



Department of Defense INSTRUCTION

NUMBER 4100.31

September 2, 1960

Administrative Reissuance Incorporating Through Change 5, January 5, 1973

ASD(I&L)

SUBJECT: Reports on Single Manager Operations

- References:
- (a) *Deleted*
 - (b) DoD Directive 5160.10, "Single Manager Service Assignment for Ocean Transportation," March 24, 1967
 - (c) *Deleted*
 - (d) DoD Directive 5160.53, "Single Manager Service Assignment for Military Traffic, Land Transportation, and Common-User Ocean Terminals," March 24, 1967
 - (e) *Deleted*
 - (f) *Deleted*
 - (g) DoD Instruction 7730.21, "Petroleum Reporting Requirements," June 19, 1968
 - (h) DoD Instruction 7420.11, "Chart of Accounts & Financial Reports," June 10, 1964
 - (i) *Deleted*
 - (j) *Deleted*
 - (k) *Deleted*
 - (l) *Deleted*
 - (m) *Deleted*
 - (n) *Deleted*
 - (o) DoD Instruction 4100.31, "Reports on Single Manager Operations," July 22, 1958 (hereby cancelled)
 - (p) *Deleted*
 - (q) *Deleted*
 - (r) *Deleted*
 - (s) DoD Instruction 4115.1, "DoD Coordinated Procurement Programs -

Commodity Assignments," October 14, 1968

1. PURPOSE

The purpose of this Instruction is to prescribe certain reports required by the Office of the Secretary of Defense relative to the operations of the various Single Managers in their respective areas of responsibility. It is intended that the data in these reports will be used as a basis for the formulation of sound and effective management policies and decisions. From these data, comparisons between the reporting period and other time periods can be made.

2. REISSUANCE AND CANCELLATION

This Instruction reissues reference (o), governing reports on Single Manager operations. Reference (o) and Report Control Symbol DD-S&L(Q)352 are hereby cancelled.

3. REPORTS REQUIRED

Periodic reports, prepared in accordance with the instructions in Attachment 1 and containing information as outlined in Formats 1, 2, and 4, Attachment 1, will be prepared within the Defense Supply Agency, which will furnish fifteen (15) copies of each such report to the Director, Directorate for Statistical Services, Office of the Assistant Secretary of Defense (Comptroller) within sixty (60) days after the end of each quarter. Other reports, prepared in accordance with the instructions in Attachment 1, are required and will be furnished as specified therein. Twenty-five (25) copies of each report pertaining to the operations of the Single *Managers for MSC will be submitted to the Director Information Control, OASD(Comp)*, within sixty (60) days after the end of each quarter.

4. APPLICABILITY AND RESPONSIBILITY

The Single Managers are responsible for complying with the reporting requirements prescribed herein. Further, the Military Departments shall furnish to the respective Single Managers such data as are required to fulfill these reporting requirements.

5. IMPLEMENTATION

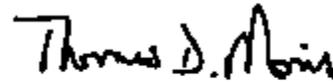
The provisions of this Instruction will be implemented as soon as possible in order to provide the data required herein. Two (2) copies of implementing instructions, and subsequent revisions thereto, will be furnished to the Assistant Secretary of Defense (Installations and Logistics) for review within sixty (60) days after publication of this Instruction.

6. EFFECTIVE DATE

This instruction is effective on 1 October 1960. The first report will cover the second quarter fiscal year 1961. Subsequent reports will be prepared as of the end of each calendar quarter.

7. REPORT CONTROL SYMBOL

Except for the requirement on the Defense Traffic Management Service, the reporting requirements prescribed in this Instruction have been assigned Report Control Symbol DD-I&L(Q)439. The requirement on the DTMS to submit reports has been assigned RCS DD-I&L(Q)493.



THOMAS D. MORRIS
Assistant Secretary of Defense
Installations and Logistics

Enclosures - 2

1. Instructions for Preparation of Single Manager Reports
2. Formats (1 through 5)

A1. ATTACHMENT 1

INSTRUCTIONS FOR PREPARATION OF SINGLE MANAGER REPORTS

A1.1. CONTENTS OF REPORTS

Each single Manager will prepare and submit a quarterly report which will cover the following points in his area of responsibility.

