

## CHAPTER 3

SERVICE/AGENCY REPORTINGA. GENERAL

1. Reports described herein will be prepared to show supply and transportation performance as of the report period indicated in Appendix D, Schedule of Reports. The Service/Agency CPP will develop the internal procedures and computer programs necessary to process **MILSTRIP** (reference (c)), **MILSTAMP** (reference (d)), and **MILSTRAP** (reference (e)) documents to prepare **MILSTEP** reports. These procedures should provide controls for timely submission and editing criteria necessary to ensure the accuracy of the source data.

2. Report formats shown in appendices **D1** through **D5** will be prepared under the guidance and instructions in this chapter. Report formats displayed show the general formats required. Entries required are addressed in appendices **C1** through **C6**. **UMMIPS** time standards applicable to each format are shown for convenience. The appropriate heading which identifies the report type will be checked/added, e.g., domestic, overseas.

3. Report symbol required by these procedures will be assigned RCS: DD-A&L(Q)782 (see chapter 1).

B. REPORT SUBMISSION

1. The following reports will be prepared by Service/Agency CPPS as required by paragraph C. and submitted to the DoD **MILSTEP** CDCP by the due dates shown in appendix D.

- a. Pipeline Performance Analysis **Report**, Formats **1A** and **1B**.
- b. Supply Availability and Workload Analysis Report, Format **2**.

2. Card formats for the above reports are shown in appendices **C1**, **C2**, and **C3**. Input to the DoD **MILSTEP** CDCP **will** be as follows:

- a. Punched Card -- Via AUTODIN.
  - Routing Indicator - RUWTBPL
  - Content Indicator - IHFJ
  - Precedence (Normal) - Routine
  - Precedence (MINIMIZE) - Mail

- b. One Printed Copy -- Via Mail.

**DAASO**, Western Division  
ATTN: DoD **MILSTEP CDCP**  
Defense Depot Tracy, CA 95376-5000

3. In addition to the above, narrative summaries will be prepared to provide explanation of deficiencies, **poor** performance or trends, planned actions to improve performance, and other statements of fact or recommendations deemed appropriate. The scope and validity of source data (e.g., exclusion of parcel post shipments, comments and/or actions taken to improve **IDC** response rate) will also be included in this narrative submission. Narrative summaries will be prepared for report formats 1A, 1B, and 2 and sent to the following addresses by the due dates shown in appendix D:

**DASD(L/SD)**  
Pentagon, Room 3B724  
Washington, DC 20301-8000

Chief  
Defense Logistics Standard Systems Office  
**ATTN: DLSSO-CS**  
Cameron Station  
Alexandria, VA 22304-6100

4. Service/Agency **CPPs** will prepare **MILSTEP** report formats on Weapons Integrated Materiel Manager (**WIMM**) items, Format 2, displayed on pages **D3-1** and 2, applies to **WIMM** items. Narrative summary reports will be prepared when asked for by the supported Service, to provide an explanation of deficiencies, poor performance, or trends and planned actions to improve performance as appropriate. Reports, prepared under paragraph C.3. will be submitted to a single point in each Service for further dissemination within the Service. The reports will be submitted in printed copy (no punched cards) to the following activities:

<u>Service</u>	<u>Activity Address</u>	<u>Number of Copies</u>
Army	Commander U.S. Army Materiel Command ATTN: <b>AMCSM-PDP</b> 5001 Eisenhower Avenue Alexandria, VA 22333-0001	1
Navy	Commander Naval Supply Systems Command ATTN: SUP 011 Washington, DC 20376-5000	

Air Force                      Headquarters, Air Force Logistics      3 Command  
 ATTN : **AFLC/MMLS**  
 Wright-Patterson **AFB**, OH 45433-5001

**Marine Corps**                      Commandant of the Marine Corps      3  
 ATTN : **LMM-1**  
 Washington, DC 20380-0001

5. Service/Agency CPPS will prepare the following reports for use as indicated. Reports will be prepared, as illustrated in appendices D4 and D5, under the criteria in paragraph C. and as required by Appendix D, Schedule of Reports.

a. Response Rate Analysis Report, Format 3. Distribution determined by each Service/Agency.

b. Response Rate Analysis Report, DoD Summary, Format 3A. Distribution to addresses listed in paragraph J., chapter 1.

c. Carrier Performance Analysis Report, Format 4. Distribution determined by each Service/Agency.

c. REPORT PREPARATION

1. Pipeline Performance Analysis Report, Formats 1A and 1B

a. General. The primary purpose of the Pipeline Performance Analysis Report is to measure, in terms of time, the performance of **various** segments of the supply and transportation pipeline against the **UMMIPS** time standards. The report also measures certain other areas such as depot hold time and immediate and delayed issues. Format 1A applies to the requisition transmission and supply processing portion of the pipeline. Format **1B** applies to the transportation portion of the pipeline, recording of materiel on requisitioner inventory records, as well as the total pipeline. The CONUS portion of format **1B** shows transportation hold, receipt takeup time, and CONUS intransit for shipments terminating in CONUS and Canada. The overseas portion of format **1B** shows transportation hold, CONUS **in-**transit, and port handling/delivery time to various areas of the world, i.e., (1) Alaska, Hawaii, South America, Caribbean, or North Atlantic; (2) Northern Europe, Mediterranean, or Africa; (3) Western Pacific. Both formats 1A and **1B** show the total line items processed and average number of days for processing (arithmetic mean) within each priority group. These report formats are illustrated in appendix D.

b. UMMIPS Time Segments

(1) Requisition Submission. This segment extends from the date of the requisition to the date of receipt by the initial wholesale supply source, e.g., inventory control point, stock point,

which maintains any asset availability records for the purpose of filling materiel demands or ordering other supply action.

