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(2)

Department of Defense Instruction ASD(S&L)

SUBJECT

Reports on Single Manager Operations

- Refs.: (a) DoD Directive 5160.2, "Single Manager Assignment for Airlift Service"
(b) DoD Directive 5160.10, "Single Manager Service Assignment for Ocean Transportation"
(c) DoD Directive 5160.11, "Single Manager Assignment for Subsistence"
(d) DoD Directive 5160.14, "Single Manager Service Assignment for Traffic Management within the United States"
(e) DoD Directive 5160.15, "Single Manager Assignment for Clothing-Textiles"
(f) DoD Directive 5160.16, "Single Manager Assignment for Medical Materiel"
(g) DoD Directive 5160.18, "Single Manager Assignment for Petroleum"
(h) DoD Instruction 7420.6, "Financial Reports for DoD Stock Funds"
(i) DoD Directive 7220.7, "Accounting for Commitments"
(j) DoD Instruction 4140.9, "Inventory Management Report for Materiel in the Military Supply Systems"
(k) DoD Instruction 4105.44, "Individual Procurement Action Report"
(l) DoD Instruction 4105.51, "Monthly Procurement Summary by Purchasing Office"
(m) DoD Instruction 7410.5, "Financial Reports for DoD Industrial Funds"
(n) DoD Instruction 4160.9, "Policy Governing the Utilization Screening of Excess Personal Property under Control of DoD"
(o) DoD Instruction 4100.31, "Reports on Single Manager Operations" July 22, 1958 (hereby cancelled)
(p) DoD Directive 5160.12, "Policies for Implementation of Single Manager Assignments"
(q) DoD Directive 5160.30, "Single Manager Assignment for Military General Supplies"
(r) DoD Directive 5160.31, "Single Manager Assignment for Military Industrial Supplies"

I. 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.

This document has been approved for public release and sale; its distribution is unlimited.

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II. 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 canceled.

III. REPORTS REQUIRED

Periodic reports, prepared in accordance with the instructions in Attachment 1 and containing information as outlined in Attachment 2, are required. Twenty-five (25) copies of each report will be submitted to the Director, Statistical Services Center, Office of Assistant Secretary of Defense (Comptroller) within sixty (60) days after the end of each quarter.

IV. APPLICABILITY AND RESPONSIBILITY

In accordance with references (a) through (g), (q), and (r), 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.

V. 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 (Supply and Logistics) for review within 60 days after publication of this Instruction.

VI. 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.

VII. REPORT CONTROL SYMBOL

Reporting requirements prescribed in this Instruction have been assigned Report Control Symbol DD-S&L(Q)416.

Attachments 2

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


Assistant Secretary of Defense
(Supply and Logistics)

INSTRUCTIONS FOR PREPARATION OF SINGLE MANAGER REPORTS

A. CONTENTS OF REPORTS

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

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.
2. Narrative Report. This report will include but is not limited to the following information:
 - a. 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.
 - b. Significant Accomplishments. Dollar savings, increased effectiveness and improvements in operations will be cited in this section.
 - c. Special Information. When requested by higher authority, the narrative report will include progress or status information regarding specific subjects.

B. 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.

C. 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.

1. Accounts Payable - The balances due to Government agencies and to commercial vendors and common carriers for materials received or services performed.
2. Accounts Receivable - The uncollected balances (both billed and unbilled) which are due the Agency for reimbursable issues (sales) or for services rendered.

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.
4. Approved Annual Procurement Program - Total funding approved in current annual program for procurement of Single Manager materiel.
5. Central Purchase Items - Items procured on a consolidated basis by National Inventory Control Points or their designees for such procurement.
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.
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.
8. Due Out - Items requisitioned but unfilled, and which are recorded as requirements for future use.
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.
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.
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.
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.

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.
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.
15. Net Value of Contracts Awarded - The dollar difference between debit and credit procurement actions, as reported on DD Form 1057 in accordance with Reference (1) for each purchasing office of the Single Manager.
16. Number of Contracts Awarded - The number of procurement actions as reported on DD Form 1057, Line 1, in accordance with Reference (1) for each purchasing office of the Single Manager.
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).
18. On Order - Items on contracts or orders outstanding which have not been accepted into the Single Manager System.
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.
20. Percent of Number of Contracts Formally Advertised - The number of formally advertised procurement actions as reported on DD Forms 350 and 1057 (Refs. (k) and (1)) by each purchasing office of the Single Manager, divided by the entry on Line D., Section XI, Attachment 2, Format 1.
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 (Refs. (k) and (1)) by each purchasing office of the Single Manager, divided by the entry on Line E., Section XI, Attachment 2, Format 1.
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 (Refs. (k) and (1)), divided by the entry on Line D., Section XI, Attachment 2, Format 1.

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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 (Refs. (k) and (l)), divided by the entry on Line E., Section XI, Attachment 2, Format 1.
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.
25. Procurement Amount Remaining - The amount of the approved annual procurement program for which obligations have not as yet been incurred.
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).
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.)
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. (Ref. (j)).
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.
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.

D. INSTRUCTIONS FOR PREPARING FORMAT 1, ATTACHMENT 2

1. Format 1 will be used by all Commodity Single Managers except Petroleum.
2. Special Instructions:
 - a. Changes in data reported in previous reports will be appropriately footnoted and explained.

- b. 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.
- c. 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.
- d. Section VII will be the total short tons handled by the Single Manager in both Refrigerated and Other than Refrigerated Storage.
- e. 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).
- f. 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).
- g. 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 in accordance with reference (n).
- h. 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.
- i. 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.
- j. 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.
- k. 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.
- l. 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.

F. INSTRUCTIONS FOR PREPARING FORMAT 2, ATTACHMENT 2

1. Format 2 will be used by the Single Manager for Traffic Management. The MMA 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.
 - a. The dates of the time periods covered will be appropriately identified in the columnar headings in each quarterly report.
 - b. Definitions - In the preparation of Format 2, the definitions in Appendix I, Military Traffic Management Regulation will apply.
 - c. Special Instructions
 - (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.
 - (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.
 - (3) As other methods of shipments (reported in Section V) or classes of passenger traffic (reported in Section VI) become sufficiently large to warrant inclusion as a separate line item, such methods or classes should be added to the report.
 - (4) In preparing Section VI, Part B., see Armed Services Procurement Regulation, Section I, Part 7 for definition of small business.

F. INSTRUCTIONS FOR PREPARING FORMAT 3, ATTACHMENT 2

1. Format 3 will be used by the Single Manager for Airlift Service.
2. General. The "Quarterly Progress Report of the Single Manager Operating Agency for Airlift Service (MATS)" will consist of a statistical data card and a narrative summary report.