A1.1.1. Statistical Data. The data shown on the formats in Attachment 2 will be furnished. X's in the format indicate that no entry is required for that particular item, while a blank space indicates that an entry is or may be required.

A1.1.2. Narrative Report. This report will include but is not limited to the following information:

A1.1.2.1. Management Analysis. This section will include an explanation of significant changes or highlights of the Single Managers' operations together with necessary supporting statistics and comparisons with corresponding figures contained in other reports including previous Single Manager reports. It will also include any adjustments or corrections of data submitted in previous Single Manager reports. The management analysis will be appropriately identified as to its originating office.

A1.1.2.2. Significant Accomplishments. Dollar savings, increased effectiveness and improvements in operations will be cited in this section.

A1.1.2.3. Special Information. When requested by higher authority, the narrative report will include progress or status information regarding specific subjects.

A1.2. TIME PERIODS TO BE COVERED

The time periods to be covered in the statistical portion of the Quarterly Report are as indicated in the columnar headings set forth in Attachment 2.

A1.3. DEFINITIONS

The following are definitions which apply to two or more of the statistical reports required by this Instruction. (See formats in Attachment 2.) Definitions applicable to only one of these reports are included in the detailed instructions pertaining to such

report.

A1.3.1. Accounts Payable - The balances due to Government agencies and to commercial vendors and to commercial vendors and common carriers for materials received or services performed.

A1.3.2. Accounts Receivable - The uncollected balances (both billed and unbilled) which are due the Agency for reimbursable issues (sales) or for services rendered.

A1.3.3. Agency (or Operating Agency) - The organization which, under its Executive Director, directs and controls all assigned functions of supply management or other functions assigned to the Single Manager; it consists of all those organizations or organizational units thereof which are solely a part of the Agency.

A1.3.4. Approved Annual Procurement Program - Total funding approved in current annual program for procurement of Single Manager materiel.

A1.3.5. Central Purchase Items - Items procured on a consolidated basis by National Inventory Control Points or their designees for such procurement.

A1.3.6. Contingency Retention Stocks - That portion of the quantity in long supply of an obsolete, or nonstandard item, for which no programmed requirement exists, and which normally would be considered as excess stock, but which it has been determined should be retained for possible military or defense contingencies.

A1.3.7. Distribution Mission Activities - Activities responsible for shipping supplies to consumers within a geographical area. A Distribution Mission Activity may also have a storage mission in which case it will still be referred to as a Distribution Mission Activity.

A1.3.8. Due Out - Items requisitioned but unfilled, and which are recorded as requirements for future use.

A1.3.9. Economic Retention Stocks - That portion of the quantity in long supply which it has been determined will be retained for future peacetime issue or consumption as being more economical than future replenishment by procurement.

A1.3.10. Excess Stocks - That portion of the total quantity of an item on hand which exceeds the Retention Limit for that item, and which has been determined to be excess to the owning agency, but has not been determined to be beyond the needs of

all Federal Agencies. It includes all excesses, whether reported on Standard Form 120 or not.

A1.3.11. In-Transit Stocks from Procurement - That material shipped by a contractor, accepted at the origin for the Government, but not yet received into the Supply System.

A1.3.12. In-Transit Stocks Between Storage Locations - That material within the Supply System shipped from one installation but not yet taken up on the stock records of the receiving locations.

A1.3.13. Local Purchase Items - Items authorized to be purchased individually by an activity for its own use or for the use of other activities not provided for under central purchase. These purchases need not necessarily be made in the area or region in which the purchasing activity is located.

A1.3.14. Mobilization Reserve Stocks - That portion of the total quantity of an item on hand which is designated to meet the Mobilization Reserve Materiel objective.

A1.3.15. Net Value of Contracts Awarded - The dollar difference between debit and credit procurement actions, as reported on DD Form 1057 for each purchasing office of the Single Manager.

A1.3.16. Number of Contracts Awarded - The number of procurement actions as reported on DD Form 1057, Line 1, for each purchasing office of the Single Manager.

A1.3.17. Other Inventories - That portion of the total inventory temporarily in use, in clearing accounts, in process of assembly or disassembly, etc., being reported in accordance with Reference (h).