(2) Passing Action. This segment extends from the date that the initial supply source (wholesale) receives the requisition until the date of receipt by the ultimate supply source, e.g., the appropriate CONUS ICP.

(3) ICP Availability Determination. This segment extends from the date the requisition is received by the ultimate supply source to the date that a materiel release/issue instruction (either document or punched card) is transmitted to the depot/storage site. This segment includes time required by supply source keypunching of requisitions manually prepared by the requisitioner.

(4) Depot/Storage Site Processing. This segment extends from the date that the materiel release or issue instruction (either document or punched card) is transmitted to the depot/storage site until the date that materiel is made available to the transportation officer. This segment includes document transmission time from the ICP or requisition processing point to the shipping activity. Further, this segment includes packaging and packing time (includes containerization and consolidation) as well as hold time (computer or manually) for the purpose of shipment planning in the shipping activity.

(5) Transportation Hold and CONUS Intransit. This segment extends from the date the materiel is made available to the transportation officer until the date of receipt by the CONUS requisitioning installation or by the POE in the case of overseas requisitions. It includes time consumed in containerization, consolidation, and in offer/traffic release procedures.

(6) Overseas Shipment/Delivery. This segment extends from the date of **receipt** of the materiel by a CONUS POE until the date that materiel is delivered to the **overseas** requisitioning installation. It includes POE hold time, materiel loading time, overseas transit time, materiel unloading time, POD hold time and **intra-theater** transit time. (In the interim, this segment will be measured from the date of receipt of the materiel by a CONUS POE until the date the materiel is discharged at the overseas POD or offered and/or released by the APOD.)

(7) Receipt Takeup by Requisitioner. This segment extends from the date of **receipt** of the materiel at destination until the date that the materiel **is** recorded on requisitioner records. (In the interim, for overseas shipments, this segment will measure from the date the materiel is discharged at the overseas POD or offered and/or released **by the** APOD through the date the materiel is recorded on requisitioner inventory records.)

c. Other Report Segments

(1) Immediate Issue Shipments. An item of materiel shipped for requisitions which were ordered for issue from depot/storage site on hand stocks during the first pass against stock availability records.

(2) Delayed Issue Shipments. An item of materiel shipped for requisitions which were not ordered from depot/storage site on hand stocks during the first pass against stock availability records. These shipments include all issues resulting from backorders against stock replenishment (**MILSTRIP** status codes BB and BC).

(3) ICP Availability Determination Plus Depot/Storage Site Processing. This time segment combines **ICP** availability determination and depot/storage site processing and is formally known as supply source processing time. It extends from the date of receipt of the requisition by the ultimate supply source (see subparagraph **b.3.**), until the date that materiel is made available to the transportation officer (see subparagraph **b.4.**).

(4) Method of Shipment. The method of transportation used in the shipment of an **item(s)** of materiel. The breakout for parcel post and freight shipments (air and surface) will be accomplished through the use of the mode of shipment codes listed in **MILSTAMP**. Separate reports will be required as indicated on format **1B**.

(5) Transportation Hold. The elapsed number of days from the date the materiel is made available to the consignor **transportation** officer for movement, to the date shipped. Availability for movement is further defined as the point in time when all processing, including packaging, marking, and labeling, has been accomplished and the materiel is ready for shipment.

(6) CONUS Intransit. The elapsed number of days from the date shipped until the date of receipt by the CONUS **requisitioning** installation **or** by the POE in case of overseas requisitions.

(7) Total Pipeline Time. The elapsed number of days from the date of the requisition to the date the materiel is recorded on the requisitioner inventory record.

d. The data base for format **1A** reports consists of Service/Agency requisition history files on documents evidencing shipments of stocked items (see definition) during the reporting period. The format **1B** reports consist of **IDCs** received during the reporting period along with corresponding supply documents from the requisition history **file**. In addition to exclusions listed in paragraph D., chapter 1, the following will be excluded from formats **1A** and **1B**:

(1) Issues of DLA wholesale stocks from specialized support points (SSPs) i.e., D7\_ transactions resulting from **over-the-counter** issues.

(2) Shipments reflecting required delivery dates (RDD) and required availability dates (RAD) established by requisitioning activities. This exclusion applies to **bonafide RDD/RAD** that extend beyond the **UMMIPS** standard delivery date (SDD). See **MILSTRIP** for applicable codes.

e. Requisition Submission and ICP and Depot Processing Time by Percent of Lines Shipped, Format 1A. Illustrations of this format, which reflect the minimum data required by OASD, are on pages **D1-1** through **D1-3**.

