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IN REPLY DLMSO
REFER TO

June 13, 2007

MEMORANDUM FOR SUPPLY PROCESS REVIEW COMMITTEE MEMBERS

SUBJECT: Approved Defense Logistics Management System (DLMS) Change (ADC) 240, DLMS Transactions for Stock Screening Request/Reply and Web-Enhanced Stock Screening Requests and Storage Quality Control Reports (SQCRs) (Staffed as PDC 248)

The attached change to DOD 4000.25-M, DLMS, is approved for implementation. The initial implementation will include transaction exchange via DAAS with all other DAAS functionality to be added based upon priority and scheduling to be determined. The initial implementation (Phase I) target date is February 2008. The availability of funding to support development of future phases has not been established at the time of this publication.

The updated DLMS Supplement will be posted to the Defense Logistics Management Standards Office (DLMSO) Web site <http://www.dla.mil/j-6/dlmsso/elibrary/TransFormats/formats.asp> within 10 days from the above date for implementation planning. DLMSO will submit concurrently any necessary revisions to the governing Federal Implementation Convention to the DOD Electronic Data Interchange Standards Management Committee, and the Federal Electronic Data Interchange Standards Management Coordinating Committee.

Addressees may direct questions to the Defense Logistics Management Standards Office, points of contact, Ms. Ellen Hilert, Chair, Supply Process Review Committee, 703-767-0676, DSN 427-0676, or e-mail: Ellen.Hilert@dla.mil. Others must contact their Component designated representative.

DONALD C. PIPP
Director
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Attachment

cc:
SDR Committees (U.S. & SA)
Defense Stock Readiness Group (DSRG)
DUSD (L&MR) SCI

ADC 240
DLMS Transactions for Stock Screening
Request/Reply and Web-Enhanced Stock Screening Requests and SQCRs

1. ORIGINATOR: DLA/J-3751, phone: DSN 427-2527 / Commercial 703-767-2527

2. FUNCTIONAL AREA: Primary: Supply/Stock Readiness

3. REFERENCES: DLAI 4145.4 / AR 740-3 / NAVSUPINST 4400.100 / AFJMAN 23-231 / MCO 4450.15 (URL: http://www.dla.mil/dlaps/dlai/i4145_4/i4145.4.asp) / DOD 4000.25-M, Vol 2, Chapter 21, Stock Readiness Program

4. REQUESTED CHANGE:

a. Title: DLMS Transactions for Stock Screening Request/Reply and Web Enhanced Stock Screening Requests and SQCRs

b. Description of Change:

(1) This approved DLMS change defines a requirement for new DLMS transactions to be used by supply chain owners/managers to request storage sites to perform stock screening actions and allow storage sites to reply to the owners/managers electronically. The reply to a stock screening request may indicate that stock was screened with quantity and condition of material located or that material consistent with the screening criteria was not found. The reply will indicate if findings of suspect/defective material will be reported on a Storage Quality Control Report (SQCR) (via DD 1225 or electronic DLMS 842SQ transaction) to the material owner. This proposal also adds the screening request reference number to the SQCR transaction to establish a link between the screening request and the resulting SQCR.

(2) This change is proposed for initial implementation between DLA Enterprise Business System (EBS, formerly BSM) and Distribution Depots (DDs) operating under the Defense Standard System (DSS). The intent is that the Military Services incorporate these procedures under DLMS modernization.

(3) Non-DLMS material owners/managers and non-DSS storage locations may also be incorporated in these procedures. For longer term planning, this proposal establishes requirements for:

(a) DAAS conversion processing to convert the DLMS formats for both stock screening and SQCRs to e-mail messages for users outside the DLMS.

(b) Development of a DAAS-based web tool for creation of the stock screening request/reply and SQCR/reply.

(4) This ADC incorporates comments from the Components. Significant revisions resulting from proposed change staffing are highlighted (highlighting colors are significant only to those reviewing during update, with latest changes shown in pink).

c. Background

(1) The current process used by DLA owners/managers under EBS to request stock screening, and for DSS storage depots to provide the results of the stock screening to EBS, is both tedious and manual. An EBS material manager initiates the stock screen process in the EBS SAP application by creating a stock screen task and assigning the task to the Defense Distribution Center (DDC). DDC personnel must manually monitor the stock screening task area in EBS SAP daily. When a stock screening task for the DDC appears, the DDC resource must manually work the stock screening request by performing research in the DSS system to locate all DLA/DSS depots where material pertaining to the stock screen request is stored. The DDC resource then manually creates and sends an e-mail message to all applicable DSS depots requesting the depots perform the stock screen. DDC stock screening research requested by DLA includes all applicable stored material including both DLA-owned and Service-owned (due to concern for defective material which may already have been sold to the Service).