A1.3.18. On Order - Items on contracts or orders outstanding which have not been accepted into the Single Manager System.

A1.3.19. Peacetime Operating Stocks - That portion of the total quantity of an item on hand which is designated to meet the Peacetime Force Materiel Requirement.

A1.3.20. Percent of Number of Contracts Formally Advertised - The number of formally advertised procurement actions as reported on DD Forms 350 and 1057 by each purchasing office of the Single Manager, divided by the entry on Line D., Section XI, Attachment 2, Format 1.

A1.3.21. Percent of Net Value of Contracts Formally Advertised - The net value of formally advertised procurement actions as reported on DD Forms 350 and 1057 by each purchasing office of the Single Manager, divided by the entry on Line E., Section XI, Attachment 2, Format 1.

A1.3.22. Percent of Number of Contracts Awarded to Small Business - The number of procurement actions awarded to small business as reported by each purchasing office of the Single Manager on DD Forms 350 and 1057 divided by the entry on Line D., Section XI, Attachment 2, Format 1.

A1.3.23. Percent of Net Value of Contracts Awarded to Small Business - The net value of procurement actions awarded to small business as reported by each purchasing office of the Single Manager on DD Forms 350 and 1057, divided by the entry on Line E., Section XI, Attachment 2, Format 1.

A1.3.24. Procurement Amount Obligated - The amount of the approved annual procurement program for which obligations have been incurred against the fund or division in accordance with Section 1311 of the Supplemental Appropriation Act of 1955, Public Law 663, 83rd Congress, as implemented by established regulations for recording and reporting of obligations.

A1.3.25. Procurement Amount Remaining - The amount of the approved annual procurement program for which obligations have not as yet been incurred.

A1.3.26. Procurement Delinquency Percent - Percentage of the number of contracts delinquent for any reason. (Delinquencies in delivery on call type contracts will be included as part of this percentage).

A1.3.27. Procurement Processing Time - Average number of days expended from the receipt of procurement request to finalization (award) of contract. (Excludes calls on call type contracts.)

A1.3.28. Stocks (Stratified) - Those stocks acquired by and maintained in the wholesale distribution system, under the control and ownership of the Single Manager, down to but excluding retail stocks, which are identified as to serviceability and purpose for which held.

A1.3.29. Stocks in Hands of Contractors (GFM) - The Government materiel furnished to contractors and other Government agencies for fabrication and return to the supply system or otherwise accounted for as components, end items, or residual

materiel.

A1.3.30. Storage Mission Activities - Activities responsible for storing supplies necessary to back up Distribution Mission Activities or for mobilization purposes. Normally these activities do not ship direct to consumers unless bulk quantities are involved.

A1.4. INSTRUCTIONS FOR PREPARING FORMAT 1, ATTACHMENT 2

A1.4.1. Format 1 will be used in total by all Commodity Single Managers (Petroleum reporting requirements are now contained in DoD Instruction 7730.21 (reference (g))).

A1.4.2. Special Instructions:

A1.4.2.1. Changes in data reported in previous reports will be appropriately footnoted and explained.

A1.4.2.2. Section V, Line A.9. will be used only by the Single Manager for Medical Materiel and will represent the value of Single Manager owned blood plasma and related items.

A1.4.2.3. Section VI, Lines B.1.c., B.2.c. and B.3.c. will reflect the average of the total of the Inventory on hand at the beginning of the period plus that on hand at the end of the period.

A1.4.2.4. Section VII will be the total short tons handled by the Single Manager in both Refrigerated and Other than Refrigerated Storage.

A1.4.2.5. Section VIII, Lines A.2. and B.2. will reflect the number of items having different stock numbers which are on order or due out (the same stock item appearing on 3 different documents will be reported as 1).

A1.4.2.6. Section VIII, Line A.3. will reflect the total number of individual line items on order (the same stock item appearing on 3 different documents will be reported as 3).

A1.4.2.7. Section IX, Line A.1. will represent that portion of the total excess on hand on which the Agency has taken action to make the material either available for utilization or disposition.

