



SDR Overview

Presented to:
2026 CAV Symposium

Presented by:
David Chuong

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Agenda

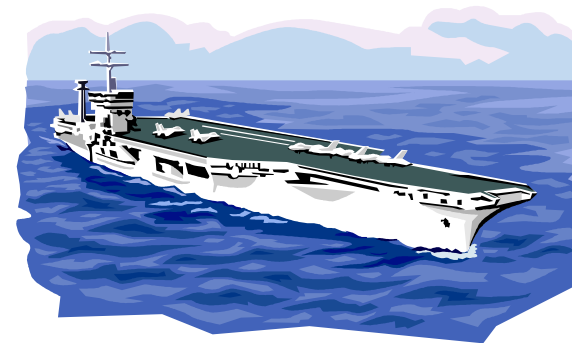
- What is an SDR?
- What is NOT an SDR?
- Platform for submitting an SDR
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- SDR Terminology
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What is an SDR?

Supply Discrepancy Report (SDR) applies to the identification, reporting and resolution of discrepant shipments of material occurring in the Department of Defense (DOD) Logistics System when the shipping (item) and packaging discrepancies are attributable to a shipper (issuer) error.

SDRs are used as a tool to measure the quality of shipper performance and customer support. The ultimate goal is to improve supply chain efficiency and reliability.

- Overage
- Shortage
- Total Non-Receipt
- Incorrect/Misdirected Material
- Incorrect Condition
- Missing/ Incorrect Documentation
- Improper/ Inadequate Packaging



What is NOT an SDR?

Transportation Discrepancy Report (TDR) occurs when material shipped via any mode of transportation (highway, rail, air, or water) by an approved Transportation Service Provider (TSP) in accordance with Defense Transportation System (DTS) policy and procedure is damaged, lost, or improperly shipped.

Product Quality Discrepancy Report (PQDR) is used to report material non-conformances, provide a vehicle to recover material cost as a result of the non-conformance, and to take steps to prevent recurrence. Non-conformance deficiencies are any defect, condition, or premature equipment failure indicating deficiencies in design, specification, documentation, material, manufacturing, and workmanship.



A TDR or PQDR submitted as an SDR will be rejected.

Platform for submitting an SDR

Product Data Reporting and Evaluation Program (PDREP)

<https://www.pdrep.csd.disa.mil/>

PDREP Customer Support: webptsmh@navy.mil (207) 438-1690

- SECNAV Instruction 4855.3D establishes Product Data Reporting and Evaluation Program (PDREP) as the central Department of the Navy (DON) database to collect, screen, and provide discrepancy contractor/supplier performance data to those activities responsible for purchase, supply, and contract administration.

Guidelines for Contractors

- When a NIIN, condition code, and/or quantity discrepancy exists, the Contractor will complete and submit an SDR to the originator of the shipment within five (5) business days after the discrepant shipment is received, via PDREP.
- When discrepant material is returned to the supply system, the Contractor will include a copy of the SDR (SF-364) with the shipment and return the material under the same document number it was received.
- Contractor will reply to SDRs within thirty (30) days.
- Contractor will inform NAVSUP WSS of current or changed Action Points via email.
- Contractor will provide appropriate DoDAAC and valid email addresses of Action Points to the PDREP Office
- Contractors **MUST** log into their PDREP account every 30 days to maintain access

Requirements for PDREP Access

- PDREP Access requires a Security Clearance.
- PDREP is a NAVSUP Level II Navy IT System that requires an adjudicated Gov't Background Investigation (BI) on file to be granted system access.
- **NAVSUP WSS Contractor Information Sheet (CIS)** and the **OF-306 Declaration of Federal Employment** are required for the Background Investigation.
- NAVSUP WSS (CIS): CAV Analyst/Sponsor is to pre-fill out the blocks with known information. Of note, the following fields pertain to the Vendor: 'Prime Vendor' and 'Name of Company that Employs You'. Requestor is to complete the remaining blocks at the top and bottom of the WSS CIS form. Form must have ALL blocks filled.
- OF-306: COMPLETE in its entirety. Signature and date is required on 17a. If missing, form will be REJECTED and RETURNED.

