



**DEFENSE LOGISTICS AGENCY
HEADQUARTERS
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BELVOIR, VIRGINIA 22060-6221**

April 17, 2017

MEMORANDUM FOR DISTRIBUTION

**SUBJECT: Defense Logistics Management Standards (DLMS) Supply Discrepancy Reporting (SDR)
Process Review Committee (PRC) 17-01 Meeting, March 16, 2017**

We are forwarding the attached minutes of the DLMS Supply Discrepancy Reporting PRC 17-01 Meeting for your information and action as appropriate.

The Enterprise Business Standards Office points of contact are Ms. Ellen Hilert, (703) 767-0676, DSN 427-0676; or email ellen.hilert@dla.mil, and Mr. Ben Breen, (614) 692-2317, DSN 850-2317; or email benjamin.breen@dla.mil.

Heidi M. Daverede
Program Manager
Enterprise Business Standards Office

Attachment
As stated

DISTRIBUTION:
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Attendees



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FORT BELVOIR, VIRGINIA 22060-6221

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MEMORANDUM FOR RECORD

SUBJECT: Defense Logistics Management Standards (DLMS) Supply Discrepancy Reporting (SDR) Process Review Committee (PRC) 17-01 Meeting, March 16, 2017

Purpose: The Enterprise Business Standards Office hosted the subject meeting at Defense Logistics Agency (DLA) Headquarters and via Defense Collaboration Services (DCS) for remote participants. The SDR PRC webpage, <https://www.dlms.dla.mil/Programs/Committees/Supply/supplyPRC.asp>, contains hyperlinks to the list of attendees, the meeting agenda, and additional briefing materials. The meeting agenda contains hyperlinks to related material in each of the topics listed.

Brief Summary of Discussion: Ms. Ellen Hilert, SDR PRC Chair/DOD SDR Administrator, and Mr. Ben Breen, Alternate SDR Administrator, facilitated discussions during the SDR PRC 17-01 meeting. The Action Item Tracker contains the resulting action items. The SDR PRC webpage noted in the previous paragraph contains the latest version of the Action Item Tracker (Enclosure 1). Action item due dates are identified in the Action Item Tracker. Action items are due within 30 days from the SDR PRC 17-01 meeting minutes publication unless otherwise noted.

Review of Meeting Topics:

a. Welcome ([Agenda Topic 1](#)). Mr. Breen provided opening remarks with emphasis on the DLMS mission. Mr. Breen introduced Ms. Heidi Daverede, Enterprise Business Standards Office Program Manager, who welcomed participants. The Enterprise Business Standards Office mission is to develop and manage the business rules that implement DOD supply chain policy, the DLMS information exchange infrastructure, and the procedures that guide the publication of the DOD logistics supply chain manuals (DLM 4000.25 series).

b. Security Cooperation Enterprise Solution (SCES) ERP SDR Interface Status Update ([Agenda Topic 2](#)). Mr. Mike Hooper, contractor support to SCES, provided an overview of the SCES SDR system interface. The SCES program management recently transitioned from Defense Security Cooperation Agency (DSCA) to DLA and Mr. James Johnson is the new Program Manager. DSCA retains functional responsibility. The new team is working program objectives including systemic SDR functionality for Foreign Military Sales (FMS) customers supported by International Logistics Control Offices (ILCO) users. (Reference System View (SV-1 Chart, [Agenda Topic 2](#)) SCES is a DSCA Enterprise Resource Planning (ERP) tool replacing five legacy systems used in Foreign Military Sales (FMS). Key goals include Standard Financial Information Structure (SFIS) and DLMS compliance.

Mr. Hooper provided a brief overview of [Approved DLMS Change \(ADC\) 1092](#), DLMS SDR Interface with the SCES. This ADC supports implementation of the information exchange for Security Assistance SDRs by establishing an interface between DOD WebSDR and SCES for the Navy deployment of SCES. This ADC also documents the SCES SDR process for the initial Navy deployment, upon approval of the Limited Deployment Decision (LDD). At LDD, the use of the DLMS 842 implementation conventions will be limited in functionality, but is the baseline for future improvements that will leverage SDR transaction functionality and content.

Mr. Hooper briefed details surrounding an ongoing a six-phase pilot project with the Navy that began in June 2016. The SCES team has begun testing of the SDR interface documented in ADC 1092 with WebSDR. SCES plans additional testing of Navy SDR process flow based upon approved business rules where the ILCO will send the SDR to the Navy for action with Product Data Reporting and Evaluation Program-Automated Information System (PDREP-AIS) as the receiving system. PDREP then routes the SDR reply through WebSDR back to SCES and the ILCO originator. SCES will match the SDR to the return authorization to support the credit process within the SCES ERP. SCES team anticipates similar interfaces with other Services going forward.

