

## How to determine the Action Point

There are many ways to determine which is the proper SDR action point.

### Marine Corps (Source of Supply Albany, GA)

The action point must be DoDAAC M98572 (Albany, GA) or RIC MPB. An official at Albany will route the SDR to the correct Action Point. Refer to the documentation titled "[I am a Marine Originator filing an SDR whose source of supply is Albany, GA](#)" for additional information.

### 1348 Form

If using a 1348 form, identify the action point by the value in **Block 2 Ship From**.

Refer to the following link for an explanation of the 1348 form:

<http://www.drms.dla.mil/drmsiw/government/1348explanation/1348explanation.html>

### COG (Material Cognizance Symbol - Navy Only)

The NSN (National Stock Number) number may contain a 2 character value to provide insight to the shipping activity. Refer to the following document for a list of DLA Codes and the corresponding COG codes and locations: [https://www.daas.dla.mil/developer/hbook/mils\\_ric.html](https://www.daas.dla.mil/developer/hbook/mils_ric.html)

### Requisition Number (DLA material only)

If using a 14 character Requisition Number (Document Number), and the source of supply is DLA, look-up the shipper by using the DLA DSS MRO Tracking System. The shipper will appear in the **Depot/Shipper** block of the search result. Refer to the documentation titled

<http://wegal.ogden.disa.mil/mrostatus/query.html>

## Procedures for Creating an SDR (Navy) (Cheat Sheet)

**STEP 1)** Log on the PDREP system. Click **Supply Discrepancy Report** link.

The link to the PDREP Web Based user account application is:

<http://www.nslcptsmh.navsea.navy.mil/pdrep/pdrep.htm>

If a user account is required, use the following form:

<http://www.nslcptsmh.navsea.navy.mil/accessforms/uarform.htm>

**STEP 2)** Click **Create new SDR**. Enter a Report Serial Number in the box. The first six characters of the user's DoDAAC will be prefilled. The next two characters default to the current year. If required, click **Look up Last Used Report Number** button to determine the serial number. The last Report Number will display. Add 1 to compute the Report Number for the user's current SDR. If there are no Report Numbers in the database, start the serial sequence by entering '0001'.

**STEP 3)** Click **View/Edit SDR fields** link to enter all the SDR originator data in the same order as the SF-364 form.

For detailed instructions on how to fill out each Originator field please refer to the document link titled: [How to fill out the Originator fields](#)

**STEP 4)** After all of the SDR data has been entered in the Originator fields, click **Forward to Action Point** button. The SDR will be sent to the selected Action Point for a determination of disposition response.

For detailed instructions as to how to determine the correct Action Point, please refer to the document link titled: [How to determine the correct Action Point](#)

**STEP 5)** If the Action Point response requires no further involvement from the Originator, the SDR will be considered closed (as long as the Action Point supplied a **Closed Date**)

If the Originator determines that the Action Point response is not satisfactory, the originator removes the **Closed Date** and returns the SDR to the Action Point with comments.

## Procedure for Creating an SDR (Marine Corps - Albany, GA)

**STEP 1)** Determine that the source of supply is Albany, GA, by checking columns 67 - 69 on the 1348 form. If the **RI** reads **MPB**, then Albany is the source of supply. If not, the user must refer to the link that provides instruction for submitting a Marine SDR directly to an Action Point.

60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77
P	R	R	D	D	A	RI	O	M	UNIT	P							
I		E	E	A	D		/			DOLLAR							
		Q	L	T	V		P										
		D	E				N										
							T										
							D										

If the SDR involves a local purchase, refer to the first 6 characters of **Block 1** that contains the 'Procurement Instrument Identification Number' (PIIN). If it is **M67004**, then the SDR's source of supply is Albany.