A1.4.2.8. The sum of the entries in Section IX, Lines B.1., 2., and 3., will equal Section IX, Line B. and will represent for the reporting periods and cumulatively for the current fiscal year the disposition of "Excess" material.

A1.4.2.9. Section IX, line B.1. will reflect for the reporting periods and cumulatively for the current fiscal year that portion of the total "Excess" dispositions for which accountability for the material has been transferred to the property disposal officer for disposal or sale.

A1.4.2.10. Section IX, Line B.2. will reflect for the reporting periods and cumulatively for the current fiscal year that portion of the total "Excess" dispositions which have been redistributed or transferred outside of the Department of Defense.

A1.4.2.11. Section IX, Line B.3. will reflect for the reporting periods and cumulatively for the current fiscal year that portion of the total "Excess" dispositions which has, subsequent to being declared "Excess", been returned to active stock to meet a requirement of the Department of Defense.

A1.4.2.12. Section XI, Line J. will be used only by the Single Manager for Subsistence and will represent the number of open end contracts finalized for procurement of brand name items for resale purposes.

A1.5. INSTRUCTIONS FOR PREPARING FORMAT 2, ATTACHMENT 2

A1.5.1. Format 2 will be used by the Single Manager for Traffic Management. The MTMTS report will be prepared and forwarded on a 6-page, 2-fold card measuring approximately 8"x12" unfolded or 4"x8" folded, utilizing 220 weight index paper.

A1.5.1.1. The dates of the time periods covered will be appropriately identified in the columnar headings in each quarterly report.

A1.5.1.2. Definitions - In the preparation of Format 2, the definitions in Appendix I, Military Traffic Management Regulation will apply.

A1.5.1.3. Special Instructions

A1.5.1.3.1. In the preparation of Section IV, "Major Commodity Flow," list, in Part A., the ten commodity groups with the largest transportation expenditures

during the previous fiscal year. In Part B., list the ten commodity groups with the largest expenditures through the current quarter of the current fiscal year. In each of the two parts of Section IV, the listing will be in descending order based on the magnitude of the transportation expenditures.

A1.5.1.3.2. Enter in Section V, Line C.2.a. that portion of the cost of movement of household goods moved by highway van that is attributable to accessorial services. This will be a parenthetical nonadditive entry.

A1.5.1.3.3. As other methods of shipments (reported in Section V) or classes of passenger traffic (reported in Section VI) became sufficiently large to warrant inclusion as a separate line item, such methods or classes should be added to the report.

A1.5.1.3.4. In preparing Section VI, Part B., see Armed Services Procurement Regulation, Section I, Part 7 for definition of small business.

A1.6. *Deleted in its entirety.*

A1.7. Deleted in its entirety.

A1.8. REPORTS OF THE MILITARY SEALIFT COMMAND

A1.8.1. To satisfy the statistical data requirements of Paragraph A.1., Attachment 1, the Military Sealift Command is authorized to use the MSC Quarterly Statistical Abstract which shall cover as a minimum the following areas of statistical data on a quarterly basis:

A1.8.1.1. Personnel - Authorized and On Board, Ashore and Afloat - Military and Civilian.

A1.8.1.2. Ships Controlled by the Single Manager - Nucleus Fleet Ships, by type (cargo, passenger and tankers); Time Chartered Ships by type; number of ships operated under National Shipping Authority agreements, by type; and number of sailings of voyage chartered ships, by type.

A1.8.1.3. Workload - Cargo lifted, by sponsor (Army, Navy, Air Force and Other), in measurement tons and measurement ton-miles; number of space requirement passengers by sponsor, by accommodation, and by category (military, dependent, and

other); number of space available passengers, by accommodation and number of per diem passengers; POL lifted by sponsor (Army, Navy, Air Force, and Other) in long tons and long ton-miles.

A1.8.1.4. Workload by Vessel Ownership - Percentages (based on measurements tons) of cargo lifted by MSC ships, by Maritime Administration - NSA ships and by commercial ships; percentages (based on long tons) of POL lifted by MSC ships and by commercial ships.