Closing comments accentuated the effort by the SCES Program Management organization to become fully DLMS compliant and to engage the DLMS Program Office for all transactions, particularly Product Quality Deficiency Reports (PQDR). Ms. Daverede welcomed SCES team involvement and expressed hope for more DLMS Program Office involvement with the SCES programs, specifically its governance process.

Ms. Hilert inquired about future SCES plans for expansion involving other DLMS functionality such as the requisition, billing, and order management transactions, and bringing new countries into the system (for example, Australia as a possible test case). Mr. Brent Pearlstein, SCES, explained that most FMS customer systems are limited and can only take in legacy MILS data. Mr. Hooper mentioned that the Security Cooperation Information Portal (SCIP) would not implement DLMS because the system is limited to legacy MILS data.

c. SDR Functional Process Year-in-Review Presentation and Discussion ([Agenda Topic 3](#)). Mr. Breen provided an overview of PDCs/ADCs, DOD initiatives impacting SDRs, latest developments for WebSDR interfaces, metrics and open action items. Mr. Breen discussed key issues including the importance of accuracy in SDR content to enable reliable trend analysis and metrics. Mr. Breen emphasized the importance of integrating the SDR process with existing receiving systems to reduce double entry between applications/systems and eliminate “swivel chair” logistics, where the user has to enter the same data in multiple systems. An integrated SDR process is key toward achieving more complete and accurate data content.

Mr. Breen noted that new WebSDR interfaces with Component SDR systems are in varying stages of planning as indicated by the dotted lines on the [SDR Information Exchange Integrating Component SDR Applications](#) Slide 9. These Component SDR systems will increase interoperability by establishing a DLMS interface through DAAS and WebSDR. These system interfaces include DSCA SCES, Army Information Systems Security Program Application

(ISSPA), and Global Combat Support System-Army (GCSS-A), each in varying levels of full integration.

The status of Army DLMS WebSDR interface discussion focused on the Army Logistics Modernization Program (LMP) interface. Pending future enhancements include incoming reply transactions to LMP, attachment functionality and generation of new SDRs for Army depot receipts. Mr. Breen also briefed the status of the Army WebSDR interface for ISSPA Communication Security (COMSEC), and GCSS-Army (GCSS-A) and each system's level of progress.

GCSS-A has an internal SDR functionality, but does not support DLMS SDR requirements (e.g., no outgoing transactions; code lists are incomplete). Discussion is underway to document the interface requirements with an eventual goal of full DLMS compliance.

The planned ISSPA interface is limited for COMSEC materiel receipted by the Army at Tobyhanna, PA. The DLMS Program Office recommended the Army pursue upgrading LMP functionality to better support discrepant receipt processing with integrated creation of SDRs rather than a unique interface supporting COMSEC. However, the Army is drafting a PDC to document ISSPA and its very limited capabilities.

Mr. Breen provided an overview of [ADC 1160](#), Procedures for Recommending and Authorizing Credit for Validated SDRs, Associated Reply Code Revisions, and Required Use of the Reason for Reversal Code in Issue Reversals. DLA Distribution implemented the revised SDR reply codes, but the expansion of the reason for reversal codes is awaiting prioritization at DLA. (**See Action Item 1**)

Ms. Hilert explained the purpose and implementation status of [ADC 1161A](#), Update Uniform Procurement Instrument Identifier (PIID) Numbering System, clarifying its impact on WebSDR. During development of the proposed change, the WebSDR team first identified a gap with the Electronic Document Access (EDA) web service that WebSDR uses to capture contract-related information for inclusion in SDRs and use in management reports and queries. Under the new rules, receipts and SDRs carry the PIID call/order without citing the base contract number. As a result, WebSDR loses visibility of the base contract number, which is needed for management reports and queries. It was hoped that the EDA web service would be upgraded during PIID implementation to provide visibility of the base contract number (contract reference number), but it does not. Mr. Bruce Probert, ODASD (Defense Procurement and Acquisition Policy (DPAP)) expressed support for such an update to the EDA web service under an existing Engineering Change Proposal (ECP) to correct functionality associated with the PIID. Upon implementation of the revised web service, the DLMS and DAAS WebSDR teams will take action to restore visibility of the base contract number in the WebSDR database.

