



DEFENSE LOGISTICS AGENCY
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IN REPLY
REFER TO J627

September 08, 2011

MEMORANDUM FOR SUPPLY PROCESS REVIEW COMMITTEE (PRC) MEMBERS

SUBJECT: Proposed Defense Logistics Management System (DLMS) Change (PDC) 478,
Implementation of DoD WebSDR Automated Supply Discrepancy Report (SDR)
Rejection Capability (Supply/SDR)

We are forwarding the attached proposed change to DOD 4000.25-M, Defense Logistics Management System (DLMS), for evaluation and submission of a single coordinated DOD Component position.

Request you review the attached proposed change and provide your comments/concurrence to DLA Logistics Management Standards not later than **30** days from the date of this memorandum. If non-concurrence is provided, please provide an alternate method to meet the requirement being addressed.

Addressees may direct questions to the Defense Logistics Agency (DLA) Logistics Management Standards points of contact, Ms. Ellen Hilert, DoD SDR System Administrator, e-mail: ellen.hilert@dla.mil. Others must contact their Component designated representative.

A handwritten signature in red ink that reads "Donald C. Pipp".

DONALD C. PIPP

Director

DLA Logistics Management Standards

Attachment
PDC 478

cc: ODASD (SCI)

PDC 478
Implementation of DoD WebSDR Automated SDR Rejection Capability

1. ORIGINATING SERVICE/AGENCY AND POC INFORMATION: DLA Logistics Management Standards (formerly DLMSO), Ms. Ellen Hilert, SDR System Administrator, e-mail: Ellen.Hilert@dla.mil.

2. FUNCTIONAL AREA:

a. **Primary/Secondary Functional Area:** Supply/DoD WebSDR

3. REFERENCES:

a. Defense Logistics Management System (DLMS) Manual, DOD 4000.25-M, Chapter 17, available at: <http://www.dla.mil/j-6/dlms/elib/Manuals/DLMS/default.asp>. The DLMS manual is the authoritative source for discrepancy reporting procedures originally published under DLAI 4140.55, AR 735-11-2 SECNAVINST 4355.18A, AFJMAN 23-215, Reporting of Supply Discrepancies.

4. BACKGROUND:

a. **SDR Transaction Rejection or Failure Categories:**

(1) **DoD WebSDR Transaction Rejection Processing Procedures:** The DLMS manual identifies multiple transaction edits that require the capability within the DoD WebSDR application to edit and reject transactions systemically based upon the pre-established business rules. This applies to basic rules that could be applied external to the action activity based upon research or relevant information known only to the action activity. (Refer to the DLMS manual extract shown at Enclosure 4.) Implementation of this capability was deferred with the understanding that the receiving application could recognize and reject transactions with missing or erroneous data content when applicable. This capability was not considered essential for initial implementation of the DLMS SDR transaction exchange. However, the delay in implementation has placed a burden on the Components because (1) not all Components are supported by an SDR application and, therefore, erroneous data must be identified manually, (2) not all SDR applications have sufficient edits to systemically identify and reject missing and invalid data content without significant manual intervention for some types of errors.

(2) **Transaction Failure during WebSDR Processing:** DLA Transaction Services identified additional situations where SDR transactions fail during processing and manual intervention is required from DLA Transaction Services personnel to reject the SDR back to the submitting system or notify the submitting system's application leads off-line due to incorrect structural format or major error in mandatory content. For this scenario, Enclosure 1 contains error statistics for the period March through June 2011.

(3) **Functionally Inappropriate SDR Transactions:** DLA Supply Centers have identified additional situations where SDR transactions successfully process through WebSDR only to fail in the Component receiving application due to functionally inappropriate content or process. In these situations, systemic rejection by WebSDR (via immediate response for on-line users or via reject

reply transaction) would have saved significant time, effort, and reduced frustration at both the customer and action activity level.

b. Intent of this Change: The intent of this change is to clarify and implement existing business rules for DoD WebSDR automatic rejection and to establish new procedures supporting additional automatic rejection where needed.

c. Scenario for which the transaction will be used:

(1) When WEBSDR system identifies an SDR transaction with missing or invalid data content, it will systemically reject the transaction back to the submitter. This includes both properly constructed transactions that allow successful processing inside WebSDR and improperly constructed transactions that cannot be processed. The most frequent types of invalid data errors that prevent WebSDR processing are invalid document numbers and a missing action activity (Enclosure 1). Common examples of invalid data errors that are passed on to the action activity are invalid DoDAACs or Routing Identifier Codes (RICs) used for action activity, submitter, or shipping activity.

(2) Functionally inappropriate transactions will be identified and rejected or blocked during WebSDR input. Common examples are submission of a follow-up transaction or a reconsideration request subsequent to the cancellation of the SDR and submission of Air Force maintenance document number SDRs (identified by the AF maintenance site M-series identifier in the first six characters of the document number rather than a valid DoDAAC and associated with an Air Force submitting activity) external to the Air Force and the supporting distribution depot.

d. Procedures, transactions, data elements, processing details in use today:

(1) **Transaction Failure during WebSDR Processing:** Receivers of discrepant materiel submit a SDR via a Component-sponsored automated SDR system that creates a DLMS transaction for transmission to DLA Transaction Services for processing in DoD WebSDR. Transactions must be formatted per DLMS requirements for X12 or XML transactions. DLA Transaction Services error logic statistics for recent months show an increase in SDR submissions with invalid data. Data is either missing or inconsistent with the required format of the SDR data fields. When data content prevents system processing, the DLA Transaction Services programming team receives notification via an automated email message from WebSDR. Each of these messages must be researched and resolved manually. The current resolution process handled by the DLA Transaction Services team is manual and entails the following steps.

