM	No response/concur.				No response within 30 days represents concurrence.