(2) Each DSS depot that receives the emailed stock screen request is responsible for performing the screening action. The DSS depot personnel must manually create a stock readiness workload inspection. Once the inspection is completed, the depot sends results of the inspection back to DDC via an e-mail. The DSS depot will also create and prepare SQCR, as applicable. The SQCRs are sent to the DLA EBS material manager via 842SQ DLMS transaction. The DD 1225, SQCR, as applicable, is sent to effected Military Service material owners via email or fax. Once all the depots have completed and responded with inspection results, DDC manually enters all the depots' inspection results into EBS SAP. The EBS material manager then closes the stock screening request in EBS. Currently when the ICP receives the SQCRs from the stock screen, there is nothing that systemically ties the e-mailed stock screen request to the SQCRs submitted as a result of the stock screen e-mail request. This causes delays and confusion at the ICP in providing disposition on matching the SQCRs received to the original stock screen request. This process has been identified as obstacle in providing timely results in CSI issues.

d. Changes and Procedures:

(1) New DLMS 842 transactions to automate stock screening requests and replies from DSS storage depots to provide results from the stock screen request.

(2) When stock screening is needed, the material owner/manager will create an electronic stock screening request. Triggers for stock screening actions include a Product Quality Deficiency Report (PQDR), Supply Discrepancy Report (SDR), the Critical Item Management (CIM) process, or other notification of defect. The material owner/manager will identify material to be screened by NSN or part number/cage, and, where applicable, limit screening to specific criteria. The requestor will specify the inspection type, and provide detailed instructions for the stock screening request (e.g., part numbers, vendor, markings, contract, etc.). Instructions are be defined by specific data elements within screening request as supplemented or clarified by narrative remarks.

(3) The owner/manager will create a suspense date based on the inspection category. Only one contract number (optionally including call number and CLIN) and/or vendor may be specified per request. The material owner/manager may specify up to five part number/cage combinations associated with an NSN, e.g., for CSI inspections. The owner/manager will assign an internal reference number for identification of the stock screening request (this may be systemically assigned

by the application). This reference number will be perpetuated to the stock screening reply and any resulting SQCRs. A document number may also be required to ensure a DOD-wide unique control number. The owner/manager will create and transmit a separate transaction for each action and information copy recipient (i.e. 28 transactions prepared for 28 DSS depots). The owner/manager will identify as the action recipient those DSS storage depots known by the owner/manager to have the material in question in storage. An information copy will be reported to all other DSS storage depots when screening for defective material previously sold to other Components. This process will ensure that all applicable material is screened, to include, for example, DLA-managed material that is now owned by the Military Services but suspected of having a critical safety impact.

(4) Non-DSS sites must also be able to receive and reply to Stock Screening requests. Non-DSS sites also need to be able to submit SQCRs (DLA Type 5) via WebSDR or similar web process. DLA needs to close the loop on the complaint program for these non-DSS sites. It is imperative that these forward sites be able to submit reports and receive responses electronically. Email is option, but cumbersome. DLA would prefer the option to submit via WebSDR or similar screens.

(5) The stock screen request will remain open in the owner/manager application until a reply is received from all the “action” depots/storage locations indicating that the stock screening has been: completed with no defects; completed with SQCR created; completed with a “no stock” reply. An interim reply may be provided under exceptional circumstances with comments to explain. When all “action activity” replies have been received, the request will be closed. (Screening replies from “information activities” are not a part of this process and will not be accepted as discussed below.)

(6) DSS depots receiving a screening request will proceed with stock screening actions regardless of whether the depot was identified for action or information and regardless of who the owner is. DSS depots will always send a stock screening reply transaction to the owner/manager for depots identified for action. If no stock is stored at a particular depot, the depot will send a “no stock” reply where designated for action.

(7) If DSS finds stock at the depot, DSS will automatically create an inspection workload using the data from the stock screening transaction. If the inspection category is “CSI,” DSS will automatically freeze the stock. When the inspection is complete, action depots will send a reply to owner/manager with the results of the stock screening and close the screening request. Depending upon the results of the screening, the reply may indicate the screening is complete with no further action required or that a SQCR will follow. The reply will include the reference number from the stock screening request to establish the cross-reference.

(8) No screening reply is prepared by information stock screening request recipients. This is true regardless of the results of the screening. However, if defective material is located at a storage activity receiving only an information copy, a SQCR will be prepared for the material owner. The SQCR will carry the reference number from the screening request.

(9) When defective material is found as part of the stock screening and disposition is needed from the material owner/manager, DSS will create a SQCR using the information from the stock screening request (including the reference number from the stock screening request) and results from the inspection. Inclusion of the original reference number in the SQCR will allow the owner/manager system to match the original stock screen request with the resulting SQCR. For the

DLA owner/manager the SQCR will be sent electronically via DLMS transaction. The SQCR will remain open in DSS until disposition is received from the material owner/manager.

(10) When a depot finds material involved in a stock screen request that is managed by DLA but owned by a Military Service, DSS will automatically create a SQCRs for those Military Service owners. The SQCRs will be mailed or faxed to the Service material owners by the depots as in current process (pending implementation of the DLMS 842SQ, SQCR or DAAS capability to convert transactions to e-mail).

e. Detailed Requirements:

(1) The attached data requirements are provided for transaction interface (Enclosure 1, Data Element List).

