

## APPENDIX C

CARD/TAPE RECORD FORMATS

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## APPENDIX CI

PIPELINE PERFORMANCE ANALYSIS, FORMAT 1A

1. Format 1A - Preparation. A punched card will be prepared for each line entry of the reports as shown in appendix D, pages **D1-1** through **D1-3**. The punched cards will be prepared quarterly (separately for CONUS and overseas) and reflect the following elements of data:

<u>Record Position(s)</u>	<u>Elements of Data</u>
1-3	Document Identifier
(1) (2-3)	Code S for identifying <b>MILSTEP</b> Code 1A - Format 1A report Code <b>1B</b> - Format <b>1B</b> report
4-7	Date of the Report
(4-5) (6-7)	Year - last 2 digits of year (fiscal) Quarter - first quarter, second quarter, etc., i.e., 01 thru <b>04</b>
8	Service/Agency code; use <b>MILSTRIP</b> Service Assignment Code.
9	Type of Report
	Code 1 - CONUS Code 2 - Overseas
10	Priority Group ( <b>PG</b> ) 1-3
	<u>PG Code</u> <u>Priority Designators</u>
	1            01-03
	2            04-08
	3            09-15
	( <b>TP4</b> , Deferred Air Freight will be reported as TP3 for <b>MILSTEP</b> purposes.)

<u>Record Position(s)</u>	<u>Elements of Data</u>
11	<p>Method of Shipment</p> <p>Code 1 - Surface (freight - other than SEA-VAN)</p> <p>Code 2 - Air (freight)</p> <p>Code 3 - Parcel post (air modes of shipment H or 7)</p> <p>Code 4 - Surface (freight - SEAVAN)</p> <p>Code 5 - Parcel Post (surface - modes of shipment G or 6)</p> <p>Code 6 - Small Package Carrier (modes of shipment J or 5)</p>
12-16	<p>Elapsed number of <b>days</b>.<sup>1</sup> In addition to the above line entries, a punched card will be prepared for each PG in the report for the "over," "lines," and "M/Day" entries. Explanation of these entries.<sup>2</sup></p>
17-23	<p>Percentage of the number of line items Shipped for the requisition submission time Segment. Entry of line items and average <b>days</b>.<sup>2</sup></p>
24-30	<p>Percentage of the number of line items shipped for the passing action time segment. Entry of line items and average days.<sup>2</sup></p>
31-37	<p>Percentage of the number of line items shipped as immediate issue in the <b>ICP</b> availability determination time segment. Entry of line items and average <b>days</b>.<sup>2</sup></p>
38-44	<p>Percentage of the number of line items shipped as delayed issues for the <b>ICP</b> availability determination time segment. Entry of line items and average days.<sup>2</sup></p>

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<sup>1</sup>**Elapsed Days.** Reflect elapsed number of days, i.e., 0 days through **99 days as** specified in column B of the report formats. Right justify all numerics. Insert a dash in the hundredth position, when applicable.

<sup>2</sup> See note on page C1-3.

<u>Record Position(s)</u>	<u>Elements of Data</u>
45-51	Percentage of the number of line items shipped on the combined issues (immediate plus delayed) for the <b>ICP</b> availability determination time <b>segment</b> . Entry of line items and average <b>days</b> . <sup>2</sup>
52-58	Percentage of the 'number of line items shipped for the depot/storage site time segment. Entry of line items and average <b>days</b> . <sup>2</sup>
59-65	Percentage of the number of line items shipped for immediate issues in the <b>ICP</b> availability determination plus the depot/storage site time segment. Entry of line items and average <b>days</b> . <sup>2</sup>
66-72	Percentage of the number of line items shipped for delayed issues in the <b>ICP</b> availability determination segment plus the depot/storage site time <b>segment</b> . Entry of line items and average <b>days</b> . <sup>2</sup>

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<sup>2</sup>Line items and average days follow:

1. Over. This line entry identifies the over or total (100 percent) of the line item shipped as it applies to the time segment concerned. All entries will be right justified. Each time segment of the report will reflect 100 percent when the cumulative percent (100) has not been reached within the boundaries (elapsed days) specified. The "over" line entry will be **left** blank in the applicable time segment when the cumulative percent of 100 percent is attained within the prescribed boundaries. Once the cumulative percent (100) is reached, **perpetuation in** subsequent line entries (elapsed days) **is** not required.