Mr. Breen provided an overview of [ADC 1169](#), DLA Distribution Center Denial Scenarios Associated with Product Quality Deficiency Report (PQDR) Exhibits. Ms. Hilert explained that this process change will support the overall goal to track PQDR exhibit within PDREP by the PQDR Report Control Number (RCN) as a byproduct of DLMS logistics transactions. These transactions are copied to PDREP and the inclusion of the PQDR RCN facilitates visibility. Ken

Carr, PDREP, will confirm that PDREP implemented the capability to accept DAAS-furnished copies of the receipt and shipment status containing the PQDR RCN for exhibit status (refer to [ADC 1007/1007A](#)) (See Action Item 2)

Mr. Breen provided an overview of [ADC 1174](#), WebSDR Process Enhancements and Administrative Updates including SDR Reply Screen and Management Report Functionality, New/Revised Reply Codes, and Standardized Identification of the Submitting Customer, which documents various changes needed to improve data quality and support the user community. This change also modifies guidance for restricted special characters. Ms. Merita Briggs, USAF, and Ms. Linda Miles, USAF, stated the USAF is aware of new Reply Codes 609/610 and will instruct USAF users on updates. Mr. Breen mentioned the intent to replace the work-around formatting issue whereby the PDREP Department of Defense Activity Address Code (DoDAAC) is used to identify the submitter in place of the submitting customer DoDAAC. Mr. Carr recognized the issue and committed to an update in near term. (See Action Item 3)

Mr. Breen provided an overview of [ADC 1181A](#), Implementing the Cause Code for SDRs and Developing a Data Exchange Between WebSDR and Past Performance Information Retrieval System-Statistical Reporting Next Generation (PPIRS-SR NG) for Contractor Noncompliance SDRs. This ADC requires all Components to assign a cause code identifying contractor noncompliance (when applicable as the reason for the discrepancy) on the final SDR reply by the inventory control point (ICP). ADC 1181A, is a high priority change with high visibility within ODASD(SCI) and DPAP.

Mr. Breen provided an overview of [ADC 1202](#), Processing of Advance Shipment Notice (ASN) for Certificate of Conformance (CoC) or Alternate Release Procedures (ARP) and Edit Blocking Inappropriate SDR for Missing Quality Assurance Representative (QAR) Signature (Discrepancy Code D4). This change establishes a new edit in the DLA Distribution Standard System (DSS) to prevent creation of an SDR with Discrepancy Code D4 when ARP or CoC indicators are present. (See Action Item 4)

Ms. Anita Smith, Air Force Security Assistance Command (AFSAC) SDR Application (SDR-A), expressed concern for potential impact to FMS customer shipments when shipments are missing QAR signature and will provide examples. (See Action Item 5) She explained that shipments are frustrated waiting on QAR signature before shipments can be exported per US Customs requirements. Ms. Marlyce Cook, U.S. Army Aviation and Missile Command (AMCOM), and Rob Reyes, USAF Packaging Specialist, reported ARP QAR signature delays and will provide additional examples. Ms. Hilert assured PRC members that the Defense Contract Management Agency (DCMA) is working to improve timely QAR signatures. On a related note, AMCOM and USAF requested DCMA ensure senders attach paper copies of the receiving report to the packaging as required by Defense Federal Acquisition Regulation Supplement (DFARS) to prevent further delays.

Ms. Hilert provided the status of [PDC 1175A](#), Procedures for Turn-In of Partial Small Arms/Light Weapons (SA/LW) to DLA Disposition Services and SDR Procedures for Associated Discrepancies, it is due to be released soon and replaces PDC 1175 in its entirety. This change clarifies SDR business rules for the turn-in to DLA Disposition Services for

reutilization or demilitarization of partial/incomplete weapons by the weapon national stock number (NSN). Rob Reyes, USAF, requested clarification on when turn-in materiel is suspended. Ms. Hilert explained DLA Disposition Services would not formally process a receipt until the missing parts list discrepancy is resolved. Instead, the materiel is segregated pending resolution. Additionally, SDRs will go to the turn-in activity's SDR system or email account with an info copy to the generator.

Mr. Breen provided the details surrounding draft PDC 1249, Revised Procedures for Assignment of Materiel Returns Document Number. This change revises rules for document number assignment for directed returns coming into DLA Distribution. Main impact is on DLA Distribution for "ship-in-place" scenarios that cannot re-use the same document number used for the original receipt to the owning Service for the materiel return to the source of supply.

Mr. Breen provided the details surrounding draft PDC 1250, which standardizes SDR duplicate criteria. This change will require adoption of standard duplicate SDR rejection logic among all DOD SDR systems to prevent rejections of "valid" SDRs and eliminate inconsistent business rules. Yolanda Johnson, TACOM SDR lead, confirmed that Army LMP SDR system has already relaxed their duplicate criteria for selected SDR document types to reduce the number of rejections until all systems have fully implemented the standardized criteria.