A1.8.1.5. Traffic by Area - Cargo traffic, in measurement tons, outbound from U.S. and inbound to U.S., intra-area, inter-area and U.S. Coastwise and Intercoastal; passenger traffic outbound from U.S. East Coast and from U.S. West Coast and inbound to U.S. East Coast and to U.S. West Coast, intra-area, and all other; and POL Traffic, in long tons, by area of origin (U.S. Gulf Coast, other U.S. ports, Persian Gulf-Red Sea, Caribbean, and other). In preparing these Traffic by Area data, the data relative to United States will exclude those applicable to Alaska and Hawaii. For example, the cargo traffic outbound, U.S. will exclude any traffic outbound from ports in Alaska and Hawaii. The reports will be appropriately footnoted to show these exclusions.

A1.8.1.6. Unit Costs - Costs per thousand measurement ton-miles of cargo with detailed data showing unit costs of various methods used; cost per thousand passenger-miles with detail showing unit costs of cabin and troop passengers in MSC nucleus fleet ships and unit costs of commercial cabin passengers; costs per thousand long ton-miles of shipping POL with detail showing unit costs of the various methods used.

A1.8.1.7. Balance Sheet - A balance sheet as of the end of each quarter will be included.

A1.8.1.8. Revenue and Costs Statement - (formerly Profit and Loss Statement) - This statement will show total revenue and costs as well as detailed data showing revenue and costs of each principal MSC operation (cargo, passengers, POL and other).

A1.8.2. The Military Sealift Command will continue to maintain detailed operational statistical data and to provide such data upon request by the Office of the Secretary of Defense.

A2. ATTACHMENT 2

Format 1

SINGLE MANAGER ASSIGNMENT FOR _____
 Period Ending _____

Page 1 of 5

| | Current Qtr. | | Planned For End This FY | | Current Qtr. | | Cumula- tive This FY |
|---|--------------|------------|-------------------------------|--|--------------|------------|----------------------------|
| | Last FY | This FY | | | Last FY | This FY | |
| SECTION I. PERSONNEL | | | | SECTION III. WORKLOAD & PERFORMANCE | | | |
| A. Operating Agency-Authorized-Total | | | | A. No. of Line Items Requisitioned (000's) | | | |
| 1. Military | | | | B. No. of Line Items Shipped (000's) | | | |
| 2. Civilian | | | | C. Pct. of Line Items Shipped on Time | | | |
| B. Operating Agency-On Board-Total | | | | D. Direct Shipments to Retail Supply Points (\$000) | | | |
| 1. Military | | | | E. Value of Single Manager Material Shipped from Vendors to Activities having Storage or Distribution Mission Activities (\$000) | | | |
| 2. Civilian | | | | F. Pct. of "Direct Shipments to Retail Supply Points" to "All Shipments." | | | |
| C. Agency Personnel and Operating Costs-Total (\$000) | | | | SECTION IV. TRANSPORTATION COSTS (\$000) | | | |
| 1. Salaries | | | | A. Costs Incurred-Total | | | |
| 2. Other | | | | B. Costs Incurred for Material moved between Single Manager Depots | | | |
| SECTION II. ITEMS IN ASSIGNMENT | | | | | | | |
| A. No. of Line Items in Single Manager Assignment-Total | | | | | | | |
| 1. Peculiar to 1 Service | | | | | | | |
| 2. Common to 2 Services | | | | | | | |
| 3. Common to 3 Services | | | | | | | |
| 4. Common to all Services | | | | | | | |
| B. No. of Items Designated as Local Purchase | | | | | | | |
| C. No. of Items Designated as Central Purchase | | | | | | | |

SINGLE MANAGER ASSIGNMENT FOR _____
 Period Ending _____

| | This Quarter | | | | Planned for End of This FY | |
|--|------------------|-------------|------------------|-------------|----------------------------|-------------|
| | Last Fiscal Year | | This Fiscal Year | | Unserviceable | Serviceable |
| | Unserviceable | Serviceable | Unserviceable | Serviceable | | |
| SECTION V. INVENTORY POSITION (\$000) | | | | | | |
| A. Stratified Stocks-Total | | | | | | |
| 1. Peacetime Operating | | | | | | |
| 2. Mobilization Reserve | | | | | | |
| 3. Economic Retention | | | | | | |
| 4. Contingency Retention | | | | | | |
| 5. Excess | | | | | | |
| 6. In-transit from Procurement | | | | | | |
| 7. In-transit between Storage Locations | | | | | | |
| 8. In Hands of Contractors (GFM) | | | | | | |
| 9. Blood Plasma and related items (Medical only) | | | | | | |
| B. Other Inventories | | | | | | |