(1) Separate reports of format 1A will be prepared for CONUS and overseas shipments. The overseas shipments for priority designators 09-15 will be prepared separately for SEAVAN shipments (Mode of Shipment Code V) and for all other overseas movements. The immediate issue and delayed issue breakout is accommodated in the body of the report, thereby not requiring separate reports. The **ICP** availability **plus** depot processing segment can be computed at the option of the Service/Agency concerned.

(2) The report will reflect for each segment the cumulative percent of the number of lines shipped that moved with the number of elapsed days specified in column B for each priority group. Each time segment is explained above.

(3) Columns I, J, and K reflect ICP availability determination plus depot/storage site processing. This combined segment extends from the date the requisition is received by the ultimate supply source to the date that the materiel is made available to the transportation officer. This segment is for internal use at the option of the Service/Agency concerned.

(4) The sum of "lines" in columns E plus F should equal the number of lines in column G. The number of lines in columns C, G, and H respectively should be equal for each priority group.

(5) Columns C, D, G, and H will be underscored opposite the elapsed number of days that reflect the cumulative percent of the total number of lines shipped where performance was within the **UMMIPS** time standards.

f. Transportation and Total Pipeline Time by Percent of Line Items Delivered, Format 1B - CONUS. Illustration of the format, reflecting the minimum data required by OASD, is shown on pages **D2-1** through **D2-5**.

(1) Separate reports **will** be prepared for freight shipments (by surface and air), parcel post (by surface and air), and small package carrier.

(2) **Also**, a supplemental report will be prepared for high priority shipments where the shipper has successfully challenged **transportation** mode. **Only** TP 1 and TP 2 shipments challenged by the shipper and authorized by the consignee to move under **UMMIPS** TP 3 time standards will be shown in this report. These shipments will be identified through use of **MILSTRIP** type of hold code D (delay, consignee requested or concurred in). Data contained in this report will be excluded from other format **1B** reports. The reports will list priority groups 1 and 2 separately as shown in appendix D2. Times for **UMMIPS** time segments Transportation Hold and CONUS Intransit and Total Pipeline will be measured under priority group 3 standards. In the example shown (page **D2-3**), total pipeline time for priority group 1 shipments successfully challenged is 18 days and for priority group 2 shipments, 19 days.

(3) Format **1B** CONUS reports reflect data on shipments ending/delivered in CONUS and Canada. Reports **will** show for each segment the cumulative percent **of the** number of lines delivered that moved within the number of elapsed days specified in column B for each priority group. Each segment of the report is explained above. Line items delivered is defined under definitions.

(4) In format **1B** (freight), the number of lines in columns C, D, E, F, and H respectively should be equal for each priority group. The date the materiel is recorded by the CONUS requisitioner on inventory control records **will** be used for measuring the total pipeline time on shipments terminating in CONUS and Canada. Columns E, F, and H will be underscored opposite the number of elapsed days that reflect the cumulative percent of the total number of "lines" delivered where performance was within the **UMMIPS** time standards.

(5) In format 113 (parcel post and small package carrier), the number of lines in columns C, D, and F respectively should be equal for each priority group. The date the materiel is recorded by the CONUS requisitioner on inventory control records **will** be used for measuring the total pipeline time on shipments terminating in CONUS and Canada. Intransit plus receipt takeup by requisitioner **will** be determined by use of the date shipped in the MRC **and** date posted in the **MRAC**. Intransit data cards (**TK4**) will not be used in the measurement of parcel post and small package carrier shipments. column F will be underscored opposite the number of elapsed days that reflect the cumulative percent of total number of "lines" delivered where performance was within the **UMMIPS** time standards.

**g. Format 1B - Overseas.** Transportation and total pipeline time by percent of line items delivered. Illustration of this format is on pages D2-6 through **D2-15**.

(1) Separate overseas reports will be prepared for freight shipments (by air and surface) and **parcel** post (by air and surface). The surface report for priority designations 09-15 will be prepared separately for SEAVAN shipments (Mode of Shipment Code V) and for all other freight movements.

(2) The report reflects transportation data by geographical area on shipments terminating/delivered overseas and the total pipeline time. It reflects for each segment the cumulative percent of the total number of lines delivered that moved within the number of elapsed days specified in column B for each priority group. An explanation of each segment of the report is stated above.

(3) In format **1B** (freight/SEAVAN), the number of lines in columns C, D, E, or I respectively should equal the sum of the number of lines in columns F, G, and H or the sum of the number of lines in columns K, M, and O. The number of lines in columns F, G, or H should be equal to the number of lines for the corresponding areas in columns K, M, or O. For an interim period receipt takeup by requisitioner (time segment) will include **intra-theater** transit time. Columns E, F, G, H, K, M, and O will be underscored opposite the number of elapsed days that reflect the cumulative percent of the number of lines delivered where performance was within the **UMMIPS** time standards (column **I** will not be underscored).

(4) In format **1B** (parcel post), the number of lines in column C should equal the sum of the number of lines in columns D, E, and F or the sum of the number of lines in columns H, J, and L. The number of lines in columns D, E, and F should be equal to the number of lines for the corresponding areas in columns H, J, and L. Columns D, E, and F will be determined by use of the date shipped in the MRC and date posted in the MRAC. Intransit data cards (**TK4**, **TK6**, and **TK7**) will not be used in the measurement of parcel post shipments. Columns H, J, and L will be underscored opposite the number of elapsed days that reflect the cumulative percent of the number of lines delivered where performance was within the **UMMIPS** time standards.