(a) Emails show up in the DLA Transaction Services programming team member email inbox.

(b) DLA Transaction Services programming team member filters through emails to determine if errors are from the production side of WebSDR. A review of the details is performed to determine if error(s) are submitting system generated and notification is sent back to the submitting system via email address. At times, analysis of the internal flat file that each system submits is required.

(c) Once the type of error has been determined, the email is forwarded to another member of DLA Transaction programming team for further research. This research involves using the raw EDI data from each submitting system to include archived EDI files.

(d) Once the raw data is retrieved from the EDI submission, the data is reviewed for the specific type of error (could include multiple errors) and an error information summary is created in a manual document/file. The error information includes:

- the error itself (i.e. missing Document Number),
- area(s) within the X12/XML where the error occurred,
- whether the submission contains malformed X12/XML data with notes on the correct structure, and
- invalid data format with notes on the correct format.

(e) The error information is resaved in a file in preparation for sending an email attachment back to the submitting system representative.

(f) The error information is then included in an email back to the submitting system representative, as well as a copy to the WebSDR Team. The current submitting system representative names are identified in Enclosure 3. **Staffing note:** Updates to the Enclosure 3 list may be provided in response to this staffing for use in the proposed automated process. Provide name, e-mail address, and phone number of primary and alternate(s).

(2) Transaction Failure during Component SDR System Processing: Component SDR systems, such as the DLA Enterprise Business System (EBS), may receive a transaction that cannot be successfully processed and result in a failed transaction (iDoc). These transactions accumulate and must be manually worked to determine the cause of the error. This can be a challenging process and delays in notifying the submitter and/or reprocessing the failed transaction can be significant. Often, a rejection reply transaction must be manually prepared. This situation impacts the overall processing time for corrective action and SDR resolution.

(3) Automatic Rejection of SDRs by Component SDR Systems: Some errors in SDR content may be identified by the SDR application and be rejected immediately without full processing. While this does not result in significant lost time, it is far less efficient than identification of the error upon initial input via WebSDR or rejection of transactions upon initial processing by WebSDR.

(4) Functionally Inappropriate SDR Transactions: Due to the staggered implementation plan, there is currently no WebSDR edit that prevents submission and distribution of a follow-up or reconsideration request applicable to a cancelled SDR. Additionally, there is no WebSDR edit that prevents an Air Force maintenance document number SDR from being directed to another Component source of supply. Currently, the WebSDR reply screen does not support manual selection of reject reply codes for use by action activities. The gap reduces visibility via management reports of the number of scope of data rejections.

5. PROPOSED CHANGE

a. Requested change in detail:

(1) When the DoD WebSDR identifies a SDR (input via direct user input or via DLMS transaction exchange) containing missing/invalid data content or not following DoD business rules, forward transmission of this SDR will be prevented. This will require use of on-line error messages and additional program logic to support creation and return of a DLMS 842A/R Standard SDR Reply transactions (Transaction Set Purpose Code 11) with the appropriate reply disposition code. Additional program logic will also be needed to support creation of outgoing email messages to Component SDR application representatives when egregious errors prevent posting of the SDR to the WebSDR database and return of a standard reply transaction. The following errors are subject to systemic automated reject:

(a) SDR Follow-up or Contested SDR/Reconsideration Request after SDR is cancelled. Reject with Reply Code 907. The SDR will include remarks text (or tailored error message for on-line WebSDR users) as follows: “*SDR Follow-Up (or Reconsideration Request) may not be processed after the original SDR has been cancelled. If still required, resubmit the original SDR with justification.*” **Staffing Note:** Components must review internal processing to verify that the resubmission will be accepted or provide alternative recommendation. The business rule is for the resubmission of the original SDR document number to be assigned the same DoD WebSDR control number so that the original SDR, cancelled SDR, Follow-up/Reconsideration Request, Reject Reply, and the subsequent resubmission will all be associated. These will be displayed on the SDR Composite View in submission sequence. Components should verify that the resubmission (Transaction Set Purpose Code 00) would not reject as a duplicate if there is already a cancelled SDR in the Component SDR application for the same document number/suffix (and potentially other matching content).