Ms. Hilert discussed reports from customers at Fleet Readiness Centers (FRCs) who identified a procedural and accountability gap for reporting/resolving total nonreceipt discrepancies under Direct Turn Over (DTO) procedures. Under DTO procedures, DLA Distribution does not perform kind, count, and condition, and DLA Distribution does not receipt the materiel into DSS inventory. In these cases, the local distribution center accepts the shipment on behalf of the customer and sends an updated supply status to the customer alerting them that their materiel has been delivered. The FRC uses this status as a basis for their internal receipt, but then the materiel goes missing before it gets it to the FRC customer. DLA Distribution will develop guidance for distribution centers and draft a PDC to document short-term and long-term procedures that address how to notify the receiving depot to investigate for the missing materiel. Ms. Daverede suggested that Passive Radio Frequency Identification (pRFID) might be helpful in this scenario. Ms. Hilert stated additional research would be necessary regarding use of pRFID.

Mr. Breen spoke briefly about the regular ongoing DLA/Service Suspended Asset Integrated Project Team (IPT) meetings where DOD-wide Component representatives work together with DLA Distribution and DLA J3 to discuss and resolve SDRs/Storage Quality Control Reports (SQCR) for suspended assets located at DLA Distribution Centers. DLA is shifting the focus to high dollar and aged SDRs/SQCRs. Metrics show that there has been an increase in DOD suspended stock levels for Condition Codes J, K and L. Greg Pigg, DLA Distribution, provided a separate brief during agenda Topic 6. **(See Action Item 6)**

d. DLA Distribution Centers SDRs for Requisitioned Materiel ([Topic 4](#)). Mr. Breen provided highlights of the discussion sheet regarding an ongoing operational issue between Navy and GSA involving a scenario requiring submission of two SDRs when DLA distribution receipts requisitioned materiel on behalf of the Navy retail customer. The distribution center reports the discrepant receipt to the owner (Document Type 8 for distribution center receipt); the owner

must then prepare another SDR for the source of supply (Document Type 6 or 7 for customer SDR). While the two SDRs carry much of the same data, they are not identical in content and the owner should never forward the first SDR (using current Reply Code 504 forwarding process). Ms. Hilert provided background details of the previous functionality in PDREP to handle this scenario systemically with minimal intervention and the decisions regarding BRAC SDR routing and DSS functionality that determined the current state of the multiple SDR process. Mr. Breen discussed the current issues and problems encountered when the Navy forwards the SDR via Reply Code 504. Mr. Breen requested the Navy work with Mr. Carr (PDREP) to see if PDREP could do a mass ticket to create the Type 6/7 SDR to GSA based on the original Type 8 SDR sent to Navy rather than manually creating these SDRs (there are over 2000 SDRs currently backlogged). Mr. Carr stated PDREP could accomplish this task and will work with Mr. Moslak, NAVSUP, on the details. Mr. Xavier Villarreal, DLA HQ, volunteered to establish a Continuous Process Improvement (CPI) event to find proposed solutions. The CPI initiative will explore two proposed solutions focusing on redesigning the process to reduce manual intervention (**See Action Item 7**). One option leverages the current DSS BRAC process and requires establishing new rules and system updates that would permit the distribution center to send the SDR directly to the source of supply for action and to the owner for information. The other option would leverage the existing 504 forwarding process correctly to forward the SDR from owner to source of supply. Tom Moslak, NAVSUP SDR lead, believes the increase of suspended stock at time of receipt is isolated to DLA Distribution Center Yokosuka Japan (DDYJ). Mr. Moslak also stated the Navy has received SDRs where the only discrepancy was Z3 (No PMR) and the materiel was suspended he will forward examples.