(5) The three geographical areas reflected in the report are in accordance with the various areas of the world for the **UMMIPS** overseas shipment/delivery time segment. Appendix **B2** contains a table of countries associated with each geographical area. This table will be used in identifying intransit data records with the applicable area code. The geographical area code will be inserted at the CDCP in the intransit data records furnished the **Services/DLA CPPs**. In the case of parcel post shipments, DAAS will enter the geographical area code in the MRAC furnished the **Services/DLA CPPs**.

h. It should be noted that separate format 1A and 1B reports for each distribution system, as listed in appendix F, are no longer required for submission to the DoD MILSTEP CDCP but may be prepared for local use at the option of the Service/Agency concerned.

i. The columnar entries for formats 1A and 1B are cumulative within each column and they cannot be related between columns because of the varying elapsed time that exists for the percent of line items processed, e.g., requisitions which require long submission times and those requiring short submission times may be processed by the ICP within the same day. Entries opposite the line captioned represents 100 percent of the number of lines processed within each priority group.

j. A punched card will be prepared for formats 1A and 1B under the instructions contained in appendix C.

k. The "arithmetic mean" line in formats 1A and 1B is abbreviated as the "M/Day" which is just below the lines entry. The arithmetic mean line will indicate the average days, in whole numbers and tenths, for processing each time segment in the report. The formula for computing the arithmetic mean for each PG is: the number of lines processed within a given number of days are multiplied by the corresponding number of days. The products of the various multiplications within the PG are totaled and the sum divided by the number of line items reflected in the lines entry on the report. The formula is applied to each time segment or column of the report, i.e., requisition submission, passing action, ICP availability determination.

FORMULA:

$$\text{Arithmetic Mean (Days)} = \frac{\sum_{i=0}^n i(r_i)}{R}$$

$r_i$  - Number of requisitions which required  $i$  days to process, and  
 $R$  - Total number of requisitions in the sample.

$n$  - Days of processing time for the requisition which required the longest time to process.

1. Extreme values will be eliminated by excluding documents which exceed 365 days from the date of the requisition document number to the date shipped for format 1A and to date received at consignee for format 1B. These documents will be eliminated from the data base of formats 1A and 1B. But, control counts should be made of these documents to determine their impact on the data base, and corrective action taken as necessary.

m. In addition to the arithmetic mean average prescribed above, your attention is invited to the median value, which is a measure of central tendency inherent in the Pipeline Performance Analysis Report. A median is the value at the midpoint of an array. In the pipeline reports it is that point in time above and below which 50 percent of the lines were processed. A gross median may be obtained for any segment simply by denoting the **day** on which the cumulative percent first reaches or exceeds 50 percent.

n. Formats 1A and 1B reports for submission to the DoD MILSTEP CDCP will be consolidated by Service/Agency and will contain the accumulation of 3 months' data, i.e., October - December, January - March, April - June, July - September. Service/Agency internal reports may be submitted in lieu of the prescribed report formats, provided they contain, as a minimum, the data illustrated in appendices D1 and D2. In addition to the formats 1A and 1B submissions, each Service/Agency will submit punched cards reflecting total supply source performance as required by appendix C2.

## 2. supply Availability and Workload Analysis Report, Format 2

a. This report format measures workload and materiel availability by line items. The report will be prepared quarterly by each Service/Agency from MILSTRIP source data available at requisition processing points within their respective supply distribution system(s).

b. The data base for the report will include all demand documents received and supply documents created under MILSTRIP (includes stocked and nonstocked items) by or for the ICP (inventory manager/weapons manager) or requisition processing points specified in appendix F1. Exclude from the report the exclusions listed in paragraphs D.1., D.2. and D.3., chapter 1.

c. The report, as shown in appendix D on pages D3-1 thru D3-4 will display stock funded (expense) items and nonstock funded (investment) items as follows:

(1) Stocked Items Reports. There will be two reports. One report will be for all stocked items; the second report will highlight GFM maintenance contractor demands for stocked items. (These GFM demands apply to MILSTRIP AØ Requisitions, AM Modifiers and AT Followups containing a "C," "E," "L," "Q," or "U" in rp 30 with "M" in rp 4(l and "Y" in rp 72.) Both reports will separately reflect, for the above stock funded classifications, data for items centrally managed, procured, and distributed under the control of an ICP. Items covered by these reports are those designated as acquisition advice codes (AAC), A, B, C, D, E, G, K, M, N, Q, R, S, V, and Z or stockage status code S as defined in the DIDS Procedures Manual (reference h). (Note: If an issue is made under AAC V from stock, it will be included in the format 2 stocked items report. If stock

is not available and the requisitioner cites MILSTRIP advice code 2B, and the item is procured for direct vendor delivery, include in format 2 nonstocked items report.)

