

CHAPTER 1

GENERAL INFORMATION

A. AUTHORITY. Publication and use of this **manual** are authorized by:

1. DoD Directive 4000.25, "Administration of Defense Logistics Standard Systems" (reference (a)).

2. DoD Directive 4410.6, "Uniform Materiel Movement and Issue **Priority** System (**UMMIPS**)" (reference (b)).

B. PURPOSE. This **manual** implements DoD policies and prescribes standard procedures for evaluating **supply** and transportation performance. **MILSTEP** is designed to produce uniform Defense-wide Logistics performance measurement reports to be used in achieving the following objectives:

1. Validation or revision of the **UMMIPS** time standards.
2. Evaluation of performance against the **UMMIPS** time standards.
- 3* Evaluation of performance of each segment of the transportation pipeline by point-to-point and carrier performance reports.
4. Determination of **supply** systems workload and materiel availability.
5. Analysis of the utilization of issue and movement priorities.
6. Provide **intransit** data to support transportation planning.
7. Provide a basis for traffic pattern analysis.

C. SCOPE AND APPLICABILITY

1. This **manual** is applicable to the Army, Navy, Air Force, Marine Corps, and Defense Logistics Agency.

2. These procedures apply to:

(a) **All** supply transactions on Inventory Control Point (**ICP**) managed stocks requisitioned under **MILSTRIP**.

(b) Shipments of materiel that are a part of the wholesale distribution system, normally shipped from U.S. Government activities (except Coast Guard) to DoD and Coast Guard activities within CONUS and DoD activities overseas.

D. EXCLUSIONS. These procedures are not applicable to the following:

1. Commodities specifically excluded from **MILSTRIP** (reference (c)).
2. Onbase local issues of retail stocks.
3. Shipments of retail stocks originating at installations (bases, posts, camps, and stations).
4. **Foreign Military Sales (FMS)** shipments to freight forwarders. (FMS shipments moving through the Defense Transportation System (DTS), and Grant Aid (GA) shipments are not excluded.) Exclusions are not applicable to Supply Availability and Workload Analysis Report.
5. Vendor shipments from commercial suppliers directly to the customer (first destination shipments). Exclusion is not applicable to Supply Availability and Workload Analysis Report.

E. POLICY

1. The procedures contained in this manual will be uniformly implemented for both inter-Service/Agency and **intra-Service/Agency** use by all affected activities. Priority will be given to the development and implementation of inter-Service/Agency procedures prior to separate development and implementation of **intra-Service/Agency** procedures. " Separate **intra-Service/Agency** systems/procedures will not be developed or used unless a waiver is approved. Requests for deviations or waivers will be considered when it can be demonstrated that the system in question cannot provide a workable method or procedure. Deviation or waivers should not be requested solely to accommodate existing internal procedures or organizational environment .

2. Recommended changes to **MILSTEP** will be forwarded to the DoD **MILSTEP** System Administrator for review and coordination with **Services/Agencies**. Approved changes, which affect **MILSTEP** reports used for statistical data, will be consolidated and scheduled for implementation effective with the first quarter of a fiscal year. This is essential to allow for a complete fiscal year's data for analytical purposes. Other approved changes will be consolidated to the extent possible and scheduled for implementation twice a year to avoid continuous disruption of systems at operating levels. (Urgent changes will be implemented **on** a priority basis.) Changes of an administrative nature, changes affecting one Service system, etc., will be effective as mutually agreed to by **Services/Agencies** and the DoD **MILSTEP** System Administrator. Implementation dates for approved changes will be coordinated with **Services/Agencies** or as directed by the **OASD(P&L)**.

F. RESPONSIBILITIES

1. The DoD MILSTEP System Administrator is responsible for administering the **MILSTEP** system in accordance with the policy guidance of **OASD(P&L)** set forth below:

a. Perform analysis and design functions in coordination with Services/Agencies to implement guidance and instructions provided by **OASD(P&L)** and assure the involvement of telecommunications planning in an integrated system design.

b. Recommend system improvements and additional policies, as required, during the development of procedures.

c. Develop, publish, and maintain this manual in a current status. This includes responsibility to:

(1) Evaluate and coordinate change proposals with the Services/Agencies and furnish a copy of all change proposals to **OASD(P&L)**.