Requirements for PDREP Access

DOD SAFE File Transfer System

- CAV Analyst/Sponsor will send Requestor a File Drop-Off Request from DOD SAFE (Secure Access File Exchange) File Transfer System at <https://safe.apps.mil/>. A DOD SAFE notification will be sent to the email address provided by the vendor.
- DOD SAFE will protect files and prevent NAVSUP WSS' Network Firewall from removing the data from your forms due to the possibility of malicious code.
- Requestor is to click on the e-mail link from DOD SAFE sent by the CAV Analyst/Sponsor and upload the WSS CIS and OF-306.
- To encrypt the documents, select 'Encrypt All Files' and create a passphrase. Requestor must provide CAV Analyst/Sponsor with the passphrase via separate email, so that they can unencrypt the files.
- DOD Safe will notify CAV Analyst/Sponsor by e-mail when the forms are available for download. Upon receipt, they will forward the above documents to NAVSUP WSS Security, by encrypted e-mail to start the background investigation (BI) process if required. If a BI is not present, Security will contact the requestor with further instructions on submitting fingerprints and completing the BI form. If a BI is present, then Security will notify the representative that PDREP access can be approved based on preliminary BI results and can move forward with processing PDREP account request.

Requirements for PDREP Access

Cyber Awareness Training

- Provide a copy of your Cyber Awareness Training Certificate dated 10/01/2025 or later. Cyber Training Certificates dated prior to 10/01/2025 will NOT be accepted. The certificate must come from the DOD site below. Internal company related Cyber Training certificates will not be accepted by the NAVSUP WSS and NAVSUP BSC ISSM.
- Cyber Awareness Training can be found at: <https://public.cyber.mil/>. This is a public website, so a DOD CAC is not required. Contractors need to use the DOD Employees Training Link.
- Security Group Mailboxes:

Philadelphia: usn.philadelphia.navsupwssphil.mbx.philsecurity@us.navy.mil

Mechanicsburg: usn.mechanicsburg.navsupwssmech.mbx.security@us.navy.mil

Requirements for PDREP Access

Change in Contractor Information Sheet

- DO: Delivery Order
- TO: Task Order
- A task order is a specific task lined out in the contract. NOT ALL CONTRACTS HAVE A TO!
- DD254: specifically for classified contracts. If contract is not classified, you can select “No”
- Contractor Onboard Date: Date the CTR started on the Contract

*Contract Number		*DO		*TO	
*Is there a DD 254 attached to the primary contract: Y/N					▼
*Performing Classified Work: Y/N					▼
*Contract Start to Expiration Dates (MM/DD/YYYY) to (MM/DD/YYYY)					
*Contractor Onboard Date (MM/DD/YYYY)					

SDR Terminology

- SDR Originator: The activity that is reporting a discrepancy, creating the SDR, and submitting the SDR.
- Action Point: The activity responsible for responding to the SDR by utilizing Action Point Response Codes and appending remarks.
- Discrepancy Code: Identifies the problem (W1 - Wrong item received).
- Action Code: Identifies what action is being requested (3B- Discrepancy reported for corrective action and trend analysis. No Reply required)
- Action Point Response Code: The Action Point's response to the SDR (410 - SDR Closed. Disposition Action Complete).
- Action Point Release Date: Date when Action Point Response Code was added, remarks updated, and Action Point has completed the SDR.

Anatomy of an SDR (SF-364)

	SUPPLY DISCREPANCY REPORT(SDR) SHIPPING	1. DATE OF PREPARATION 01/04/2024	2. REPORT NUMBER Q92927-24-0003
Action Point	3. TO (Name and address, include ZIP Code) NAVSUP WEAPON SYSTEMS SUPPORT N00391 700 ROBBINS AVENUE PHILADELPHIA, PA 19111-5098 n875sdr.wss.fct@navv.mil	4. FROM (Name and address, include ZIP Code) BELL TEXTRON INC Q92927 3255 BELL FLIGHT BLVD FORT WORTH, TX 76118	
Originator	5a. SHIPPER'S NAME DEFENSE LOGISTICS AGENCY SW3113 147 LANGLEY RD BAY A CHERRY POINT, NC 28533-5040 DDCN_STOCKREADINESS@DLA.MIL	5b. NUMBER AND DATE OF INVOICE -	6. TRANSPORTATION DOCUMENT NUMBER (GBL, Waybill, TCN, etc.)
Shipper			
Document Number	7a. SHIPPER'S NUMBER (Purchase Order/Shipment, Contract, etc.)	7b. OFFICE ADMINISTERING CONTRACT	8. REQUISITIONER'S NUMBER (Requisition, Purchase Request, etc.) N003833311TB01

