



**DEFENSE LOGISTICS AGENCY  
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DLMSO

DEC 08 2003

MEMORANDUM FOR: DISTRIBUTION

SUBJECT: Defense Logistics Management Standards (DLMS) Supply Discrepancy Report (SDR) Subcommittee Meeting, November 19-20, 2003

The attached minutes of the DLMS SDR Meeting 03-02 are forwarded for your information and appropriate action.

The Defense Logistics Management Standards Office point of contact is Ms. Ellen Hilert, DOD SDR System Administrator, 703-767-0676, DSN 427-0676 or e-mail [ellen\\_hilert@hq.dla.mil](mailto:ellen_hilert@hq.dla.mil).

  
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Attachment

DISTRIBUTION:  
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SDR SA Committee



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DEC 08 2003

MEMORANDUM FOR RECORD

**SUBJECT:** Defense Logistics Management Standards (DLMS) Supply Discrepancy Report (SDR) Subcommittee Meeting, November 19-20, 2003

**Purpose:** The Defense Logistics Management Standards Office (DLMSO) chaired a meeting on November 19-20, 2003, at the Fort Belvoir HQ. The purpose of the meeting was to discuss SDR related policy issues and continue the discussion of the SDR transformation initiative to include concept, architecture, and implementation issues. A list of attendees is shown at Enclosure 1. All briefings and handouts provided during the meeting are available as attachments to the meeting agenda posted on the SDR Committee web page at: <http://www.dla.mil/j-6/dlms0/Programs/Committees/SDR/>.

**Background:** The DOD SDR transformation initiative process objective is to move SDRs into an integrated transactional environment. The SDR initiative employs a DAAS any-to-any translation function that will support both commercial standards and Component unique formats, and will permit legacy Component systems and ERP systems to communicate with each other and the customer electronically. Under Phase I, the initiative provides a facilitated web-based method to capture SDRs. The DOD WebSDR application will fill a void for users without Service-sponsored programs and provide a basis for viewing SDR information on-line. The application will pre-fill information for the customer from requisition/shipment history data resident at DAAS and determine the appropriate action office based upon established business rules. Requested data content is keyed to the type of discrepancy. The phased implementation is scheduled to begin in the January/February 2004 timeframe with submission of SDRs. Email distribution will be replaced with electronic interfaces, as the Components are capable of receiving the transaction. Phase I will provide limited transactional exchange which will be improved and expanded during Phase II. In addition, Phase II will incorporate SDR responses and management reports. The overall project integration will focus on responding to the immediate need for electronic communication of SDR information (without duplicity of point-to-point interfaces) and building the source information to support the assimilation of perfect order fulfillment metrics within the existing Customer Wait Time/Logistics Response Time (CWT/LRT) reports.

**Review of Agenda Topics:**

a. **Status Update on SDR Initiative:** Ms. Ellen Hilert, DOD SDR System Administrator, provided the Committee with a status update for the SDR transformation initiative. She emphasized that the goal of the system is to provide support for inter-Service/Agency transactional exchange and will not require the Services to abandon existing

SDR systems. The implementation approach and schedule was discussed. The implementation date for Phase I has been moved to January 2004. Testing for the GSA and DLA transaction formats are scheduled beginning in December, pending secure server availability. Phase II planning is underway. OSD Business Initiatives Council (BIC) funding is being pursued to facilitate and ensure a timely Phase II implementation.

**b. Status Update on WebSDR and Transactional Exchange**

**Progress/Demonstration:** Mr. Sean Humenansky, representing Defense Automatic Addressing Systems Center (DAASC), provided a demonstration of the WebSDR submission process using the most recent version of the DOD WebSDR Phase I application. The prototype system is available to all committee members for review and testing. A user name and password will be provided upon request to DLMSO. **Actions items:**

1. DLMSO advised that a request was submitted to the DODAAC reengineering initiative to include an email address for SDR submissions. A suggestion was made that more than one such email address could be appropriate. DLMSO will research.
2. For a future modification, a request was made to provide narrative text with the associated code value when displayed on the final review screen.
3. The header identification "Contract Information" will be revised to read "Procurement Information."
4. A note will be added on the display of requisition matches retrieved from Web VLIPS to identify them as hyperlinks to Web VLIPS.
5. For future modification, based on the UID discussions during the meeting (see below), the UIT data content will be changed to reflect the new UID data requirements.
6. A note will be added to the Incorrect Item Received Information Screen to clarify that either the NSN, CAGE, P/N or a description of the item is required.
7. A signature line will be added on the WebSDR printed version of the completed SDR for those Services that have an internal signature requirement.
8. Email confirmation will be sent to the customer to document their SDR submission.
9. The Marine Corps requested that initial distribution of SDRs for USMC directed shipments should be to the ICP (not to DLA for depot shipments as discussed during previous meeting).
10. Pending Navy approval, the NAVSUP representative was asked to determine what issues would need to be resolved should Navy agree to receive an XML file for interface with the NSDRS.
11. The Services must clarify any unique requirements for distribution of SDRS where the shipper is a commercial company acting as an ICP (e.g., Service Assignment Code L RIs).