(b) Document Number or Document Number/Suffix Combination. Reject with Reply Code 910 if missing, contains spaces or special characters, or Julian day exceeds 365 (or 366 for leap year) or is not considered a valid document number. A valid document number (not including the suffix) must be 14 positions and the first six positions must be a valid DoDAAC unless identified as Security Assistance/Foreign Military Sale by the Service/Agency Code in the first position of the document number, or as an Air Force Maintenance document number. Authorized Service/Agency values indicating Security Assistance are B, D, I, K, P, and T. Suffixes must be alphabetic or numeric with the exception that the following alpha and numeric characters are not authorized: alpha I, N, O, P, R, S, and Z and numeric 1 and 0. **Exception:** The full document number edit does not apply to transshipper SDRs (Document Type W) due to the potential for reporting against the shipment unit rather than a specific document number. For these SDRs, the document number must be filled and must be 14 positions. It may contain the first 13 positions of the transportation control number or a constructed document number based upon the DoDAAC of the port submitting the SDR, or it may contain another relevant number used to populate the data field.

(c) Document Number – Air Force Maintenance. Reject with Reply Code 910 if Action Activity is other than Air Force or Distribution Depot. The Air Force maintenance document number is identified by the “M” in the first position where the SDR submitter is an Air Force activity. Air Force maintenance document numbers are allowed on a temporary basis between appropriate trading partners to support legacy Air Force processing. This process is non-compliant with DoD business rules and will be discontinued under Air Force modernization. The SDR will include remarks text (or tailored error message for on-line WebSDR users) as follows: “*SDRs containing the Air Force*

maintenance document number as the primary document number may not be directed outside the Air Force or supporting Distribution Depot. If directed to DLA or other Service, the SDR must be associated with the original requisition document number.”

(d) Discrepancy Code. Reject with Reply Code 915 if at least one discrepancy code is not provided or does not match allowable values under DLMS.

(e) SDR Action Code. Reject with Reply Code 916 if missing or does not match allowable values under DLMS.

(f) Discrepant Quantity. Reject with Reply Code 917 if missing or not numeric.

(g) Invalid Quantity. Reject with Reply Code 918 if other quantity fields are not numeric. The SDR will include remarks text to identify the specific data field in error.

(h) Invalid POC E-mail Address. Reject with Reply Code 921 if missing or contains spaces/incorrect format.

(i) Missing Narrative. Reject with Reply Code 924 if a SDR is coded to indicate remarks are provided is missing applicable narrative (applicable to Reply Codes 102, 104, 105, 106, 137, 701).

(j) Disposition/Reply Code. Reject with Reply Code 927 if at least one reply code is not provided on SDR reply or does not match allowable values under DLMS.

(k) Supply Condition Code.

1. Reject with Reply Code 928 if missing when required for condition code discrepancy scenario (Discrepancy Code C1, C3, C4, and C5) or does not match allowable values as follows, otherwise may be blank.

- A Serviceable
- B Serviceable (with qualification)
- C Serviceable (with priority)
- D Serviceable (test/mod)
- E Unserviceable (restoration)
- F Unserviceable (repairable)
- G Unserviceable (incomplete)
- H Unserviceable (condemned)
- J Suspended (In-stock)
- K Suspended (Returns)
- L Suspended (Litigation)
- M Suspended (In work)
- N Suspended (Ammo)
- P Unserviceable (Reclamation)
- Q Unserviceable (Product Quality)
- R Suspended (Reclaimed)
- S Unserviceable (Scrap)
- V Unserviceable (Munitions)

2. Reject if condition code is not applicable to the action activity/source of supply as follows. The SDR will include remarks text (or tailored error message for on-line WebSDR users) as follows: “*Condition code identified is not applicable to the action activity/source of supply.*”

- N Suspended (Ammo) – may not be submitted to DLA (RIC SMS)
- V Unserviceable (Munitions) – may not be submitted to DLA (RIC SMS)

(I) Action Activity (To Address). Reject with Reply Code 929 if the Routing Identifier Code (RIC) or DoD Activity Address Code (DoDAAC) is missing or unmatched to the DoD Activity Address Code Directory. The SDR will include remarks text (or tailored error message for on-line WebSDR users) as follows: “*Missing or unacceptable value used for SDR Action Activity. Research and resubmit a value authorized by the DoD Activity Address Code Directory.*”

(m) Submitter (From Address). Reject with Reply Code 929 if the RIC or DoDAAC is missing or unmatched to the DoD Activity Address Code Directory. The SDR will include remarks text (or tailored error message for on-line WebSDR users) as follows: “*Missing or unacceptable value used for SDR submitter. Research and resubmit with a valid authorized by the DoD Activity Address Directory.*”

(n) Owner/Manager/Source of Supply. Reject with Reply Code 929 if the RIC is unmatched to the DoD Activity Address Code Directory. The SDR will include remarks text (or tailored error message for on-line WebSDR users) as follows: “*Unacceptable value used for identification of the owner or manager. Research and resubmit with a value authorized by the DoD Activity Address Directory.*”

Staffing Note: Request Component feedback on whether DoD Activity Address Directory validation of additional WebSDR on activity information is desirable (shipping activity, distribution copy recipient activity).

