

UNITED STATES MARINE CORPS
SUPPLY SCHOOL
MARINE CORPS COMBAT SERVICE SUPPORT SCHOOLS
TRAINING COMMAND
PSC BOX 20041
CAMP LEJEUNE, NORTH CAROLINA 28542-0041

STUDENT OUTLINE

GSOC 0303

MAINTENANCE REQUISITIONING

GROUND SUPPLY OFFICERS COURSE

M03C0G1

REVISED 2004/04/05
MSL

APPROVED BY _____ **DATE** _____

LEARNING OBJECTIVES.

a. TERMINAL LEARNING OBJECTIVES.

(1) Given an additional demand, requirements to repair/replace components of end items, maintenance order, maintenance part request, SL-3/4 as applicable, access to an automated system with applicable software, and the references, manage processing of additional demands, per the references. (3002.02.01)

(2) Given a Document Control File, a pending requisition file, access to an automated system with applicable software and internet connectivity, and the references, manage maintenance requisitions, per the references. (3002.02.03)

(3) Given a daily maintenance transaction list, maintenance order, maintenance part request, and maintenance records status files, access to an automated system with applicable software and internet connectivity, and the references, manage daily maintenance transactions list, per the references. (3002.02.04)

b. ENABLING LEARNING OBJECTIVES.

(1) With the aid of references, given an EROSL and a requirement for maintenance parts, state in writing the block on an EROSL containing the initials of the approving individual. (3002.02.01c)

(2) Without the aid reference, select from a list 2 pieces of data on a maintenance part requisition requiring technical research, per the student handout. (3002.02.01a)

(3) With the aid of references, state in writing what transaction is created in SASSY when a MIMMS “4” Add transaction is inducted, per the references. (3002.02.01d)

(4) With the aid of references, identify in writing the purpose of the Daily Transaction Listing, per the references. (3002.02.04a)

(5) Given a Daily Transaction Listing (DTL), an Error Code, and with the aid of references, select from a list the corrective action to be taken for an Error Code on the DTL, per the references. (3002.02.04b)

(6) Without the aid of references, state in writing the purpose of the Daily SASSY Transaction Listing (DSTL), per the reference. (3002.02.03c)

(7) Without the aid of references, explain in writing what a reconciliation is used for, per the reference. (3002.02.04c)

(8) Without the aid of references, select from a list the frequency of the Supply/Commodity reconciliation, per the reference. (3002.02.03a)

1. MARINE CORPS INTEGRATED MAINTENANCE MANAGEMENT SYSTEM (MIMMS).

a. **General.** MIMMS is a set of procedures by which the effective use of personnel, money, facilities, and material are applied to the maintenance of ground equipment (e.g., trucks, tanks, weapons, tents, and generators.) The primary purpose of MIMMS is to maximize equipment readiness with the minimal use of maintenance resources. MIMMS is also an Automated Information System (AIS) that interfaces with SASSY. MIMMS-AIS applies to all command levels and echelons of maintenance.

b. **Levels of Maintenance.** Maintenance is organized into three levels. They are organizational, intermediate, and depot. Within these three levels are five sublevels known as echelons. Each echelon has an assigned responsibility for each specific maintenance function.

(1) **Organizational Level of Maintenance.** Maintenance is performed by a unit on its own equipment, in accordance with applicable technical publications and the logistics capabilities statement found on the cover page of their Table of Organization (T/O). The following two echelons categorize this level:

(a) **First echelon.** This is primarily directed at Preventive Maintenance (PM). Actions include inspecting, cleaning, servicing, lubricating, and adjusting. It is usually performed by the operator or crew.

(b) **Second echelon.** This is performed by trained technicians/mechanics. This work includes PM and some Corrective Maintenance (CM) as described in that section's applicable technical publications. CM is maintenance performed to restore an item of equipment to a specific condition.

(2) **Intermediate Level of Maintenance.** Maintenance is performed by designated maintenance activities in support of using units. This level is categorized in the following two echelons:

(a) **Third Echelon.** This is replacement and limited repair of unserviceable parts and components.

(b) **Fourth Echelon.** Includes minor overhaul of components, subassemblies, and end items.