e. DLA Distribution Suspended Stock Presentation ([Agenda Topic 6](#)). Mr. Greg Pigg, DLA Distribution, provided an overview of the status for suspended assets in Supply Condition Code (SCC) J, K and L, located within DLA Distribution Centers. He reported current suspended stock is valued at approximately \$1.9 billion. Mr. Breen questioned why DLA Distribution Center DDS2 and DDJC had such a large volume of SDR/SQCRs where disposition was received but the distribution center had not taken action. Ms. Cook replied that when the owner/manager requests additional information from the distribution centers so they can provide final disposition, they often do not receive a timely response. Mr. Carroll requested an additional metric showing the dollar values associated with the suspended stock with open SDRs/SQCRs on Slide 9. (**See Action Item 6 from above**) Mr. Carroll committed ODASD(SCI) to providing senior level focus on this issue by engaging the Comprehensive Inventory Improvement Plan (CIMIP) working group, which reports to the Supply Chain Executive Steering Committee (SCESC). Ms. Jan Mulligan, ODASD(SCI) chairs the CIMIP work groups and Mr. Carroll will ask her to invite Ms. Jennifer Smith, DLA J3, DLA Distribution, and the DLMS Program Office to brief this topic to the CIMIP (**See Action Item 8**). In summary, Ms. Daverede encouraged the group to focus adequate resources to ensure reducing the total volume/value of suspended stock.

f. Update on HAZMAT Packaging Working Group Initiative ([Topic 7](#)). In response to [Government Accountability Office](#) (GAO) Report and Congressional tasking directed by the Secretary of Defense, the SDR Working Group provided a report to the Senate Committee on Armed Services and the House Committee on Armed Services on the DOD's transportation of hazardous materials including the root causes of discrepancies. DLMS Program Office made instrumental procedural updates within DLM 4000.25 and implemented performance

measurement tools to ensure that HAZMAT documentation and packaging discrepancies attributed to the shipper are reported using SDRs. SDR-related actions including system enhancements under [ADC 1153](#) (includes implementation of HAZMAT Indicator (reports and replies) and new documentation-related discrepancy codes) (**See Action Item 9**). Another DLMS requirement implements policy and system upgrades for use of SDRs in vendor evaluation/performance ([ADC 1181A](#)). ADC 1181A meets the GAO request to incorporate vendor non-compliance HAZMAT discrepancies into the PPIRS-SR-NG metrics for accountability. Ms. Jennifer Smith also stated that the DLA specific HAZMAT Working Group are actively working depot and distribution center level issues to reduce the number of HAZMAT SDRs and to quickly respond and resolve frustrated shipments originating from DLA. DLA has taken steps to improve vendor contract clauses regarding the HAZMAT packaging requirement to vendors.

g. WebSDR Canned Report for No PMR SDRs ([Agenda Topic 8](#)). Mr. Breen, provided an overview of [ADC 1221](#). DLA Distribution Centers will submit an informational SDR using Discrepancy Code Z3 (distribution center receipt; not due-in) and Action Code 3B (discrepancy reported for corrective action and trend analysis; no reply required) for receipts lacking a PMR when no other discrepancies are noted. Additionally, WebSDR will generate monthly reports listing SDRs by Component containing Discrepancy Code Z3 and email to a Component SDR leads. Component leads should use the monthly reports to identify process gaps and begin providing PMR as needed.

Ms. Hilert reiterated the importance of submitting PMRs for new procurement materiel, while also mentioning there are some known gaps for returns and maintenance receipts. Ms. Miles reported receipt of no PMR SDRs for inbound DVD shipments resulting from Air Force requisitions submitted to DLA. Ms. Hilert advised that the requisitioning system is responsible for submitting the PMR and not DLA. USAF reported that DLA Distribution is not matching receipts to submitted PMRs for selected DVD shipments causing the distribution center to post the receipt into the wrong owner account; Air Force will provide examples. Ms. Briggs, USAF SDR Lead, will send email to Ellen Hilert and Bob Carroll with specific focus on USAF materiel inducted incorrectly under DLA ownership. (See Action Item 12 comments column) DLA Distribution receiving uses a standard operating procedure when it cannot identify the materiel owner upon receipt. (**See Action Item 10**)

h. Standardize DCMA Investigations for SDRs ([Agenda Topic 9](#)). Mr. Phil Wedgie, DCMA, discussed updates outlined in ADC 1181A that are applicable to DCMA as an action activity. DCMA QARs use Form 1227, to convey the finding of investigation to the Action Point for PQDRs. Mr. Wedgie stated the Form 1227 is the basis of the SDR questionnaire that DCMA will use to communicate the investigation results when DCMA when investigating SDRs. Mr. Wedgie briefed the contents of Form 1227, and requested all Components review the DCMA SDR response template for reporting results of DCMA investigation to the source of supply and provide feedback to SDR PRC chair. It is important to note that DCMA QARs can only provide disposition and on a reported discrepancy when it has performed the inspection and/or acceptance. Ms. Hilert commented that the QARs should never respond to an SDR information copy sent to DCMA. Additionally, she explained that WebSDR automatically sends information copies to PDREP, inclusive of all SDRs reflecting a DCMA contract administration

office. DCMA should use these to monitor trend analysis for vendors. Mr. Wedgie advised participants that DCMA QARs would require documentation, photographs, and other relevant evidence to perform an investigation on the reported discrepancy. Mr. Breen and Ms. Hilert both stressed the capability for users to upload relevant files to WebSDR for transmission to PDREP to facilitate DCMA access. Mr. Reyes, USAF, inquired about how the process would work when SDRs are for depot level reparables (DLRs) shipped from contractors on a document contract number rather than a contract number. The DLMS Program Office took an action to explore leveraging the existing contract number field or the newer contract reference number field (not yet implemented for materiel returns), and develop of new guidance under a DLMS Change. **(See Action Item 11)**

