

**CHARTER FOR
THE DEPARTMENT OF DEFENSE (DoD)
SUPPLY DISCREPANCY REPORT (SDR) PROCESS TRANSFORMATION INITIATIVE
INTEGRATED PROCESS TEAM (IPT)**

OVERVIEW:

1. Per DoD 4000.25-M, Defense Logistics Management System (DLMS), Volume 2, Chapter 17, Material Discrepancies, and DLAI 4140.55/AR 735-11-2/SECNAVINST 4355.18A/AFMAN 23-215, Reporting of Item Discrepancies, the SDR is used to report shipping or packaging discrepancies attributable to the responsibility of the shipper (including contractors/manufacturers or vendors) and to provide appropriate responses. The purpose of this exchange is to determine the cause of such discrepancies, effect corrective action, and prevent recurrence. The SDR guidance is applicable to the Military Services, Defense Logistics Agency, U.S Coast Guard, and participating civil agencies, hereafter referred to as Components.
2. The prime goal of the SDR transformation initiative is to move SDRs into an integrated transactional environment thereby providing an effective means to report and measure discrepancy related data and pipeline performance. The improved SDR reporting will be utilized in the development of SDR Service and DLA reports to document repetitive problem areas and develop procedures and processes to prevent same or similar reoccurrences. The derivative benefits of the initiative include: near real time SDR reporting for immediate identification and more speedy resolution of reported discrepancies; enabling Perfect Order Fulfillment computations; facilitating of interoperability internal and external to DoD; and maximizing the economy, efficiency, effectiveness of the reporting process.
3. This IPT is sponsored by the OSD Installation and Logistics Business Initiatives Council (BIC).

PURPOSE:

The purpose of this charter is to form a multi-Component governing team, to work in collaboration, to establish new SDR business process rules, processes, and procedures that will transform and enable DoD to automate, integrate, capture, store, and manage supply discrepancy reporting on a global enterprise level. This charter provides overarching guidance, specifies process objectives, delineates IPT member responsibilities, documents higher level authority to fund and execute the initiative, sets program duration, and serves as a roadmap towards full implementation.

MEMBERSHIP

1. The SDR IPT shall be chaired by the DoD SDR System Administrator. The DoD SDR System Administrator function has been delegated to the Director, DLMSO, by the DUSD (Logistics).
2. The Components shall provide a representative who has functional expertise with supply discrepancy report business processing. The designated Component's representative shall be the Component's voting member for the SDR IPT. Components may identify supporting members. Funds for travel and participation in SDR IPT activities will be provided by the representative's parent organization.
3. The OSD Installation and Logistics BIC and the Components shall provide other representatives and advisors, as appropriate. These representatives and advisors shall report to and coordinate with the Component representative and shall be non-voting members of the SDR IPT.

RESPONSIBILITIES

1. The Chair of the DOD SDR IPT shall:
 - a. Set the agenda for each meeting.
 - b. Determine the minimum standards for SDR data content formats.
 - c. Convene the SDR IPT when required.
 - d. Be responsible to the Installations and Logistics BIC to report progress and activities of the SDR IPT. Present to the Installations and Logistics BIC for resolution any problems that arise that prevent the successful accomplishment of SDR IPT objectives and discharge of SDR IPT responsibilities.
 - e. Present briefings and documentation as needed to all levels of the BIC.
 - f. Maintain minutes of each SDR IPT meeting and actions.
 - g. Document changes required to DLMS and DLAI 4140.55 et al regulatory guidance and recommend changes to any other Directive or Instruction as deemed necessary by the SDR IPT.
2. The Members of the DoD SDR IPT shall:
 - a. Meet at the request of the Chair..

b. Identify and coordinate information and interoperability requirements to transfer discrepancy reports and associated follow-on actions across Component lines electronically. Assist in implementation of approved solutions within their respective organizations.

c. Develop discrepancy reporting metrics for the SDR process that will support the Components and to OSD in accordance with published guidance and measurement of perfect order fulfillment. Identify methodology for data capture supporting desired metrics and assist in implementation of approved solutions within their respective organizations.

d. Ensure compatibility of SDR processing business rules with Component modernization programs.

AUTHORITY


The DoD SDR IPT derives its authority from the Installations and Logistics BIC.

DURATION

1. The DoD SDR IPT is effective until the IPT's objectives are met or for no more that 36 months from the date of this charter.
2. The Charter shall be reviewed annually or as needed for changes resulting from evolving guidance and the needs of DoD, DLMSO or other interested parties supporting the Future Logistics Enterprise endeavors.

REVIEW AND APPROVAL

This charter has been reviewed and approved by the DoD Component/participating agency and IPT members.


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