(3) **Depot Level of Maintenance.** Maintenance at this level is performed at the Marine Corps Logistics Bases, which are located in Barstow, CA. and Albany, GA. This level is:

Fifth Echelon. This level includes major overhaul or complete rebuild of subassemblies and major end items.

2. **EQUIPMENT REPAIR ORDER (ERO) (NAVMC 10245).**

a. **Purpose.** The purpose of the ERO is to request the performance of equipment maintenance and inspections. The preparing activity and the maintenance section both have responsibilities in the preparation of the ERO. This includes Preventive Maintenance (PM), Corrective Maintenance (CM), modification, calibration, and Limited Technical Inspections (LTIs) on all tactical ground equipment within a unit's organic maintenance capability. It is also used for transmitting work to higher echelons of maintenance and for recording and reporting the services performed. Refer to TM-4700-15/1_, PG 2-2-1.

b. **Composition.** The NAVMC 10245 form is referred to as the ERO. This form consists of four sheets of self-carbonizing paper that are four different colors: Refer to TM-4700-15/1_, PG 2-2-18

(1) White. This is the original copy of the ERO.

(2) Pink. This is an administrative copy.

(3) Green. This is the working copy for the maintenance section.

(4) Yellow. This is the owning unit's receipt for equipment while the equipment is at the maintenance section for repairs.

c. **Responsibilities.** The TM 4700-15/1_, page 2-2-3, breaks the responsibilities for preparing the ERO into two areas. You should understand that if the section is initiating a second echelon ERO on a supply held item, the unit will perform the responsibilities of both the preparing activity and the maintenance activity.

(1) **Preparing Activity.** The preparing activity may be the equipment owner, the equipment user (if the equipment is on temporary loan), or the equipment custodian such as the maintenance section evacuating the equipment to the next higher EOM. The preparing activity is responsible for the initial preparation of the ERO, which includes the heading and description of work to be performed. For example, if a tent located in the warehouse is found damaged, it is the supply section's responsibility to prepare the ERO.

(2) **Maintenance Activity.** The maintenance activity will receipt for the equipment by completing the "accepted by" date, "Date Received In Shop (DRIS)", and "ERO No." blocks and will complete all other entries required by the reference. The maintenance activity will also enter information on the work performed. Once the work is completed, maintenance will close out the ERO.

(a) **Inspection.** Not all maintenance require parts to be placed on order; but if it is determined that repair parts are required to fix a piece of equipment, the needed items will be placed on order.

(b) Opening the ERO. The Maintenance Management Officer (MMO) inducts an “O” card transaction. The “O” card transaction enters selected maintenance information extracted from the ERO to build the database in the Field Maintenance Subsystem (FMSS) for that specific ERO number.

3. **EQUIPMENT REPAIR ORDER SHOPPING LIST (EROSL) (NAVMC 10925)**.

a. **Purpose of the EROSL**. The EROSL (NAVMC 10925) is used in conjunction with the ERO to requisition, receipt for, cancel, and record partial issues and credits of repair parts/components/secondary repairables (sec reps) associated with equipment being repaired. It is a dual-purpose form that is used as a MIMMS data input form and also as a shopping list to requisition required parts and or components. Refer to TM-4700-15/1_, PG 2-3-1.

b. **EROSL Configuration and Disposition**. The EROSL comes in a pad of 100 self-carbonizing, 80-card column form sheets that permits preparation in the desired number of copies. When preparing an EROSL, the TM 4700-15/1, and the UM 4400-124 require that at least three copies of each shopping list be prepared. Once the EROSL is prepared, it is taken to supply for processing. After initial processing by supply personnel, the original and its copies are distributed as follows:

(1) Original. It is given to the Data Entry clerk so that requisitions/issues can be recorded in MIMMS. When all transactions from the EROSL have appeared on the Daily Process Report, the original copy will be returned to the requisitioner and filed with the ERO in the equipment record jacket.

(2) 1st Copy. This copy will be retained by the supply issue point for their use while the part/component order is outstanding.