- a. The statistical data card will be prepared on 6-page, 2-fold cards measuring approximately 8"x12" unfolded and 4"x8" folded, utilizing 220 weight index paper. The tabular order, format, and content of the card will be as shown in Format 3, Attachment 2.
- b. The narrative summary report will highlight significant events of progress and accomplishment achieved during the reporting period, changes in organization, procedures, operations and responsibilities, outstanding problem areas, and major projects underway or contemplated. Where applicable, information included in the narrative report will be consistent with that reflected in the statistical data card. Coverage will include but need not be limited to subject matter areas presented in the statistical data card.

3. Time Periods to be Covered

- a. Except as noted below, the data included in the statistical data card will be reported as of the end of the current quarter or cumulatively for the current fiscal year through the end of the current quarter, as indicated in the respective tables shown in Format 3, Attachment 2. The dates of the time periods covered will be appropriately identified in the columnar headings in each quarterly report.
- b. In Section II, "Airlift Service Aircraft Assigned to the Agency," -- program data will be reported as of the end of the current and next fiscal years.
- c. In Section III, "Status of Aircraft Assigned to the Airlift Service," the required data will cover the current quarter only.
- d. In Section XII, "Personnel Assigned to Agency," projected authorizations will be reported as of the end of the current and next fiscal years.

4. Definitions

- a. Transport Aircraft - All aircraft in the Department of Defense inventory which are designed and used primarily for carrying cargo or passengers, i.e., all "C" type and "V" prefix aircraft of the Air Force, all "R" type and "TF" aircraft of the Navy, and "AC" type aircraft of the Army. Tanker, reconnaissance, search and rescue, and trainer versions of transport aircraft will not be included.

- b. Airlift Service Aircraft Assigned to Agency - Those transport aircraft described in 4.a. above which are assigned to common user airlift service, troop carrier, special air mission, and aeromedical evacuation activities of the Single Manager Operating Agency for Airlift Service. Non-transport type aircraft which are used to provide airlift service, such as the H-13's and U-4's in the 1254th Special Air Mission Group, will be reflected in a footnote to the applicable table.
- c. Programmed Unit Equipment Aircraft - Primary tactical unit and tactical supporting unit aircraft authorized to a tactical unit for the direct accomplishment of its primary mission. This excludes command support aircraft.
- d. Civil Reserve Air Fleet - Transport aircraft of commercial air carriers which, under the Emergency War Plan, have been allocated to the Department of Defense by the Department of Commerce to augment the MATS fleet.
- e. Operational Assigned Aircraft - The total assigned aircraft less those in depot maintenance.
- f. Transport Operations of Agency - The airlift service operations of the Single Manager Operating Agency for Airlift Service. Specifically, operations relating to the movement of traffic, including passengers, patients, cargo, mail, and other goods, via airlift service aircraft assigned to common user, troop carrier, special air mission, and aeromedical evacuation activities, and commercial augmentation procured by the Agency.
- g. Channel Traffic - Traffic moved between established aerial ports of embarkation and debarkation of MATS scheduled flights.

G. INSTRUCTIONS FOR PREPARING FORMATS 4 AND 5, ATTACHMENT 2

1. General

- a. In order to measure some of the more significant aspects of the overall petroleum program, it is necessary that selected activities under the Single Manager for Petroleum as well as selected managerial activities within the Military Departments be reported. To accomplish this requires the preparation of two formats.
- b. The narrative report from the Military Petroleum Supply Agency may include information considered appropriate and not otherwise provided for in paragraphs A.1. and A.2. of this attachment.

2. Format 4 - This format will be used by the Single Manager for Petroleum and will include data relative to MPSA activities. It will be prepared and forwarded on a 4-page, single-fold card measuring approximately 8"x8" unfolded and 4"x8" folded, utilizing 220 weight index paper.
 - a. Section I - Personnel - In the report covering the last quarter of the fiscal year, the planned or estimated strength as of the end of the next fiscal year will be reported in the fourth column.
3. Format 5 - This format consists of a consolidation of information relative to selected Departmental activities in the POL area. The Military Departments will prepare and forward the required information to the Single Manager for Petroleum in accordance with procedures and due dates prescribed by the Single Manager. The information will then be consolidated as shown in Attachment 2. Format 5 will be prepared and forwarded on a 4-page, single-fold card measuring approximately 8"x8" unfolded and 4"x8" folded, utilizing 220 weight index paper. No narrative report in connection with Departmental POL activities is required.
 - a. Definitions - In the preparation of Format 5, the following definitions will apply:
 - (1) Budget Authority - The amount of obligation and commitment authority received for a given fiscal year based on the operating budget.
 - (2) Allotments - The amount of authorizations granted by the central stock fund operating agency to subordinate offices to incur obligations under the fund or subdivision thereof for each materiel category.
 - (3) Obligations Incurred - The amount of obligations 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.
 - (4) Balances Available for Allotment - The difference between the total budget authority and the allotments granted.
 - (5) Unobligated Allotments - Total - The difference between the allotments and the obligations incurred.
 - (6) Reserved for Commitments Outstanding - The reservations of funds recorded against the unobligated balances upon the basis of appropriate documentary evidence in accordance with Reference (1).

(7) Available for Commitment - The difference between the total unobligated allotments and the commitments outstanding against the allotments.

- b. Sections I through IV - In the report covering the last quarter of a fiscal year, planned or estimated inventories, requirements, etc., as of the end of the next fiscal year will be reported in the fourth major column. Each of the time period columns will be subdivided to show individual Military Department totals and a Department of Defense total.
- c. In Section V, "Funding Program," the status of the funding program as of the end of the previous fiscal year will be reported in the first column. The status of the funding program for the current fiscal year will be reported each quarter as of the end of each quarter as indicated in the columnar headings. Data will be reported for each Military Department and a Department of Defense total will be shown. The entries in Section V will be in accordance with DOD Instruction 7420.6, "Financial Reports for Department of Defense Stock Funds," Statement 7.
- d. In Section VI, "Transportation Costs," individual Military Department totals and a Department of Defense total will be reported.

H. REPORTS OF THE SINGLE MANAGER FOR OCEAN TRANSPORTATION

- 1. To satisfy the statistical data requirements of Paragraph A.1., Attachment 1, the Single Manager for Ocean Transportation is authorized to use the MSTS Quarterly Statistical Abstract which shall cover as a minimum the following areas of statistical data on a quarterly basis:
 - a. Personnel - Authorized and On Board, Ashore and Afloat - Military and Civilian.
 - b. 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.
 - c. 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.