(2) Nonstocked Items Reports. There will be two reports. One report will be for all nonstocked items; the second report will highlight GFM maintenance contractor demands for nonstocked items. (These GFM demands apply to **MILSTRIP A0** Requisitions, **AM** Modifiers and **AT Followups** containing a "C," "E," "L," "Q," or "U" in rp 30 with "M" in rp 40 and "Y" in rp 72.) Both reports will separately reflect, for the above stock funded and **nonstock** funded classifications, data for items centrally managed and procured but not stocked in the system under the control of an **ICP**. Activity for part-numbered items will also be included in these reports. AAC F, H, I, J, L, O, P, T, W, X, and Y or stockage status code N apply to these reports.

d. In addition to paragraph (3), above, Services/Agencies will develop, and furnish as required, **MILSTEP** Format 2 data by major budget segment. The format breakouts will be as indicated in paragraph (3), above, and further shown by the major budget segments listed at appendix B3. Line entries will be as indicated in paragraph (6), below. Report preparation will be called for by **OASD(P&L)**.

e. The computations for each line entry listed below should be accomplished for the applicable line entries before submission, to ensure accuracy of the report. The sum of priority groups one through three should always equal the total number column for lines 1-7, 9-11, and 14.

f. Explanation to line entries of the report are as follows:

(1) Line 1 - Materiel Obligations Established. When a quantity (or a portion of a quantity) requisitioned is not immediately available for issue to a requisitioner, it is recorded as a materiel obligation for future issue. This is a commitment of a supply source to furnish materiel in the future, regardless of source (i.e., stock or procurement) to a requesting activity or designated consignee. Materiel obligations include backorders for issue against future stock replenishment (**MILSTRIP** Status Codes **BB** and **BC**), and direct deliveries from vendors to a requesting activity or designated consignee (**MILSTRIP** Status Codes **BV** and **BZ**). Materiel obligations established will not be reduced by the number of materiel obligations released for this entry. Shipments of stocked items designated to the requisitioner in advance of requisitioning, by the Service/Agency to be **direct** vendor delivery from a point of economy, (**trucklot/carlot** shipments) will be excluded from the statistical stocked report. These exclusions do not apply to direct vendor delivery shipments because of shortages of stocked materiel. The number of orders on

those items identified to the requisitioner in advance of requisitioning will be reported by priority groups in the narrative summary which supports the stocked items report. Extended **RADs/RDDs** will be counted as materiel obligations if, at the time the materiel release order is due/released to meet the requisitioner's specified **availability/required date**, the materiel is not immediately available for issue.

(a) Line 1a - Backorders Against Stock Replenishment. Enter the number of backorders established against stock replenishment to the distribution system. Normally, demands received and transactions created are counted as a line item. But, when **partials** are created as a result of a supply action on a demand document, only the backorder established for partial quantities will be counted as a line entry. This entry is not applicable to the nonstocked items report.

(b) Line 1b - Direct Vendor Deliveries. Enter the number of requisition lines established for direct vendor deliveries. When a partial is created as a result of supply action on a demand document, only the document created for the partial quantity established for direct vendor delivery will be counted as a line entry.

(c) Line 1c - Total. The sum of lines 1a plus 1b equal 1c.

(2) Line 2 - Direct Vendor Deliveries Outstanding. Enter in the appropriate age group the number of direct vendor deliveries including deliveries for partial quantities which are outstanding as of the end of the reporting period because of **nonavailability** of materiel. Aging of these documents will begin with the date received at the supply source of the supplying Service/Agency. The termination of a direct vendor delivery will occur upon receipt of evidence of delivery from a vendor, e.g., notice of shipments from vendor, **DD Form 250, Materiel Inspection and Receiving Report**. The **sum** of the percentage and the amounts of lines 2a through 2d must equal line 2e.

(3) Line 3 - Materiel Obligations Outstanding. These entries are the sum of the amounts of direct vendor deliveries (line 2) and the amounts for backorders against stock replenishment although these backorders are not entered separately on the report. The aging criteria on the backorders would be the same as shown in line 2. The sum of percentages and amounts on lines 3a through 3d must equal line 3e. This line is not applicable to the nonstocked items report.

(4) Line 4 - Total Number of Demands Received. Enter the total number of **all** demands received during the reporting period. Kinds of demands include requisitions, which are identified by **MILSTRIP Document Identifier (DI) Codes** in the AO\_ series, modified

requisitions (AM\_ series), and applicable followup actions (AT\_ series) will be counted when there is no record of the original requisition. Also include in the count of this entry **all** passing orders (A3\_ series) and referral orders (A4\_ series) received during the **reporting** period.

(5) Line 5 - Deductions From Demands Received:

(a) Line 5a - Passing **Actions** Created. Enter the number of passing actions created during the reporting period. Entry on this line includes passing actions created in the MI **LSTRIP DI** codes in the A3\_ and A4\_ series! Exclude from this line any passing actions created for **other** than the demand received this reporting period. The percent column of the total number **field** will be determined by dividing the number of passing actions on this line by the total number of demands received in line 4.

(b) Line **5b** - Demand Rejects to Customer. Enter the number of rejected demand documents for the reporting period. The entries on this line can be identified by MI **LSTRIP** status codes (**C\_ series**) which were returned to the customer. The percent **column** of the total number **field** will be determined by dividing the number of demand rejects on this line by the total number of demands received in line 4.

(c) Line 5c - Extended **RADs/RDDs** Not Due For Issue. Enter the number of extended **RAD/RDD** demands received during the reporting period where the **RAD/RDD** demand is not due for issue within the same reporting period. The percent column of the total number **field** will be determined by dividing the number of extended **RADs/RDDs** on this *line* by the total number of demands received in **line 4**. The total entries on this line will be added to the appropriate entries in line 14.