Anatomy of an SDR (SF-364)

An Action Point is the activity responsible for answering your SDR.

Action Point →

**SUPPLY DISCREPANCY
REPORT(SDR)
SHIPPING**

3. TO (Name and address, include ZIP Code)

**NAVSUP WEAPON SYSTEMS SUPPORT
N00391
700 ROBBINS AVENUE
PHILADELPHIA, PA 19111-5098
n875sdr.wss.fct@navy.mil**

When submitting an SDR to NAVSUP WSS N00383, N00391, N00104 select the following
Action Point: **n875sdr.wss.fct@navy.mil**

Anatomy of an SDR (SF-364)

If an Action Point Release Date is entered, that SDR is no longer on the Action Point's work list. If you disagree with the disposition, submit a reconsideration. If you are reopening the SDR for reconsideration, make sure to add your reasoning in the Remarks Field

Discrepancy	→	(10d) DISCREPANCY CODES Z1 - OTHER DISCREPANCY - SEE REMARKS.
Action Requested	→	11. ACTION CODES 1D - Materiel still required; expedite shipment using premium transportation. 12. REMARKS See Below 13. FUNDING AND ACCOUNTING DATA
Remarks	→	14a. NAME, TITLE, AND PHONE NUMBER OF PREPARING OFFICIAL 14b. SIGNATURE 15. DISTRIBUTION ADDRESSES FOR COPIES Close Date: Remarks Added by Wed Nov 08 07:06:47 EST 2023: "UNIT HAS A RED DOT MARKING IT AS NON COMPLIANT CAN NOT BE RECEIVED"
Action Point Response Date	→	16. FROM (Action Point): NAVSUP WEAPON SYSTEMS SUPPORT N00104 700 ROBBINS AVENUE PHILADELPHIA, PA 19111-5098 DAVID A AMODEI 215-697-3231 david.amodei@navy.mil 17. TO (Originator): LOCKHEED MARTIN CORPORATION Q97766 199 BORTON LANDING RD MOORESTOWN, NJ 08057-3054 ACTION POINT RESPONSE CODES 146 Material return acknowledged. - Added By: DAVID A AMODEI 2024-01-10 14:29:22 david.amodei@navy.mil 18a. REMARKS See Below 18b. HISTORICAL REMARKS NONE 19a. NAME AND PHONE OF PREPARING OFFICIAL : DAVID A AMODEI 215-697-3231 19b. ACTION POINT RESPONSE DATE : 01/10/2024

Anatomy of an SDR (SF-364)

Discrepancy Codes

(M)Discrepancy Codes:

-SELECT- ▼

-SELECT-

(M)11 A-STORAGE

B-BILLING/FINANCIAL DISCREPANCIES (SECURITY ASSISTANCE ONLY)

(M)11 C-CONDITION OF MATERIAL

< D-SUPPLY DOCUMENTATION

F-FINANCIAL

H-HAZARDOUS MATERIAL

L-LUMBER

M-MISDIRECTED

O-OVERAGE, DUPLICATE, OR RECEIPT OF CANCELED MATERIAL

(M)11 P-PACKAGING DISCREPANCY

CI Q-PRODUCT QUALITY (ITEM) DEFICIENCY (SECURITY ASSISTANCE ONLY)

S-SHORTAGE OR NONRECEIPT

T-TECHNICAL DATA MARKINGS (NAME PLATES, LOG BOOKS, OPERATING HANDBOOKS, SPECIAL INSTRUCTIONS)