USAF, AMCOM with other SDR PRC members inquired and discussed DLA/ICP charges for “special inspections” billed back to the Services/DLA. The Components voiced frustration that DLA Distribution charges the owner for requested photographs. DLA Distribution will draft a white paper providing special inspection details and distribute to SDR PRC members upon completion **(See Action Item 12)**. Ms. Briggs and the DLMS Program Office will consider drafting a PDC documenting requirements for immediate capture of photos upon receipt (rather than as a result of a special inspection). A separate discussion ensued regarding DLA Distribution unauthorized use of locally assigned local stock numbers for receipt of unidentified materiel. The DLMS Program Office referred DLA Distribution to current MILSTRAP rules that require coordination with the owner prior to use of an LSN. Without this coordination, the receipt and SDR will fail in automated systems. **(See Action Items 13, 14, 15, 16, and 17)**

i. PDREP ADC 1181A System Impacts ([Agenda Topic 10](#)). Mr. Ken Carr, PDREP Deputy Program Manager and AIS Program Manager, briefed the interoperability/system plans, updates, and impacts of ADC 1181A for PDREP AIS. The upgrades will enable users to input the cause codes on SDRs, communicate cause codes to PPIRS-SR-NG for vendor non-compliance scores, and be available to the DOD acquisition community for source selection. PDREP-AIS is essentially a repository for PPIRS-SR-NG supplier past performance data that provides objective evidence of material quality and timeliness performance. PDREP and the associated AIS is also the central Department of Navy (DON) database used to report, collect, retrieve and analyze contractor/supplier performance. Mr. Carr reviewed the high-level process flow among Navy systems and indicated that the PDREP team anticipates being ready for the ADC 1181A target implementation in November 2017, but this will be dependent upon further clarification of core requirements. Mr. Carr also discussed the upgrades to PDREP to allow DCMA to receive action copies of SDRs and notify DCMA action points. DCMA and NAVSUP will work with the PDREP team to incorporate enhancements to the SDR module as needed. The DLMS Program Office offered to assist with any questions regarding the PDREP program changes. **(Action Item 18)**

Mr. Carr discussed short and long term list of programming priorities for SDRs and stated that the PDREP programming team is pursuing completion of eight DLMS changes including ADC 1181A. PDREP is tracking DLMS change requirements and actively participating in Configuration Management Board (CMB) group discussions with PDREP customers NAVSUP and DCMA to prioritize requirements. Mr. Carroll, Ms. Hilert, and Ms. Daverede emphasized that ADC 1181A is an OSD priority. The DLMS Program Office will provide a list of minimum

expectations for November. (See Action Item 19) In turn, PDREP agreed to provide a plan outlining steps with target dates. Mr. Wedgie added that biggest challenge for DCMA is updates to their internal policy and training staff on new policies resulting from ADC 1181A changes. The main requirements are implementation of cause codes and the interface updates incorporating DCMA as an action activity. A question about stop and start time stamps within programming came up, but Ms. Hilert stated that date and time stamps were not required. (See Action Item 20)

j. DLMS Compliance Level Tracking (Agenda Topic 11). Mr. Dale Yeakel, DLMS Program Office, presented an update on the DLMS implementation status and DLMS compliance. OSD is actively supporting the approaching 2019 DLMS Compliance deadline and initiated the DLMS Implementation IPT with participation from all Component leads. The Navy has developed a disciplined process for tracking DLMS change status and impacted transactions and systems; the Navy offered to demonstrate their process for the IPT.

k. DLMS Change Status Review (Agenda Topic 12). Mr. Paul Jensen, DLMS Program Office, provided an overview on the DLMS Change Status Review tool on the DLMS Website and how the Components can use the tool for managing DLMS enhancements. The DLMS Change Status Report provides a user-friendly tool to track the status of [DLMS Changes](#). Ms. Daverede requested that Components actively provide feedback to the DLMS Program Office on progress towards implementation of DLMS changes.

l. Wrap-up, action items, plan next meeting. The DLMS Program Office thanked all attendees for their participation, enthusiasm, and continued support. In addition to ensuring that Components are responsive to individual SDRs, Component leads should apply focused attention on using SDR metrics to identify process problems/negative trends in order to improve logistics support for all. Components should provide a response to the open action items within 30 days of publication or as otherwise noted. Open action items are attached to the SDR PRC 17-01 Meeting Minutes for reference. Follow-on meeting date to be determined.