(d) Line 5d - Rejects For **Manual** Processing. 'Enter the number of demands rejected during the period for' any **type of** manual processing which have not been reentered by the end of the reporting period. The percent column of the total number" **field** will be determined by dividing the number of demands rejected on this line by the total number of demands received in line 4.

(e) Line 5e - Total. Enter the total number of deductions from the demands received during the reporting period. The sum of the percent and total amounts in lines 5a thru 5d must equal the amounts on line 5e.

(6) Line 6 - Additions To Demands Received:

(a) Line 6a - Extended **RADs/RDDs** Due For Issue. Enter the number of extended **RAD/RDD** demands reentered during the

reporting period. The entries on this line include extended **RADs/** **RDDs** deducted in previous reporting periods (line 5c) which have been reentered for further processing to meet the requisitioner's specified availability/required date for the materiel. The entries on this line, which were previously recorded in line 4, **will** be deducted from the entries in line 14.

(b) Line 6b - Reentries After Manual Processing. Enter the number of demands deducted for manual processing in previous reporting periods (line 5d) which have been reentered for further processing.

(c) Line 6c - Total. Enter the total number of additions to the demands received during the reporting period. The sum of the amounts in lines 6a and 6b must equal the amounts in line 6c.

(7) Line 7 - Net Demands. The number of net demands is determined by adding line 6c to line 4 and subtracting line 5e.

(8) Line 8 - Percent Stock Availability. The percent stock availability for demands processed during the reporting period is determined by dividing the amount on line 1c by the amount on line 7 and subtracting the quotient from 100 percent. For example, if 25 backorders/requisition lines for direct delivery are established out of 100 demands processed, the inventory manager is out of stock 25 percent. Subtracting 25 percent from 100 percent, his availability is 75 percent. This entry does not **apply** to the nonstocked items report.

(9) Line 9 - **Followup** Documents Received. Enter the number of **followups** received from requisitioners, supplementary addresses, and control elements indicated in MI **LSTRIP**; **DD** Form 1348, DoD Single Line Item Requisition System Document, record position 54. MI **LSTRIP DI** codes in the **AF**\_series, **AT**\_series, if not counted in line 4 and **AK** series, are applicable to this line entry.

(10) Line 10 - Cancellation Documents Received. Enter the number of cancellation documents received from requisitioners, supplementary addresses and control elements indicated in **DD** Form 1348, record position 54. MI **LSTRIP DI** Codes in the **AC**\_series and **AK**\_series **will** be counted only when there is no record of the original cancellation and the document is processed as if it were the original cancellation.

(11) Line 11 - Demands Requiring **Manual** Processing. Enter the number of demands received during the reporting period that required manual processing. The percent column of the total number field will be determined by dividing the number of demands on this line by the **total** number of demands on line 4. Manual processing

includes all manual intervention at any point during ICP/stock control points requisition processing time segment (ICP Availability Determination) as defined in UMMIPS. This entry applies to all demands received via AUTODIN, mail, teletype, telephone, or other means that required manual intervention for any reason until supply action has been completed, i.e., creation of points requisition materiel release order or materiel obligation established (line 1). For lines **11a** thru **11f** the percent column of the total number field will be determined by dividing the number of demands received/rejected for each line by line 4.

(a) Line **11a** - Demands Received by Other Than AUTODIN. Enter the number of demands received during the reporting period that required some form of transposition, **recoding** or key punching prior to input into the computer for processing. Include demands received that contain exception data entered by the requisitioner in this line entry.

(b) Line **11b** - Demands Received for Part Numbered Requisition. Enter the number of demands received during the reporting period for part numbered requisitions (exclude NSN) that required manual intervention.

(c) Line **11c** - Demands Rejected for Correction and Reentered. Enter the number of demands received during the reporting period that were rejected for review because of customer errors and reentered this period. Customer errors will be based on the validation criteria under the procedures prescribed in chapter 3, MI LSTRIP Demands such as those rejected for the purpose of review by management for control of assets or insufficient assets will be excluded from this line entry since they are included in line **11d**.

(d) Line **11d** - Demands Rejected For Management Control. Enter the number of demands received during the reporting period that were rejected for the purpose of review by management (such as critical items, high dollar value, or items with insufficient assets available to satisfy the requisition).

(e) Line **11e** - Demands Rejected For Exceeding the Maximum Release Quantity (MRQ). Enter the number of demands received during the reporting period that were rejected for the purpose of review by management because the quantity requested exceeds the MRQ.

(f) Line **11f** - Demands Rejected For Other Reasons. Enter the number of demands received during the reporting period that were rejected for review for reasons other than those above. It should be noted that if the number of demands selected out, or the percent column reflects more than 10 percent of the total number of demands requiring manual processing in line 11, a separate count should be maintained for the most significant reason in this entry.'

(12) Line 12 - Stock Numbers On Materiel Obligations Outstanding. Enter the number of different stock numbers (**NSN**) reflected in the total materiel obligations outstanding (line 3e). This **line** is not applicable to the nonstocked items report.