2. Lines. This entry identifies the total number of line items shipped as it applies to each time segment of the report. Right justify all numerics and remaining positions will be left blank.

3. M/Day. This entry identifies the arithmetic mean line in the report. It will reflect average days and tenths of days as it applies to each segment of the report. Right justify all numerics. Insert the decimal point in the tens position, when required.

4. Percent. Insert the decimal point in the tens position. **If** percent **is zero**, the field **will** be left blank.

<u>Record Position(s)</u>	<u>Elements of Data</u>
73-79	Percentage of the number of line items shipped for all issues in the <b>ICP</b> Availability Determination segment plus Depot/Storage Site time segment. Entry of line items <b>and</b> average days. <sup>2</sup>
80	Blank.

2. Distribution. These punched cards will be submitted to the DoD **MILSTEP** CDCP in accordance with the due dates indicated in the Schedule of Reports, Appendix D.

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<sup>2</sup> See note on page CI-3.

## APPENDIX C2

PIPELINE PERFORMANCE ANALYSIS. FORMAT 1B

1. Format 1B - CONUS - Preparation. A punched card will be prepared for each line entry of the report as shown in appendix D, pages D2-1 and D2-2. The punched cards will be prepared quarterly and **reflect** the following elements of data:

<u>Record Position(s)</u>	<u>Elements of Data</u>
1-16	See instructions under format <b>1A.1</b>
17-22	Percentage of the number of line items delivered that were held in transportation hold. Entry of line items and average days. <sup>2</sup>
23-28	Percentage of the number of line items delivered that were intransit. Entry of line items and average days. <sup>2</sup>
29-34	Percentage of the number of line items delivered for the transportation hold and CONUS intransit time segment. Entry of line items and average days. <sup>2</sup>
35-40	Percent of the number of line items delivered receipt takeup by requisitioner segment. Entry of line items and average <b>days.</b> <sup>2</sup>
41-46	Percentage of the number of line items delivered as immediate issues for the total pipeline time. Entry of line items and average days. <sup>2</sup>
47-52	Percentage of the number of line items delivered for all issues for the total pipeline time. Entry of line items. <sup>2</sup>
53-80	Blank.

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<sup>1</sup>Elapsed Days. Reflect elapsed number of days, i.e., 0 days through 99 days as specified in column **B** of the report formats. Right justify all numerics. Insert a dash in the hundredth position, when applicable.

<sup>2</sup>See note on page C2-2.

2. Format 1B - CONUS (Parcel Post and Small Package Carriers) - Preparation. A punched card will be prepared for each line entry of the **report** as shown in **appendix D, pages D2-4 and D2-5.** The **punched cards** will be prepared quarterly **and reflect** the following elements of data:

<u>Record Position(s)</u>	<u>Elements of Data</u>
1-16	See instructions under format <b>1A.1</b>
17-22	Percentage of the number of <b>line</b> items delivered that were held in transportation hold. Entry of line items and average days. <sup>2</sup>
23-28	Reserved.
29-34	Percentage of the number of line items delivered for the CONUS intransit and receipt takeup requisitioner time segments. Entry of line items and average days. <sup>2</sup>
35-40	Reserved.

<sup>1</sup>See note on page **C2-1.**

<sup>2</sup>Line items and average days follow:

1. Over. This line entry identifies the over or total (100 percent) of the line item shipped as it applies to the time segment concerned. All entries will be right justified. Each time segment of the report will reflect 100 percent when the cumulative percent (100) has not been reached within the boundaries (elapsed days) specified. The "over" **line** entry will be left blank in the applicable time segment when the cumulative percent of 100 percent is attained within the prescribed boundaries. Once the cumulative percent (100 percent) is reached, perpetuation in subsequent line entries (elapsed days) is not required.