- d. Workload by Vessel Ownership - Percentages (based on measurement tons) of cargo lifted by MSTs ships, by Maritime Administration - NSA ships and by commercial ships; percentages (based on long tons) of POL lifted by MSTs ships and by commercial ships.
 - e. 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.
 - f. Unit Costs - Costs per thousand measurement ton-miles of cargo with detailed data showing unit costs of various methods used; costs per thousand passenger-miles with detail showing unit costs of cabin and troop passengers in MSTs 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.
 - g. Balance Sheet - A balance sheet as of the end of each quarter will be included.
 - h. 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 MSTs operation (cargo, passengers, POL and other).
2. The Single Manager for Ocean Transportation will continue to maintain detailed operational statistical data and to provide such data upon request by the Office of the Secretary of Defense.

SINGLE MANAGER ASSIGNMENT FOR _____
Period Ending _____

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Att. 2, Format 1

		Current Qtr.		Planned For End This FY	Current Qtr.		Cumula- tive This FY		
		Last FY	This FY		Last FY	This FY			
SECTION I. <u>PERSONNEL</u>									
A. Operating Agency-Authorized-Total									
1. Military									
2. Civilian									
B. Operating Agency-On Board-Total									
1. Military									
2. Civilian									
C. Agency Personnel and Operating Costs-Total (\$000)									
1. Salaries									
2. Other									
SECTION II. <u>ITEMS IN ASSIGNMENT</u>									
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									
SECTION III. <u>WORKLOAD & PERFORMANCE</u>									
A. No. of Line Items Requisitioned (000's)									
B. No. of Line Items Shipped (000's)									
C. Pct. of Line Items Shipped on Time									
D. Direct Shipments to Retail Supply Points (\$000)									
E. Value of Single Manager Material Shipped from Vendors to Activities having Storage or Distri- bution Mission Activities (\$000)									
F. Pct. of "Direct Shipments to Retail Supply Points" to "All Shipments."									
SECTION IV. <u>TRANSPORTATION COSTS (\$000)</u>									
A. Costs Incurred-Total									
B. Costs Incurred for Material moved between Single Manager Depots									

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Att. 2, Format 1

SINGLE MANAGER ASSIGNMENT FOR _____

Period Ending _____

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4100.31 Sept 2, 60
Att. 2, Format 1

	This Quarter		Planned for End of This FY
	Last Fiscal Year Unserviceable Serviceable	This Fiscal Year Unserviceable Serviceable	Unserviceable Serviceable
SECTION V. <u>INVENTORY POSITION (\$000)</u>			
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 _____

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Current Quarter Last FY This FY		Planned For End Of This FY
SECTION VI. <u>DISTRIBUTION SYSTEM</u>		
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.) <u>1/</u>		
3. Space Occupied by Single Manager Activities (000 sq. ft.) <u>1/</u>		
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		
<u>1/</u> Includes all space including space furnished by other Military Services.		
		<u>Cumulative This FY</u>

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Att. 2, Format 1

4100.31 Sept 2, 60
Att. 2, Format 1

SINGLE MANAGER ASSIGNMENT FOR _____
Period Ending _____

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

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Att. 2, Format 1

SINGLE MANAGER ASSIGNMENT FOR _____
Period Ending _____

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4100.31 Sept 2, 60
Att. 2, Format 1

4100.31 Sept 2, 60
Att. 2, Format 1

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

FREIGHT TRAFFIC

SECTION V

Category of Traffic and Method of Shipment	DURING												CUMULATIVE			
	Last Fiscal Year				Current Quarter				Last Quarter				Current Fiscal Year - 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. <u>VOLUME TRAFFIC</u>																
1. Railroad (C/L)																
2. Highway (T/L)																
3. Water - Barge and Ships																
4. Air - Contract (Plane)																
5. Pipeline																
6. Mixed Methods																
B. <u>SMALL SHIPMENTS TRAFFIC</u>																
1. Railroad (LCL)																
2. Railway Express																
3. Freight Forwarder																
4. Highway (H/L)																
5. Air Freight																
6. Air Express																
7. Air Forwarder																
8. Bus																
C. <u>HOUSEHOLD GOODS</u>																
1. Railroad																
2. Highway (Van)																
a. Accessorial charges																
3. Highway (Other)																
4. Freight Forwarder																
a. Crated																
b. Uncrated																
c. Accessorial charges																
5. Air																
6. Mixed Methods																

PASSENGER TRAFFIC

SECTION VI

Mode and Class of Transportation	DURING												CUMULATIVE			
	Last Fiscal Year				Current Quarter				Last Quarter				Current Fiscal Year - Through Current Quarter			
	No. of TR's	Passengers	Passenger Miles	Cost	No. of TR's	Passengers	Passenger Miles	Cost	No. of TR's	Passengers	Passenger Miles	Cost	No. of TR's	Passengers	Passenger Miles	Cost
PASSENGER TRAFFIC - TOTAL																
A. <u>RAILROAD</u>																
1. Regular Rates																
a. 1st Class and Pullman																
b. Coach																
2. Section 22																
a. 1st Class and Pullman																
b. Coach																
B. <u>AIRLINES</u>																
1. Large Business																
a. 1st Class																
b. Air Coach																
c. Chartered																
2. Small Business																
a. 1st Class																
b. Air Coach																
c. Chartered																
C. <u>BUS</u>																
1. Regular																
2. Charter																
a. Tariff																
b. Section 22																

MILITARY TRAFFIC MANAGEMENT AGENCY
QUARTERLY PROGRESS REPORT
AS OF

PERSONNEL

WORKLOAD AND PERFORMANCE

SECTION I

Category of Personnel	END OF			Planned End of Fiscal Year
	Last Fiscal Year	Current Quarter	Last Quarter	
A. OPERATING AGENCY - AUTHORIZED - TOTAL				
Military				
Civilian				
1. HMA HEADQUARTERS				
a. Military				
b. Civilian				
2. HMA REGIONAL OFFICES				
a. Military				
b. Civilian				
B. OPERATING AGENCY - ON BOARD - TOTAL				
Military				
Civilian				
1. HMA HEADQUARTERS				
a. Military				
b. Civilian				
2. HMA REGIONAL OFFICES				
a. Military				
b. Civilian				

SECTION II

ESTIMATED SAVINGS (Millions of Dollars)				
	During			Cumulative through Current Quarter
	Last Fiscal Year	Current Quarter	Last Quarter	
TOTAL				
A. FREIGHT				
1. Negotiated Rates and Classifications				
2. Transit				
3. Other				
B. PASSENGER				
1. Negotiated Rates				
2. Group Movements				