(3) 2nd Copy. This copy will be given to the requisitioner as soon as the issue point finishes its initial processing. This provides the customer with the supply information on the EROSL so that we can reconcile what we have submitted.

c. **Applicable Reference**. There are two references that provide instructions on the completion of the EROSL. The TM 4700-15/1 provides instructions on the preparation of the header section of the EROSL. The UM 4790-5 provides instructions/formats for the preparation of the transaction section of the EROSL.

d. **Header Section**. The EROSL is broken down into two basic parts, a header section and a transaction section. They are easily identified as the transaction section contains 26 transaction lines formatted into 80-card columns. The maintenance section initially prepares the header section; however, there are entries in the header section that must be made by the supply issue point and data clerk. The following header section entries are made by the maintenance section: Page 2-3-3 in TM-4700-15/1_ has preparation instructions.

(1) ERO Number. In the top right-hand corner of the EROSL, enter the ERO number to which the EROSL applies.

(2) Unit. Enter the name of the unit requesting the repair parts.

(3) Date. This should be the Julian date the EROSL was prepared.

(4) Maint. Enter the required initials of the individual who is authorized to approve the requisition.

(5) Material Usage Code. The Material Usage Code (MUC) identifies the type of maintenance being performed on the equipment. The mechanic or technician will circle the appropriate code when preparing the EROSL. This number will be the “First” number in the serial number of the document number (Ex. M21810-0001-7001). The following codes apply:

(a) MUC “6” identifies SL-3 components.

(b) MUC “7” identifies parts required for corrective maintenance.

(c) MUC “8” is used to request parts needed to perform Headquarters Marine Corps authorized modifications. There are two types of modifications. Urgent modification is a modification that if not performed will cause damage to the equipment if it is used and/or is required to correct an unsafe condition. Normal modification is a modification that will improve the equipment; yet, lack of modification will not affect the equipment’s functional use nor pose a danger to personnel when operated.

(d) MUC “9” identifies parts required for preventative maintenance.

(6) Shop Section. Enter the appropriate shop section code (UM 4790-5 Pg. 24-9.)

(7) “A”. Enter the source reference for the items requested (i.e., SL-3, SL-4, TM, manufacturer’s parts list, etc.)

(8) “B” through “R”. These blocks are used as local procedures dictate. Normally, the maintenance officer or maintenance chief will sign the EROSL in one of these blocks. Also, the total dollar value of the EROSL is often annotated here.

e. **Transaction Section**. This section is used as a MIMMS data input form, normally referred to as simply the “4” Card. Any/all MIMMS transactions can be coded on the EROSL form for induction into the MIMMS-AIS. We will limit our instruction to the processing of the MIMMS transaction that will generate a requisition for us in SASSY and build a record of the parts requirement in MIMMS. This transaction is called the “4” Add (Parts) Transaction. The format can be found on page 6-33 of the UM 4790-5. We will cover only that portion of the format which would be completed by the requisitioner upon initial preparation of the “4” Add transaction. The Supply/Issue Point entries will be covered in a later period of instruction.

(1) “4” Add (Parts) Transaction.

(a) General. The “4” Add (parts) transaction is used to requisition repair parts for ground equipment. The maintenance section will determine the parts required after the initial inspection. TM-4700-15/1_, page 2-3-2 provides an example of EROSL.

(b) Preparation of the EROSL: You can find an example of the “4” add (parts) transaction in UM 4400-120 pages 3-140.

1 Card Column “1”. The type of transaction is entered here. An initial parts request will always have a “4” in this card column (CC).

2 CC “2” through “6”. Enter the Equipment Repair Order Number. This is the same ERO number as on the original “MOTHER” ERO. The ERO is the “MOTHER” of all EROSLs.

3 CC “11” through “23”. Enter the National Stock Number of the required part.

4 CC “24” through “26”. Enter the quantity of repair parts/components being requested. Unlike SASSY, you should note that this is only a three-digit quantity field.

5 CC “28” through “40”. Enter the document number. The document number is composed of three parts:

a CC “28” through “32”. Enter the last five positions of the AC.

b CC “33 through “36”. Enter the Julian date.

c CC “37” through “40”. Enter the serial number. The first position is the “MUC” from the Header Information. It must be a “6,” “7,” “8,” “9”. The “6” is for SL-3 items, “7” for corrective maintenance, “8” for modification, and “9” for preventive maintenance.