MATERIAL AND RECEIVING		PROC. INSTRUMENT IDEN (CONTRACT)	
		<b>M67004-02-M-</b>	
HPC0001	DATE 1 MAR 96	NSL	
SUPRME CONTRACTOR	CODE	33269	NS ADMINISTERED BY

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If a user account is required, use the following form:  
<http://www.nslcptsmh.navsea.navy.mil/accessforms/uarform.htm>

**STEP 3)** Click **Create new SDR**. Enter a Report Serial Number in the box. The first six characters of the user's DoDAAC will be prefilled. The next two characters default to the current year. If required, click **Look up Last Used Report Number** button to determine the serial number. The last Report Number will display. Add 1 to compute the Report Number for the user's current SDR. If there are no Report Numbers in the database, start the serial sequence by entering '0001'.

Number for your current SDR. If there are no Report Numbers in the database, you may start the serial sequence by entering in 0001.

**STEP 4)** Once you click the 'Create new SDR' button, you will be directed to the SDR base page. You, the originator, will then click on the 'View\Edit SDR fields' link. This link will take you to a page that allows you to enter all of the SDR originator data.



3. To (Name, address, ZIP)  \*  (Enter RIC or DODAAC)

Since you have determined that the source of supply of the discrepant material is Albany, GA, you will fill in MPB as the Action Point (or To: field).

You will then click the Auto Fill button, which will auto fill the Action Point fields with the correct address information. The email address for the Action Point will always be **SDRsRODs@logcom.usmc.mil**

**STEP 5)** Once you have entered all of the SDR data in the Originator fields, you may click the "Send Email to Action Point" button. If all entered data is valid, the SDR will be sent to Marine Corps Logistics Command Albany for further processing. If there are validation errors, a description of the error will appear at the top of the data entry page. All errors must be corrected before sending to the Action Point. You may click the 'Save Data' button to save your non-validated data if the SDR has not been released to an Action Point. Once an Originator Release date is set, the SDR is considered valid and will be subject to validation before saving.

## Entering Originator Fields (Navy)

**STEP 1)** Click **Supply Discrepancy Report** link to logon the PDREP system.

The link to the PDREP Web Based user account application is:

<http://www.nslcptsmh.navsea.navy.mil/pdrep/pdrep.htm>

If a user account is required complete the following form:

<http://www.nslcptsmh.navsea.navy.mil/accessforms/uarform.htm>

**STEP 2)** Click, **Create new SDR**. Enter a Report Serial Number in the box. The first six characters of the user's DoDAAC will be prefilled. The next two characters default to the current year. If required, click **Look up Last Used Report Number** button to determine the serial number. The last Report Number will display. Add 1 to compute the Report Number for the user's current SDR. If there are no Report Numbers in the database, start the serial sequence by entering '0001'.

**STEP 3)** Click **View/Edit SDR fields** link to enter all the SDR originator data in the same order as the SF-364 form.

The following explanations are derived form SECNAVINST 4355.18A

NOTE: Fields containing an asterisk are mandatory.

### SDR Originator fields:

SDR Type

\* **SDR Type**

Select the type of SDR from the drop-down box prior to sending the SDR to the Action Point. The default value is 'Unknown'. Select Packaging, Shipping, or Packaging/Shipping (which means both).

Problem Type

**Problem Type**

Select a problem type of 'vendor' or 'system' from the drop-down box.

Block 1 Date of Preparation

\* **1. Date of Preparation**

 (mm/dd/yyyy)

The date of preparation defaults to the current date. Modify this date to an earlier date if entering the SDR from an existing paper version.

## Block 2 FMS Report Number

### 2. FMS Report Number

If generating a Foreign Military Sale version of the SDR, enter the FMS Report Number in this field. All SDRs will have an SDR Report Number entered when the SDR was created.

**NOTE:** The SDR Report Number is not editable in the Originator Screen.

## Block 3 To: (Action Point)

Enter the RIC or the DoDAAC of the Action Point. Click **Auto Fill** button to automatically populate the four fields below with the RIC or DoDAAC address information. The address information is editable. If the RIC or DoDAAC is not in the system, the fields will be populated with the value of 'N\A'. The values maybe overwritten with the proper address.