SECTION III

Workload and Savings By Type	During		Cumulative through Current Quarter
	Last Fiscal Year	Current Quarter	
WORKLOAD			
A. ROUTINE (Thousands)			
1. Freight			
a. Domestic			
b. Export			
2. Passenger			
B. TRANSIT OPERATIONS (Thousands of Tons)			
1. Recorded			
2. Expired			
3. Utilized			
C. NEGOTIATED RATES AND CLASSIFICATIONS			
1. Originated			
2. In Process			
3. Completed			
a. Filed in Tariff			
b. Filed in Section 22			
c. Rejected by Carriers			
D. NON-NEGOTIATED SECTION 22 TARIFFS RECEIVED			
1. Other Freight			
2. Passenger			

MAJOR COMMODITY PLAN
(Ranked by Revenue)

SECTION IV

Commodity Group	During Last Fiscal Year			Cumulative through Current Quarter
	Transportation Charge (In millions of dollars)	Amount per Ton (Mile)	Average per Shipment (In thousands of pounds)	
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

SECTION II. AIRLIFT SERVICE AIRCRAFT ASSIGNED TO THE AGENCY
As of _____

Type and Model	ACTUAL			PROPOSED	
	Total	Common User	Special Air (12% ATC)	Air Service	Air Service
TOTAL					
C-54					
C-57					
C-119					
C-124					
C-125					
C-130					
C-131					
C-133					
C-135					
C-137					
C-140					
C-142					
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MILITARY PETROLEUM SUPPLY AGENCY
 QUARTERLY PROGRESS REPORT
 AS OF

	DURING			CUMULATIVE
	Last Fiscal Year	Current Quarter	Last Quarter	Current Fiscal Year Through Current Quarter
SECTION IV. COSTS (\$000's)				
A. Administrative Costs of Operation				
1. Personnel costs				
2. Other				
SECTION V. EXCESS DECLARED (\$000's)				
SECTION VI. DISTRIBUTION				
A. Tanker Loadings Arranged by WPSA (000 bbls.)				
B. Number of Cargoes				

Responsibilities for ownership of petroleum stocks and quality of petroleum products are assigned to the appropriate departmental reports which are consolidated by the Military Petroleum Supply Agency to cover their stock inventories, storage and fueling programs.

	E E D O F			Planned End of
	Last Fiscal Year	Current Quarter	Last Quarter	Current Fiscal Year
SECTION I. <u>PERSONNEL</u>				
A. Operating Agency - Authorized - Total				
1. Military				
2. Civilian				
B. Operating Agency - On Board - Total				
1. Military				
2. Civilian				
SECTION II. <u>NUMBER OF LINE ITEMS IN AN ASSIGNMENT</u>				XXX

	DURING			CUMULATIVE
	Last Fiscal Year	Current Quarter	Last Qu	Current Fiscal Year to Current Quarter
SECTION III. <u>PROCUREMENT</u>				
A. Procurement Actions				
1. Number of contracts awarded				
2. Number of contract changes				
3. Number of item entries				
a. Packaged products				
b. Bulk products				
4. Bulk products contract coverage				
a. Number of Mkls. contracted for (000's)				
b. Dollar value (\$000's)				
5. Packaged products (Dollar value - \$000's)				
B. Commercial Bulk Storage (including related facilities and services)				
1. Contractual obligations for storage and services (\$000's) (end of period)				XXX
2. Commercial storage (000 Mkls.)				XXX
a. Under contract (end of period)				
b. Renewals				
c. Terminations				
d. New contracts				

4100.31, Sept 2, 60
 ATT. 2 Form 1.5

QUARTERLY REPORT OF
 DEPARTMENTAL MILITARY PETROLEUM ACTIVITIES
 CONSOLIDATED SUMMARY
 As of
 Prepared by Military Petroleum Supply Agency

This report is a summary of departmental reports covering activities which are the primary responsibility of the Military Services.

SECTION	PERIOD			CUMULATIVE
	Last Fiscal Year	Current Quarter	Last Quarter	Current Fiscal Year Through Current Quarter
VI. TRANSPORTATION COSTS (\$000's)				
A. Costs Incurred by Military Departments within the Stock Fund				
1. Total				
a. Army				
b. Navy				
c. Air Force				

SECTION	Last Fiscal Year			Current Quarter			Last Quarter			Planned - End of Current Fiscal Year		
	Total	A	B	Total	A	B	Total	A	B	Total	A	B
I. INVENTORY (\$000's) - TOTAL												
A. Total Stocks - Serviceable												
1. Peacetime Operating												
2. Mobilization Reserve												
3. Economic Retention												
4. Contingency												
5. Excess												
6. In-Transit												
7. In Hands of Contractors (OPW)												
B. Total Stocks - Unserviceable												
1. Peacetime Operating												
2. Economic Retention												
C. Total Stocks - Other (Unclassified)												
SECTION II. REQUIREMENTS (\$000's)												
A. M-Day MR												
1. FYMR												
2. MMR												
SECTION III. BULK STORAGE (000 bbls)												
A. World-Wide - Total												
1. Military Owned												
2. Leased												
SECTION IV. BULK STOCKS INVENTORY (000 bbls.)												
A. World-Wide												

SECTION	LAST FISCAL YEAR	CURRENT FISCAL YEAR			
		As of 30 September	As of 31 December	As of 31 March	As of 30 June
V. FUNDING PROGRAM (\$000's)					
A. Status of Budget Authority					
1. Budget Authority - Total					
a. Army					
b. Navy					
c. Air Force					
2. Allotments - Total					
a. Army					
b. Navy					
c. Air Force					
3. Obligations Incurred - Total					
a. Army					
b. Navy					
c. Air Force					
4. Balances Available for Allotment - Total					
a. Army					
b. Navy					
c. Air Force					
5. Unobligated Allotments					
a. Total					
(1) Army					
(2) Navy					
(3) Air Force					
b. Reserved for Commitments Outstanding - Total					
(1) Army					
(2) Navy					
(3) Air Force					
c. Available for Commitment - Total					
(1) Army					
(2) Navy					
(3) Air Force					

DEPARTMENT OF DEFENSE

DIRECTIVES SYSTEM TRANSMITTAL

ASD(I&L)
61 7-7571

NUMBER	DATE	DISTRIBUTION
4100. 31 - Ch 1	September 12, 1961	4100

ATTACHMENTS

Pages 7 thru 12 of Attachment 1, and
Format 4 (Pages 1 and 2) of Attachment 2 to DoD Instruction 4100. 31, Sept 2, 60.