Ellen Hilert
SDR PRC Chair

Ben Breen
SDR PRC Alternate

Heidi M. Daverede
Program Manager
Enterprise Business Standards Office

Action Item Tracker – SDR PRC 17-1 (March 16, 2017)

No	Reference	Action Item	Responsibility	Target Due Date	Status	Notes
1.	SDR PRC 17-1 Minutes § c. Page 3	DLA Distribution to provide implementation status of issue reversal reason codes per ADC 1160 to the SDR PRC chair	DLA Distribution	30 days from publication of meeting minutes	Open	Dennis Amrhein is A/I owner
2.	SDR PRC 17-1 Minutes § c. Page 4	PDREP team to confirm implementation of the PQDR RCN data element and tracking functionality to include use of receipt and/or shipment status.	NAVSUP/PDR EP Program Office	30 days from publication of meeting minutes	Open	Ken Carr, PDREP is A/I owner. Reference is ADC1007/1007 A
3.	SDR PRC 17-1 Minutes § c. Page 4	PDREP team to provide the implementation time line for replacing use of PDREP system DoDAAC with the submitting customer DoDAAC.	NAVSUP/PDR EP Program Office	30 days from publication of meeting minutes	Open	Ken Carr, PDREP is A/I owner. Reference is ADC 1174

Action Item Tracker – SDR PRC 17-1 (March 16, 2017)

No	Reference	Action Item	Responsibility	Target Due Date	Status	Notes
4.	SDR PRC 17-1 Minutes § c. Page 4	DLA Distribution to provide implementation status of DSS edit blocking creation of SDRs for missing QAR signature when shipment indicates CoC or ARP to the SDR PRC Administrator.	DLA Distribution	30 days from publication of meeting minutes	Open	Dennis Amrhein is A/I owner Reference ADC 1202
5.	SDR PRC 17-1 Minutes § c. Page 4	Air Force (AFSAC) to provide examples of missing signatures in iRAPT report that result in suspended stock to the SDR PRC chair.	Air Force (AFSAC)	30 days from publication of meeting minutes	Open	PRC chair will forward to DCMA (Phil Wedgie)
6.	SDR PRC 17-1 Minutes § c. Page 5	DLA Distribution to provide Dollar value chart similar to Slide 9–11 in Topic 6: SDRs/SQDRs with Disposition (Total Count), SDRs/SQDRs without Disposition (Total Count), and Total Count of Open SDRs w/o Disposition > 55 Days	DLA Distribution	30 days from publication of meeting minutes	Open	Provide chart to SDR PRC chair for Bob Carroll, ODASD(SCI)

Action Item Tracker – SDR PRC 17-1 (March 16, 2017)

No	Reference	Action Item	Responsibility	Target Due Date	Status	Notes
7.	SDR PRC 17-1 Minutes § d. Page 6	DLMS Program Office to provide list of SDR PRC representatives to DLA J316 (Xavier Villarrueva)	DLMS Program Office	30 days from publication of meeting minutes	Open	Initial Information sent 3/17/17; need to follow up to ensure information provided meets J316 needs.
8.	SDR PRC 17-1 Minutes § e. Page 6	Add DLMS Program Office, Jennifer Smith (DLAJ3), and Greg Pigg (DLA Distribution) to be sent invitation for Comprehensive Inventory Improvement Plan (CIMIP) meeting discussion on suspended stock at DLA Distribution Centers	ODASD(SCI)	TBD based upon CIMIP meeting schedule	Open	Bob Carroll to follow up with CIMIP leadership
9.	SDR PRC 17-1 Minutes § f. Page 7	Components to provide implementation dates for the Hazmat Indicator	Army (LMP), DLA (EBS and DSS)	30 days from publication of meeting minutes	Open	Refer to ADC 1153. Identified as optional, but recommended by DLMS Program Office to support GAO data requests.