2. Lines. This entry identifies the total number of line items shipped as it applies to each time segment of the report. Right justify all numerics and remaining positions will be left blank.

3. M/Day. This entry identifies the arithmetic mean line in the report. **It** will reflect average days and tenths of days as it applies to the decimal point in the tens position, when required.

4. Percent. Insert the decimal point in the tens position. **If percent is zero,** the field will be left blank.

<u>Record Position(s)</u>	<u>Elements of Data</u>
35-40	Reserved.
41-52	See instructions under Format <b>1B</b> - CONUS (Air and Surface).
53-80	Blank.

3. Format 1B - Overseas (Air and Surface) - preparation. A punched card will be prepared for each line entry of the report as shown in appendix D, pages D2-6 through **D2-12**. The punched cards will be prepared quarterly and reflect the following elements of data:

<u>Record Positions</u>	<u>Elements of Data</u>
1-16	See instructions under format <b>1A</b> . <sup>1</sup>
17-21	Percentage of the number of line items delivered that were held in Transportation Hold. Entry of line items and average days. <sup>2</sup>
22-26	Percentage of the number of line items delivered that were intransit. Entry of line items and average days. <sup>2</sup>
27-31	Percentage of the number of line items delivered for the transportation hold and CONUS intransit time <b>segments</b> . Entry of line items and average days. <sup>2</sup>
32-36	Percentage of the number of line items delivered to area #1 of the overseas shipment/delivery time segment. Entry of line items and average days. <sup>2</sup>
37-41	Percentage of the number of line items delivered to area #2 for the overseas shipment/delivery time segment. Entry of line items and average days. <sup>2</sup>
42-46	Percentage of the number of line items delivered to area #3 for the overseas shipment/delivery time segment. <b>Entry</b> of line items and average days, <del>see</del> <sup>2</sup> .

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<sup>1</sup>See note on page C2-1.

<sup>2</sup>See note on page C2-2.

<u>Record Position(s)</u>	<u>Elements of Data</u>
47-50	Percentage of the number of line items delivered for the receipt takeup by requisitioner segment. Entry of line items and average days. <sup>2</sup>
51-55	Percentage of the <b>number</b> of line items delivered as immediate issues to area #1 for the total <b>pipeline</b> time. Entry of line items and average <b>days</b> . <sup>2</sup>
56-60	Percentage of the number of line items delivered on <b>all issues to area #1</b> for the total pipeline time. Entry of line items and average days. <sup>2</sup>
61-65	Percentage of the number of line items delivered as immediate issues to area #2 for the total pipeline time. Entry of line items and average days. <sup>2</sup>
66-70	Percentage of the number of line items delivered on all issues to area #2 for the total pipeline time. Entry of line items and average days. <sup>2</sup>
71-75	Percentage of the number of line items delivered as immediate issues to area #3 for the total pipeline time. Entry of line items and average days. <sup>2</sup>
76-80	Percentage of the number of line items delivered on all issues to area #3 for the total pipeline time. Entry of line items and average days. <sup>2</sup>

4. Format 1B - Overseas (Parcel Post) Preparation. A punched card will be prepared for each line entry of the report as shown in appendix D, pages **D2-13** through **D2-18**. The punched cards will be prepared quarterly and reflect the following elements of data:

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<sup>2</sup>See note on page **C2-2**.

<u>Record Position(s)</u>	<u>Elements of Data</u>
1-16	See instructions under format <b>1A</b> . <sup>1</sup>
17-22	Percentage of the number of line items delivered that were held in transportation hold. Entry of line items, and average days. <sup>2</sup>
23-31	Reserved.
32-36	Percentage of the number of line items delivered to area #1. Includes CONUS intransit, overseas shipment/delivery, and receipt <b>takeup</b> by requisite oner <sub>2</sub> time. Entry of line items and average days.
37-41	Percentage of the number of line items <b>delivered</b> to area #2. Includes CONUS intransit, overseas shipment/delivery, and receipt <b>takeup</b> by requisitioner time. Entry of line items and average <b>days</b> . <sup>2</sup>
42-46	Percentage of the number and line items delivered to area #3. Includes CONUS <b>intransit</b> , overseas shipment/delivery, and receipt <b>takeup</b> by requisitioner time. Entry of line items and average <b>days</b> . <sup>2</sup>
47-50	Reserved.
51-80	See instructions under Format <b>1B - Overseas</b> (Air and Surface). <sup>3</sup>