SINGLE MANAGER ASSIGNMENT FOR _____
 Period Ending _____

| | Current Quarter | | Planned For End |
|--|-----------------|---------|-----------------------|
| | Last FY | This FY | of This FY |
| SECTION VI. DISTRIBUTION SYSTEM | | | |
| A. Other than Refrigerated Storage | | | |
| 1. No. of Locations - Total | | | |
| a. Distribution Mission | | | |
| b. Storage Mission | | | |
| 2. Space Allocated to Single Manager Activities (000 sq. ft.) ^{1/} | | | |
| 3. Space Occupied by Single Manager Activities (000 sq. ft.) ^{1/} | | | |
| B. Refrigerated Storage (000 short tons) | | | |
| 1. Government-owned Refrigerated Warehouses | | | |
| a. Received | | | |
| b. Shipped | | | |
| c. Average Inventory | | | |
| 2. Commercial Refrigerated Space | | | |
| a. Received | | | |
| b. Shipped | | | |
| c. Average Inventory | | | |
| 3. Total Refrigerated Space | | | |
| a. Received | | | |
| b. Shipped | | | |
| c. Average Inventory | | | |
| ^{1/} Includes all space including space furnished by other Military Services. | | | |
| | | | Cumulative This FY |

SINGLE MANAGER ASSIGNMENT FOR _____
 Period Ending _____

| | Current Qtr. | | Cumulative This FY | | Current Qtr. | | Cumulative This FY |
|---|--------------|------------|-----------------------|--|--------------|------------|-----------------------|
| | Last FY | This FY | | | Last FY | This FY | |
| SECTION VII. <u>QUANTITIES HANDLED BY SINGLE MANAGER (000 short tons)</u> | | | | SECTION IX. <u>EXCESS INVENTORY ACTIVITY (\$000)</u> | | | |
| A. Received - Total | | | | A. Excess Inventory on Hand - Total (Same as V.A.5.) | | | XXX |
| B. Shipped - Total | | | | 1. Referred for Utilization or Disposition Actions | | | |
| SECTION VIII. <u>ITEMS ON ORDER & DUE OUT</u> | | | | B. Dispositions - Total | | | |
| A. Items on Order | | | XXX | 1. To Disposal | | | |
| 1. Dollar Value (\$000) | | | XXX | 2. Redistributed | | | |
| 2. No. of Different Stock Items | | | XXX | 3. Withdrawn | | | |
| 3. No. of Different Line Items | | | XXX | | | | |
| B. Items Due Out | | | XXX | | | | |
| 1. Dollar Value (\$000) | | | XXX | | | | |
| 2. No. of Different Stock Items | | | XXX | | | | |

SINGLE MANAGER ASSIGNMENT FOR _____
 Period Ending _____

| | Current Qtr. | | Cumula- tive This FY | | Current Qtr. | | Cumula- tive This FY |
|---------------------------------|--------------|------------|----------------------------|--|--------------|------------|----------------------------|
| | Last FY | This FY | | | Last FY | This FY | |
| SECTION X. SALES (\$000) | | | | SECTION XI. PROCUREMENT | | | |
| A. Grand Total | | | | A. Approved Annual Funding Program (\$000) | | | |
| 1. Forecast | | | | 1. Amount Obligated | | | |
| 2. Actual | | | | 2. Amount Remaining | | | |
| B. Army | | | | B. Percent of Delinquency | | | |
| 1. Forecast | | | | C. Processing Time (in days) | | | |
| 2. Actual | | | | D. Number of Contracts Awarded | | | |
| C. Navy | | | | E. Net Value of Contracts Awarded (\$000) | | | |
| 1. Forecast | | | | F. Percent in "D" Awarded to Small Business | | | |
| 2. Actual | | | | G. Percent in "E" Awarded to Small Business | | | |
| D. Marine Corps | | | | H. Percent of No. of Contracts in "D" Awarded after Formal Advertising | | | |
| 1. Forecast | | | | I. Percent of Net Value of Contracts in "E" Awarded after Formal Advertising | | | |
| 2. Actual | | | | J. No. of Purchase Notice Agreements (Subsistence only) | | | |
| E. Air Force | | | | | | | |
| 1. Forecast | | | | | | | |
| 2. Actual | | | | | | | |
| F. Other | | | | | | | |
| 1. Forecast | | | | | | | |
| 2. Actual | | | | | | | |