6 CC “41”. This field will contain a valid Signal Code. The signal code identifies the ‘ship to’ address and the ‘bill to’ address. The most common signal codes are:

a Signal Code “A” indicates that the ‘ship to’ and billing address are found in CC “28 through 32”.

b Signal Code “B” indicates that the ‘ship to’ address is in CC “28” through “32” and the ‘bill to’ address is in CC “44” through “48” (Supplementary Address).

7 CC “42” and “43”. The priority of the request will be entered in card columns “42” and “43”. The priority assigned should not be higher than the priority of the ERO. The priority may be lower than the priority of the ERO when requisitioning both critical and non-critical parts on the same EROSL. When requesting both critical and non-critical parts on the same EROSL, you must ensure that the correct priority is entered for each requisition. The priority code should be reviewed by supply when the EROSL is received.

8 CC “44” through “48”. Enter the Supplementary Address in this field. This is a mandatory entry when signal code “B” is used, i.e., the requisitioner (bill to) and the recipient (ship to) are different. However, this field can be used for the Responsible Unit (RU) code as a management tool.

9 CC “49” and “50”. This field will contain a valid Unit of Issue (U/I).

10 CC “51” through “64”. This field will contain a valid Job Order Number (JON). It is a required entry for the production of a “4” card skeleton record. Normally, all valid JONs are loaded to the JON table in End-User computer. If you are unsure as to the correct JON to use, contact the unit fiscal clerk. An incorrect JON will cause the “4” card transaction to “Bomb out” (i.e., will not process) of the system. The exception to this is if the “O/A” transaction card was inducted with a valid JON. The “4” card transaction will pull the JON from the Field Maintenance Subsystem (FMSS) database for the ERO and will process.

11 CC “66”. The demand code identifies the type of demand being placed on the supply system. This entry is very important in that it will indicate whether usage is recorded as recurring or nonrecurring.

a If the demand is a recurring demand, demand code ‘R is entered. A recurring demand is identified as a demand for material that is expected to recur periodically and requires procurement, storage, and distribution. These items are those that you will be using over and over to accomplish repair to your equipment and desire to have stocked by the issue point. It would be safe to say that 100 percent of your repair parts will be recurring demands.

b If the demand is a nonrecurring demand, demand code “N” is entered. This indicates that this requisition is a one-time demand. For example, this demand code is used when ordering a Modification Work Order (MWO) Kit for application to an end item or when requesting an initial request for stockage. A requisition will be coded nonrecurring if the demand is anticipated to be nonrepetitive.

12 CC “67”. The Not Mission Capable Supply (NMCS) indicator code is entered in this column. The NMCS indicator code is a materiel condition code indicating that systems and equipment are not capable of performing their assigned missions because of a stoppage of maintenance due to a supply shortage.

When the NMCS field is used, the Commanding Officer of the unit must sign the EROSL. **These are extremely important codes!** These codes are only used by the Marine Corps. Code “E” means that the maintenance personnel “anticipate” that this piece of equipment will be “dead-lined” or unusable if they do not get the part ordered. A code of “N” means that the piece of equipment that requires that part is “dead-lined”, meaning it is not ready to accomplish its mission and degrades the readiness of the battalion.

13 CC “70” through “79”. Enter the nomenclature of the part being added/ordered.

14 CC “80”. Enter the code which corresponds to the type of “4” card that we are processing/coding. When you are requesting parts/components, the entry will be “A”, which indicates add.

(2) Leave a blank transaction line between each “4” card entered on the EROSL. This provides the necessary space for processing additional transactions.

4. **SUBMISSION.**

a. **General.** Most units do not have repair parts on hand; therefore, they rely on support from the SMU. In any case, the Supply Chief will review the EROSL for correctness. It is the Supply Officer’s choice whether the issue point or the office will review the incoming EROSLs. Regardless, the steps to review the EROSL are the same.

b. **Initialing the EROSL.** The personnel processing the EROSL will enter his/her initials and Julian date in the “Supply-In/Date/Initial” fields in the header portion of the EROSL.