(a) The owner/manager request format performs four functions:

Stock Screen Request for Action (sent to storage locations where material matching screening criteria is known to be held)

- **Informational Stock Screening** (sent to storage locations where material matching screening criteria is not known to be held, but which may hold such material owned by other organizations)
- **Cancellation** (cancels a previously transmitted request)
- **Additional Comments** (identifies a follow-on separate transmission which provides clarification of the original request)

(b) The storage location reply format performs five functions:

- **No Stock Found**
- **Stock Screening Completed**
- **Interim Reply - Comments Provided** (used by exception when necessary to communicate with the owner/manager prior to completion of the screening action, e.g., to request additional time or clarification of the screening criteria; **when used, the interim reply will include estimated date of completion**)
- **Not Processed - Additional Comments Rejected** (additional comments from the owner/manager cannot be processed after the screening action has been completed and closed)
- **Cancellation** (cancels a previously transmitted reply so that a corrected reply may be provided)

(2) The EBS quality notification (QN) number will be used as the screening request reference number. Other implementing Components may develop their own unique reference number. (The system responsible for assigning the control number will also be identified.) **In addition to the QN (which is an SAP number), the screening request and reply will perpetuate the PQDR Report Number when this is the trigger for the requested screening action.**

(3) All screening request transactions will be processed through DAASC and will include a unique document number (DODAAC of generating activity/current date/unique serial number). **The document number will be perpetuated to the reply.**

(4) **SQCR Cross-Reference.** The DLMS 842SQ, SQCR, will be modified to include the following note at 2/REF01/0700 to incorporate a cross-reference between the screening request and the resulting SQCR.

YM

Resource Screening Reference

DLMS Note:

Use to perpetuate the reference number (e.g., quality notification number) provided by the owner/manager to identify the stock screening request which resulted in this SQCR..

(5) **SQCR Preservation Data Element.** Concurrent with this change, the DLMS 842SQ, SQCR, and DSS and EBS will be modified to implement the most current packaging policy and the requirements in MIL-STD-2073. This specifically includes implementation of the Method of Preservation (MOP)/Special Preservation Code. It may be added as optional. When used, it will replace the current Level of Preservation and Packaging.

(a) **Remove:** Level of Preservation and Packaging is the Military Levels of Packing required to an item against specific hazards of storage, transportation, and handling. Codes A or B apply. This is a legacy data element which is still used on the SQCR and the DSS print-out of the DD 1225.

(b) **Implement:** The DLMS transaction will carry the Method of Preservation/Special Preservation Code which was approved for use on the September 2001 version of the DD 1225, but was never implemented. Refer to guidance at:

<http://www.dscclia.mil/Offices/Packaging/preservation.html>

(c) DLMS Supplement detail:

JC

Preservation Material Code

DLMS Note:

1. Use to indicate the Method of Preservation (MOP)/Special Preservation Code as defined in MIL-STD-2073-1D.

2. This data element is provided as a replacement for Level of Preservation and Packaging. This is a future enhancement per DD Form 1225, September 2001.

(d) Authorized basic codes are: Code 10, 20, 30 (31,32,33), 40 (41,42,43,44,45), 50(51,52,53,54,55) and ZZ. Specialized authorized codes are: Code AE, AH, AU, AW, BC, BD, BL, DB, DC, DR, DW, EK, GS, GX, HM, JF, JM, KD, KF, KG, KD.

(6) **Material Owner and Manager as separate data fields.** Update DSS to allow for identification of both the owner and the manager on the SQCR screens. This will facilitate generation of electronic transmission of the SQCR to the owner. (The DLMS format identifies the material owner as the "To" address, but DSS currently only has visibility of the manager for this process.)

(7) **DLMS Manual.** Replace the DLMS manual, Vol 2, Chapter 21, Stock Readiness Program, to update SQCR procedures and incorporate new procedures for stock screening (Enclosure 2).

(8) **Type of Inspection Codes.** To further improve processing of the new 842C transactions and the current 842SQ transaction, the following changes/deletion are made to the Type Inspection Codes on the 842SQ transaction are approved and must be implemented in all DLA/DOD systems and procedures. The following the list of authorized Type Inspection Codes applicable to stock readiness and reporting via the SQCR. Only those codes identified with an asterisk (*) may be used on the stock screening request transaction.

- *A = Aviation Safety Action Message (ASAM)**
- C = Cyclic**
- *F = Safety of Flight (SOF)**
- O = Outbound Shipment**
- *P = Special Inspection**
- *Q = Quality Related (PQDR or SDR)**
- S = Shelf-life Inspection**
- T = Stock Readiness**
- *U = Safety of Use (SOU)**
- *X = CSI**
- *Z = Other**

Eliminate the following Type Inspection Codes from all systems, regulations and procedures:

- L = Special Inspection (Army)**
- R = Recovery**
- X =Other (Army)**

Note: In addition to the above, MILSTRAP authorizes the following Type Inspection Codes supporting the logistics reassignment process, using MILSTRAP DI Code DLX, Logistics Reassignment Technical and Quality Data. Refer to MILSTRAP Appendix 2.18., available at URL: <http://www.dla.mil/j-6/dlms/eLibrary/Manuals/MILSTRAP/default.asp>. DI Code DLX was one of a series of DI Codes (DLS through DLX) originally developed by the Integrated Materiel Management Committee (IMMC). DI Codes DLS thru DLX were first published in DOD 4140.26-M, and were later incorporated into MILSTRAP. MILSTRAP will be updated to reflect the above usage for cross-reference.