INSTRUCTIONS FOR RECIPIENTS

The following pen and page changes to DoD Instruction 4100. 31, "Reports on Single Manager Operations," dated September 2, 1960, have been authorized:

PEN CHANGES

Page 1 - Refs.: Add "(s) DoD Instruction 4115.1, 'DoD Coordinated Procurement Programs - Commodity Assignments'"

Page 2 - Section VII.: Delete: "DD-I&L(Q)416"
Insert: "DD-I&L(Q)439"

The ASD(S&L) title (Sections V. and VII.) was changed to ASD(I&L) by Transmittal 61-2, dated January 31, 1961.

Page 4 - Attachment 1: Revise Paragraph D. 1. to read -

"Format 1 will be used in total by all Commodity Single Managers except Petroleum. Format 1 will be used by the Single Manager for Petroleum to the extent indicated in Paragraph G. of these instructions."

Changed portions are underscored.

Page 6 - Attachment 1: At the top of the page change the paragraph identification "F" to "E".

WHEN PRESCRIBED ACTION HAS BEEN TAKEN, THIS TRANSMITTAL SHOULD BE DESTROYED.

SD FORM 106-1
JUL 66

PREVIOUS EDITIONS ARE OBSOLETE

NUMBER	DATE	DEPARTMENT OF DEFENSE DIRECTIVES SYSTEM TRANSMITTAL
4100. 31 - Ch 1	Sept 12, 61	

INSTRUCTIONS FOR RECIPIENTS (Continued)

PAGE CHANGES TO ATTACHMENTS

Attachment 1 - Remove: Pages 7 thru 11
Insert: Attached Pages 7 thru 12

Changes appear on Pages 8, 9, and 10, and are indicated by marginal asterisks.

Attachment 2 - Remove: Format 4
Insert: Attached Format 4

Attachment 2 - Remove Format 5


MAURICE W. ROCHE
Administrative Secretary

-2-

- a. The statistical data card will be prepared on 6-page, 2-fold cards measuring approximately 8"x12" unfolded and 4"x8" folded, utilizing 220 weight index paper. The tabular order, format, and content of the card will be as shown in Format 3, Attachment 2.
- b. The narrative summary report will highlight significant events of progress and accomplishment achieved during the reporting period, changes in organization, procedures, operations and responsibilities, outstanding problem areas, and major projects underway or contemplated. Where applicable, information included in the narrative report will be consistent with that reflected in the statistical data card. Coverage will include but need not be limited to subject matter areas presented in the statistical data card.

3. Time Periods to be Covered

- a. Except as noted below, the data included in the statistical data card will be reported as of the end of the current quarter or cumulatively for the current fiscal year through the end of the current quarter, as indicated in the respective tables shown in Format 3, Attachment 2. The dates of the time periods covered will be appropriately identified in the columnar headings in each quarterly report.
- b. In Section II, "Airlift Service Aircraft Assigned to the Agency," -- program data will be reported as of the end of the current and next fiscal years.
- c. In Section III, "Status of Aircraft Assigned to the Airlift Service," the required data will cover the current quarter only.
- d. In Section XII, "Personnel Assigned to Agency," projected authorizations will be reported as of the end of the current and next fiscal years.

4. Definitions

- a. Transport Aircraft - All aircraft in the Department of Defense inventory which are designed and used primarily for carrying cargo or passengers, i.e., all "C" type and "V" prefix aircraft of the Air Force, all "R" type and "TF" aircraft of the Navy, and "AC" type aircraft of the Army. Tanker, reconnaissance, search and rescue, and trainer versions of transport aircraft will not be included.

- b. Airlift Service Aircraft Assigned to Agency - Those transport aircraft described in 4.a. above which are assigned to common user airlift service, troop carrier, special air mission, and aeromedical evacuation activities of the Single Manager Operating Agency for Airlift Service. Non-transport type aircraft which are used to provide airlift service, such as the H-13's and U-4's in the 1254th Special Air Mission Group, will be reflected in a footnote to the applicable table.
- c. Programmed Unit Equipment Aircraft - Primary tactical unit and tactical supporting unit aircraft authorized to a tactical unit for the direct accomplishment of its primary mission. This excludes command support aircraft.
- d. Civil Reserve Air Fleet - Transport aircraft of commercial air carriers which, under the Emergency War Plan, have been allocated to the Department of Defense by the Department of Commerce to augment the MATS fleet.
- e. Operational Assigned Aircraft - The total assigned aircraft less those in depot maintenance.
- f. Transport Operations of Agency - The airlift service operations of the Single Manager Operating Agency for Airlift Service. Specifically, operations relating to the movement of traffic, including passengers, patients, cargo, mail, and other goods, via airlift service aircraft assigned to common user, troop carrier, special air mission, and aeromedical evacuation activities, and commercial augmentation procured by the Agency.
- g. Channel Traffic - Traffic moved between established aerial ports of embarkation and debarkation of MATS scheduled flights.

G. INSTRUCTION FOR PREPARING FORMAT 4, ATTACHMENT 2

1. GENERAL

- a. Data reflecting the status and progress of the Single Manager for Petroleum activity in connection with the responsibilities for supply management of Packaged Petroleum Products that are to be assumed in accordance with the Deputy Secretary of Defense memorandum to the Secretary of the Navy, subject: "Packaged Petroleum Products, Request to Revise MPSA Scope Management," dated May 2, 1961, will be reported on Format 1 when the plans for doing so, noted in that memorandum, are approved and implemented.

- b. Data reflecting the status and progress of the entire purchasing activity of the Agency, including the purchasing activity of items to be covered in paragraph 1a above, will be reported on Format 4 in accordance with the specific instructions in G. 2. below.
- c. The military departments will submit reports DD Form 531 to the Military Petroleum Supply Agency in accordance with "MPSA Operating Procedures" (AR 700-9100-5/NAVMPSA P-1/AFR 67-142/NAVMC 1152). The Agency will prepare summary and analytical reports of these data for submission to Directorate of Petroleum Logistics Policy, OASD(I&L), within 75 calendar days after the end of the reporting quarter. In addition, a copy of the departmental submission of DD Form 531 will be made available to the I&L office within one day after receipt by the Agency. (Note: Copies of the departmental submissions of DD Form 531 need not be submitted with the summary reports.)
- d. The military departments will submit reports DD Form 701 to the Military Petroleum Supply Agency in accordance with "MPSA Operating Procedures" (AR 700-9100-5/NAVMPSA P-1/AFR 67-142/NAVMC 1152). The Agency will prepare summary reports of these data for submission to Directorate of Petroleum Logistics Policy, OASD(I&L), by September 15 of each year.
- e. Data reflecting the status and progress of the distribution activities of MPSA will be obtained by the Directorate of Petroleum Logistics Policy, OASD(I&L), from the Bulk Petroleum Lifting Report, MPSA Report 4620-1. A copy of the report will be submitted by MPSA to that office within 30 days after the end of the period covered.
- f. Data reflecting bulk petroleum products written slate will be obtained by the Directorate of Petroleum Logistics Policy, OASD(I&L), from the Petroleum Logistics Report, MPSA Report 4020-10 (JCS). A copy of the report will be submitted by MPSA to that office within 30 days after the end of the period covered.