(o) Wrong Item Information. Reject with Reply Code 932 if wrong item information is not provided in association with W- series Discrepancy Codes.¹

(p) Duplicate SDR. Reject with Reply Code 719 (SDR rejected. Duplicate of previously submitted SDR) when a new SDR (Transaction Set Purpose Code 00) matches an existing SDR record on document number/suffix, discrepancy code, and transportation control number (if provided) (where the original SDR has not been cancelled). The SDR will include remarks text (or tailored error message for on-line WebSDR users) as follows: “*This new SDR matches an existing SDR record on document number/suffix, discrepancy code, and transportation control number (if provided). Research and resubmit.*” **Staffing Note:** DoD Components do not currently apply the duplicate criteria consistently. The WebSDR criteria as stated here is the approved approach for DLMS implementation and Components should transition to these rules when feasible. When alternative rules are applied (e.g. rejection based upon document number/suffix match alone), the action activity must inform the user how to resubmit the SDR if the discrepancy report is not created in error.

(q) Other. Reject with Reply Code 701 (SDR rejected. See remarks) when rejection conditions not identified by reject reply code are identified. The SDR will include remarks text to

¹ Separate PDC under development to clarify wrong item discrepancy data requirements.

clarify the error condition. **Staffing Note:** Recurring use of the reply code must be reported to the SDR Administrator for evaluation of a new reply code assignment.

(2) New reply codes must be established and recognized by Component SDR applications for use in additional WebSDR automated edits as follows. Refer to Enclosure 2 for exact text of new reply codes.

(a) **Transaction Set Purpose Code.** Reject with Reply Code 938 if missing or not an allowable value in accordance with the applicable DLMS Supplement.

(b) **SDR Document Type Code.** Reject with Reply Code 938 if missing or not an allowable value under DLMS.

(c) **Missing Contract Number/Shipment Number.** Reject with Reply Code 940 if missing either contract number or contractor-assigned shipment number on SDR Document Type 9 [distribution depot receipt, new procurement] or P [storage activity receipt, new procurement (non-DSS location)]. **Staffing Note:** (1) Request confirmation that the minimum data requirement should be established as these two data fields associated with the contractor shipment. WebSDR will also accept contract line/sub line item number (CLIN), and call/order. (2) Contract identification is not mandatory on Document Type 6, Direct Vendor Delivery, SDR submissions, but must be inserted by the action activity on the reply transaction when not provided by the customer.

(3) Disposition/reply codes in the 900 series will be added to the WebSDR drop box for use by on-line users when applicable.

b. Proposed procedures:

(1) WebSDR procedures:

(a) SDR transactions containing errors that are incompatible with requirements for posting to the WebSDR database will be “dead-ended” (not fully processed, the file itself will be archived, but not inserted into history/metrics because the nature of the error(s) cause database violations).

(b) SDR Reply transactions generated by WebSDR will be constructed as follows and returned to the sending system:

| |
|---|
| WebSDR Control Number (the DoD WebSDR assigned control number) |
| Activity From = SGA (representing DLA Transaction Services) |
| Reply Code(s) = Up to three 700/900-series rejection codes |
| Document Number/Suffix (perpetuated from rejected transaction) |
| Date of Preparation (DD MMM CCYY) |
| Reply POC Information (representing DLA Transaction Services Help Desk) |
| All Control Numbers from rejected transaction |
| Transaction Set Purpose Code = 11 |
| Action To (representing rejected transaction ‘Activity From’) |
| Reply Comments = (Reply comments with error description) |
| All other values from rejected transaction |

- (c) SDRs with invalid data will post to the WebSDR database and then WebSDR will transmit the reject reply. The reply transaction identifying the reject reply code and applicable content will also post to the WebSDR database for visibility and metrics. The reject reply will be provided in the same method as the rejected transaction, i.e., by transaction to submitting Component application or via e-mail if the submitter used WebSDR. Once the rejection is posted, a new submission will be required by the submitter.
- (d) If posting to the WebSDR database is not possible due to major structural or content error, an automated email will be transmitted to the responsible Component system representative identifying the nature of the error. The Component system representative will be responsible for correction and re-transmission, and notification to the user if retransmission within 24 hours is not possible.

c. Alternatives: None.

6. REASON FOR CHANGE: Increased efficiency and responsiveness of the SDR processing. To reduce manual processing due to erroneous or improper SDRs.

7. ADVANTAGES AND DISADVANTAGES:

a. Advantages (tangible/intangible)

- (1) Historical data can be used to create management reports for Component process improvement and to develop training aides.
- (2) Ensures all SDR submissions remain DLMS compliant.

b. Disadvantages:

- (1) Requires additional program logic to generate and receive rejection transactions.
- (2) Looping of transactions could occur if the Component application rejects the WebSDR reject reply. DLA Transaction Services will need to be alerted immediately if a reject of a reject is returned so the loop can be terminated and addressed off-line.

8. ASSUMPTIONS:

- a.** All systems must be designed to accept reject codes. Alternative procedures to monitor for reject replies must be instituted pending full implementation.
- b.** Rejections should be handled systemically wherever feasible.
- c.** WebSDR management report processing will use the most current status in the case of a rejected transaction which is later resubmitted (e.g. the original rejected status will not interfere with the selection of the report for open SDRs).
- d.** The same WebSDR control number will apply to resubmitted SDRs subsequent to rejection.