- 1 = Contractor.
- 2 = Standard source inspection.
- 3 = Inspection in accordance with ANSI/ASQC Q9000-1-1994, "Quality Management and Quality Assurance Standards-Guidelines and Selections for Use" (formerly MIL-I-45208A, "Military Specification Inspection System Requirements").
- 4 = Inspection in accordance with ANSI/ASQC Q9000-1-1994, "Quality Management and Quality Assurance Standards-Guidelines and Selections for Use" (formerly MIL-Q-9858A, "Military Specification Quality Program Requirements").

(9) DAAS Query Capability (Not applicable to Phase I). When DAAS web-based processing becomes available for SQCR and Stock Screening Requests, the web will include capability to query to provide historical information by: NSN, part number/CAGE, control numbers, serial number or batch/lot (associated with NSN/part number), contract number, CAGE, date open, date closed, storage location, owner/manager.

5. REASON FOR CHANGE: This proposed change documents a new process that will automate and improve on the current outdated stock screening process. To continue to perform this process in the current manual way expends unnecessary resources and manpower. This change identifies and documents requirements for the required DLMS changes to accomplish the new requirements between DLA EBS and DSS. The process outlined is intended to be applied between DLA owner/managers and non-DSS storage depots using DAAS support for e-mail or web entry. It is also intended to be adopted by the Mil Service under DLMS modernization. Improvements to the SQCR are incorporated with this change since it would be advantage to make planned updates concurrent with the required update for the stock screening reference number.

6. PHASED IMPLEMENTATION: The implementation of the electronic stock screening request/reply and the enhancements to the associated SQCR/reply process are described below. The phases are not necessarily numbered in chronological sequence. **DLMSO suggests that the later phases be re-confirmed prior to DAAS programming (status/timing of Component DLMS implementation may impact future requirements).**

a. Phase I – Stock Screening Request/Reply. Establish under DLMS a new 842C transaction to electronically pass stock screening requests and replies between EBS and DSS via DAAS as identified in this ADC. Under Phase I, the transaction exchange between DSS and the requesting activity will be handled at DAAS as a “pass-through.” In addition, the updated 842SQ to include cross-reference and preservation data elements will be implemented in Phase I. EBS, DSS and DAAS will all require system changes with a coordinated implementation to include testing between the three systems prior to final implementation. Other Service systems are expected to adopt this process under modernization. **The target implementation is February 2008.**

b. Phase II – Email SQCR Distribution. DSS currently can only generate electronic transactions for SQCRs directed to DLA material owner. It generates hard-copy DD 1225 reports for Service owners. Under Phase II, DSS will be revised to generate DLMS transactions for SQCRs directed to Military Services which DAAS will convert and forward to the Stock Readiness POCs via an email message (similar to WebSDR generation of SDRs for email users). DDC will provide DAAS with applicable e-mail addresses for this e-mail exchange. The DSS already provides all outgoing 842SQ transactions to DAAS. Those directed outside DLA are dropped pending implementation of Phase II or Component adoption of DLMS for this process. **The Components request Phase II email requirements for SQCRs be given high priority.**

c. Phase III – Email Stock Screening Request Distribution. DAASC will build upon the web capability to convert stock screen requests to email messages for non-DSS wholesale storage facilities (e.g. Kuwait depot, Lighthouse, or National Inventory Management Strategy (NIMS) sites). DLA will provide DAAS with applicable e-mail addresses for the e-mail exchange to the non-DSS wholesale storage sites.

d. Phase IV – SQCR Reply Web Screens. DAASC will build upon the web capability to allow submission of SQCR replies via and subsequent transmission via transaction. This capability will support non-DLMS material owner/managers.

e. **Phase V – Stock Screen Reply Web Screens.** DAASC will build upon the web capability to allow submission of stock screen replies via web and subsequent transmission via transaction.

f. **Phase VI – SQCR Web Screens.** DAASC will build upon the web capability to allow submission of SQCRs via Web and subsequent transmission via transaction. This capability will support preparation of SQCRs and electronic transmission by non-DSS storage sites, e.g., National Inventory Management Strategy (NIMS) sites, Customer Pay, DD Kuwait, National Industries for the Blind (NIB), etc.

7. ADVANTAGES AND DISADVANTAGES:

a. Advantages:

(1) This process change eliminates the need for the DDC resource to act as the “middle man” overseeing the process. The automation will free up DLA resources for added personnel performance. It will provide timely processing and completion of stock screen requests and allow automation for notification of stock screen results from the depots. This change will provide DLA material managers a quick response and disposition on stock screen requests resulting from Critical Safety Item (CSI) issues, thereby eliminating problems related to CSI quickly to avoid unnecessary loss of material and life. It will also allow the managing DLA IMM on line visibility as opposed to the current all manual process.

(2) This process change will also improve processing of those SQCRs worked between DSS DDs and the Military Services. It allows capability for non-DSS storage sites to submit SQCRs via web versus cumbersome hardcopy used today. It also allows capability of non-DSS sites to receive and respond via web to Stock Screening Requests from DLA ICPs.

b. **Disadvantages:** None identified.