U-Item Unique Identification (IUID) of Serially-Managed/Tracked Material

W-INCORRECT ITEM

Z-OTHER DISCREPANCIES

SDR Scenario 1: Missing/ Incorrect Documentation

If the material received is missing accompanying paperwork, or there is a mismatch regarding the paperwork:

- Contact your CAV Analyst to assist you in obtaining the proper paperwork for your asset
- Do not file an SDR

SDR Scenario 2: Overage of Material Received

If quantity received is more than quantity on requisition:

- Submit an INFORMATION ONLY SDR to the Action Point (Issuing Activity) using the applicable discrepancy code(s)/action code(s)
- PDREP Discrepancy Code: O (Overage, Duplicate, or Receipt of Cancelled Material)
- Receipt for the extra material received
- If there is an open order and repair capability, induct the material in 'F' condition and repair it
- If there is no repair capability, receipt for the overage in 'J' Condition and ship the excess material to the nearest ATAC

SDR Scenario 3: Shortage of Material

If quantity received is less than quantity on requisition (1348):

- Submit the SDR to the Issuing Activity as an Action Point
- PDREP Discrepancy Code: S (Shortage or Non-Receipt)
- The Issuing Activity (Action Point) will either ship you the missing asset(s) or provide a tracking number and Proof of Delivery (POD) to your site
- If the provided tracking shows the carrier lost asset, file a TDR
- If the Action Point has a Proof of Delivery (POD) for the correct quantity the contractor must submit an LDD. Before LDD submission, ensure material was not erroneously received under a different document number (fleet document number)

SDR Scenario 4: Total Non-Receipt

If shipment is not received:

- Submit the SDR to the Issuing Activity as an Action Point
- PDREP Discrepancy Code: S (Shortage or Non-Receipt)
- The Issuing Activity (Action Point) will either verify asset(s) did not ship, ship you the missing asset(s) or provide a tracking number and Proof of Delivery (POD) to your site.
- If the provided tracking shows the carrier lost asset, file a TDR
- If the Action Point has a Proof of Delivery (POD) to your site an LDD must be submitted. Note research should be done to ensure the material was not erroneously received under a different document number (fleet document number)

SDR Scenario 5: Incorrect Item Received/ Misdirected

If you receive an incorrect or misdirected item:

- Submit an Information Only SDR for incorrect item received
- PDREP Discrepancy Code: W (Incorrect Item)
- If you have the ability to repair the incorrect item received (on contract), receipt for the material in 'F' Condition, induct, and repair
- If you do not have the repair capability, receipt for what you actually received in 'J' Condition and ship it to the nearest ATAC under the same document number.
- If the item cannot be identified, take pictures of the material and upload them onto PDREP. Receipt for the asset under NIIN MDJ111111 in 'J' Condition and ship it to the nearest ATAC under the same document number.

SDR Scenario 5: Incorrect Item Received/ Misdirected

If you receive an incorrect or misdirected item continued:

- NIIN MDJ111111 no longer works in PDREP. You can proceed by entering the FSC (Federal Supply Classification) Number

9. Shipment Billing, and Receipt Data [WSIT Info] [NSN Info]							10. Discrepancy Data			
Ordered/Discrepant Material Information										
Nomenclature: GENERATOR-STARTER			Part No.: <input type="text"/>							
Shipping, Billing and Receipt Data										
COG	FSC	NIIN	SMIC	U/I	#Shipped	#Received	Quantity	Unit Price	Total	
7R	2835	013177867	SR	EA-EACH	<input type="text"/>	<input type="text"/>	<input type="text"/>	401231	<input type="text"/>	
CIIC: 7										
Received (If NSN discrepancy or wrong item)										
Nomenclature: <input type="text"/>			Part No.: <input type="text"/>							
Shipping, Billing and Receipt Data										
COG	FSC	NIIN	SMIC	U/I	#Shipped	#Received	Quantity	Unit Price	Total	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<SELECT>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

SDR Scenario 6: Packaging Discrepancy

If you receive an asset that is improperly packaged:

- Submit an information only SDR describing the improper packaging and damage
- PDREP Discrepancy Code: P (Packaging Discrepancy)
- If you have the ability to repair the improperly packaged item received (on contract), receipt for the material in 'F' Condition, induct, and repair
- If you do not have repair capability, receipt for what you actually received in 'F' Condition and contact your CAV Analyst so the item manager can be notified, and disposition can be provided.