SLIDE (T&R)

c. **Research.** The Supply personnel will screen the EROSL for correct NSN and unit of issue against the MHIF. If the commodity is requisitioning an item with a part number and/or a non-system item, these are cross-referenced to check for a system NSN or Local Stock Number.

d. **Induction.** After research has been conducted on the 4-card/EROSL, it is inducted into ATLASS for processing.

5. **MIMMS/SASSY INTERFACE.**

a. **General.** When certain MIMMS transactions are inducted into ATLASS/SASSY, the two systems, MIMMS and SASSY, must interface in order for the transactions to process. When a MIMMS “4” Add transaction is inducted into ATLASS/SASSY, a Z0A/Z01 is created in SASSY and posts to the Due and Status File/Document Control File (DASF/DCF).

b. **Transactions.** When requisitions for maintenance parts are initiated in MIMMS, all transactions posting against the requisition/document number must also be inducted through

MIMMS and go through the MIMMS/SASSY interface. SASSY transactions inducted into the system will NOT interface with MIMMS.

6. **DAILY TRANSACTION LISTING (DTL).**

a. **Description.** The Daily Transaction Report is commonly known as the DTL. It will provide you with VISIBILITY OF INPUT TRANSACTIONS WHICH WERE ACCEPTED INTO THE MIMMS-AIS OR REJECTED BECAUSE OF ERRORS for a given day. The transaction will be presented on the report in the identical format as that used to induct the transaction into the system. Computer generated transactions are noted by a “B” in card column 80. Refer to UM 4790-5, PG 17-7 for the Daily Transaction Listing.

b. **Layout.** This report is divided into three sections:

(1) Transactions Processed With No Errors. Although your transaction processed, it does not mean it is absolutely correct. The computer is not programmed to check every piece of data. The MIMMS clerk should verify all data, keying in on ERO number, ID number, serial number, quantity and Job Status, and Job ID number. If any of these fields are incorrect, resubmit the correct information with the appropriate transaction card.

(2) Transactions Processed With Non-critical Errors. Transactions processed with non-critical errors are recorded in the Field Maintenance Subsystem (FMSS) database, but they have minor errors. This error condition is identified by two asterisks in the criticality column. If you look to the far right hand-side of the report you’ll see a column called “ERROR CODES.” This field provides an error code number(s) that explains what the error is and how to correct it. However, review the entire transaction because there may be something incorrect that the computer did not verify (UM 4790-5 pages. 24-13 through 24-33).

(3) Transactions That Did Not Process. Transactions that do not process due to critical errors are not recorded in the FMSS database. Critical errors are those errors in a control field that may cause erroneous data to be generated for interfacing systems or master file updating. This error condition is identified by an asterisk (*) in the error code column. In addition, any associated transactions will be rejected.

7. **DAILY SASSY TRANSACTION LISTING (DSTL).**

a. **General.** Provides a list of all SASSY transactions, which were generated from MIMMS-AIS input. Refer to UM 4790-5, PG 17-3.

b. **Purpose.** The DSTL provides visibility of MIMMS-AIS requisitions in SASSY to ensure the two systems are interfacing.

8. **THE DAILY PROCESS REPORT (DPR).**

a. **Description.** The information on this report is processed and edited when MIMMS input data “hits” the DTL and the Daily SASSY Transaction Listing (DSTL). This report will give maintenance managers at all levels the visibility of active EROs in their shops. Supply status on this report is normally entered automatically from SASSY and MILSTRIP input. The ability to enter manual status is available using the “7” card transaction. Refer to UM 4790-5, page 17-19.

b. **Purpose.** The information on this report provides the complete history of an item in the maintenance cycle.

(1) Distribution of this report should be to the shop section level and the unit MMO.

(2) Information for each open ERO is presented in ERO sequence.

(3) The first two lines for each ERO present basic identification data and current maintenance status.

(4) The third line for each ERO is a listing of repair parts requirements and the supply action to date on these requirements. The supply issue point should receive a copy of the DPR as often as possible to track requisitioned parts. The MMO can quickly see the outstanding requirements and their current status. This information can also be used to verify that priorities of maintenance are in agreement with repair parts requirements. The MMO can identify parts that have long lead times based on current status and take action to expedite shipments. This report is a tool which maintenance management personnel and supply personnel can use to conduct the SASSY additional demand reconciliation.

c. **Management Tool.** The importance of the DPR as a management tool cannot be overstated. The ability to understand and interpret each entry is a necessity if one is to use this report correctly. Let us review the legend of the DPR:

d. **Legend of the DPR.**

(1) **ERO.** The equipment repair order number entered into the system.