To electronically send the SDR to the Action Point, the email address of that Action Point is required. After entering a DoDAAC value, click **Email** button. A list of recipients will appear in a separate window. A default inbox is available if an email account has been established by the Originator. This eliminates the possibility of an SDR being neglected because of a particular user's absence. If a default inbox does not appear, choose an individual from the list by clicking the appropriate email address. The email field will be automatically populated by clicking the email link.

**3. To (Name, address, ZIP)**  \* **Auto Fill** (Enter RIC or DODAAC)

**Email:**

## Block 4 From: (Originator)

**4. From (Name, address, ZIP)** \*  N45112 **Auto Fill** (Enter DODAAC)

NAVAL SEA LOGISTICS CENTER DETACH  
 80 DANIEL ST  
 STE 400  
 PORTSMOUTH, NH 03801-3884

**Email:**  silvermands@navsea.navy.mil

All users of the system have a user profile that includes the user's DoDAAC. The SDR system assumes that the user electronically originating the SDR is the intended Originator of the SDR. Therefore, the Originator DoDAAC, address fields and email address are automatically populated by the system. Any of the values in the Originator fields may be modified.

## Block 5a Shipper's Name

Enter the CAGE CODE, RIC or DoDAAC of a Shipper. Click **Auto Fill** button to automatically populate the four fields below with the CAGE CODE, RIC or DoDAAC address information. The address information is editable. If the CAGE CODE, RIC or DoDAAC is not in the system, the fields will be populated with the value of 'N\A'. The user may overwrite that value with the proper address.

**5a. Shipper's Name** \*  **Auto Fill** (Enter CAGE, RIC or DODAAC)

Email:

The Shipper's Name is not required for submission to the Action Point.

## Block 5b Invoice Number and Date

**5b. Invoice Number (and Date)**

**Date**   (mm/dd/yyyy)

Add the number and date of invoice. Enter number and date of vendor's invoice or shipper's bill number. Scan the invoice and upload a copy of the invoice to the SF 364. (Not applicable to packaging discrepancies.)

## Block 6 Transportation Document Number


**6. Transportation Document Number** (GBL, Waybill, TCN, etc.)



Enter the type of transportation document (GBL, CBL, manifest, waybill, insured/certified U.S. Postal Service, or transportation control and movement document (TCMD)) and the identifying number assigned to the document. This is a mandatory entry when shipment received was made via traceable means, e.g., GBL, CBL. For U.S. SDRs involving shortages, include following statement in block 12--"Shortage has been verified as not being transportation related."

## Block 7a Shipper's Number

Add a shipment number and shipment date. Click **Add Shipment #** after entering the shipment number and date. If more than one shipment is made under the contract or requisition, add additional shipment numbers and dates. It is important to click **Add Shipment #** when adding shipment info to the shipment list. The above screenshot demonstrates how the filled block should look after entering two shipment numbers.

**7a. Shipper's Number** (Purchase Order/Shipment, Contract, etc.)  
(Enter Shipper Number and Date. Then click the 'Add Shipment' button to add number to list)

 **Add Shipment#**

Shipment#	Date	Delete
CJS722349878	01/15/2003	
CJS729872837	01/15/2003	

## Block 7b Office Administrating Contract

**7b. Office Administering Contract**   (Enter DoDAAC)

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

Enter the DoDAAC for the Office Administrating the Contract (CAO activity which directed/arranged shipment). Click **Auto Fill** button to automatically populate the four fields below with the DoDAAC address information. All of the address information is editable. If the DoDAAC is not in the system, the fields will be populated with the value of 'N\A'. The user may overwrite that value with the proper address.

