



DEFENSE LOGISTICS AGENCY
DEFENSE ENTERPRISE DATA STANDARDS OFFICE
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March 31, 2025

MEMORANDUM FOR RECORD

**SUBJECT: Administrative Approved Defense Logistics Management Standards Change 1498,
Administrative update to Defense Logistics Manual 4000.25, Volume 2, Chapter 17,
Supply Discrepancy Reporting File Attachment Size for DAAS WebSDR**

The attached approved Memorandum for Record (MFR) administrative change is effective immediately. This administrative update does not change or eliminate any existing procedure or add any new procedures. This MFR updates the maximum file attachment size when transmitting attachments through Defense Automatic Addressing System (DAAS) WebSDR.

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

Sarah Winegardner
Director, Defense Enterprise Data
Standards Office (DEDSO),
Chief Digital and Artificial Intelligence
Office (CDAO)

Attachments:
As stated

cc:
ODASD(Logistics)
DLA J6DS

**Administrative Approved Defense Logistics Management Standards
Change 1498, Administrative Update to Defense Logistics Manual
4000.25, Volume 2, Chapter 17, Supply Discrepancy Reporting File
Attachment Size for Web Supply Discrepancy Reporting**

1. ORIGINATING SERVICE/AGENCY AND POINT OF CONTACT INFORMATION:
Defense Enterprise Data Standards Office (DEDSO) Corbin Austin, dedso.sdr@dl a.mil.

2. REASON FOR CHANGE:

a. Bottom Line Up Front: This administrative change updates the Web Supply Discrepancy Reporting (WebSDR) application file attachment size to 15 megabytes (MBs), documented in the Defense Logistics Manual (DLM) 4000.25, Volume 2, Chapter 17, Supply Discrepancy Reporting.

b. Background: An issue with file attachment size in the WebSDR application arose during a recent DEDSO visit to the Travis Air Force Base aerial port. DEDSO reached out to the Defense Automatic Addressing System Supply Discrepancy Reporting technical team, who increased the file size for uploaded attachments to 15 MBs.

3. CHANGE IN DETAIL:

a. Technical Details: Update DLM 4000.25, Volume 2, Chapter 17, Supply Discrepancy Reporting, as shown in Enclosure 1.

4. IMPLEMENTATION TARGET: Upon publication.

5. TECHNICAL IMPACT:

a. Additions or Changes to Data Elements: None

b. Automated Information Systems (AIS): None

c. Defense Automatic Addressing System (DAAS): None

6. PUBLICATION/POLICY IMPACT:

a. Defense Logistics Manual (DLM) 4000.25: Volume 2, Chapter 17, Supply Discrepancy Reporting

b. Non-DLM 4000.25 Publications: No known non-DLM publications require changes, but WebSDR users may need to update local procedures.

7. ASSUMPTIONS: None

8. FINANCIAL IMPROVEMENT AND AUDIT REMEDIATION (FIAR), MATERIAL WEAKNESS, AND AUDIT-RELATED INFORMATION: None

9. END-TO-END TESTING REQUIREMENTS: None

10. REFERENCES: DLM 4000.25, Volume 2, Chapter 17 Supply Discrepancy Reporting

Enclosure 1

Update DLMS 4000.25, Volume 2, Chapter 17, Supply Discrepancy Reporting. Updates are shown in *red bold italics*. Deletions are shown by single strikethrough text.

C17.3.18.2.15.1. SDR file attachment size is *a maximum up to 15 megabytes (MB) per attachment* when external SDR systems transmit attachments inbound to DAAS WebSDR *or when uploaded from the WebSDR application*. The total capacity will be 75 MB with a limit of five attachments per transaction.

~~C17.3.18.2.15.2. WebSDR file size for attachments is a maximum 5 MB per attachment uploaded from the WebSDR application due to server limitations. The total capacity will be 25 MB with a limit of five attachments per transaction.~~