A2. ATTACHMENT 2

Format 2

FREIGHT TRAFFIC

| SECTION V Category of Traffic and method of shipment | F U R T H E R | | | | | | | | | | | | C U M U L A T I V E | | | |
|---|---------------------|------|-----------|------|---------------------|------|-----------|------|---------------------|------|-----------|------|-------------------------|------|-----------|------|
| | Last Fiscal Year | | | | Current Quarter | | | | Last Quarter | | | | Through Current Quarter | | | |
| | No. of Shipments | Tons | Ton/Miles | Cost | No. of Shipments | Tons | Ton/Miles | Cost | No. of Shipments | Tons | Ton/Miles | Cost | No. of Shipments | Tons | Ton/Miles | Cost |
| FREIGHT TRAFFIC - TOTAL | | | | | | | | | | | | | | | | |
| A. MILLING TRAFFIC | | | | | | | | | | | | | | | | |
| 1. Railroad (R.R.) | | | | | | | | | | | | | | | | |
| 2. Highway (Truck) | | | | | | | | | | | | | | | | |
| 3. Water - cargo and Ship | | | | | | | | | | | | | | | | |
| 4. Air - Contract (P.O.M.) | | | | | | | | | | | | | | | | |
| 5. Pipeline | | | | | | | | | | | | | | | | |
| 6. Mixed Methods | | | | | | | | | | | | | | | | |
| B. SMALL SHIPMENT TRAFFIC | | | | | | | | | | | | | | | | |
| 1. Railroad (R.R.) | | | | | | | | | | | | | | | | |
| 2. Delivery Express | | | | | | | | | | | | | | | | |
| 3. Freight Forwarder | | | | | | | | | | | | | | | | |
| 4. Highway (Truck) | | | | | | | | | | | | | | | | |
| 5. Air Freight | | | | | | | | | | | | | | | | |
| 6. Air Express | | | | | | | | | | | | | | | | |
| 7. Air Forwarder | | | | | | | | | | | | | | | | |
| 8. Bus | | | | | | | | | | | | | | | | |
| C. HOUSEHOLD GOODS | | | | | | | | | | | | | | | | |
| 1. Railroad (R.R.) | | | | | | | | | | | | | | | | |
| 2. Highway (Truck) | | | | | | | | | | | | | | | | |
| 3. Air Freight | | | | | | | | | | | | | | | | |
| 4. Air Express | | | | | | | | | | | | | | | | |
| 5. Freight Forwarder | | | | | | | | | | | | | | | | |
| 6. Parcel Post | | | | | | | | | | | | | | | | |
| 7. Registered Mail | | | | | | | | | | | | | | | | |
| 8. Miscellaneous | | | | | | | | | | | | | | | | |