If the RIC code for the Office Administrating the Contract are known, look up the corresponding DoDAAC at the following DAASC link: <https://day2k1.daas.dla.mil/dodaac/ric.asp> (The DoDAAC may be referred to as the BBP on this web site)

## Block 8 Requisitioner's Number

**\* 8. Requisitioner's Number** (Do not add dashes)

<input type="text"/>
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AKA Document Number. Enter the requisitioning activity's number, e.g., requisition, purchase request, and suffix code, if applicable. Entry of the applicable requisition document number is mandatory in all instances, even though a contract/purchase order is involved. Only one document number will be included on each SF 364. For U.S. SDRs only, when the original requisition number cannot be identified for discrepancies in sealed vendor packs, the reporting activity must include a constructed document number as defined below. When using a constructed document number in an SDR, use block 13 to cite the fund code and bill-to/credit-to DoDAAC, if different from that in the document number.

Definition of a Constructed Document Number. A number created by a U.S. Government SDR initiator to be used as a pseudo-requisition number when the original number cannot be determined. This is used only to report incorrect item and shipment quantity discrepancies discovered upon opening a sealed vendor pack and is not applicable to Security Assistance purchases. It is essential that the original contract number be reflected on the SDR to expedite ICP/IMM/depot research. The 14 -15 position constructed document number will contain the reporting activity's Department of Defense Activity Address Code (DoDAAC) as the first 6 positions, followed by the current date (YDDD), and a serial number beginning with U as the last 4 positions. When using a constructed document number in an SDR, include fund code and credit-to/bill-to DoDAAC, if different from the document number DoDAAC. Under DLMS, the U in the serial number is reported separately as a Utilization Code.

This Requisition number is a mandatory field.



## Block 9 Shipment, Billing, and Receipt Data

The NSN data is mandatory for discrepant material in the blocks grouped under the title **Ordered**. If **9. Shipment, Billing, and Receipt Data** [IHS Haystack Lookup](#)

<b>Ordered</b>		Nomenclature:		Part#			
SHIPPING, BILLING, AND RECEIPT DATA				DISCREPANCY DATA			
NSN (COG, FSC, NIIN, SMIC)		U/I	#/Shipped	#/Received	Quantity	Unit Price	Calc Total Cost
						\$	\$

<b>Received (if NSN discrepancy)</b>		Nomenclature:		Part#			
SHIPPING, BILLING, AND RECEIPT DATA				DISCREPANCY DATA			
NSN (COG, FSC, NIIN, SMIC)		U/I	#/Shipped	#/Received	Quantity	Unit Price	Calc Total Cost
						\$	\$

reporting an NSN discrepancy, enter data for material received in error in the blocks grouped under the title **Received**.

**Nomenclature** - this is the FSC material description or the NIIN description for the material.

**Part #** - If available

**NSN**

The NSN is comprised of up to 4 elements; COG, FSC, NIIN, and SMIC. The NSN may be located in block 5 of the DD form 1149 or in the Item No. (b) block of the DD form 1149.

**NSN-COG** - Not required 2 character cognizance symbol used by the Navy to provide supply management information.

**NSN-FSC** - Required 4 character Federal Supply Classification code.

**NSN-NIIN** - Required 9 digit National Item Identification Number that identifies each item of supply used by the DoD.

**NSN-SMIC** - Not required 2 character Navy Special Material Identification Code

**U/I** (Unit of issue) - 2 character abbreviation such as EA. To view a list of all valid unit of issue abbreviations, click the underlined [U/I](#) link.

**#Shipped** - Enter quantity of item shipped or billed

**#Received** - Enter the quantity of item received

**Quantity** - Enter the discrepant quantity

**Unit Price** - Enter the unit price as billed or shown on shipping document. The unit price may be expressed in tenths of a cent.

**Total Cost:** Discrepancy Total Cost = Quantity \* Unit Price. Click, **Calc Total Cost** button to compute the total cost.

## Block 10 Discrepancy Codes

### 10. Discrepancy Codes [Look Up Discrepancy Codes](#)

<input type="text"/>	Add Discrepancy Code
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The discrepancy codes describe the nature of the discrepancy. The discrepancy codes listed in the [Look Up Discrepancy Codes](#) pop up window are available for input. When a desired code is located, click the desired code, and it will automatically populate the 'Add Discrepancy Code' field. Click **Add Discrepancy Code** button after entering a code in the field. Enter as many codes to the discrepancy code list as needed.