Action Item Tracker – SDR PRC 17-1 (March 16, 2017)

No	Reference	Action Item	Responsibility	Target Due Date	Status	Notes
10.	SDR PRC 17-1 Minutes § g. Page 7	Air Force to send examples of DVD shipments coming in with no PMRs. These are Air Force contract shipments, shipped by DLA but the Air Force has issued PMRs under an FB DoDAAC.	Air Force (Linda Miles)	30 days from publication of meeting minutes	Open	Merita Briggs to send explanatory e-mail to Ellen Hilert and Bob Carroll with specific focus on AF owned and managed materiel being inducted under (incorrect) RIC = SMS

Action Item Tracker – SDR PRC 17-1 (March 16, 2017)

No	Reference	Action Item	Responsibility	Target Due Date	Status	Notes
11.	SDR PRC 17-1 Minutes § h. Page 8	DLMS Program Office to develop additional guidance regarding how to identify a contract number when the controlling number for the shipment a document number but contractor noncompliance may be the cause of the discrepancy (e.g. shipment from DLA Distribution, but sealed packages retain original contract number and contain wrong item; repair contractor shipment on a document number is discrepant.) Interface with EDA for contract data needed so WebSDR can obtain CAO DoDAAC and use if forwarding to DCMA is required. Requires PDC.	DLMS Program Office	120 days from publication of meeting minutes	Open	DLMS Program Office to consider leveraging existing data field Contract Reference Number.

Action Item Tracker – SDR PRC 17-1 (March 16, 2017)

No	Reference	Action Item	Responsibility	Target Due Date	Status	Notes
12.	SDR PRC 17-1 Minutes § h. Page 8	Air Force to consider drafting a PDC to improve handling of unidentified materiel and documenting SDRs.	Air Force	N/A	Open	
13.	SDR PRC 17-1 Minutes § h. Page 8	DLA Distribution to draft a white paper for the SDR PRC documenting the “special Inspections” attachment (e.g., photos) process for WebSDR. The white paper needs to address the billing associated with those special inspections.	DLA Distribution	30 days from publication of meeting minutes	Open	
14.	SDR PRC 17-1 Minutes § h. Page 8	All Components to review the DCMA SDR response template (Form 1227) as a method of reporting results of DCMA investigation to the source of supply, and provide feedback to SDR PRC chair.	All Components	30 days from publication of meeting minutes	Open	PRC chair will forward to DCMA (Phil Wedgie); Reference DD Form 1227 questions in SDR PRC 17-01 Refer to topic 9 brief.

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15.	SDR PRC 17-1 Minutes § h. Page 8	All Components to update SOPs to ensure source of supply representatives ask submitters to provide evidential matter (e.g., photographs, documents) prior to forwarding SDR for DCMA investigation. Submitters will need to provide evidential matter as attachments to WebSDR to allow visibility and forwarding to PDREP.	All Components	90 days from publication of meeting minutes	Open	Reference is ADC 1181A
16.	SDR PRC 17-1 Minutes § h. Page 8	DLMS Program Office to provide a DCMA and DPAP list of contacts who can address missing or delayed QAR signatures in iRAPT.	DLMS Program Office	30 days from publication of meeting minutes	Open	PRC chair will forward to members
17.	SDR PRC 17-1 Minutes § h. Page 8	DLMS Program Office to review time standards for DCMA response (final) after interim reply indicating DCMA investigation is ongoing.	DLMS Program Office	90 days from publication of meeting minutes	Open	

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18.	SDR PRC 17-1 Minutes § i. Page 8	DLMS Program Office to provide DoDM 4140.01 (DLMS authority document) and contact information for PRC members to PDREP Programs	DLMS Program Office	30 days from publication of meeting minutes	Closed	Sent 3/16/2017
19.	SDR PRC 17-1 Minutes § i. Page 8	DLMS Program Office to provide PDREP Program Office with required implementation dates relative to specific SDR functionality in ADC 1181A. Specific target dates to include when DCMA is to process actionable SDRs.	DLMS Program Office	30 days from publication of meeting minutes	Open	What specific functionality must be included by November 1, 2017? What are the target implementation dates for longer-term requirements?

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No	Reference	Action Item	Responsibility	Target Due Date	Status	Notes
20.	SDR PRC 17-1 Minutes § i. Page 9	<p>Army, Air Force, and PDREP Program Office to provide status update to SDR PRC chair with regard to their status toward meeting implementation target of November 1, 2017 for adding cause codes to SDR replies to facilitate tracking contractor noncompliance in PPIRS-SR-NG.</p> <p>DLA to provide status on adding functionality for outgoing SDR reply with contract noncompliance cause codes for “info only” SDRs</p>	Army, Air Force, PDREP Program Office, DLA	30 days from publication of meeting minutes	Open	Reference is ADC 1181A