8. IMPACT:

a. DAAS, DSS, EBS are impacted by initial implementation.

b. Components must incorporate electronic stock screening and SQCR requirements under modernization.

c. DLMS manual and stock readiness procedures.

d. DLMS Supplements (DSs) 842CI, Stock Screening Request, and 842CR, Stock Screening Reply.

e. DS 842SQ. SQCR.

f. Consider for inclusion in DRAFT, DLAR 4155.24/AR 702-7/SECNAVINST 4855.5B/AFR 74-6/DLA J-33, PRODUCT QUALITY DEFICIENCY REPORT PROGRAM.

g. **Routing Identifier vs. DoDAAC.** The approved change uses Routing Identifiers to identify the storage location and the owner/manager. This mirrors the DLMS format for the Storage Quality Control Report (842SQ, DLA Document Type 5) which was based upon existing EBS/DSS functionality at the time the SQCR was migrated to DLMS. During the staffing of this change, the issue of transitioning to the use of

DoDAACs to identify one or both parties was considered, as was establishing a uniform rule for all 842 transactions. Due to the additional programming it would require to achieve consistency among the various processes using the 842 transaction, it was decided to synchronize with the existing SQCR. DLA will continue to evaluate the most appropriate mapping for future consideration.

Enclosure 1, Data Element List

Stock Screening Request			
Field Name	Description	Mandatory	Occurs
Purpose Code	Code identifying purpose of transaction: Stock Screen for Action Informational Stock Screening Cancellation Additional Comments (separate transmission)	X	1
Originating System Request Control Number	Number provided by originating system to identify the request (This is the EBS QN number which is 9 positions; maximum positions will be 14.	X	1
Originating System ID	Use with Originating System Request Control Number to identify the system creating the request, e.g. EBS)	X	1
PQDR Report Control Number (RCN)	RCN perpetuated to the screening request for cross reference	Conditional	1
Supply Discrepancy Report (SDR) Number	Document number on the SDR perpetuated to the screening request for cross reference	Conditional	1
Document Number	Document number (DOD unique)	X	1
NSN	NSN for the material to be screened	conditional - either a NSN or P/N must be used	1
Part Number	Manufacturer's Part Number for the material screened (when primary number, no NSN)	conditional - either a NSN or P/N must be used	1
Manufacturer's CAGE	Manufacturer for the material identified by part number	conditional w/P/N	1
Inventory Control Point	RIC for the material owner/manager initiating the stock screening request	X	1
Distribution Depot/Storage Location	RIC identifying the location receiving the stock screen request	X	1
Bill To/Charge To	Organization to be billed for the stock screening identified by DoDAAC or DLA profit center.	Conditional (if not provided, request initiator DoDAAC will be billed)	1
Request Date	Date the stock screening request was prepared	Conditional - appropriate transaction date required	1
Cancellation Date	Date the stock screening request was cancelled	Conditional - appropriate transaction date required	1

Stock Screening Request			
Field Name	Description	Mandatory	Occurs
New Comments Date	Date the additional comments were transmitted to clarify the stock screening request	Conditional - appropriate transaction date required	1
Suspense Date	Date the stock screen request must be completed	X	1
Vendor CAGE	Vendor identification used as stock screening criteria	O	1
Batch/Lot	Batch/Lot/production run used as stock screening criteria	O	1
Date Manufactured	Date manufactured used as stock screening criteria	O	1
Inspection type	Inspection type assigned to stock screening Applicable codes: A=Aviation Safety Action Message (ASAM) F=Safety of Flight (SOF) P=Special Inspection Q=Quality Related (PQDR or SDR) U=Safety of Use (SOU) X=CSI Z=Other	X	1
Part Number /CAGE Loop	Used when NSN is provided, but only specific parts should be screened	O	<==up to 5 iterations
<i>Part Number</i>	Manufacturer part number	Mandatory for CSI	
<i>Cage Code</i>	Source/manufacturer for the material	Mandatory for CSI	
Contract Number	Contract Number	O	1
Contract Call Number	Used to identify the call number for the contract	O	1
Contract Line Item Number (CLIN)/SLIN	Used to identify the contract line item number	O	1
Stock Screening Request Initiator	Name of the person who prepared the stock screen request	X	1
Initiator Phone Commercial	Phone number of the stock screen request preparer	X	1
Initiator Phone DSN	Phone number of the stock screen request preparer	O	1
Initiator Email	E-mail address of the stock screen request preparer	X	1
Stock Screen Instructions	Specific instructions provided to the depot for the stock screen request	O	1