2. SPECIFIC INSTRUCTIONS FOR FORMAT 4

Section I - Agency Administration. Insert the data specified in the format relating to personnel, and operating costs including military personnel costs, of the Agency. The cost of military personnel shall be computed on the basis of the latest approved rates or principles for costing military personnel service.

* Section II - Agency Assignment. Insert the data specified *
 * in the format relating to the Agency assignments specified *
 * in ref. (s). For bulk products, insert the number of line *
 * items in the assignment as of the end of the reporting *
 * period. For packaged products, insert the number of line *
 * items in the assignment as of the end of the reporting period *
 * and distribute this number on the basis of item commonality *
 * and purchase designations. *

* Section III - Agency Purchase Activity. Insert the data *
 * specified in the format relating to Agency purchase activity *
 * for each of the bulk products and packaged products (Including *
 * those under the supply management of the Agency) and services *
 * as indicated below: *

* Bulk Products: As specified in "MPSA Operating *
 * Procedures" (AR 700-9100-5/ *
 * NAVMPSA P-1/AFR 67-142/NAVMC 1152). *

* Packaged Products 1/: Lubricating oils *
 * Greases *
 * Hydraulic Fluids *
 * Other Packaged Products *

* Services: Commercial Storage and Handling *
 * Operation of Government-Owned Terminals *
 * Into-Plane Fueling *
 * Other Services *

* 1/ The classification of packaged products of FSC Classes *
 * assigned to the Agency by ref. (s) into lubricating oils, *
 * greases, and hydraulic fluids will be accomplished at the *
 * discretion of the Agency. Products in these classes that *
 * are not considered classifiable into one of these will be *
 * categorized as "Other Packaged Products". *

H. REPORTS OF THE SINGLE MANAGER FOR OCEAN TRANSPORTATION

1. To satisfy the statistical data requirements of Paragraph A.1., Attachment 1, the Single Manager for Ocean Transportation is authorized to use the MSTS Quarterly Statistical Abstract which shall cover as a minimum the following areas of statistical data on a quarterly basis:

- a. Personnel - Authorized and On Board, Ashore and Afloat - Military and Civilian.
- b. 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.
- c. 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.
- d. Workload by Vessel Ownership - Percentages (based on measurement tons) of cargo lifted by MSTB ships, by Maritime Administration -MFA ships and by commercial ships; percentages (based on long tons) of POL lifted by MSTB ships and by commercial ships.
- e. 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 Interoceanic; 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.
- f. 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 MSTB 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.

- g. Balance Sheet - A balance sheet as of the end of each quarter will be included.
 - h. 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 MSTS operation (cargo, passengers, POL and other).
2. The Single Manager for Ocean Transportation will continue to maintain detailed operational statistical data and to provide such data upon request by the Office of the Secretary of Defense.

SINGLE MANAGER PURCHASE ASSIGNMENT FOR PETROLEUM PRODUCTS
Quarter Ending _____

Page 1 of 2

	This Fiscal Year	
	Current Quarter	End (Planned)
SECTION I. AGENCY ADMINISTRATION		
A. <u>Personnel</u>		
1. <u>Authorized - Total</u>		
a. Military		
b. Civilian		
2. <u>On Board - Total</u>		
a. Military		
b. Civilian		
B. <u>Operating Costs - Total (\$000)</u>		
1. Salaries		
2. Other		
SECTION II. ITEMS IN ASSIGNMENT		
A. No. of line items in Bulk Purchase Assignment		
B. No. of line items in Packaged Products Purchase Assignment.		
1. Peculiar to 1 Service		
2. Common to 2 Services		
3. Common to 3 Services		
4. Common to 4 Services		
C. No. of line items in Packaged Products Purchase Assignment designated as Local Purchase.		
D. No. of line items in Packaged Products Purchase Assignment designated as Central Purchase.		

	This Fiscal Year	
	Current Quarter	To Date
SECTION III. AGENCY PURCHASE ACTIVITY		
A. <u>Bulk Products</u> 1. Service Purchase Requests Received (000 bbls) 2. Contract Coverage (000 bbls) 3. Net Value of Contracts Awarded - Total (\$000) a. Indefinite Quantity (open-end) - Sub-total (1) Formal Advertising (2) Negotiation b. Firm Quantity - Sub-total (1) Formal Advertising (2) Negotiation c. Net Value Awarded to Small Business 4. Procurement Actions a. Number of Contracts Awarded b. Number of Line Item Entries		
B. <u>Packaged Products</u> 1. Net Value of Contracts Awarded - Total (\$000) a. Formal Advertising b. Negotiation 2. Net Value Awarded to Small Business 3. Procurement Actions a. Number of Contracts Awarded b. Number of Line Item Entries		
C. <u>Services</u> 1. Net Value of Contracts Awarded - Total (\$000) a. Method (1) Formal Advertising (2) Negotiation b. Purpose (1) Commercial Storage and Handling (2) Operation of Government-owned Terminals (3) Into-Plane Fueling (4) Other 2. Number of Contracts Awarded - Total		

DEPARTMENT OF DEFENSE

DIRECTIVES SYSTEM TRANSMITTAL

ASD (P+L)
697-7571

NUMBER

4100. 31 - Ch 2

DATE

April 4, 1962

DISTRIBUTION

4100

ATTACHMENTS

Pages 1 and 2 of DoD Instr 4100. 31, Sept 2, 60.

INSTRUCTIONS FOR RECIPIENTS

The following page changes to Department of Defense Instruction 4100. 31, "Reports on Single Manager Operations," dated September 2, 1960, have been authorized:

PAGE CHANGES

Remove: Pages 1 and 2

Insert: Attached substitute pages.

Current change appears on Page 2 and is indicated by marginal asterisks. Previous changes to these pages have been incorporated.