9. NOTE ANY REGULATIONS OR GUIDANCE: Defense Logistics Management System (DLMS) Manual, DOD 4000.25-M, Chapter 17.

10. ESTIMATED TIME LINE/IMPLEMENTATION TARGET: Unknown – phased implementation will be authorized.

11. ESTIMATED SAVINGS/COST AVOIDANCE ASSOCIATED WITH IMPLEMENTATION OF THIS CHANGE: Implementing the WebSDR automated rejection capability will dramatically reduce the time-consuming (5-15 minutes on average for each SDR containing errors) and manual resolution process performed by the DLA Transaction Service programming team, allowing their time to be refocused on higher priority programming tasks. Additionally, the enhanced programming will prevent failed transactions in other Component applications and significantly reduce manual resolution of erroneous transactions. The improved overall responsiveness of the SDR program could also result in a significant cost avoidance and improved support to the war fighter.

12. IMPACT:

a. New DLMS Data Elements: There are no new data elements associated with this change.

b. Revised DLMS Data Elements: New Disposition/Reply Codes are assigned as shown in Enclosure 2.

c. DLA Transactions Services: Should develop alternative means to capture metrics/error rates for the category of transactions that will ‘dead end’ and cannot post to the WebSDR database due to major structural errors.

Enclosure 1, Rejected Transactions as a result of invalid data on Original SDR submissions

The table below shows a snapshot of rejected transactions that required manual review by DLA Transaction Services during the period March 2011 through June 2011.

| OVERALL | Mar-11 | Apr-11 | May-11 | Jun-11 |
|----------------------------|---------------|---------------|---------------|---------------|
| Activity From - Invalid | 0 | 1 | 1 | 0 |
| Activity From - Missing | 0 | 0 | 0 | 0 |
| Document Number - Invalid | 1 | 83 | 11 | 6 |
| Document Number - Missing | 1 | 2 | 1 | 0 |
| Disposition Code - Invalid | 0 | 0 | 0 | 0 |
| Disposition Code - Missing | 2 | 8 | 0 | 3 |
| WebSDR Number - Invalid | 0 | 0 | 0 | 0 |
| Email Address - Invalid | 3 | 1 | 7 | 3 |
| Transaction To - Invalid | 0 | 1 | 0 | 1 |
| Transaction To - Missing | 57 | 101 | 107 | 68 |
| TOTALS: | 64 | 197 | 127 | 81 |

Does not include conditions that would be considered errors after the new logic is in place...

- Invalid Activity value (DoD Activity Address Directory checked)*
- Invalid Disposition/Reply Code*
- Invalid Action Code*
- Invalid Discrepancy Code*
- Invalid SDR Submission Type*
- Invalid Document Suffix*
- Looping*

Data Source: DLA Transaction Services

Enclosure 2, SDR Reject Reply Codes (900-series)

DISCREPANCY STATUS OR DISPOSITION (REPLY) CODES

The 900-series codes are intended for system/application use in processing transactions. When SDRs are processed manually, these codes may be user assigned as appropriate:

- 901 Transaction rejected. SDR submitted to wrong source of supply. Resubmit to the correct action activity.
- 902 Transaction rejected. Invalid action code for type of discrepancy submitted.
- 904 Transaction rejected. Open suffix must be closed before SDR can be reopened.
- 906 Transaction rejected. Record already closed.
- 907 Transaction rejected. Record closed, canceled, or a final reply has been provided.
- 908 Transaction rejected. Record is currently open and cannot be reopened for reconsideration until closed.
- 909 Transaction rejected. SDR must be reopened for reconsideration before it can be contested.
- 910 Transaction rejected. Missing or invalid document number **or document number/suffix combination.**
- 911 Transaction rejected. Missing or invalid case designator.
- 912 Transaction rejected. Missing or invalid SDR number.
- 915 Transaction rejected. Missing or invalid type of discrepancy code.
- 916 Transaction rejected. Missing or invalid action desired code.
- 917 Transaction rejected. Missing or invalid discrepant quantity.
- 918 Transaction rejected. Missing or invalid quantity received.
- 920 Transaction rejected. Missing or invalid point of contact name.
- 921 Transaction rejected. Missing or invalid point of contact phone number/email.
- 923 Transaction rejected. Missing or invalid transaction date.
- 924 Transaction rejected. Narrative missing.
- 926 Transaction rejected. No record found.
- 927 Transaction rejected. Missing or invalid disposition/reply code
- 928 Transaction rejected. Missing, or invalid, **or unauthorized use of** condition code.
- 929 Transaction rejected. Missing or invalid DODAAC, MAPAC, or Routing Identifier
- 930 Transaction rejected. Missing information associated with disposition/reply
- 931 Transaction rejected. Missing or invalid material identification.
- 932 Transaction rejected. Missing or invalid wrong item information.
- 933 Transaction rejected. SDR follow-up submitted before action activity response time has elapsed.
- 934 Transaction rejected. Forwarding action not authorized. Submit new SDR
- 935 Transaction rejected. Forwarding action cannot be processed due to incomplete SDR history. Contact originator to resubmit with updated action activity.
- 936 Transaction rejected. SDR processing suspended. Request DOD WebSDR provide an information copy of the original report.
- 937 Transaction rejected. DOD WebSDR unable to provide requested SDR information copy.
- 938 Transaction rejected. Missing or invalid transaction set purpose code (refer to DLMS Supplement).**
- 939 Transaction rejected. Missing or invalid SDR document type code (refer to DLMS Supplement).**
- 940 Transaction rejected. Missing either contract number or contractor-assigned shipment number on SDR associated with commercial shipment.**

Enclosure 3, Component SDR Application Representatives

The following personnel will be notified via automated email in the case of transaction failure due to major structural or content error resulting in failure of the SDR to post to the SDR database.