Stock Screening Reply

Field Name	Description	Mandatory	Occurs
Purpose Code	Code identifying purpose of transaction: No Stock Found Stock Screening Completed Interim Reply - Comments Provided Not Processed - Additional Comments Rejected Cancellation	X	1
Screening Request Originating System Request Control Number	Number provided by originating system to identify the screen request (e.g. EBS quality notification number, or document number if different reference number is not assigned)	X	1
PQDR Report Number	PQDR report number for cross reference to the PQDR	Conditional (required when screening is the result of a PQDR)	1
Supply Discrepancy Report (SDR) Number	Document number on the SDR perpetuated to the screening request for cross reference	Conditional	1
Replying System Control Number	Storage location tracking number - must be unique must be unique on DOD basis (e.g. insert depot DoDAAC in front of ADRS control number)	X	1
Replying System ID	Use with Replying System Control Number to identify the system creating the request, e.g. DSS)	X	1
Document Number	Document number (repeats document number assigned by the screening request originator)	X	1
NSN	NSN for the material screened	conditional – either a NSN or P/N must be used	1
Part Number	Manufacturer's Part Number for the material screened (when primary number, no NSN)	conditional – either a NSN or P/N must be used	1
Manufacturer's CAGE	Source/manufacturer for the material	conditional w/P/N	1
Distribution Depot/Storage Location	RIC identifying the depot/storage location providing the stock screen reply	X	1
Inventory Control Point	RIC for the material owner/manager initiating the stock screen request	X	1
Reply reported date	Date the stock screening reply date	conditional – appropriate transaction date required	1
Cancellation Date	Date the stock screening reply was cancelled	conditional – appropriate transaction date required	1
Interim reply date	Date the interim stock screen reply was prepared	conditional – appropriate transaction date	1

Stock Screening Reply

Field Name	Description	Mandatory	Occurs
		required	
Date Additional Comments Failed	Date the additional comments transaction failed to process because the stock screening action was closed	conditional – appropriate transaction date required	1
Inspection type	Inspection type assigned to stock screening Applicable codes: A=Aviation Safety Action Message (ASAM) F=Safety of Flight (SOF) P=Special Inspection Q=Quality Related (PQDR or SDR) U=Safety of Use (SOU) X=CSI Z=Other	X	1
Results loop	For each unique combination of part number/condition/contract info provide the following (use either part number/CAGE and contract number or all three as primary identification for the material described):	Loop not used if reply provided for no stock found or for failure to process additional comments	>=1 (Allow for more than 5 due to separate loops by condition)
<i>Part Number</i>	<i>Manufacturer part number</i>	○	
<i>Manufacturer Cage</i>	<i>Source/manufacturer for the material</i>	○	
<i>Contract Number</i>	<i>Contract Number</i>	○	
<i>Contract Call Number</i>	<i>Call number for the contract</i>	○	
<i>CLIN/SLIN</i>	<i>Contract line item number</i>	○	
<i>Quantity</i>	<i>Quantity of material screened</i>	X	
<i>Storage Quality Control Report Y/N</i>	<i>Yes/No indicator - SQCR/DD 1225 will or will not be prepared</i>	X	
<i>Supply Condition Code</i>	<i>Condition Code</i>	X	
Stock Screening Reply POC Name	Name of person who prepared the stock screening results	X	1
Reply POC Phone Commercial	Phone number of the storage location POC	X	1
Reply POC Email	Email address of the stock screening request POC	X	1
Reply POC Phone DSN	Phone number of the stock screening request preparer	○	1
Stock Screening Comments	Narrative provided regarding the stock screening results	○	1


Enclosure 2, DLMS Manual

C21. CHAPTER 21

STOCK READINESS PROGRAM

C21.1 **GENERAL**. This chapter provides general information supporting the DoD Stock Readiness (SR) Program. The authoritative source for detailed procedures pertaining to this program is DLAI 4145.4/AR 740-3/AFJMAN 23-231/NAVSUPINST 4400.100/MCO 4450.15, Stock Readiness (URL: http://www.dla.mil/dlaps/dlai/i4145_4/i4145.4.asp). Under the SR Program, the DoD requires uniform care of supplies, including the inspection and reporting of condition and serviceability of material, and the scheduling, controlling, and reporting of packaging and other cost reimbursable actions in support of the stock readiness program. This chapter provides an overview of the DLMS transactions which support the stock readiness program. Initial implementation is internal to DLA and Distribution Standard System (DSS) Distribution Depots (DDs). The DoD Components will phase in usage during modernization. All transactions are processed through DAAS. Capability to support communication with non-DLMS owner/managers and non-DSS storage sites using email and web-based processing is planned.

C21.1.1 **SCREENING REQUEST/REPLY**. The electronic stock screening request is used by material owners/manager to request DSS DDs to perform a screening action based upon specified criteria. The DD provides an electronic response to the request with results of the screening or to report that material matching the screening criteria was not found. DLMS Supplements (DSs) to Federal IC 842C, Stock Screening Request/Reply, replaces the manual tracking and communication of screening requests and results where electronic capability is supported. This DLMS enhancement provides the DoD Components with the capability to use an electronic transmission method within their inventory management systems and improve tracking and management of screening actions.

C21.1.2 **STORAGE QUALITY CONTROL REPORT (SQCR)/REPLY**. The electronic SQCR is used by the DD to report storage quality issues requiring stock readiness work (e.g. repair, repackaging, testing, etc.) to the owner for approval. DLMS Supplements (DSs) to Federal IC 842S, Storage Quality Control Report, replaces the SQCR, DD Form 1225, for information exchange under the DLMS. This DLMS enhancement provides the DoD Components with the capability to use an electronic transmission method within their inventory management systems and eliminate the exchange of hardcopy documents. This process includes both the DD report and the owner reply. A future enhancement to report DD completion of work is also available in the DLMS format. 

C21.2 **APPLICABILITY AND SCOPE**. This guidance is applicable to DoD Components owner/managers, the Defense Distribution Center (DDC), and DDs. It applies to classes of supply that are managed by DoD Components and stored at the DDs, except Class V, Class VI, and Bulk Class III.