(2) Disseminate to Services/Agencies and **OASD(P&L)** a quarterly status review of all change proposals which have not yet been approved for publication.

(3) Assure compatibility of **MILSTEP** with those systems assigned to other DoD System Administrators. Coordination will be effected, when appropriate, with System Administrators of other DoD Logistics systems, and with related DoD Logistics task groups. Compatibility among these systems and groups will be attained, when appropriate, prior to coordination with the Services/Agencies.

d. Assure uniform implementation consistent with DoD policies and procedures by taking action to:

(1) Review all implementing instructions issued by Services/Agencies to ensure continuing conformance of revisions to the approved system.

(2) Review implementation plans and implementation dates of Services/Agencies and make recommendations for improvements.

(3) Review and coordinate with Services/Agencies all requests for system deviations and exemptions and make appropriate recommendations to **OASD(P&L)** based on factfinding studies and/or analyses of accompanying justification.

(4) Conduct periodic evaluations to determine effectiveness of the system.

(5) Conduct staff assistance through **onsite** visitations of selected system segments in order to determine compliance with prescribed system requirements, and furnish clarification and uniform interpretation of the requirements of the system.

(6) Report to **OASD(P&L)** the findings and recommendations of evaluation and staff assistance visitations, along with Components of Services/Agencies.

e. Establish a focal point committee composed of representatives from each of the participating Services/Agencies. Convene a focal point committee meeting at least quarterly and issue fully documented minutes of these proceedings to each participating Service/Agency representative. To the maximum extent practical, the meeting, together with the agenda items, will be announced 15 days in advance of the scheduled meeting.

f. Upon publication of a formal **MILSTEP** change, provide the Service/Agency focal points with a list of approved changes for which implementation status is required. The status report will provide an orderly cyclic record of Service/Agency implementation of approved **MILSTEP** changes.

g. Review and evaluate curriculum of Service/Agency training schools which offer courses related to the DoD **MILSTEP** system and make recommendations for improvement.

h. Assist in resolving problems, violations, and deviations which arise during system operations and are reported to the DoD **MILSTEP** System Administrator. Unresolved problems and/or continued violations will be referred to **OASD(P&L)** for resolution and/or corrective action.

2. Heads of participating Services/Agencies will:

a. Designate an office of primary responsibility for **MILSTEP** to serve as the system focal point and identify by name to the DoD **MILSTEP** System Administrator a primary and an alternate focal point representative for the **MILSTEP** system to:

(1) Serve on the focal point committee. This committee will participate in the development, implementation, and maintenance of the system. The decisions reached at the focal point committee meetings should represent the Service/Agency positions unless otherwise agreed upon by the attendees.

(2) Assure continuous liaison with the DoD **MILSTEP** System Administrator and other Services/Agencies.

(3) Evaluate **all** suggested changes to the **MILSTEP** system which originate within their organization. Beneficial suggestions **will** be evaluated **initially** by the **focal** point. If suggestions are received by the DoD **MILSTEP** System Administrator, directly for evaluation, they **will** be forwarded to the appropriate Service/Agency **focal** point for review and evaluation. If the suggestion is considered worthy of adoption, the **focal** point **will** submit an official change proposal to the DoD **MILSTEP** System Administrator, stipulating specific narrative changes to the manual. Such proposed changes **will** be coordinated in the normal manner with awards determined by the **focal** points in accordance with existing procedures.

(4) Develop and submit official change proposals to the DoD **MILSTEP** System Administrator with justification and expected benefits.