Maurice W. Roche

MAURICE W. ROCHE
Administrative Secretary

WHEN PRESCRIBED ACTION HAS BEEN TAKEN, THIS TRANSMITTAL SHOULD BE FILED WITH THE BASIC DOCUMENT

SD FORM 106-1
1 MAR 62

PREVIOUS EDITIONS ARE OBSOLETE



NUMBER 4100.31

DATE September 2, 1960 #

Department of Defense Instruction ASD(I&L)

SUBJECT

Reports on Single Manager Operations

- Refs.: (a) DoD Directive 5160.2, "Single Manager Assignment for Airlift Service"
(b) DoD Directive 5160.10, "Single Manager Service Assignment for Ocean Transportation"
(c) DoD Directive 5160.11, "Single Manager Assignment for Subsistence"
(d) DoD Directive 5160.14, "Single Manager Service Assignment for Traffic Management within the United States"
(e) DoD Directive 5160.15, "Single Manager Assignment for Clothing-Textiles"
(f) DoD Directive 5160.16, "Single Manager Assignment for Medical Materiel"
(g) DoD Directive 5160.18, "Single Manager Assignment for Petroleum"
(h) DoD Instruction 7420.6, "Financial Reports for DoD Stock Funds"
(i) DoD Directive 7220.7, "Accounting for Commitments"
(j) DoD Instruction 4140.9, "Inventory Management Report for Materiel in the Military Supply Systems"
(k) DoD Instruction 4105.44, "Individual Procurement Action Report" (Cancelled by Transmittal 61-21, 6/9/61)
(l) DoD Instruction 4105.51, "Monthly Procurement Summary by Purchasing Office" (Cancelled by Transmittal 61-21, 6/9/61)
(m) DoD Instruction 7410.5, "Financial Reports for DoD Indus. Funds"
(n) DoD Instruction 4160.9, "Policy Governing the Utilization Screening of Excess Personal Property under Control of DoD" --
(o) DoD Instruction 4100.31, "Reports on Single Manager Operations" July 22, 1958 (hereby cancelled)
(p) DoD Directive 5160.12, "Policies for Implementation of Single Manager Assignments"
(q) DoD Directive 5160.30, "Single Manager Assignment for Military General Supplies"
(r) DoD Directive 5160.31, "Single Manager Assignment for Military Industrial Supplies"
(s) DoD Instruction 4115.1, "DoD Coordinated Procurement Programs - Commodity Assignments"

I. 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.

#First amendment (Ch 1, 9/12/61)

II. REISSUANCE AND CANCELLATION

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

III. REPORTS REQUIRED

* Periodic reports, prepared in accordance with the instructions in Att. 1
* and containing information as outlined in Formats 1, 2, and 4, Att. 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 Att. 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 MATS and MSTS will be submitted to the Director, DSS, *
* OASD(Comp), within sixty (60) days after the end of each quarter. *

IV. APPLICABILITY AND RESPONSIBILITY

In accordance with references (a) through (g), (q), and (r), 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.

V. 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.

VI. 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.

VII. REPORT CONTROL SYMBOL

Reporting requirements prescribed in this Instruction have been assigned Report Control Symbol DD-I&L(Q)439.

Thomas D. Morris

THOMAS D. MORRIS
Assistant Secretary of Defense
Installations and Logistics

Attachments - 2

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

2

#Second amendment (Ch 2, 4/4/62)

DEPARTMENT OF DEFENSE

DIRECTIVES SYSTEM TRANSMITTAL

ASD (172)
647-7571

NUMBER

4100.31 - Ch 3

DATE

May 13, 1963

DISTRIBUTION

4100

ATTACHMENTS

None

INSTRUCTIONS FOR RECIPIENTS

The following INTERIM pen changes to Department of Defense Instruction 4100.31, "Reports on Single Manager Operations," dated September 2, 1960, have been authorized, pending issuance of further changes stemming from reviews and analyses now being conducted:

PEN CHANGES

1. Page 2 - Change Section VII. to read:

"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 Defense Traffic Management Service to submit reports has been assigned Report Control Symbol DD-I&L(Q)493."

Added portions are underscored.

2. Attachment 2 - Format 2: Delete ALL of Section II.

Maurice W. Roche

MAURICE W. ROCHE
Administrative Secretary

WHEN PRESCRIBED ACTION HAS BEEN TAKEN, THIS TRANSMITTAL SHOULD BE FILED WITH THE BASIC DOCUMENT

DEPARTMENT OF DEFENSE ^{ASD(P&L)} ⁶⁹⁷⁻⁷⁵⁷¹

DIRECTIVES SYSTEM TRANSMITTAL

NUMBER 4100.31 - Ch 4

DATE

August 27, 1971

ITERATION

4100 series

(Supersedes Ch 2, 4/4/62)

ATTACHMENTS - 6

Pages 1&2 to DoD Instruction 4100.31, Sept 2, 1960, and
Pages 3&4 and 5&6 of Attachment 1, thereto.

INSTRUCTIONS FOR RECIPIENTS

Pending reissuance of Department of Defense Instruction 4100.31, "Reports on Single Manager Operations," dated September 2, 1960, the following interim page and pen changes are authorized:

PAGE CHANGES

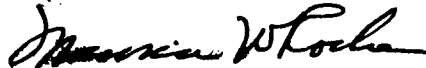
Remove: Pages 1&2 of basic Instruction and
Pages 3&4 and 5&6 of Attachment 1

Insert: Attached replacement pages.

Current changes are indicated by marginal asterisks. Previous changes to pages 1&2 of basic Instruction and pages 4 and 6 of Attachment 1 have been incorporated.

PEN CHANGES

1. Pages 8, 9 and 10 of Attachment 1: Delete Section G. in its entirety and Attachment 2, Format 4. Petroleum reporting requirements are now outlined in DoD Instruction 7730.21 (reference (g)).
2. Page 8, Attachment 1 and Attachment 2, Format 3: Wherever the title "Single Manager Operating Agency for Airlift Services" and "MATS" appear, change to "MAC"
3. Pages 10, 11 and 12 of Attachment 1 and Attachment 2, Format 2: Wherever the title "Single Manager for Ocean Transportation" and "MSTS" appear, change to "Military Sealift Command" and "MSC".