Components are requested to verify and provide an alternate where only one person is currently identified.

| Submitting SDR System | Point of Contact Name |
|---|--|
| Air Force Enterprise Solution-Supply (ES-S) | Andrews, Horace Mitchel, Olaf Talamonti, Peter |
| Air Force Security Assistance Command (AFSAC)-A | Smith, Anita |
| DLA Enterprise Business System (EBS) | Blakemore, Jesse |
| DLA Distribution Standard System (DSS) | Lenior, Hattie Perrine, Julie |
| Navy SDR System (NSDRS) | Tobias, Shanna |
| Navy Product Data Reporting and. Evaluation Program (PDREP) | Carr, Ken |

Enclosure 4, DLMS Manual DoD4000.25-M

The following DLMS manual extract reflects text updated by Approved DLMS Changes. Revisions are identified in **highlighted bold italics**.

C17. CHAPTER 17. **SUPPLY DISCREPANCY REPORTING**

C17.1.3. DoD WebSDR. The DoD WebSDR supports DLMS implementation via a DLA Transaction Services -maintained application which enables SDR transaction exchange; provides a web-based entry method to assist users who are not supported by a Component DLMS-compliant SDR application; and provides visibility of SDRs for research and trend analysis via management report/query capability. ***The term “DoD WebSDR” (or “WebSDR”) refers to both the overall business process and supporting automation, including both direct web-input and transaction exchange.***

(Intervening text not shown)

C17.1.3.5. DoD Components with an established interface with DoD WebSDR shall designate primary and alternate representatives for the Component SDR application to DLA Transaction Services. These representatives will be notified via email when transactions do not meet minimum format/content requirements for processing. Provide name, telephone, and email address.

(Intervening text not shown)

C17.3.21. **Defense Automated Addressing System (DAAS)** SDR Processing

C17.3.21.1. Under DLMS, SDRs shall be integrated with standard logistics transaction processing through DAAS. DAAS/***WebSDR*** shall perform the following actions:

C17.3.21.1.1. Pass/route SDR transactions.

C17.3.21.1.1.1. Generate and route an information copy of ***each*** SDRs reporting packaging discrepancies associated with USAF-directed shipments to the USAF packaging office.

C17.3.21.1.1.2. Route the action copy of SDRs reporting distribution depot receipt of PQDR exhibits (Discrepancy Code Q11) to the materiel owner and an information copy to Product Data Reporting and Evaluation Program-Automated Information System (PDREP-AIS). For USAF owners, an information copy will also be sent via to the Joint Discrepancy Reporting System (JDRS) email account.

C17.3.21.1.1.3. Provide special email routing of the action or distribution copy of transshipper prepared SDRs upon Component request.²

² Refer to ADC 317.

C17.3.21.1.1.4. Return un-routable transshipper prepared SDRs to the submitter for continued processing off-line.³

C17.3.21.1.2. Edit SDR transactions in accordance with business rules specified below. **DAAS/WebSDR shall ensure that Component submitting system representatives are notified via email when transactions do not meet minimum format/content requirements for processing.**

C17.3.21.1.3. Provide translation capability to support a variety of communications methods for exchanging computer-readable SDR transactions.

C17.3.21.1.3.1. DLMS transaction formats are available in ASC X12 EDI or EDI-based XML. Guidance for transaction content is provided in DLMS Supplements available at: http://www.dla.mil/j-6/dlms/elibrary/transforms/140_997.asp.

C17.3.21.1.3.2. Until replaced by DLMS, the Army unique transactional interface with Army Electronic Product Support (AEPS) **Web-Based Tool (WBT)** shall be supported.

C17.3.21.1.3.3. No other transactional formats are authorized for SDRs.

C17.3.21.1.4. Convert SDRs for e-mail distribution where computer readable SDR transactions are not feasible due to lack of an established SDR application interface.

C17.3.21.1.4.1. Upon determination that an e-mail (vice transaction) is to be prepared for a specific SDR communication, DLA Transaction Services will check to determine if the appropriate e-mail certificate has been registered. If registered, the SDR e-mail transmission shall be encrypted as "FOUO" per paragraph C17.2.2. The e-mail SDR shall contain **all** associated SDR content as well as clear text addresses and code explanations to facilitate use interpretation. If not registered, an abridged content SDR report, con formation, distribution, copy, or reply, as appropriate, will be prepared. The e-mail sent to the **user** will also provide information on how to **get** access **to** WebSDR and instructions on registering the e-mail certificate.

C17.3.21.1.4.1.1. **Abridged SDR**. The abridged unencrypted version of the SDR e-mail will include the following data content. Coded information will not include the corresponding clear-text explanation. The submitter and action activities will not be identified by clear-text addresses.