(5) Develop and submit to the DoD **MILSTEP** System Administrator a single, coordinated Service/Agency position on **all** system change proposals within the time **limits** specified (normally 60 days) by the DoD **MILSTEP** System Administrator.

b. Implement **MILSTEP** procedures and changes thereto by publishing orders, directives, or instructions to ensure clarity of understanding and compliance. One copy of such orders, directives, or instructions **will** be forwarded to the DoD **MILSTEP** System Administrator when issued.

c. Provide the DoD **MILSTEP** System Administrator with a **semi-annual status** report concerning implementation of approved **MILSTEP** changes. The report **will** be submitted at the request of the DoD **MILSTEP** System Administrator under the reports control symbol specified by reference (a).

d. Accomplish internal training to assure timely and effective implementation and continued operation of approved systems and furnish copies of **all** training instructions concerning the respective systems and subsequent revisions thereto to the DoD **MILSTEP** System Administrator.

e. Review, evaluate, and update, at **least** annually, the curriculum of internal training programs to ensure adequacy of training.

f. Provide representation to joint system design and development efforts and onsite evaluations of **MILSTEP** in coordination with the DoD **MILSTEP** System Administrator.

g. Review internal procedures continually with the objective of eliminating and preventing duplication of record keeping, reports, and administrative functions related to information provided by **MILSTEP**.

h. Provide the DoD **MILSTEP System** Administrator with **annual** blanket printing fund authorization and bulk distribution **lists** to cover **all** printed changes to this manual .

i. Assure that **all** operating activities under their jurisdiction **comply** with **this** manual.

j. **Report** to the DoD **MILSTEP System** Administrator those **problems, violations,** and deviations which arise during system operations.

k. Designate a Service/Agency Central Processing **Point (CPP)** to be responsible for the collection and processing of **MILSTRIP** (reference (c)), **MILSTAMP** (reference (d)); and **MILSTRAP** (reference (e)) source documents, as required, to implement and sustain **MILSTEP**. The Service/Agency CPP **will**:

(1) Collect and maintain intransit data **files** of intransit data tape records received from the DoD **MILSTEP** Central Data Collection Point (**CDCP**).

(2) **Collect** and maintain requisition history files furnished from inventory control points/stock control points in either **their** original form or **locally** designed form, provided **all** supply data elements needed for **MILSTEP** are available.

(3) When required, maintain a **list** of CONUS shipping activities and **the applicable** Department of Defense Activity Address Directory (**DoDAAD**) code for those activities other than its own. Forward above list to the DoD **MILSTEP** CDCP for selection of the required **Intransit** Data Card (**IDC**) tape records.

(4) Perform a statistical analysis of nonresponse for shipments made for which no completed **IDC** has been received at the CPP and notify delinquent consignees with **low** response rates for future compliance as required by chapter 3.

(5) Maintain a data **bank** of **MILSTRIP, MILSTAMP,** and **MILSTRAP** source documents described for a period of not less than six months to prepare **MILSTEP** reports and for producing special reports as required by OASD.

l. Analyze reports prepared for **OASD(P&L)** to determine if deficiencies exist or explanation is needed to explain poor performance or trends, etc. The analysis **will** serve as input for the preparation of narrative summaries prescribed in chapter 3.

m. Ensure respective transshipment points, consignors, and **consignees** originate and/or complete **IDCs** and forward to the DoD **CDCP,** as prescribed in **MILSTAMP,** chapter 10 and appendix J.

3. The DoD **MILSTEP** CDCP **will**:

a. Develop necessary editing criteria, subject to **approval** by the DoD **MILSTEP** System Administrator. (See appendix E for **IDC** validation criteria on intransit data received from submitting activities.)

b. Develop internal procedures to provide **MILSTEP** data processing support for the DoD and the Service/Agency CPPS, as follows:

(1) Collect, process, and distribute, as required, **all intransit** data documents which are defined in **MILSTAMP**, chapter 10.

(2) Prepare a Service/Agency tape record **file** consisting of an **IDC** image of **all** intransit data collected from **all** sources in accordance **with** the **intransit** data formats contained in **MILSTAMP**, chapter 10 and appendix C5, this manual.