5. Format **1B** - CONUS, Hold Code D Hi-Pri Diverted Shipments Supplemental - Preparation. A punched card will be prepared for each line entry of the report as shown in appendix D, page **D2-3**. The punched cards **will** be prepared quarterly and reflect the following elements of data:

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<sup>1</sup>See note on page C\*-1.

<sup>2</sup>See note on page **C2-2**.

<sup>3</sup>See page **C2-2**, paragraph 3.

<u>Record Position(s)</u>	<u>Elements of Data</u>						
1-8	See instructions under Format <b>1A.1</b>						
9	Type of Report Code 3 - CONUS Hold Code D <b>Hi-Pri</b> Diverted Shipments Supplemental						
10	Priority Group (PG) 1 or 2.  <table border="1"> <thead> <tr> <th><u>PG Code</u></th> <th><u>Priority Designators</u></th> </tr> </thead> <tbody> <tr> <td><b>1</b></td> <td>01-03</td> </tr> <tr> <td><b>2</b></td> <td>04-08</td> </tr> </tbody> </table>	<u>PG Code</u>	<u>Priority Designators</u>	<b>1</b>	01-03	<b>2</b>	04-08
<u>PG Code</u>	<u>Priority Designators</u>						
<b>1</b>	01-03						
<b>2</b>	04-08						
11	Method of Shipment - code 1 for Surface (freight - other than SEAVAN).						
12-16'	Elapsed number of <b>days.1</b> In addition to the above line entries, a punched card will be prepared for each PG in the report for the "over," "lines," and "M/Day" entries. Explanation of these entries <b>see2</b> .						
17-80	See instructions under Format <b>1B</b> - CONUS.						

6 . Total Supply Source Performance - Preparation. A punched card will be prepared for each issue priority group (**IPG**). In addition, a card will be submitted for a total aggregate of all **IPGs**. The punched cards **will** be prepared quarterly and show the following elements of data:

<u>Record Positions</u>	<u>Elements of Data</u>
1-3 (1) (2-3)	Document Identifier Code S for identifying <b>MILSTEP Code 1C</b> - Highlight, Total Supply Source Performance Analysis.
4-7 (4-5) (6-7)	Date of the Report Year - last 2 digits of year (fiscal) quarter - first quarter, second quarter, i.e., 01, 02 thru 04.
8	Service/Agency code - use <b>MILSTRIP</b> Service Assignment code.

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<sup>1</sup>See note on page **C2-1**.

<sup>2</sup>See note on page **C2-2**.

<u>Record</u>	<u>Position(s)</u>	<u>Elements of Data</u>										
9		Blank.										
10		Priority Group (PG) 1-4										
		<table border="1"> <thead> <tr> <th><u>PG Code</u></th> <th><u>Priority Designators</u></th> </tr> </thead> <tbody> <tr> <td>1</td> <td>01-03</td> </tr> <tr> <td>2</td> <td>04-08</td> </tr> <tr> <td>3</td> <td>09-15</td> </tr> <tr> <td>4</td> <td>All PGs (01-15)</td> </tr> </tbody> </table> <p>(TP4, Deferred Air Freight, will be reported as TP3 for MILSTEP purposes.)</p>	<u>PG Code</u>	<u>Priority Designators</u>	1	01-03	2	04-08	3	09-15	4	All PGs (01-15)
<u>PG Code</u>	<u>Priority Designators</u>											
1	01-03											
2	04-08											
3	09-15											
4	All PGs (01-15)											
11-16		Blank.										
17-23		Total number of line items shipped for the PG being reported. Right justify all numerics and remaining portions will be left blank.										
24-28		Percent of the number of line items delivered on time to CONUS requisitioners . <sup>4</sup> # <sup>1</sup>										
29-33		Percent of the number of line items delivered on time to overseas requisitioners . <sup>4</sup> # <sup>2</sup>										
34-38		Percent of the number of line items delivered on time by parcel post or small package carrier. <sup>4</sup> # <sup>3</sup>										
39-80		Blank.										

