Processing Local SDRs for Air Force
Overview of Current Procedures
Local SDRs

1. SDR reported through local system
2. SDR is sent to the DDC Distribution Center either electronically (email) or as a Hard Copy
3. The DDC Distribution Center enters the SDR in to DoD WebSDR
4. SDR is researched according to established procedures and practices. Disposition is provided
5. If credit is recommended, the SDR is completed using a 101 Disposition Code and a D7 Reversal is completed
Overview of Current Procedures
Local SDRs - Continued

Current processes vary by location

DDHU:
- Air Force Submits Hard Copy SDRs to DLA
- DLA employees enter SDRs in to WebSDR

DDOO:
- SDRs are still processed following local SDR agreement issued in 2002

DDWG:
- Air Force submits all complaints via a locally created website
- This website sends an email to DDWG
- DDWG employees enter SDRs in to WebSDR
Once the SDR is in WebSDR and transfers to DSS the DDC Distribution Center can research the SDR and provide disposition

• The Distribution Center will follow the established procedures and guidelines provide by the DDC
  • SWARM ISDR Manual
  • Working SDRs that Require Special Processing Requirements – DDC Guide
Overview of Current Procedures
Off-Base SDRs

SDR reported through DoD WebSDR or Hard Copy SDR

If a Hard Copy SDR is received, the DDC Distribution Center enters the SDR in to WebSDR

SDR is researched according to established procedures and practices. Disposition is provided

If credit is recommended, the SDR is completed using a 101 Disposition Code and the Air Force Credit Memo is completed and submitted to DFAS
Overview of Current Procedures
Off-Base SDRs - Continued

Standard procedures and practices are used to research the SDR

• SWARM ISDR Manual
• Working SDRs that Require Special Processing Requirements

If credit is recommended, the Air Force Credit Memo Letter will be completed and submitted to the appropriate DFAS POC
Overview of Current Procedures
Off-Base SDRs - Continued

Example of the Air Force Credit Memo

Subject: Attention Air Force DFAS office

Attention: Air Force _____ (enter applicable RIC--i.e. FGZ, FHZ, FLZ ) DFAS office

Defense Distribution Depot (example=) Oklahoma City-DDOO Supply Discrepancy Report office has researched the following Supply discrepancy Report and is recommending (enter either= credit or debit) for the following discrepant shipment. A copy of the SDR is provided below:

Required shipment information: (Depot to fill in the shipment doc #, NSN, Discrepant Qty and Discrepant $ Value)
Document number______________
NSN_______________________
Discrepant Qty______________
Discrepant dollar value $__________

Electronically generated SDR report and reply w/disposition provided below:
Processing Credit Recommendations for Air Force SDRs

Air Force Owned Materiel

• Local SDRs
  • SDR is completed with 101 disposition code
  • A D7 Reversal is completed
    • Does the Air Force credit the local customer or re-order materiel
  • Off-Base SDRs
  • SDR is completed with the 101 disposition code
    • The DDC Distribution Center employee completes the Air Force Credit Memo and forwards the memo to the appropriate POC.
Problems with the Current System

- Duplication of effort
  - Air Force employees are utilizing electronic systems to report the SDR to DLA that do not communicate with WebSDR
  - The DLA employee then enters the SDR in WebSDR
- Delay in processing SDRs
  - If SDRs were entered directly into WebSDR a step would be removed from the process
- The current system is used for more than SDRs
  - Complaints and requests for information relating to receipt of materiel at a DDC Distribution Center are also submitted through this system
Problems with the Current System - Continued

- D7 Reversals must be completed by the Accountable Officer or an approved designee
  - This adds another ‘touch’ to the SDR transaction
Other Issues

• Non-standard (pseudo) DoDAAC Use
  • Maintenance MROs are shipped under M document numbers