

## INSTRUCTIONS FOR COMPLETING THIS FORM

A summary of the instructions for completing this form is provided below. Clarification of instructions or definitions may be obtained by calling the U.S. Census Bureau, M3 staff, on 301-763-4832.

**Who should report** - This report covers the manufacturing establishment named in the address box of the form. If your company operates more than one location, REPORT ONLY for those establishments for which you have received a report form.

**Purpose** - This survey collects shipments, inventories, and unfilled orders data from domestic manufacturing establishments for use in the preparation of industry estimates for thirteen industry categories in the Manufacturers' Shipments, Inventories, and Orders (M3) Survey encompassing defense manufacturing activities.

**Burden hour estimate** - Public reporting burden for this collection of information is estimated to vary from 20 minutes to 40 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Paperwork Project 0607-0949, U.S. Census Bureau, 4600 Silver Hill Road, AMSD-3K138, Washington, D.C. 20233. You may e-mail comments to [Paperwork@census.gov](mailto:Paperwork@census.gov), use "Paperwork Project 0607-0949", as the subject. Response to this collection of information is not required unless it displays a valid approval number from the Office of Management and Budget (OMB). The eight-digit OMB number appears in the upper right corner of this report form.

**The reported figures should be limited to domestic operations** (the 50 States and the District of Columbia). Please note that export shipments to and orders from foreign subsidiaries should be included.

**Use of estimates** - If actual figures are not available, estimates are acceptable. Please indicate in the "**Remarks**" section if figures are estimates.

### REPORTING DEFINITIONS

#### • TOTAL NET SHIPMENTS - (Question 1)

- Report total net shipments (sales) for domestic manufacturing during the calendar year for your reporting unit. Include shipments of products to other companies, individuals, U.S. Government agencies, and foreign customers, as well as shipments and transfers to other divisions or subsidiaries of your company. Shipments should be net, after discounts and allowances, exclusive of nonmanufacturing activities.
- Defense Manufacturing - Report net shipments for which the Department of Defense (U.S. Army, U.S. Air Force, U.S. Navy, U.S. Marines) is the ultimate customer. Exclude shipments for Government agencies such as National Aeronautics and Space Administration, Department of Energy, Federal Aviation Administration, and Department of Homeland Security, U.S. Coast Guard, U.S. Merchant Marine, as well as shipments to foreign governments.

#### • TOTAL ORDER BACKLOG - (Question 2)

- Report orders that have not yet passed through the sales account (less cancellations) at year end. Orders, where applicable, should include order from other segments of your company. Do not include orders requiring further negotiations, authorization, or funding before the order is final.
- Defense Manufacturing - Report order backlog of products at year end for which the Department of Defense (U.S. Army, U.S. Air Force, U.S. Navy, U.S. Marines) is the ultimate customer. Exclude order backlog for Government agencies such as National Aeronautics and Space Administration, Department of Energy, Federal Aviation Administration, and Department of Homeland Security, U.S. Coast Guard, U.S. Merchant Marine, as well as order backlog to foreign governments.

#### • TOTAL INVENTORIES - (Question 3)

- Report total inventories at year end, warehoused in the U.S. regardless of where manufactured, at current cost or market value. **If your inventories are subject to LIFO valuation, report the value prior to the adjustment for the LIFO reserve.** *Note: Unlike GAAP, do not deduct progress billings from the reported inventory line items, i.e., inventories should be reported gross not net of progress billings.*
- Defense Manufacturing - Report inventory of products at year end for which the Department of Defense (U.S. Army, U.S. Air Force, U.S. Navy, U.S. Marines) is the ultimate customer. Exclude inventories for Government agencies such as National Aeronautics and Space Administration, Department of Energy, Federal Aviation Administration, and Department of Homeland Security, U.S. Coast Guard, U.S. Merchant Marine, as well as inventories to foreign governments.

**• REPORTING PERIOD - (Question 4)** - Report data on a calendar year basis for 2008 and 2009 in the respective columns. However, if your establishment uses a fiscal year that ends between October and February, fiscal year data is acceptable. Please specify dates if not on a calendar year basis.

**• OPERATIONAL STATUS - (Question 5)** - Report ownership information and include month, data, and year if ceased operations. If this plant was sold or leased to another company, indicate the month, day, and year this took place. Please provide the new company's name, address, phone number, and a contact (if possible). If your company owned the plant for a partial year, please state in "Remarks" section.

### SPECIAL REPORTING INSTRUCTIONS

**Shipbuilding and Repairing** - For ships under construction, report the value of work done during the year as shipments. For vessels begun earlier than the beginning of the year or not completed during the year, report only the value of work done during the year. Value of work done during the year may be based on multiplying the estimated percentage of work completed during the year by the contract price of the vessel, or net billings for work done during the year.

**Aerospace Industries** - Fixed Price Contract - Report as shipments the value of deliveries during the year of complete aircraft, missiles, and space vehicles. For long-term fixed price contracts sales may be recorded as payments received keeping consistent with the financial reports of the establishment. Cost-Plus-Contract - Report as shipments the value of work done during the year. Value of work done during the year may be based on multiplying the estimated percent of work completed during the year by the contract price of the aircraft or missile or net billings for the work done during the year.