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#### <sup>4</sup>Total Supply Source Performance

1. CONUS. Total pipeline time less segments requisition submission, passing action, and receipt takeup by requisitioner. Includes **UMMIPS** time segments C, D, and E. Does not include parcel post and small package carrier lines.

2. Overseas. Total pipeline time less segments, requisition submission, passing action, and receipt takeup by requisitioner. Includes **UMMIPS** time segments C, D, E, and F. Does not include parcel post and small package carrier lines. For an interim period, includes shipments to lift from the POD (air) and receipts at the POD (water).

3. Parcel Post/Small Package Carrier. Total pipeline time less segments requisition submission and passing action. Includes **UMMIPS** time segments C, D, E, F, and G.

7. Distribution. These punched cards will be submitted to DoD **MILSTEP CDCP** in accordance with the due dates indicated in the Schedule of Reports, Appendix D.

## APPENDIX C3

SUPPLY AVAILABILITY AND WORKLOAD ANALYSIS, FORMAT 2

1. Preparation. A punched card will be prepared for each line entry of the report shown in appendix D3. The punched card will contain the following elements of data:

<u>Record Position(s)</u>	<u>Elements of Data</u>
1-2	Report number for ADP use only  Code 04 - Stock Funded (Expense) Items Report (Stocked Items) Code 05 - Stock Funded (Expense) Items Report (Nonstocked Items) Code 06 - Nonstock Funded (Investment) Items Report (Stocked Items) Code 07 - Nonstock Funded (Investment) Items Report (Nonstocked Items) Code 08 - Stock Funded (Expense) Items Report (Stocked Items) for GFM Maintenance Contractor Demands Code 09 - Stock Funded (Expense) Items Report (Nonstocked Items) for GFM Maintenance Contractor Demands Code 10 - Nonstock Funded (Investment) Items Report (Stocked Items) for GFM Maintenance Contractor Demands Code 11 - Nonstock Funded (Investment) Items Report ( <b>Nonstocked</b> Items) for GFM Maintenance Contractor Demands
3-4	Internal activity code for each Service/ Agency inventory control point and distribution system. listed in appendix F1.
5-8	Month and year of report cut-off period  (5-6) Month, coded 01-12. (7-8) Year, last 2 digits of year.
9-13	Line number from the report  (9-11) Numeric, right justified. (12-13) Alpha, left justified.

<u>Record Position(s)</u>	<u>Elements of Data</u>
14	Major budget segment code, as listed in appendix B3. (This code will allow a sort by budget segment within Service/Agency internal activity code as required by chapter 3, paragraph <b>C.2.d.</b> ) Major budget segment code is a mandatory entry in internal Service/Agency system, but will only be used when called for by <b>OASD(P&amp;L)</b> .  Services/Agencies <b>will</b> ensure that in addition to the current fiscal year's data, the immediate past fiscal year's data are recoverable.
15	Service/Agency code - Use <b>MILSTRIP</b> service assignment code.
16-20	Blank.
21-25	Total percent including decimal point for all priority groups. (Insert decimal point in tens.)
26-36	Total quantity for all priority groups.
37-47	Quantity for priority group I.
48-58	Quantity for priority group <b>II</b> .
59-69	Quantity for priority group <b>III</b> .
70-80	Blank.

2. Distribution. These punched cards will be submitted to the DoD **MILSTEP** CDCP by the due dates indicated in the Schedule of Reports, Appendix D.