C21.3 **STOCK SCREENING REQUEST/REPLY OVERVIEW**. The material owner/manager creates a stock screening request to notify distribution activities to screen for potentially quality

deficient/defective material. Triggers for stock screening actions include a Product Quality Deficiency Report (PQDR), Supply Discrepancy Report (SDR), the Critical Item Management (CIM) process, or other notification of defect. The material owner/manager will identify material to be screened by NSN or part number/cage, specify the inspection type, and provide detailed instructions for the stock screening criteria (e.g., part numbers, vendor, markings, contract, etc.). Screening instructions may be defined by data elements within screening request or by narrative remarks.

C21.3.1 Under DLMS, the stock screening request is prepared using the DS 842CI, Stock Screening Request. The owner/manager will create and transmit a separate transaction for each action and information copy recipient (i.e. 28 transactions prepared for 28 DSS depots). The owner/manager will identify as the action recipient those DSS storage depots known by the owner/manager to have the material in question in storage. An information copy will be reported to all other DSS storage depots. This process will ensure that all applicable material is screened, to include, for example, DLA-managed material that is now owned by the Military Services.

C21.3.2 The stock screening request will remain open in the owner/manager application until a reply is received from all the action depots/storage locations indicating that the stock screening has been: completed with no defects found; completed with SQCR created; completed with a “no stock” reply. An interim reply may be provided under exceptional circumstances with comments to explain. When all action activity replies have been received, the request will be closed.

C21.3.3 Under DLMS, the stock screening reply is prepared using the DS 842CR, Stock Screening Reply, to close the automated coordination of stock screening actions. DSS depots will send a stock screening reply transaction to the owner/manager for depots identified for action. If no stock is stored at a particular depot, the depot will send a “no stock” reply where designated for action.

C21.3.4 If DSS finds stock at the depot, DSS will automatically create an inspection workload using the data from the stock screening transaction. If the inspection type is CSI, DSS will automatically freeze the stock. When the inspection is complete, action depots will send a reply to owner/manager with the results of the stock screening and close the screening request. When material is found matching the screening criteria, the reply will specify the quantity and condition of the material. Depending upon the results of the screening, the reply may indicate that a SQCR will follow.

C21.3.5 No screening reply is prepared by information stock screening request recipients. This is true regardless of the results of the screening. However, if defective material is located at a storage activity receiving only an information copy, a SQCR may be prepared for the material owner following guidance below.

C21.3.6 **Detailed Requirements.** The owner/manager preparing the stock screening request will assign a suspense date based on the inspection type. The owner/manager will specify screening criteria as appropriate. Only one contract number (optionally including call number and CLIN), vendor, or batch/lot may be specified per request. The material owner/manager may specify up to five part number/cage combinations associated with an NSN, e.g., for CSI inspections. The owner/manager will assign an internal reference number for identification of the stock screening request which may be used to associate the request with the triggering event. This reference number

may be systemically assigned and will be perpetuated to the stock screening reply and any resulting SQCRs. A document number is required to ensure a DoD-wide unique control number. Both the stock screening reference number and the document number must be included in all transactions. In addition, when applicable, the Product Quality Deficiency Report (PQDR) Report Control Number (RCN) or the Supply Discrepancy Report Document Number shall be included to provide a cross-reference when the screening action was triggered by a PQDR or SDR.

C21.3.4.1 Inspection Types. Stock screening requests may be prepared for the following inspection types: Aviation Safety Action Message (ASAM), Safety of Flight (SOF), Special Inspection, Quality Related (PQDR or SDR), Safety of Use (SOU), Critical Safety Item (CSI), other. Inspection type is identified within the screening request and reply by the Type Inspection Code.

C21.3.4.2 The owner/manager request format performs four functions:

C21.3.4.2.1 Stock Screen Request for Action. This is the basic request sent to storage locations where material matching screening criteria is known to be held.

C21.3.4.2.2 Informational Stock Screening. This is sent to storage locations where material matching screening criteria is not known to be held, but which may hold such material owned by other organizations.

C21.3.4.2.3 Cancellation. This cancels a previously transmitted request.

C21.3.4.2.4 Additional Comments. This identifies a follow-on separate transmission which provides clarification of the original request.

C21.3.4.3 The storage location reply format performs five functions:

C21.3.4.3.1 No Stock Found. Used by action depots to inform the owner/manager that no material matching the screening criteria was located.

C21.3.4.3.2 Stock Screening Completed. Used by action depots to inform the owner manager that the stock screening action is complete and provide the results of the screening.

C21.3.4.3.3 Interim Reply - Comments Provided. This is used by exception when necessary to communicate with the owner/manager prior to completion of the screening action, e.g., to request additional time or clarification of the screening criteria.

C21.3.4.3.4 Not Processed - Additional Comments Rejected. This is used to provide notification that the additional comments from the owner/manager cannot be processed because the screening action has been completed and closed.

C21.3.4.3.5 Cancellation. This cancels a previously transmitted reply so that a corrected reply may be provided.