(13) Line 13 - Stock Numbers in Zero Balance on Materiel Obligations Outstanding. Enter the number of different NSNS reflected in the total materiel obligations (line 12) **with zero** balances in the accountable records regardless of condition code or reserved status (i.e., special plans/projects, high priority issues) of the item as of the end of the reporting period. This line does not apply to the nonstocked items report.

(14) Line 14 - Extended **RADs/RDDs** Not Due For Issue. Enter the number of extended **RAD/RDD** demands on hand at the end of the reporting period which have been suspended awaiting the **ICP** established date for release to meet the requisitioner's specified **avail-**ability/required date for the materiel. The entries on this line are determined by additions (line 5c) and deductions (line 6a) to the appropriate total columns.

g\* At the beginning of each fiscal year, each Service and DLA will furnish the DoD **MILSTEP** System Administrator with the total number of different NSNS stocked by their respective Service/Agency. The input will be categorized by number of stocked items for stock funded (expense) and nonstock funded (investment). The data is needed to compute percentages in the **MILSTEP** highlight table for lines 12 and 13.

h. A punched card will be prepared for submission to the DoD **MILSTEP** CDCP in accordance with the instructions contained in appendix **C** for each line entry shown in paragraph **C.2.f**.

### 3. Weapons Integrated Materiel Manager (**WIMM**) Report, Format 2

a. General. The purpose of this report is to give supply availability and workload analysis data on **WIMM** items by the Services integrated manager to all **Military** Services being supported for these items. The Defense Integrated Materiel Management Manual for Consumable Items, Volume II, Weapon System Oriented Items (reference (F)), gives the policies and establishes uniform guidance for furnishing wholesale supply support by the Service integrated manager to all Military Services requisitioning **multiservice** used items. **WIMM** items will be identified by **MILSTRIP** service code in the document number of the requisitioning document of the Service being supported. The **MILSTRIP** service codes are contained in appendix B2 of reference (c).

b. supply Availability and Workload Analysis Report, Format 2

(1) This report will reflect the workload and materiel availability on **WIMM** items for stocked items only. Selection of **WIMM** items as identified here will be made from the **MILSTEP** data bank as prescribed in paragraph C.2. and will **be included** in the overall **MILSTEP** report, format 2. The exclusions listed in chapter 1, paragraphs D.1., **D.2.**, and D.3., are applicable to this report.

(2) Supply status codes as defined in the Defense Integrated Data System (**DIDS**) (reference (h)) will be used to identify stocked items as indicated in **DIDS**.

(3) Separate reports on all **WIMM** items will be prepared by the Service integrated manager for each Service furnished supply support.

(4) The reports will be prepared quarterly in accordance with the instructions for format 2, as illustrated in appendix D. Separate reports by **ICPs** are not required.

4. Response Rate Analysis Report, Format 3 and Format 3A

a. General

(1) The purpose of this report is to evaluate the **timeliness** and the responsiveness of the consignees for completing and submitting **IDCs** received for **MILSTRIP** shipments identified in paragraph C.1.d. The data base for the report will consist of Service/Agency **MILSTRIP** documents evidencing shipments of materiel and related **IDCs/tape** records as prescribed in **MILSTAMP**, chapter 10. All exclusions listed in paragraph C.1.d. apply. Also, TK4 documents for CONUS movements of export shipments to **APOEs/POEs** will be excluded. Reporting of export shipments from **POES** to **APODs/PODs** may be included at the option of the Service concerned pending implementation of procedures for **intransit** measurement from the **APOD/POD** to the overseas consignee.

(2) The Response Rate Analysis Report will be prepared in two formats, i.e., format 3, Internal Service/Agency Report, and Format 3A, DoD Summary Report. The reports will show the number of **IDCs/tape** records received at the DoD **MILSTEP** CDCP during each reporting period and forwarded to the Service/Agency CPP. A separate report will be prepared for domestic shipments and overseas shipments. The report for domestic shipments will reflect a three month accumulation of **IDCs** beginning with the specific month shipments occurred. Reports for overseas shipments will reflect a four month accumulation of **IDCs**.

(3) In order to assure a high rate of response by consignees, those consignees which are consistently delinquent or are below the established response rate of 75 percent in submission of IDCs will be advised with a request for future compliance. Service **MILSTEP** Focal Points are responsible for ensuring their respective consignees, which receive materiel from other Service/Agency consignors, meet the established response rate of 75 percent. When required, the consignee Service will request from the consignor Service/Agency the detailed data required to ensure their respective Service meets the established response rate.

(4) Comments on progress and actions taken to improve the submission and accuracy of **IDCs** will be included in the narrative analysis of the Pipeline Performance Analysis Report.

b. Response Rate Analysis Report (Internal Service/Agency), Format 3. Will be prepared by each Service/Agency and, as a minimum, **will** reflect the data illustrated in **appendix D4**. The **report** format for internal Service/Agency use is **optional**. The report will be used for determining those consignees that are consistently delinquent or show a response rate of 75 percent or less. In addition, data compiled on response rates will be used to prepare the format 3A (DoD Summary), as indicated in paragraph **C.4.c.** Explanation of the data elements of format 3 (internal Service/Agency) is as follows:

(1) Service/Agency Consignee: Enter the applicable DoD Activity Address code of the consignee. The consignee's Service/Agency designation can be identified through the use of the **MILSTRIP** Service code reflected in the high order position of the consignee ship-to address.