## APPENDIX C4

INTRANSIT DATA CARD  
LOGAIR TO MAC FOR ONWARD MOVEMENT

<u>Field Legend</u>	<u>Record Position(s)</u>	<u>Entry and Instructions</u>
Document Identifier	1-3	Enter TK5. This document is prepared by the <b>MILSTEP</b> CDCP for Service/Agency CPPS.
Blank	4-8	Leave blank.
Consignor	9-14	DoDAAC of the consignor. Entered from the TK1.
APOE Date Received	15-17	GMT hour day code received by the APOE. Entered from the TK7.
Date Received	18-20	GMT hour/day code received by the initial LOGAIR terminal. Entered from the <b>TK1</b> .
Terminal	21-23	Three position transshipment (LOGAIR) terminal. Entered from the <b>TK1</b> .
Blank	24-26	Leave blank.
Mode	27	Mode code 9.
Blank	28-29	Leave blank.
Control Number	30-46	TCN for the shipment. Entered from the TK1.
Blank	47-49	Leave blank.
Terminal	50-52	Three position APOE air terminal identifier code. Entered from the TK7.
Priority	53	Transportation Priority 1, 2, 3, or 4, as applicable. Entered from the TK1.

<u>Field Legend</u>	<u>Record Position</u>	<u>Entry and Instructions</u>
Blank	54-71	Leave blank.
Weight	72-76	Weight of shipment <b>right justified.</b>
Blank	77-80	Leave blank.

INTRANSIT DATA CARD  
QUICKTRANS WITHIN CONUS

<u>Field</u>	<u>Legend</u>	<u>Record Position(s)</u>	<u>Entry and Instructions</u>
Document	Identifier	1-3	Enter TK4. This document is prepared by the consignor (except <b>rp</b> 15-17) and mailed to the consignee.
Blank		4-8	Leave blank.
Consignor		9-14	DoDAAC of the consignor.
Consignee	Date Received	15-17	Day of year received by the consignee transportation element.
Blank		18-26	Leave blank.
Mode		27	Enter mode code U.
Service	Code	28	Enter service code of <b>ICP</b> when consignor is of different Service/Agency. Otherwise, leave blank. Entered by consignor.
			A = Army F = Air Force M = Marine Corps N = Navy S = DLA
Blank		29	Leave blank.
Control	Number	30-46	Enter TCN for the shipment.
Ship	To	47-52	DoDAAC of the consignee.
Pri	ori ty	53	Transportation Priority 1, 2, or 3, as applicable.
Blank		54-59	Leave blank.
Consignor	Date Shipped	60-62	Day of year shipped by the consignor.

<u>Field Legend</u>	<u>Record Position(s)</u>	<u>Entry and Instructions</u>
Blank	63-71	Leave blank.
Weight	72-76	Weight of shipment right justified.
Blank	77-80	Leave blank.

INTRANSIT DATA CARD  
LOGAIR TO CONUS CONSIGNEES

<u>Field Legend</u>	<u>Record Positions</u>	<u>Entry and Instructions</u>
Document Identifier	1-3	Enter TK9. This document is prepared by the <b>MILSTEP</b> CPCP for Service/Agency CPPS.
Blank	4-8	Leave blank.
Consignor	9-14	<b>DoDAAC</b> of the consignor. Entered from the TK1 or TK3.
Consignee Date Received	15-17	Day of year received by the consignee. Entered from the TK3.
Date received	18-20	GMT hour/day code received by the initial LOGAIR terminal. Entered from the TK1.
Terminal	21-23	Three position transshipment ( <b>LOGAIR</b> ) terminal. Entered from the TK1.
Blank	24-26	Leave blank.
Mode	27	Valid mode other than F, N, O, U or Y. Entered from the TK3.
Blank	28-29	Leave blank.
Control Number	30-46	TCN for the shipment. Entered from the TK1 or TK3.
Consignee	47-52	<b>DoDAAC</b> of the consignee. Entered from the TK3.
Priority	53	Transportation priority 1, 2, 3, or 4, as applicable. Entered from the TK1 or TK3.
Blank	54-71	Leave blank.

<u>Field Legend</u>	<u>Record Position(s)</u>	<u>Entry and Instructions</u>
Weight	72-76	Weight of shipment right justified. Entered from the TK1 or TK3.
Blank	77-80	Leave blank.