PASSENGER TRAFFIC

| SECTION VI Mode and Class of Transportation | F U R T H E R | | | | | | | | | | | | C U M U L A T I V E | | | |
|---|------------------|------------|-------|------|-----------------|------------|-------|------|----------------|------------|-------|------|-------------------------|------------|-------|------|
| | Last Fiscal Year | | | | Current Quarter | | | | Last Quarter | | | | Through Current Quarter | | | |
| | No. of TP's | Passengers | Miles | Cost | No. of TP's | Passengers | Miles | Cost | No. of TP's | Passengers | Miles | Cost | No. of TP's | Passengers | Miles | Cost |
| PASSENGER TRAFFIC - TOTAL | | | | | | | | | | | | | | | | |
| A. AIRCRAFT | | | | | | | | | | | | | | | | |
| 1. Regular Routes | | | | | | | | | | | | | | | | |
| a. 1st Class and Pullman | | | | | | | | | | | | | | | | |
| b. Coach | | | | | | | | | | | | | | | | |
| 2. Service 80 | | | | | | | | | | | | | | | | |
| a. 1st Class and Pullman | | | | | | | | | | | | | | | | |
| b. Coach | | | | | | | | | | | | | | | | |
| B. AIRLINES | | | | | | | | | | | | | | | | |
| 1. Large Airlines | | | | | | | | | | | | | | | | |
| a. 1st Class | | | | | | | | | | | | | | | | |
| b. Air Coach | | | | | | | | | | | | | | | | |
| c. Chartered | | | | | | | | | | | | | | | | |
| 2. Small Airlines | | | | | | | | | | | | | | | | |
| a. 1st Class | | | | | | | | | | | | | | | | |
| b. Air Coach | | | | | | | | | | | | | | | | |
| c. Chartered | | | | | | | | | | | | | | | | |
| C. BUS | | | | | | | | | | | | | | | | |
| 1. Regular | | | | | | | | | | | | | | | | |
| 2. Chartered | | | | | | | | | | | | | | | | |
| a. Tourist | | | | | | | | | | | | | | | | |
| b. Section 22 | | | | | | | | | | | | | | | | |

SECTION II

| Category of Personnel | A. D. O. P. | | | Percent of Total Personnel |
|--|-------------|-------------|------------|----------------------------|
| | First Year | Second Year | Third Year | |
| A. OPERATIONS PERSONNEL - ARMED AND SPECIAL MILITARY | | | | |
| 1. Army Personnel | | | | |
| 2. Navy Personnel | | | | |
| 3. Air Force Personnel | | | | |
| 4. Marine Corps Personnel | | | | |
| 5. Coast Guard Personnel | | | | |
| 6. Other Personnel | | | | |
| B. NON-OPERATIONAL PERSONNEL | | | | |
| 1. Army Personnel | | | | |
| 2. Navy Personnel | | | | |
| 3. Air Force Personnel | | | | |
| 4. Marine Corps Personnel | | | | |
| 5. Coast Guard Personnel | | | | |
| 6. Other Personnel | | | | |

SECTION III

| Category of Personnel | A. D. O. P. | | | Percent of Total Personnel |
|--|-------------|-------------|------------|----------------------------|
| | First Year | Second Year | Third Year | |
| A. OPERATIONS PERSONNEL - ARMED AND SPECIAL MILITARY | | | | |
| 1. Army Personnel | | | | |
| 2. Navy Personnel | | | | |
| 3. Air Force Personnel | | | | |
| 4. Marine Corps Personnel | | | | |
| 5. Coast Guard Personnel | | | | |
| 6. Other Personnel | | | | |
| B. NON-OPERATIONAL PERSONNEL | | | | |
| 1. Army Personnel | | | | |
| 2. Navy Personnel | | | | |
| 3. Air Force Personnel | | | | |
| 4. Marine Corps Personnel | | | | |
| 5. Coast Guard Personnel | | | | |
| 6. Other Personnel | | | | |

SECTION IV
Major Commodity Flow (Based by Service)

| Commodity Group | A. During Last Fiscal Year | | | | Commodity Group | B. Cumulative | | | |
|-----------------|--|------------------------------|---------------------------|---|-----------------|--|------------------------------|---------------------------|---|
| | Transportation Charges (\$ in millions of dollars) | Weight (in millions of tons) | Average Rate per Ton-Mile | Avg. Weight per Shipment (in thousands of pounds) | | Transportation Charges (\$ in millions of dollars) | Weight (in millions of tons) | Average Rate per Ton-Mile | Avg. Weight per Shipment (in thousands of pounds) |
| 1. | | | | | 1. | | | | |
| 2. | | | | | 2. | | | | |
| 3. | | | | | 3. | | | | |
| 4. | | | | | 4. | | | | |
| 5. | | | | | 5. | | | | |
| 6. | | | | | 6. | | | | |
| 7. | | | | | 7. | | | | |
| 8. | | | | | 8. | | | | |
| 9. | | | | | 9. | | | | |
| 10. | | | | | 10. | | | | |