The list of the Discrepancy Codes printed on the front of the SF 364 (Rev 2-80) form does not contain the current list of available codes. The [Look Up Discrepancy Codes](#) pop up window contains all of the codes listed in SECNAVINST 4355.18A

If a condition exists that is not listed, use code Z1 and describe discrepancy in item 12, remarks. When discrepancy code Q1, Product Quality (Item) Deficiency, or C2 , Expired Shelf Life, is applicable, enter the following information under item 12, remarks:

1. Manufacturer's name and Commercial and Government Entity (CAGE) Code (if available).
2. Contract/purchase order number if not shown in item 7a.
3. Date manufactured, date cured, date assembled, date packed (apply one as appropriate), and expiration date for Type I (nonextendible) shelf-life items and inspection or test date for Type II (extendible) shelf-life items. Include the date overhauled/rebuilt if pertinent.
4. Lot/batch number.
5. Location of material.
6. Name, address, and telephone number of point of contact.
7. Nature of complaint stating in detail why material is unsatisfactory.

## Block 11 Action Codes

\* 11. Action Codes [Look Up Action Codes](#)

<input type="text"/>	Add Action Code
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The user must enter at least one Action Code before sending an SDR to an Action Point. A list of Action codes is provided in the **Look Up Action Codes** pop up window. Click the code to automatically populate the **Add Action Code** field (to the left of the button). Click **Add Action Code** button after entering a code in the field. An unlimited number of Action codes may be entered.

If action is other than that covered by listed actions codes, use code 1Z and explain action requested in item 12, Remarks. Action code 1D or 1F will not be used on reports prepared to cover DoD WCF (formerly DBOF) funded shipments and shipments from GSA; materiel still required must be re-requisitioned. EXCEPTION NOTE FOR U.S. CUSTOMERS ONLY: Where DLA is ICP/IMM, replacement shipments may be requested by the customer. Action code 1E applies only to local purchase items.

The list of action Codes printed on the front of the SF 364 (Rev 2-80) form does not contain the current list of available codes. The [Look Up Action Codes](#) pop up window contains all of the codes listed in SECNAVINST 4355.18A

## Block 12 Remarks

\* 12. Remarks

<div style="border: 1px solid black; height: 80px;"></div>
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A narrative entry is required in the Remarks field before sending the SDR to an Action Point.

Use the Remarks field for any supplemental information when the combination of discrepancy codes and action codes needs clarification; when discrepancies need explanation; and when a breakdown of cost to report, in terms of labor man-hours and materials, is required. Specific data such as appearance, lot/batch number manufacture/packaging date, inspector number and inspection date, probable cause of improper packaging, and suggested corrective action should be entered here. Provide photos where it would assist in determining the cause/validity of the discrepancy/deficiency

## Block 13 Funding and Accounting Data

### 13. Funding and Accounting Data

For packaging discrepancies, the accounting/appropriation fund site may be entered in this block by the SDR initiator if reimbursement funds/credits are expected for costs incurred to correct reported deficiencies. Use only when a billing document such as the SF 1080, Voucher for Transfer Between Appropriation and/or Funds, will not be prepared.

For shipping discrepancies, use to identify the original requisition fund code to be credited when this information is not otherwise available to the action office. When using a constructed document number, use to identify the fund code and bill-to/credit-to DoDAAC, if different from that in the document number cited in block 8.

## Job Order

**Job Order:**

The Job Order is the ten character value found on the funding documentation for a job. This value does not appear on the SF-364 and is not required.

## Key-Op

**Key-op:**

The Key-Op is the three character value assigned to a key operation within a job order. This value does not appear on the SF-364 and is not required.

## Block 14 Name, Title, Phone Number of Preparing official.

Self-explanatory. Defaulted from data in Originator's profile.


## Block 15 Distribution Codes for Copies

### 15. Distribution Codes for Copies (e.g., NRR0, CPY to File)

A text field allowing the Originator to type in the codes to which manual distribution will be made. This field is not intended for email address information. Email information may be entered once the Originator data entry fields are completed. Click **Send Email to Action Point** button.