(3) Forward to each Service/Agency CPP an intransit data tape record **file** for **all** intransit data representing shipments from its activities and other shipment activities as required by the Service/Agency directing the **shipment**. See appendix C6 for the format of the intransit data tape record furnished to the Service/Agency **CPP**. A **list** of the activities and applicable **DoDAAD** codes **will** be furnished to the DoD **MILSTEP** CDCP when **IDC** tape records (other than **TK4 IDCs**) are required by a Service/Agency CPP for shipping activities other than its own. Service/Agency selection **will** be based on selection of service code in the consignor **field** of the **intransit** data documents except for those other shipping activities described above and in cases where a service code has been entered in **TK4** documents (record position **(rp)** 28).

(4) Arrange the **intransit** data tape record **file** in sequence by Government **Bill** of Lading (**GBL**) number or transportation control number (**TCN**) prior to its submission to Service/Agency CPPS to arrive not **later** than the 17th calendar day of the month following the report period.

(5) Maintain duplicate tape **files** for a period of 90 days to ensure compatibility with Service/Agency systems and/or data replacement due to lost or unreadable tapes.

(6) Key punch **manual** documents received from activities not having keypunch capability.

c. Prepare and distribute reports as required by chapter 4 and the Schedule of Reports, appendix D.

d. Maintain a history tape **file** consisting of semi monthly input tapes. The input tapes **will** be maintained for a period of 12 months.

e. Identify and notify by letter those activities that are submitting **IDCS** via mail when AUTODIN facilities are available. Report persistent violators to the DoD **MILSTEP** System Administrator.

G. DISTRIBUTION OF THE MANUAL

1. The DLA Publications Division (**DLA-XP**) will make distribution of the manual to designated points within each Service/Agency based upon funded bulk requisitions provided by the Service/Agency based upon approved distribution data generated through command publication channels.

2. The Military Service/Agency focal points identified in paragraph J. have been designated as the single point to which Service/Agency activities will submit requests for copies of the basic **publi-** cation and changes thereto.

H. NUMBERING SYSTEM

1. Each chapter is divided into paragraphs and subparagraphs. The paragraph numbering system of this manual is designed to indicate the chapter and paragraph for identification and reference purposes. Subdivisions of paragraphs are indicated by lower case letters, number in parentheses, and lower case letter in parentheses, in that order, as follows:

A. (SECTION)

1. (Subsection)

a. (Paragraph)

(1) (Subparagraph)

(a) (Subparagraph)

1 (Subparagraph)

a (Subparagraph)

2. Appendices are alphanumeric and to indicate an alphabetic grouping, e.g., B1, B2, B3.

3. Pages are numbered in a separate series for each chapter and appendix. Pages of a chapter are numbered in sequence with Arabic numerals beginning with 1. Each page number is preceded by the number of the chapter; for example: the second page of chapter 3 is numbered 3-2. The page numbering system of the appendices indicates the letter and number of the appendix, i.e., B1-, 62-, etc., followed

by the page number of the appendix. Thus, page 1 of appendix B1 would be "B1-1." When an index page(s) precedes an appendix, it will contain the alpha letter of the appendix and small Roman numbers, e.g., the index to appendix C is numbered C-i. If introductory pages are included in an appendix, they will be designated by the alpha of the appendix and the page number, e.g., A-1, etc.

1. SYSTEM MAINTENANCE

1. Revisions to MILSTEP result from release or change to DoD instructions/directives, policy changes, and by recommendation of the Services/Agencies.

2. Recommended proposed MILSTEP changes will be forwarded by the Service/Agency MILSTEP Focal Point, authorized in paragraph J., to DLSSO-CS for required processing. As a minimum, the recommended change proposals will provide the following information:

a. A narrative description of the basic concept being proposed and reasons therefor.

b. Known interface and impact requirements identifying changes for coordination with other DLSS or non-DLSS logistics systems.

c. Operational statements identifying known advantages/disadvantages resulting from the proposed revision.

d. Proposed wording required for the MILSTEP manual.