MAURICE W. ROCHE

Director, Correspondence and Directives Division
OASD(Administration)

WHEN PRESCRIBED ACTION HAS BEEN TAKEN, THIS TRANSMITTAL SHOULD BE FILED WITH THE BASIC DOCUMENT

SD FORM 106-1
1 MAR 62

PREVIOUS EDITIONS ARE OBSOLETE



Department of Defense Instruction

ASD(I&L)

SUBJECT

Reports on Single Manager Operations

- Refs.: (a) DoD Directive 5160.2, "Single Manager Assignment for Airlift Service", March 24, 1962
- (b) DoD Directive 5160.10, "Single Manager Service Assignment for Ocean Transportation", March 24, 1967
- ~~(c) DoD Directive 5160.11, "Single Manager Assignment for Subsistence"~~
- (d) DoD Directive 5160.53, "Single Manager Assignment for Military Traffic, Land Transportation, and Common-User Ocean Terminals", 3/24/67
- ~~(e) DoD Directive 5160.15, "Single Manager Assignment for Clothing Textiles"~~
- ~~(f) DoD Directive 5160.16, "Single Manager Assignment for Medical Materiel"~~
- (g) DoD Instruction 7730.21, "Petroleum Reporting Requirements", 6/19/68
- (h) DoD Inst. 7420.11, "Chart of Accts & Financial Reports", June 10, 1964
- ~~(i) DoD Directive 7220.7, "Accounting for Commitments"~~
- ~~(j) DoD Instruction 4140.9, "Inventory Management Report for Material in the Military Supply Systems"~~
- ~~(k) DoD Instruction 4105.44, "Individual Procurement Action Report (Cancelled by Transmittal 61-21, 6/9/61)"~~
- ~~(l) DoD Instruction 4105.51, "Monthly Procurement Summary by Purchasing Office (Cancelled by Transmittal 61-21, 6/9/61)"~~
- ~~(m) DoD Instruction 7410.5, "Financial Reports for DoD Indus. Funds"~~
- ~~(n) DoD Instruction 4160.9, "Policy Governing the Utilization Screening of Excess Personal Property under Control of DoD"~~
- (o) DoD Instruction 4100.31, "Reports on Single Manager Operations" July 22, 1958 (hereby cancelled)
- ~~(p) DoD Directive 5160.12, "Policies for Implementation of Single Manager Assignments"~~
- ~~(q) DoD Directive 5160.30, "Single Manager Assignment for Military General Supplies"~~
- ~~(r) DoD Directive 5160.31, "Single Manager Assignment for Military Industrial Supplies"~~
- (s) DoD Instruction 4115.1, "DoD Coordinated Procurement Programs - Commodity Assignments", October 14, 1968

I. 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.

#Third amendment (Ch 4, 8/27/71)

II. REISSUANCE AND CANCELLATION

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

III. REPORTS REQUIRED

Periodic reports, prepared in accordance with the instructions in Att. 1 and containing information as outlined in Formats 1, 2, and 4, Att. 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 Att. 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 MAC and MSC will be submitted to Dir. Information Control, OASD(Comp), within sixty (60) days after the end of each quarter. *

IV. 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.

V. 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.

VI. 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.

VII. 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

THOMAS D. MORRIS
Assistant Secretary of Defense
Installations and Logistics

Attachments - 2

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

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.
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.
15. Net Value of Contracts Awarded - The dollar difference between debit and credit procurement actions, as reported on DD Form 1057 ~~accordance with Reference (1)~~ for each purchasing office of the Single Manager. * *
16. Number of Contracts Awarded - The number of procurement actions as reported on DD Form 1057, Line 1, ~~in accordance with Reference (1)~~ for each purchasing office of the Single Manager. * *
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).
18. On Order - Items on contracts or orders outstanding which have not been accepted into the Single Manager System.
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. --
20. Percent of Number of Contracts Formally Advertised - The number of formally advertised procurement actions as reported on DD Forms 350 and 1057 ~~(Refs. (k) and (1))~~ by each purchasing office of the Single Manager, divided by the entry on Line D., Section XI, Attachment 2, Format 1. * *
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 ~~(Refs. (k) and (1))~~ by each purchasing office of the Single Manager, divided by the entry on Line E., Section XI, Attachment 2, Format 1. * *
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 ~~(Refs. (k) and (1))~~, divided by the entry on Line D., Section XI, Attachment 2, Format 1. * *

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 (~~Refs--(k) and (l)~~), divided by the entry on Line E., Section XI, Attachment 2, Format 1. *
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.
25. Procurement Amount Remaining - The amount of the approved annual procurement program for which obligations have not as yet been incurred.
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).
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.)
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. * (~~Ref--(j)~~) *
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.
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.

D. INSTRUCTIONS FOR PREPARING FORMAT 1, ATTACHMENT 2

- * 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))). *
2. Special Instructions:
- a. Changes in data reported in previous reports will be appropriately footnoted and explained.

- b. 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.
- c. 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.
- d. Section VII will be the total short tons handled by the Single Manager in both Refrigerated and Other than Refrigerated Storage.
- e. 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).
- f. 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).
- g. 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.
~~in accordance with reference (a)~~ *
- h. 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.
- i. 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.
- j. 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.
- k. 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.
- l. 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.

E. INSTRUCTIONS FOR PREPARING FORMAT 2, ATTACHMENT 2

- * 1. Format 2 will be used by the Single Manager for Traffic Management. The
MMTS 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.
- a. The dates of the time periods covered will be appropriately
identified in the columnar headings in each quarterly report.
- b. Definitions - In the preparation of Format 2, the definitions
in Appendix I, Military Traffic Management Regulation will
apply.
- c. Special Instructions
- (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.
- (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.
- (3) As other methods of shipments (reported in Section V) or
classes of passenger traffic (reported in Section VI)
become sufficiently large to warrant inclusion as a
separate line item, such methods or classes should be
added to the report.
- (4) In preparing Section VI, Part B., see Armed Services
Procurement Regulation, Section I, Part 7 for definition
of small business.

F. INSTRUCTIONS FOR PREPARING FORMAT 3, ATTACHMENT 2

- * 1. Format 3 will be used by the MAC. *
- * 2. General. The "Quarterly Progress Report of Military Airlift Service" *
will consist of a statistical data card and a narrative summary report.

#Second amendment (Ch 4, 8/27/71)

ASD(1401)
697-7521

DEPARTMENT OF DEFENSE DIRECTIVES SYSTEM TRANSMITTAL

NUMBER 4100. 31-Ch 5	DATE January 5, 1973	DISTRIBUTION 4100 series
ATTACHMENTS None		

INSTRUCTIONS FOR RECIPIENTS

The following interim changes to DoD Instruction 4100. 31, "Reports on Single Manager Operations," dated September 2, 1960 have been authorized pending reissuance to update the two (2) remaining single manager (MTMTS and MSC) report requirements:

PEN CHANGES

1. Page 1 - delete reference (a).
2. Page 2 - delete "MAC and" from the next to last line of Section III.
3. Pages 6-8, attachment 1 - delete paragraph F.
4. Format 3, attachment 2 - delete.

EFFECTIVE DATE

The above changes are effective immediately.



MAURICE W. ROCHE
Director, Correspondence and Directives Division
OASD(Comptroller)

WHEN PRESCRIBED ACTION HAS BEEN TAKEN, THIS TRANSMITTAL SHOULD BE FILED WITH THE BASIC DOCUMENT