- DoD Web SDR Report Control Number
- Additional System SDR Control Number
- Customer-Assigned Control Number
- Document Number/Suffix
- Contract Number
- Transportation Control Number
- Date of Preparation
- SDR Document Type Code
- **DLA Disposition Services** SDR Type Code
- Discrepancy Code(s)

³ Refer to ADS 317.

- SDR Action Code
- SDR Submitter (Activity From)
- SDR Point of Contact
 - Name
 - Commercial Phone or DSN
 - E-mail
- Attachment/Off-line Flag

C17.3.21.1.4.1.2. Abridged SDR Reply. The abridged unencrypted version of the ADR Reply e-mail will include the following data content. Coded information will not include the corresponding clear-text explanation with the exception of the Reply Disposition Code which must include text for understanding. The submitter and action activities will not be identified by clear-text addresses.

- DoD WebSDR Report Control Number
- Additional System SDR Control Number(s)
- Original Reference Number
- Document Number/Suffix
- Contract Number
- Transportation Control Number
- Reply Date
- SDR Document Type Code
- **DLA Disposition Services** SDR Type Code
- Reply Disposition Code(s)
- Action Activity (Activity From)
- SDR Submitter (Activity To)
- Comments/Remarks
- Reply POC
 - Name
 - Commercial Phone or DSN
 - E-Mail
- Attachment/Off-line Flag

C17.3.21.1.4.1.3. Organizations that are not supported by an SDR application for transactional reference shall provide to DLA Transaction Services an e-mail address to be linked with their DoDAAC/**Routing Identifier** for e-mail distribution.

C17.3.21.1.4.1.4. Each DoD Component shall designate **to the DoD SDR System Administrator** a specific e-mail account or point of contact to receive un-routable SDRs for manual attention. This is required to ensure operation^a support where no SDR application or e-mail address has been identifier for an SDR recipient, or an attempted e-mail distribution has failed due to an invalid address.

C17.3.21.1.5. Maintain historical records of SDRs and associated transactions.

C17.3.21.1.6. Provide access to SDR information via Web Visual Logistics Information Processing System (WEBVLIPS).

C17.3.21.1.7. Provide ad-hoc queries and management reports.

C17.3.21.1.8. Maintain the DoD WebSDR as a value-added service to support submission, reply, and other functions related to SDR processing.

C17.3.21.1.9. Convert CCP-generated SDRs for email distribution pending owner/manager ability to process electronically.

C17.3.21.1.10. Post for history, but not forward SDR replies to the SDR submitter (i.e., distribution depots or CCP) identifying passive RFID or WPM discrepancies based upon addressing to the DAAS/WebSDR routing identifier (SGA). This will suppress unnecessary transmission of SDR transactions where the SDR submitter has closed the SDR with no expectation/requirement for a reply under these conditions.

C17.3.21.2. DAAS/**WebSDR** shall edit SDR transactions prior to passing/routing to ensure minimal standards of acceptability. Reject to the generating activity SDR and follow-on transactions that do not meet the following conditions:

C17.3.21.2.1. SDR transactions must contain valid values as appropriate to the transaction purpose: discrepancy code, action code, and disposition/status code. Reject with Disposition/Status Code (Reply) 915, 916, or 927.

C17.3.21.2.2. SDR must include materiel identification. Materiel identification may consist of the NSN, manufacturer's part number and manufacturer's CAGE, or as authorized under DLMS for unique business processes (e.g. "mixed or "unknown for transshipper SDRs and local catalog identification number⁴). Where wrong item discrepancies are reported, materiel identification of the wrong item must be included. Wrong item received may be identified as previously indicated or by description alone (citing "UNKNOWN" as the wrong item part number). Reject with Disposition/Status (Reply) Code 931.

C17.3.21.2.3. SDRs reporting materiel received is not in the correct condition must include valid condition codes to identify the received conditions. Only valid condition codes shall be permitted. **The condition code must be appropriate for the discrepant materiel and associated action activity or source of supply (i.e., Supply Condition Code N, Suspended (Ammo) or V, Unserviceable (Munitions), may not be directed to the DLA ICP).** Reject with Disposition/Status (Reply) Code 928.

C17.3.21.2.4. SDRs coded to indicate narrative is required must provide applicable narrative. Reject with Disposition/Status (Reply) Code 924.

C17.3.21.2.5. SDRs must include minimal point-of-contact information to include name and phone/email. Reject with Disposition/Status (Reply) Code 920 or 921.

C17.3.21.2.6. Only valid DoDAACs and Routing Identifiers will be permitted. Reject with Disposition/Status (Reply) Code 929.

⁴ Refer to ADCs 282, 317, and 322. Local Catalog ID implementation pending.

C17.3.21.2.7. Quantity fields will only allow entry of numeric values. Reject with Disposition/Status (Reply) Code 917 or 918.

C17.3.21.2.8. SDR replies coded to indicate that a ship-to/mail to address or additional information is associated with the reply, must include the specified additional address or information as transaction data fields ~~or~~ **and** must include narrative remarks **to reflect the address (due to limited implementation of the separate address fields)**. Reject with Disposition/Status (Reply) Code **924**.