3. All proposed change requests will be evaluated by the DoD MILSTEP System Administrator prior to formal staffing with the Services/Agencies. Evaluation of proposed changes will include, but not be limited to, the accuracy, validity, necessity, and urgency of the change. Requests which do not demonstrate significant inter-Service benefit will be returned to the originating Service/Agency. Requests which demonstrate significant benefits will be formalized and staffed with the participating Services/Agencies and other DoD System Administrators of DoD systems which are impacted by the proposed change.

4. Formalized proposed MILSTEP change letters will be consecutively numbered and will normally request the Services/Agencies to provide a response within 60 calendar days. Service/Agency focal points will provide a single coordinated position on all proposed system changes. Nonreceipt of responses within the specified timeframes will result in the DoD MILSTEP System Administrator initiating followup action with the nonresponding Service/Agency. The first followup will be via letter and will occur seven days after the elapse of the specified response time. The second followup, if

applicable, **will** be accomplished via either a second letter or a meeting between the nonresponding Service/Agency and the DoD **MILSTEP** System Administrator. The second **followup will** occur 30 calendar days after the **elapse** of the specified response time. Services/Agencies failing to respond within 45 calendar days of the specified response time **will** be referred to the **OASD(P&L)**.

5. Receiving and evaluating Service/Agency responses.

a. Proposed change letters not receiving complete Service/Agency **concurrence will** be scheduled for discussion/resolution at the next meeting of the designated Service/Agency **focal** point representatives.

b. Issues which involve procedural matters **will** be resolved by the DoD MI **LSTEP** System Administrator, normally within 90 calendar days after the receipt of **all** comments from the participating **Serv - ices/Agencies**.

c. Matters affecting policy, together with the Service/Agency comments and a recommendation of the DoD MI **LSTEP** System Administrator, **will** be referred to the **OASD (P&L)** for resolution.

6. Establishment of implementation dates.

a. Following resolution of the Service/Agency comments on the proposed change letter, the DoD MI **LSTEP** System Administrator **will** prepare and disseminate to the Service/Agency MI **LSTEP Focal** Points a numbered approved MI **LSTEP** change **letter** requesting Service/Agency preferred **cyclic** (1 October, 1 February; or 1 June) implementation dates. Such letters **will** normally request Service/Agency implementation dates be provided within 45 calendar days. **Also**, the approved MI **LSTEP** change letter is provided as a planning document to assist the Services/Agencies in any system program/design efforts which may be necessary to implement the change. To prevent degradation of the MI **LSTEP** manual, approved change letters should be maintained separately. Distribution **will** be as agreed to by the DoD MI **LSTEP** System Administrator and Service/Agency **focal** point representatives. (NOTE: Approved changes, which affect MI **LSTEP** reports used for statistical data, **will** be consolidated and scheduled for implementation 1 October, to **allow** for a complete **fiscal** year's data for analytical purposes. Changes of an administrative nature, changes affecting one Service system, etc., **will** be effective as **mutually** agreed to by Services/Agencies and the DoD MI **LSTEP** System Administrator.)

b. In those instances where one Service/Agency proposes an extended implementation date which would **delay** implementation by the other Services/Agencies by 12 months or more, the DoD MI **LSTEP** System Administrator **will** attempt. to resolve the issue with the appropriate Service/Agency. When a satisfactory implementation date cannot be

jointly agreed upon, the matter **will** be referred for resolution to the **OASD(P&L)**.

7. Announcement of implementation dates.

a. Following receipt and evaluation of the Service/Agency **preferred cyclic** implementation dates by the DoD MILSTEP System Administrator, a DoD **cyclic** implementation date **will** be selected and announced through dissemination of a **letter** bearing the same number and subject of the approved change.

b. Approved **MILSTEP** change letters containing the same implementation date **will** be incorporated into an interim/formal **MILSTEP** change immediately preceding the implementation date.