(2) Number of Shipments: Enter the count of the different GBL **numbers/TCNs** assigned to **MILSTRIP** documents evidencing shipments of materiel for the month specified in the report.

(3) **Intransit** Data Documents: Enter the number of **in-transit** data cards/tape records received during the report period for shipments identified in the report under the applicable month received.

(4) Response Rate: Enter the response rate as applicable for each month indicated in the report. A response rate will also be computed for the sum of the total number **IDCs/tape** records reported under each month. This percentage is determined by dividing the number of **IDCs/tape** records received separately by each month and for the **total** number of **IDCs/tape** records received by the number of shipments reported.

c. Response Rate Analysis Report (DoD Summary), Format 3A. Will be prepared by each Service/Agency as illustrated in appendix D4. Two copies of the report will be forwarded to addressees listed in chapter 1, paragraph J. The report will be used by each Service to determine the overall responsiveness of their respective consignees in returning IDCs to another shipper Service/Agency. Explanation of the data elements of format 3A (DoD Summary) is as follows:

(1) Service/Agency: Enter the applicable consignee Service/Agency, i.e., Army, Navy, Air Force, Marine Corps, other.

(2) Shipment Count: Enter the total number of shipments made during the shipment month (different GBL numbers/TCN assigned to MILSTRIP documents) by consignee Service.

(3) **Intransit** Data Documents Returned: Enter separately, by consignee Service, the total number and the usable number of **IDCs/tape** records returned during the report period for the number of shipments indicated in shipment count.

(4) Response Rate: Enter by consignee Service the response rate (percent) of the **IDCs/tape** records returned (total and usable). The percentages are determined by dividing separately intransit data documents returned (total) and **intransit** data documents returned (usable) by shipment count.

#### 5. Carrier Performance Analysis Report, Format 4

a. The report is intended to be used by installation **transportation officers** for the purpose of evaluating carrier performance, future modes, and carrier selection in support of shipment planning. The report format in appendix D is an illustration of the use that can be made of available data. The data base for the report will consist of Service/Agency **IDCs/tape** records as prescribed in MILSTAMP, chapter 10.

b. The use of the report format in appendix D is optional with the Service/Agency concerned. Each Service/Agency may prepare intransit reports for evaluating carrier performance in the format and frequency which best suit their individual needs. A copy of the instructions, report formats, and information as to the use being made of these data will be furnished to the DoD MILSTEP System Administrator.

c. The report format as illustrated in appendix D reflects the number of **MILSTRIP** shipments which were delivered on time or late. The **UMMIPS** intransit time standards prescribed in appendix D are applicable in determining the timeliness of deliveries. These shipments are reported by CONUS shipper, CONUS consignee or POE/APOE, transportation priority, mode of shipment, and carrier. Also, the

report is designed to print out the **GBL/TCN** number on certain late shipments and to measure actual intransit time performance **against** the **UMMIPS time** standard for the intransit segment. The report shown should be modified by the Service/Agency concerned if intransit time in hours, in addition to days, is required for air movements via LOGAIR and **QUICKTRANS**.

d. The intransit time can be computed by subtracting the consignor "date shipped" from the "date of delivery" to consignee transportation officer as recorded on intransit data tape records. For export shipments the CONUS intransit time will be computed by subtracting the consignor date shipped from the date of delivery to the POE/APOE. The **intransit** time is expressed in elapsed number of days for surface movements and elapsed number of days/hours for air movements.

e. The intransit standard in days column reflects the **UMMIPS** intransit time standards for shipments which were delivered by a CONUS shipper to a CONUS consignee. These standards are also applicable to export shipments delivered by a CONUS shipper to a **POE/APOE**.

f. The total number of shipments column for each line entry of the report is merely a count of the number of intransit data records representing **individual** shipments (**GBL/TCN**). Also, this column represents a summation of the number of shipments reported under the columnar headings for the ontime shipments and late shipments. The number of shipments delivered on time or late **is** arrived at by comparing the elapsed number of days of the actual **intransit** time against the **UMMIPS** intransit standard in days column.

g. The average number of days in transit for shipments delivered on time **and/or** late **will** be computed for each line entry of the report, as follows:

(1) A summation of the elapsed number of days in transit for each ontime **shipment** will be made to arrive at the total number of days for all **ontime** shipments.

(2) The total number of days arrived at in the above summation, which represents ontime shipments, **will** be divided by the number of shipments **delivered** on time to arrive at the average elapsed number of days for **ontime** deliveries.

(3) The above procedure applies to the late shipments **in** determining the average elapsed number of days for late deliveries.

h. A printout of each individual late shipment (**GBL/TCN**), which is subject to review, will be made in accordance with a table similar to that shown in appendix D. The actual number of elapsed days intransit for an individual shipment will be computed in accordance with instructions in paragraph **3-3e(4)**. The number of days

over the **UMMIPS**, or other developed **intransit** time standard, is computed for each individual shipment by subtracting the **UMMIPS** intransit standard number of days in the table shown in appendix D from the **number of** elapsed days indicated in the "actual intransit time" column of the report.