C17.3.21.2.9. SDR follow-ups must comply with follow-up submission timeframes. Follow-ups submitted without allowing sufficient action activity response time will be rejected (a minimum of 30 calendar days will apply). Reject with Discrepancy Status/Disposition Code **933 (implementation pending)**.

C17.3.21.2.10. SDR follow-ups and contested SDR/reconsideration requests may not be submitted against cancelled SDRs. Reject with Discrepancy Status/Disposition Code 907.

C17.3.21.2.**II**. Reply with Discrepancy Status/Disposition Code 504 forwarding action may not be used to forward SDRs where incomplete information is available, to construct the new forwarded SDR, or the SDR is otherwise not suitable for automated forwarding action. Reject with Discrepancy Disposition/Status (Reply) Code 935.

C17.3.21.2.12. SDR document numbers and associated suffix codes must conform to MILSTRIP standards. A temporary exception is allowed for Air Force maintenance document numbers used between the Air Force item manager and the supporting depot. The full document number edit does not apply to transshipper SDRs (Document Type W) due to the potential for reporting against the shipment unit rather than a specific document number. For these SDRs, the document number must be filled and must be 14 positions. It may contain the first 13 positions of the transportation control number or a constructed document number based upon the DoDAAC of the port submitting the SDR, or it may contain another relevant number used to populate the data field. Reject with Discrepancy Status/Disposition Code 910.

C17.3.21.2.13. SDRs must contain valid transaction set purpose codes and document type codes as shown in the applicable DLMS Supplement. Reject with Discrepancy Disposition/Status (Reply) Code 938 and 939, respectively.

C17.3.21.2.14. SDRs associated with new procurement (Document Type 9 or P) must contain the applicable contract number and contractor-assigned shipment number. Reject with Discrepancy Disposition/Status (Reply) Code 940.

C17.3.21.2.15. Duplicate SDRs defined as a new submission matching an existing SDR on document number/suffix, discrepancy code, and transportation control number (if provided). Reject with Discrepancy Disposition/Status (Reply) Code 719.

C17.3.21.3. DAAS/**WebSDR** will edit SDR submissions via DoD WebSDR at the point of entry to improve the accuracy of the data content. All of the above criteria apply. In addition, web-specific functionality includes:

C17.3.21.3.1. The SDR submission process will be facilitated by the auto-population of data content based upon the shipment and cataloging data available to DAAS.

C17.3.21.3.2. Address information will be retrieved based upon DoDAAC and routing identifiers. User generated updates to initiator's address are permitted and will be passed to the receiving system for information, but will not impact SDR processing.

C17.3.21.3.3. SDR replies coded to indicate that an address or additional information is associated with the reply, must include the specified additional address or information.

C17.3.21.4. DAAS shall provide the support to SDR transaction exchange to facilitate DLMS processes.

C17.3.21.4.1. DAAS/**WebSDR** shall facilitate appropriate distribution when the action party receiving the initial distribution employs the Distribution/Status (Reply) Code 504 indicating the SDR must be forwarded to a new action activity. When the new action activity is a distribution depot, the original SDR will be retransmitted to the designated depot. The customer will receive notification of interim status.

C17.3.21.4.2.. DAAS/**WebSDR** shall facilitate appropriate distribution when the action party receiving the initial distribution employs distribution status codes in the 300 series indicating that the SDR must be sent to the SOS for disposition. The SDR reply will be sent to the designated SOS and to the SDR initiator for notification of interim status.

C17.3.21.4.3. DAAS/**WebSDR** will respond to DAAS-directed rejected reply transactions indicating no matching original report or information copy of the SDR is found in the automated application (Reply Code 926), by providing an information copy of the original report to the activity which rejected the reply. Unmatched requests for an information copy will be returned by DAAS reject (Reply Code 926) to the sending organization. DAAS will create and forward an information copy of the DLA SOS for all customer SDRs based upon the storage site reply where an information copy was not previously provided.

C17.3.21.4.4. DAAS/**WebSDR** shall provide information copies of SDRs in accordance with Component business rules and as designated by the initiator.

C17.3.21.4.4.1. DAAS/**WebSDR** shall ensure DLA Enterprise Business System (EBS) receives an information copy of all SDRs routed to a distribution depot for initial action where EBS is the SOS.

C17.3.21.4.4.2. All parties receiving an information copy of the original SDR as designated by the initiator or by a Component business rule will receive a copy of all changes, cancellation, and replies associated with the SDR.

C17.3.21.4.5. DAAS/**WebSDR** shall accept and forward supporting documentation associated with SDRs using DLMS attachment exchange procedures⁵.

C17.3.21.5.1 SDR attachments may be uploaded directly to the DoD WebSDR or exchanged electronically in association with the SDR transaction.

C17.3.21.5.2 SDR attachments must be referenced/uploaded under a SDR Attachment File Name constructed in accordance with DLMS rules. Up to 5 attachments may be associated with a new SDR report and subsequent change, reply, request for reconsideration.

⁵ Refer to ADC 311. Implementation pending.

Attachments may be submitted with follow-up and cancellation transactions for archive, but these will not be forwarded to the action activity.

C17.3.21.6. DoD WebSDR shall restrict the use of inappropriate discrepancy status/disposition reply codes in responses to transshipper prepared SDRs.