**c. UIT Review and UID Overview Brief:**

Mr. Dan Kimball, DLA AIT Office, provided a presentation and discussion of the UID initiative and its goal to give each unique item, within specified parameters, a unique identification. Ms. Hilert expressed concern that the CAGE of the manufacturer which is normally used for item identification may not be the same value as the Enterprise Identifier (EID) used to build the UID. This could be problematic for existing tracking systems, which use the manufacturer's CAGE vice EID.

**d. Proposal for UID Discrepancy Reporting:** Ms. Mary Day, DLA-J333, provided an overview of the DLA instructions for controlled small arms UIT discrepancy processing. Ms. Day emphasized the need to distinguish between UIT and UID as well as the need to standardize discrepancy reporting. Ms. Hilert provided a list of current and proposed UIT and UID SDR discrepancy codes and discussed planned data content for capturing the UID itself. DLMSO will draft a strawman proposal and coordinate with the Committee prior to formal staffing.

**e. Proposal for SF 364 Redesign:** In response to a DLMSO data call, Ms. Marge Sullivan, DLA J-3731, provided suggested changes to the SDR Form, SF 364, for discussion. Ms. Sullivan reported that the ILCOs agreed during a DLA SDR FMS meeting to propose an updated layout for the back of the form. DLMSO will draft a strawman proposal and coordinate with the Committee prior to formal staffing. **Action items:**

1. All of the DLA recommended changes were accepted with the exception of adding the DOD WebSDR URL address to the form. This would not be supportive of Component internal policy or FMS customers who will be required to submit SDRs through the ILCO portal. In addition, the site URL might be subject to change over time.
2. The Services will review their requirement for block 13, funding and accounting data, to determine if customers are actually entering data.
3. A reference will be added to the form which tells users where to locate the detailed breakdown of packaging discrepancy codes (4-position codes).
4. To help refine the lengthy published list of disposition codes, the Navy and DLA will run a system query to determine which codes have ever been used over the last year.
5. DLA will look at the 900 series reply codes to determine which codes are actually being used for their internal SDR process.

**f. DLMS Manual Review:** Ms. Hilert provided the published version of Chapter 17, Supply Discrepancy Reporting, of the DLMS Manual. She wanted all of the members to be aware of the updated document. She specifically noted the inclusion of DLMS enhancements envisioned during concept development which still require formal coordination prior to implementation. The DLMS manual is intended to ultimately replace the joint service guidance now used by the Components. **Action item:** Component feedback on the manual is welcome.

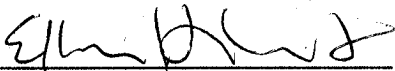
**g. Data Content Review for SDR Reply:** DLMSO provided the Committee with a draft data structure table which reflects the data content for each transactional exchange related to the SDR. DLMSO will continue refining the table to reflect data content required by Component's SDR systems. **Action item:** Components should indicate if there is a requirement to create SDRs that are not based upon a requisition document number (or constructed document number for concealed discrepancies where original requisition number is not known). Currently, the system requires a document number to establish a record.

**h. Proposal for Revisions for Standard SDR:** Ms. Hilert reviewed several potential updates to the Standard SDR. DLMSO will staff a change proposal shortly.

**Action item:** The Components were asked to state their requirements for specifically identifying system-generated control numbers within the SDR transactions.

**i. Review of Air Force Questions:** The Air Force Material Command (AFMC) provided a number of questions concerning the WebSDR application. These were answered satisfactorily. The USAF packaging expert raised a concern that the USAF is not receiving SDRs prepared by DLA in what would be reasonable numbers. **Action item:** The USAF will clarify distribution of packaging SDRs if other than as indicated in the SDR guidance. DLA will investigate guidance for preparation and distribution of packaging SDRs for USAF material.

**j. Wrap-up.** Ms. Hilert thanked all the participants for their attendance. Navy concerns associated with the BIC and the web application will be addressed separately. The next meeting will be announced at a later date.



ELLEN HILERT  
DOD SDR System Administrator  
Supply PRC Chair

APPROVE:  
JAMES A. JOHNSON  
Director, DLMSO