Most Common Mistakes

Problems

- **Not choosing the right Action Point**
- **I don't know who my government sponsor is for PDREP**
- **My Application for PDREP has been rejected due to security reasons**

Solutions

- **Send SDR to the Issuing Activity unless it is for incorrect material received. If the material is incorrect ALWAYS submit the SDR to NAVSUP WSS. Return the material to the nearest ATAC.**
- **Your government sponsor is ALWAYS your CAV analyst**
- **You must apply for security clearance BEFORE applying for PDREP access**

Most Common Mistakes (cont.)

Do not choose Action Codes 1G, 1H, 3B.
DISPOSTION WILL NOT BE PROVIDED

Only submit an Information Only SDR for an Overage of material

<SELECT>

- 1A-Disposition instructions for discrepant materiel requested; financial action not applicable.
- 1B-Materiel being retained.
- 1C-Supporting supply documentation requested.
- 1D-Materiel still required; expedite shipment using premium transportation.
- 1E-Local purchase materiel to be returned at supplier's expense unless disposition instructions to the
- 1F-Replacement shipment requested.
- 1G-Reshipment not required. Item to be re-requisitioned.
- 1H-No action required. Information only.
- 1Z-Other action requested (see remarks).
- 2A-Disposition of materiel and financial adjustment (credit) requested.
- 2B-Materiel being retained. Financial adjustment (debit) requested.
- 2C-Technical documentation/data requested.
- 2F-Materiel being held for disposition instructions, request funds citation. Not applicable to Security
- 2J-Financial adjustment requested.
- 2K-Evidence of shipment requested (Security Assistance only).
- 2L-Request billing status (Security Assistance only)
- 2Z-Additional information is being submitted off-line. Use with electronic SDR submission only.
- 3A-Transshipper (aerial/water port or CCP) requests expedited response: shipment frustrated.
- 3B-Discrepancy reported for corrective action and trend analysis. No reply required.

Important Reminders

- **REMEMBER TO LOG INTO PDREP EVERY 30 DAYS OR YOUR ACCESS WILL BE REVOKED**
- SDRs **DO NOT CLOSE SIT**. Contact your CAV Analyst regarding open SIT
- PER CAV SOW, SDRs **MUST** be submitted within **5 business days** from when the material was received
- PER CAV SOW, SDRs **MUST** be answered by contractor **within 30 days** from when the SDR was created
- Security Clearance must be approved **BEFORE** applying for PDREP Access
- The CAV Analyst is the government sponsor for Contractor access to PDREP

NAVSUP WSS SDR POCs

Philadelphia

Matthew Cann (3B and 9 COG Material): SDR_N413.WSS.FCT@NAVY.MIL

Theresa Tyler (Packaging): PHSTSDR.PHIL.WSS.FCT@NAVY.MIL

Jill Tiernan (Suspended J,K,L): NAVSUP_SUSPENDED.FCT@NAVY.MIL

Mechanicsburg

Vickie Edgar (Suspended J,K,L): COSIS.FCT@NAVY.MIL

Bethany Smith (Packaging): N975SDR.wss.fct@navy.mil

Remaining SDRs not listed for Mechanicsburg and Philadelphia

SDR Mailbox: N875SDR.WSS.FCT@NAVY.MIL

David Amodei: david.a.amodei.civ@us.navy.mil

David Chuong (Supervisor): david.chuong.civ@us.navy.mil

Questions?



Websites and Sources

PDREP

<https://pdrep.csd.disa.mil>

SDR References

SECNAV Instruction 4855.3D

DLMS 4000.25 Vol 2, Ch 17

TDR Policy & Guidance

usarmy.scott.sddc.mbx.hq-loss-damage-reporting@army.mil

CAV Statement of Work

https://www.navsup.navy.mil/public/navsup/wss/pi_cd/