(2) **TAM.** The Table of Authorized Materiel Control Number (TAMCN) of the equipment undergoing maintenance.

(3) **ID-NO.** The item identification number of the equipment undergoing maintenance.

(4) **SERIAL NO.** The USMC/manufacturer’s serial number of the equipment undergoing maintenance.

(5) **JOB ORDER NO.** The account number (JON) to which the cost of maintenance is to be charged.

(6) CAT. A code that identifies the category of the equipment undergoing maintenance. This code is used in the production of equipment readiness transactions.

(7) RDD. Required Delivery Date: A date entered in this field is indicative of equipment's criticality to the unit's mission and will specify a date the unit needs the equipment. If this date cannot be met, an Organizational Readiness Float exchange may be required/requested.

(8) PRI. The priority of need of the equipment having maintenance performed.

(9) NATIONAL STOCK NUM. The National Stock Number (NSN) of the equipment undergoing maintenance.

(10) NOMENCLATURE. The proper noun name of the item.

(11) MARES/DATE. For readiness reportable items.

(12) RCVD. This field serves two purposes. When a receipt processes ("8" card), the receipt date posts in this field. Also, if the "4" card is canceled with an "8" CANC, the letters "CANC" will post here. If this field is blank, it means the parts record is open.

(13) DOCUMENT. The unit document number for requisitioned repair parts. When a secondary repairable is issued over the counter to the customer by the maintenance float, the document number of the maintenance float will be reflected. If a secondary repairable is back-ordered to a customer by the maintenance float, the customer's document number will be reflected.

(14) UI. The unit of issue of the requisitioned item.

(15) QTY. The quantity of material requisitioned.

(16) PRI. Enter the priority of the requisition. The priority of the requisition may not be higher than the priority of the ERO. For example, an ERO is opened as a priority: "06", the 4 Add transactions submitted to requisition parts must be priority 06 or 13 (depending on your F/AD). Additionally, if an ERO is opened as priority "06", the required parts that make the ERO an 06 must be requisitioned using a priority of "06", the remaining parts may be ordered using priority 13.

(17) NATIONAL-STOCK NUM. The national or local stock number of the requisitioned part.

(18) PART-NAME. The noun name of the item requisitioned.

(19) STAT. This column contains a two-digit status code that indicates the status of the requisition at the supply source. When shipping status has been provided to the unit, a one-digit mode of shipment code will be reflected here.

(20) DATE. Date on which the status posted to the unit's records at the SMU.

(21) DIC/EXPT(TYPE). This column reflects the type of status being provided (Document Identifier Code) and the exception data if any.

(22) NMCS. Not Mission Capable Supply Indicator: Used when the equipment undergoing repair is "readiness reportable", or in the opinion of the commander is "mission essential" ("N", "E", OR "9").

(23) LKH. This column identifies the last known holder of the requisition.

(24) ADV. Advice Code. MIMMS Advice Codes tell the MIMMS system information relative to the processing of the requisition and are not input to the supply system. Supply system advice codes tell the source of supply specific information that the requisitioner feels the Item Manager ought to know.

9. RECONCILIATION.

a. **Definition**. Reconciliation is the process used to ensure that validated maintenance parts requirements are properly processed within the MIMMS/SASSY system. The reconciliation process confirms that maintenance parts are still needed, and that cancellations, modifications, and receipts have been inducted and have processed. When reconciling, the customer (motor transport, armory, etc.) must ensure that the maintenance parts required are on order, are valid, and are resident in the supply system with acceptable and current status. This information can be found in MCO P4790.2C, Appendix C, on pages C1 and C5.

b. **Frequency**. The reconciliation between the supply section and the commodity must be accomplished every 2 weeks (biweekly).

c. **Following the Reconciliation**. Following the reconciliation, all applicable transactions will be inducted and forwarded to the SMU for processing. Additional information on reconciliation can be found in UM4400-124, on page 3-5-4.