## Originator Release Date

\* **Originator Release Date**

  (mm/dd/yyyy)

This date field is required in order to electronically send the SDR to an Action Point.

\* **Action Point Due Date**

  (mm/dd/yyyy) 

## Action Point Due Date

This date field is required to electronically send the SDR to an Action Point. Click **Calculate Due Date** button which will automatically compute the date based on the entry in the Problem Type drop down list box. (30 days for System and 55 days for Vendor SDRs)

## Close Date

**Close Date**

  (mm/dd/yyyy)

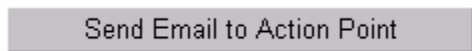
This field must not contain an entry if the SDR is being sent electronically to an Action Point. The Action Points also have access to this field in the Action Point's **View/Edit Action Point Fields** page. The Action Point may opt to fill in this field and close the SDR, acknowledging that disposition has been awarded. The Originator has the final say on closing and may wish to re-open the SDR by removing the closed date.

## Save Data



The Save Data button allows the Originator to save a draft or incomplete SDR form before sending it to an Action Point. Click **Save Data** button at any time to save the current data. The system will not validate the data as long as the Originator Release Date is blank.

## Send Email to Action Point



After all the SDR Originator data has been entered, an option to send the SDR to the Action Point is available. If the Action Point does not have the means to receive the SDR electronically, the SDR must be sent manually. The manual steps to send the SDR are as follows:

- 1) Click **Save Data** button.
- 2) Click **Back** button to return to the base page.
- 3) Click **View\Print Form** on the navigation bar on the left side of the screen.
- 4) Click **View SF-364 (Front)** link.
- 5) Print form and fax/email to Action Point.
- 6) Upon receipt of disposition, enter data into View/Edit SDR Action Point Fields. (All Originators have access to Action Point fields.)

If an email address for the Action Point has been provided, click **Send Email to Action Point** button. The system will not proceed until the following validations are performed:

- 1) Action Point email address must be present and valid.

- 2) Originator Release Date and Action Point Due Date must be present
- 3) Preparation date must be set and must be earlier than the release date.
- 4) Valid Action Point DoDAAC required.
- 5) Valid Originator DoDAAC required.
- 6) Requisition number must be present and 14 characters long.

Any error messages will appear in red at the top of the screen.

Once the Originator data has been validated, the user will be directed to a page where additional email information may be entered.

The screenshot shows a web form titled "Supply Discrepancy Report (SDR)". At the top, there is a blue bar with "Choose an Action: -Quick Links-". Below this is a section titled "SEND EMAIL NOTIFICATION TO ACTION POINT".

The form contains the following sections:

- This email will be sent to:** A text input field containing "defaultsdractionpoint@usnavy.mil".
- CC's will be sent to: (Add one email address per box)** A table with two rows. The first row contains "jerrygarcia@nssc.navy.mil" and an empty field. The second row contains "bobwehr@matcom.usmc.mil" and an empty field.
- Enter any text that you wish to be sent with this email** A text area containing the message: "Received a concealed shortage of 1. Ordered 3 and received 2. Request credit asap for 1 billed but never received. I am leaving my position next week and will be replaced by philllesh@navsea.navy.mil. Please send future correspondences to that address."
- Include attachments with email?**
- Buttons: "Send Now" and "Cancel".

The email will be sent to the Action Point email address that was specified in the Originator data entry page. Enter up to six addresses for copy. A message may be entered that will appear at the top of the email that's received by the Action Point. If any attachments have been uploaded, the attachments may be added to the email. Click the check box labeled **Include attachments with email?**.

After all email related information has been entered, click **Send Now** button. This will send the Action Point an email containing the message and an embedded version of the SF-364. All of the data entered up to this point will be contained in the email.

A message will appear that confirms successful transmission of the email, and an option for logging out of the system, or returning to the SDR base page is available.