8. Preparation and dissemination of interim/formal changes to the **MILSTEP** manual.

a. Formal changes **will** be published up to three times a year, as volume warrants, to coincide with the **cyclic** implementation date of 1 October, 1 February, or 1 June. Formal changes **will** be numbered consecutively and issued as full page insertions to this manual. These changes **will** indicate the change number on the top of each replacement page. When it is necessary to supplement page changes with explanatory information, such explanation **will** be contained in the cover letter. Paragraphs that are modified or added **will** be indicated by an asterisk in the margin. Formal changes **will** be utilized to incorporate interim changes and approved **MILSTEP** change letters in an official published change to the **MILSTEP manual** and **will** indicate all interim changes/change letters which are incorporated therein.

b. Interim changes **will** be distributed by the DoD **MILSTEP** System Administrator when it is necessary to disseminate modifications to the manual more expeditiously. Interim changes **will** be numbered consecutively and **will** indicate the current year. For example, interim changes for 1990 **will** be numbered 90-1, 90-2, 90-3, etc. All interim changes **will** indicate the numbers of other interim changes which are in effect at the time of their publication. To prevent degradation of the **MILSTEP** manual, interim changes **should** not be posted in the manual **until** the effective date(s) of the change. Interim changes **will** indicate all approved **MILSTEP** change letters which are incorporated herein.

J. FOCAL POINTS

The following offices have been designated as **focal** points for **MILSTEP**:

DoD MILSTEP System
Administrator

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

Army

Commander
U.S. Army Materiel Command
ATTN: **AMCSM-PDP**
5001 Eisenhower Avenue
Alexandria, VA 22333-0001

Navy

Commander
Naval Supply Systems Command
ATTN: SUP 0323
Washington, DC 20376-5000

Air Force

Deputy Chief of Staff, Logistics
and Engineering
U.S. Air Force
ATTN: LEYSP
Pentagon, Room 5B284
Washington, DC 20330-5244

Marine Corps

Commandant of the Marine Corps
ATTN: **LLS-4**
Washington, DC 20380-0001

Defense Logistics Agency

Director
Defense Logistics Agency
ATTN: **DLA-CM**
Cameron Station
Alexandria, VA 22304-6100

K. COMMUNICATIONS

1. General. **MILSTEP** is designed to permit transmission and receipt of transaction documents by electrical communications, mail, and courier.

2. Electrical Communications

a. The Defense Communications System (**DCS**), Automatic Digital Network (**AUTODIN**), is a worldwide DoD computerized general purpose communications system which provides for transmission of narrative and data pattern (card image) traffic.

b. Content indicator code (CIC) in communications message headers identifies various types of traffic and provides a reference/indicator to communications personnel for routing, handling, and speed of processing messages received, based on the local command policies and procedures. In the case of MI LSTEP traffic to the DoD MILSTEP CDCP, the CIC will be "IHFJ." Appropriate local rules should be established for communication terminal routing and handling of in-transit data documents received to ensure that they reach the appropriate elements for processing.

c. With reference to paragraphs a. and b. above, users of the MILSTEP system should be familiar with and establish local procedures to provide for efficient use of the facilities and capabilities of the supporting communication terminal which provides communication services.

3. Communications Precedence. Under normal conditions, a communication precedence of "routine" will be assigned to all electrical transmissions of intransit data documents to the DoD MILSTEP CDCP. During periods of "MINIMIZE," transmission of intransit data documents will be via mail or courier.

L. REPORT CONTROL

1. Report Control Symbol (RCS):DD-A&L(Q) 782 is assigned to MILSTEP reports as prescribed herein. If compilations of data, other than as prescribed herein, are needed internally by the Services/Agencies, such a requirement will be covered by applicable Service/Agency report control symbols.

2. The DoD MILSTEP CDCP daily/monthly operation in support of MILSTEP is exempt from the assignment of an RCS by DoD Directive 5000.19, "Policies for the Management and Control of Information Requirements." This exemption is restricted to operations of a routine nature as they relate to the collection, processing, and distribution of intransit data cards/tape records provided to Service/Agency CPPS for MILSTEP. It includes such functions as editing, error listing, audit, input/output tape records, and the like as prescribed by DoD Military Standard Logistics Systems, i.e., MILSTEP, MILSTAMP, etc. MILSTEP reports, as prescribed herein, which are produced by the DoD MI LSTEP CDCP will be assigned the applicable RCS as indicated in paragraph 1. above.