C21.3 SQCR PROCESS OVERVIEW. The SQCR is submitted by distribution activities when changes in the condition of stocks are discovered during stock surveillance inspections/screening, or during distribution processes requiring stock inspection/screening. The SQCR is forwarded to the material owner to obtain disposition instructions, to include approval for reimbursable stock readiness work, e.g. repair, repackaging, testing, etc.

C21.3.1 Triggers for preparation of the SQCR include:

C21.3.1.1 Changes to an unserviceable condition when it is determined that there may be contractor liability for unserviceability under the terms of warranty clauses or unserviceability is due to a latent defect. Materiel in this condition will be transferred to Condition Code L (suspended litigation) pending negotiation with contractor(s) or receipt of disposition instructions.

C21.3.1.2 Transfers to Condition Codes D (serviceable - test/modification), E (unserviceable - limited restoration), F (unserviceable - repairable), G (unserviceable - incomplete), J (suspended in stock), and L (suspended - litigation).

C21.3.1.3 Changes in condition of dated, limited shelf-life materiel, medical, or subsistence items.

C21.3.1.4 The item in stock is unidentified or misidentified.

C21.3.3 Under DLMS, the SQCR is prepared by DSS DDs using the DS 842SQ, SQCR. Where DLMS is not supported, the SQCR will be mailed or faxed to the material owner pending implementation of the DLMS or DAAS capability to convert transactions to email.

C21.3.4 Under DLMS, the SQCR response is prepared using the DS 842SR, SQCR Reply. Where DLMS is not supported, the material owner will return the SQCR form annotated with the applicable response information.

C21.3.5 Upon completion of authorized reimbursable stock readiness work, the DD annotates the hard-copy SQCR with the cost of the action and returns it to the material owner. The electronic SQCR DD reply with completion information is not applicable to DLA which has query capability to provide visibility of inventory status. A DLMS enhancement for future implementation will support the distribution activity notification to the material owner that work has been completed.²

C21.3.4 Detailed Requirements. The distribution activity prepares a SQCR for each item, reporting quantity by condition code. SQCRs are forwarded to the appropriate material owner stock readiness (SR) coordinator for response. The SQCR will remain open in at the distribution activity until disposition is received from the material owner. The SR coordinator reviews the item for excess stock position, cost of action in relation to the value of material, etc., and approves or disapproves the stock readiness action request. When disapproving the stock readiness request, the SR coordinator shall concurrently provide disposition instructions for the material. When approving the stock readiness request, the SR coordinator shall reply to DD for action. A disposition/status reply code is available in the DLMS format to communicate the reply to reduce reliance on narrative text and to facilitate automated tracking/trend analysis.

C21.3.4.1 Inspection Types. A SQCR may be prepared as a result of any of the following inspection types: Aviation Safety Action Message (ASAM), Safety of Flight (SOF), Special Inspection, Quality Related (PQDR or SDR), Safety of Use (SOU), Critical Safety Item (CSI), Cyclic, Outbound Shipment, Shelf-life Inspection, standard stock readiness, or other. The inspection type is identified within the SQCR and reply by the Type Inspection Code.

C21.3.4 The distribution activity provides material identification by NSN or part number/manufacturer's CAGE. It will also support identification by description if needed. Data content is comparable to the DD 1225. When applicable, the report will include the stock screening request reference number as a cross-reference between the screening request and the resulting SQCR. The SQCR uses a discrepancy code to identify the non-conformance situation. It provides the estimated/actual cost for repair or repackaging. By DLMS enhancement for future implementation, the SQCR/reply allows for item unique identification (IUID).³

C21.3.4.1 The DD SQCR format performs four functions:

C21.3.4.1.1 **Original Report.**

C21.3.4.1.2 **Correction.**

C21.3.4.1.3 **Cancellation.**

C21.3.4.1.4 **Historical Report.** This is used to transmit a record of the SQCR to DAAS under DLMS, when an alternative method of communication was employed. Currently, it is only used when the DSS DD communicates with a DLA legacy ICP.

C21.3.4.2 The SQCR reply format performs three functions:

C21.3.4.2.1 **SQCR Reply.** This is used by the material owner to provide disposition instructions on requested stock readiness work.

C21.3.4.2.2 **Work Completion Notice.** This is used to provide completion status to the material owner after approval is given to perform stock readiness work. The DD completion reply is provided in the DLMS format as an enhancement for future implementation with the Military Services.⁴

C21.3.4.2.3 **Historical Reply.** This is used to transmit a record of the SQCR Reply to DAAS under DLMS, when an alternative method of communication was employed.

C21.3.5 DAAS Query Capability.⁵ By DLMS enhancement for future implementation, when DAAS web-based processing is available for SQCR and Stock Screening Requests, the web will include capability to query to provide historical information by: NSN, part number/CAGE, control numbers, serial number or batch/lot (associated with NSN/part number), contract number or CAGE, date open, date closed, storage location, owner/manager.

¹ Refer to ADC 131, DLMS Submission of Electronic DD Form 1225, Storage Quality Control Report

² Refer to footnote 1.

³ Refer to footnote 1.

⁴ Refer to footnote 1.

⁵ DAAS query capability not currently available pending full implementation of ADC 240, DLMS Transactions for Stock Screening Request/Reply and Web-Enhanced Stock Screening Requests and SQCRs.