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December 12, 2023

MEMORANDUM FOR DISTRIBUTION

SUBJECT Supply Discrepancy Report Process Review Committee Meeting 23-01, November 29, 2023

This memorandum forwards the attached minutes of the Supply Discrepancy Report Process Review Committee Meeting 23-01 for your information and action as appropriate.

The Defense Enterprise Data Standards Office point of contact is Mr. Benjamin Breen, e-mail: [DEDSO.SDR@dla.mil](mailto:DEDSO.SDR@dla.mil).

Sarah Winegardner  
Director, Defense Enterprise Data Standards Office

Attachment  
As stated,

DISTRIBUTION:  
ODASD(Logistics)  
SDR PRC Attendees

## **MINUTES FROM SUPPLY DISCREPANCY REPORT PROCESS REVIEW COMMITTEE MEETING 23-01, NOVEMBER 29, 2023**

**1. Purpose:** The Defense Enterprise Data Standards Office (DEDSO) convened a virtual meeting of the Supply Discrepancy Report (SDR) Process Review Committee (PRC) via Microsoft Teams and teleconference on November 29, 2023. Specific discussion topics are noted below. The meeting agenda, briefing material, action item tracker, and evidential matter are available on the SDR PRC web page archive: <https://www.dla.mil/Defense-Data-Standards/Committees/SDR/>.

**2. Brief Summary of Discussion** Mr. Ben Breen, DoD SDR Administrator, facilitated the meeting discussions. There were no formal action items from this PRC.

**3. Opening Remarks:** Mr. Breen, DEDSO SDR Administrator, provided opening remarks and introduced Ms. Sarah Winegardner, Director of DEDSO. Ms. Winegardner welcomed attendees and expressed appreciation for the stakeholder collaboration and encouraged continued discussion and feedback on the issues being addressed today. Mr. Breen also acknowledged Mr. Ryan Maddox as the Office of Secretary Defense (OSD) representative for the meeting before reviewing the agenda topics.

**4. Meeting Topics:** The SDR PRC meeting informed stakeholders about the ongoing efforts and status on several important topics impacting the DoD Components. As part of the meeting, DEDSO elicited topic inputs from the PRC members. These topics were:

- Overview of ADC 1240 Official Appointment letters and Response Matrix – DEDSO, Presenter: Ben Breen
- WebSDR SDR Status Codes – DEDSO, Presenter: Ben Breen
- WebSDR API Future Initiatives – Defense Automatic Addressing System (DAAS), Presenter: Sean Humenansky
- DEDSO Overview of DLA Service Portal and DEDSO Request – DEDSO, Presenter: Sarah Winegardner
- DEDSO Overview of DoD Data Dictionary – DEDSO, Presenter: Sarah Winegardner
- Wrap Up/Action Items

**a. Agenda Topic 1 – Overview of ADC 1240 Official Appointment letters and Response Matrix**

Mr. Breen, DEDSO SDR Administrator, commences the meeting with an introduction to the revised ADC 1240A Comment Matrix. It is one of the upcoming DEDSO initiatives to improve products and processes to better support stakeholders. The implementation of this revision to the Comment Matrix streamlines the formal responses for Proposed and Approved Defense

Logistics Management Standards (DLMS) changes (PDCs/ADCs). This change places two requirements onto DOD components. DoD components must appoint designated Process Review Committee (PRC)/ Working Group (WG) representatives using official correspondence on Service/Agency letterheads. Furthermore, Department of Defense components are required to respond to requests for formal review of PDCs using the comment matrix.

**b. Agenda Topic 2 – WebSDR SDR Status Codes**

Mr. Breen briefed the proposed status codes to define the status of SDR. Mr. Breen asserted that status codes are only internal to SDR. These status codes are internal to the WebSDR application, they're behind the data and the codes are how we will tag the SDRs to be able to place the SDRs into certain statuses. The status codes currently range from 1 to 7 and a few are still To Be Determined (TBD). The values are assigned to statuses such as Open/Awaiting Disposition, SDR Denied and International Logistics Communications System (ILCO) Rejection to name a few. There were no questions from any other components regarding this topic.

**c. Agenda Topic 3 – WebSDR API Future Initiatives**

Mr. Humenansky introduced the DAAS WebSDR Application Programming Interface (API) modernization effort. This effort is a part of WebSDR's initiative to reach external customers. The primary method for this modernization effort is the utilization of API options. In October of 2023, the SDR team had an introductory conversation with the DAAS API team to access the API environment for Attachment Requests. Through Attachment delivery, end-systems may request any files which are missing from WebSDR database. Aside from this method, there are other potential API options. For example, a Transactional Processes consist of requiring a smaller set of information in contrast to an entire SDR transaction containing all the datasets. There were no questions from any other components regarding this topic.

**d. Agenda Topic 4 – DEDSO Overview of DLA Service Portal and DEDSO Request**

Ms. Winegardner presented an overview of the development of a New Support Request Process. This Process within the DLA Service Portal is set to launch sometime early Calendar Year 2024 (CY24). She provided an overview that there are many areas of support using this request tile in the portal such as requests for training, requests for change (Pertaining to the PDC Process) and requests for information. Ms. Winegardner elaborated that the usage of the request tile allows an improved project tracking system, along with better project coverage. There were no questions from any other components regarding this topic.

**e. Agenda Topic 5 – DEDSO Overview of Data Dictionary**

Ms. Winegardner briefed the roadmap being utilized by DEDSO in the fielding of a DoD Data Dictionary to collect common business terms in one repository and standardize naming conventions for data elements while remaining system agnostic. An initial first draft was

socialized with the components via a Task Management Tracker (TMT) with a January 19, 2023, suspense for feedback on the definitions and multiple data elements being captured such as acquisition, supply, transportation to further validate the functionality. This effort aligns with the push for the Advancing Analytics (ADVANA) initiative. The DEDSO Data Dictionary will be accessible via the DEDSO website to ensure accessibility. To assist with answering any follow up questions, the Data Dictionary and functional area contact information was provided to the group. There were no questions from any other components regarding this topic.

**f. Meeting Wrap-Up (Final Comments)**

Mr. Breen opened discussions to all attendees for any additional questions/concerns before ending the SDR PRC meeting. DEDSO will collaborate with stakeholders in the development of requirements and will host additional meetings as necessary.

The meeting minutes will be posted to the DoD SDR PRC webpage archive section using a secure link.

**Next Meeting:** The DEDSO team thanked all attendees for their participation, enthusiasm, and continued support. The next SDR PRC meeting has not been scheduled.