10. ANNOTATIONS. (Min)

a. **Document Control Report**. To ensure accurate information is reflected on the Document Control Report, annotations detailing pending actions should be made.

b. **Answers Three Questions**. Each annotation should basically answer three questions; "What type of transaction was submitted", "When was the transaction submitted", and "For what quantity." These annotations should be clear and legible (e.g., ZC1/D *025 (3) indicates that a ZC1 requesting to cancel the due-in for a quantity of 3 was inducted on Julian date *025).

11. **MODIFIERS.**

a. **General.** When modifying additional demands, we will change certain data resident in the demand. The following are basic examples when a modification may be required:

(1) Inaccurate keypunch - mistakes made during keypunching which are non-critical and corrective action is required.

(2) Changing situations/requirements - a routine demand is required sooner than initially anticipated. This may be due to changing operational tempo or deployment status.

b. **“4” Card - Change (Parts) Transaction.** This is the transaction to modify MIMMS requisitions. The same procedures will be followed as previously discussed. You can find the format for this transaction in UM 4400-120 page 3-142. When a MIMMS “4” Card Change is inducted, the transaction will interface with SASSY, creating a ZM1 modifier transaction.

12. **FOLLOW-UPS.**

a. **General.** Since status transactions (AE1’s) are received initially through SASSY, follow-up transactions for MIMMS requisitions are accomplished using SASSY follow-ups for additional demands (ATA, AF_, AF_, AKC, etc). Refer to UM4400-124, pg 3-10-15 for follow-up timeframes.

b. **Guidelines.** You will follow the same guidelines for submitting follow-ups for MIMMS transactions as you do for additional demands/non-maintenance requisitions.

13. **CANCELLATION/RECEIPT OF MIMMS DEMANDS.**

a. **General.** When a MIMMS parts is on order, it is resident on both the DPR (MIMMS) and the DASF/DCF (SASSY/ATLASS). To cancel the parts order in MIMMS and generate the required cancellation transaction in SASSY, an “8” card using authority codes 3 through 8 must be submitted. These authority codes will each create a ZC1; however, each of the codes will alter how the ZC1 will work or will affect whether the demand history is to be retained. For example, Authority Code “3” will create a ZC1 with a blank in CC 7; this will cancel both the due-in and the backorder. Authority Code “4” will create a ZC1 with a “B” in CC 7 and a DHA. This will cancel the backorder only but will retain the demand history. Refer to UM4400-124, pg 4-2-164 for Authority Codes.

b. **“8” Card - Parts Cancellation Transaction.** An example of this transaction can be found in UM 4400-120 page 3-146.

c. **MIMMS Receipt – “8” Card – Parts Receipt Transaction.**

(1) General. Repair parts that were requested by the maintenance section will be receipted for by using the “8” parts receipt transaction. You can easily distinguish a MIMMS document from a SASSY document by the document number. MIMMS document serial numbers begin with a Material Usage Code (MUC). These codes will be a 6, 7, 8, or 9.

(2) Annotations. The warehouse should annotate the shipping document with the section that will receive the material, along with the condition of the materiel, and the quantity received. The DASF/DCF clerk will annotate the DD Form 1348-1 with the type of receipt transaction inducted, and the Authority Code used (i.e., 8/1). The clerk will also annotate the DASF/DCF with the type of receipt transaction inducted, the Authority Code used, the quantity received and the Julian Date the receipt was keypunched (i.e. 8/1 (3) * 132).

(3) Authority Codes. The Authority Code used will dictate what transactions, if any, will be created in SASSY. “8” Card with an Authority Code “0” will create a D6T with a “blank” in CC 70. “8” Card with an Authority Code “1” will create a D6T with a “1” in CC 70 (Back Order Release Indicator).

(4) Supply Officer. Constant supervision must be given to the receipting process, from the physical receiving of the parts at the warehouse, to the issuing to the commodity/maintenance section, through to the inducting of transactions by the DASF/DCF clerk. Carelessness may allow parts to be receipted for but not picked up or delivered to the section that needs the item.

REFERENCES:

MCO P4400.150_

MCO P4790.2_

UM4400-124

UM 4790-5

TM-4700-15/1_