

UNITED STATES MARINE CORPS
Supply School
Marine Corps Combat Service Support Schools
Training Command
PSC 20041
Camp Lejeune, North Carolina 28542-0041

STUDENT OUTLINE

0304

UNIT MANAGEMENT REPORTS

GROUND SUPPLY OFFICERS COURSE

M03C0G1

REVISED 2004/03/23
MSL

APPROVED BY _____ DATE _____

LEARNING OBJECTIVES.

a. TERMINAL LEARNING OBJECTIVES.

(1) Given the requisition management reports, access to an automated system with applicable software and internet connectivity, analyze the requisition management reports, per UM 4400-120, UM 4400-124. (3002.02.07)

(2) Given maintenance readiness reports, Property Control Documents, access to an automated system with applicable software and internet connectivity, assist in maintaining the Marine Corps Ground Equipment Resource Reportable (MCGERR) items ensuring all MCGERR reportable items are on-hand, per MCO 3000.11, MCBul 3000, UM4790-5, and MCO P4400-150. (3002.01.17)

b. ENABLING LEARNING OBJECTIVES.

(1) Without the aid of references, identify in writing the management report that informs the Commanding Officer and the Supply Officer on the condition of the supply account, in accordance with UM 4400-124. (3002.02.07d)

(2) With the aid of reference, select from a list the three basic items on the Balance Analysis Report that a Supply Officer should use to manage stock status of the account, in accordance with UM 4400-124. (3002.02.07e)

(3) With the aid of reference, identify in writing the problem areas that the Using Unit Performance Report (UUPR) can identify in accordance with UM 4400-124. (3002.02.07f)

(4) Without the aid of reference, identify in writing the publication that identifies MCGERRS reportable items, in accordance with MCBul 3000. (3002.01.17a)

(5) With the aid of reference and given a situation to report Marine Corps Ground Equipment Resource Reportable (MCGERR) items to higher headquarters, explain in writing the procedures to reconcile MCGERR items, per the reference. (3002.01.17b)

(6) With the aid of reference and given an LM2 report, state in writing the two types of LM2 transactions in accordance with UM 4790-5. (3002.01.17c)

1. BALANCE ANALYSIS (BAL ANAL) REPORT.

a. General. The Balance Analysis Report is a management report that allows the Commanding Officer and the Supply Officer to take a quick look at the stock status of the account. This report provides a breakdown of the account by the number of line items and their dollar value. The Supply Officer should review this report every day. This report is fundamental to managing an account.

b. Format. This report is a three-page report. It has one page for each Stores Account Code (SAC 1,2, and 3). You can find an example of one page of this report in the UM 4400-124 page 3-1-14. Pages 3-1-15 thru 17 contain a description of each line of the report.

c. How to use the Balance Analysis Report. The Supply Officer should use the Balance Analysis Report to identify three basic things.

(1) On-Hand AA. If you're account does not rate any "A" stocks, then you need to monitor what is O/H "AA" in your account, you need to know how did it get there, and why is it there. There are several reasons for things to temporarily be on your LUBF for a short period of time, which you have already covered. For example: Processing a D6T receipt without releasing the backorder, or items that have been transferred (DAD) from Purpose Code C.

(2) Excess Dues. A number here means that you have an NSN on the DASF with a Due-In, but no Backorder. This means that no one is waiting for this part or piece of equipment to get there. You need to ensure that your DASF clerk checks these document numbers to determine if it is a valid excess due. A large number of excess dues may be interpreted as poor DASF management by the clerk, a need for more training, or a system problem. An example of this may be that the customer no longer has a requirement for an item and we submitted a ZC1 with a blank and are waiting on cancellation confirmation from the source of supply.

(3) Excess Backorders. In this case, you have someone that may need a part, but it "technically" is not on order because there is no due-in. The SMU has not registered your request or it was passed to another source and they have not registered it. Research need to be conducted on all excess backorders so they can be fixed. This report is a great tool to check on your DASF clerk. You should have your clerks print one for your review every day. An example of this is would be if the Source of Supply rejected or cancelled the requisition but you have not inducted the ZC1/B to decrease your backorder This report is a great tool to check on your DASF clerk. You should have your clerks print one for your review every day.

d. Retention. The Balance Analysis report will be retained on file for 1 year.

2. USING UNIT PERFORMANCE REPORT (UUPR).

a. Purpose. The purpose of the SASSY Using Unit Performance Report is to provide the Supply Officer with a means of examining the accounts performance during the current month and identifying possible trend areas requiring management action. The report provides information on the number of transactions sent to the SMU, how many were rejected, how many were filled, the value of all gains and losses processed, and the number of backorders outstanding.

b. Format. The report is a two-page report. The first page shows information about the last update/cycle. The second page shows the same information but it is cumulative for the month. An example of this report can be found in UM 4400-124 on page 3-1-9.

c. How to use the UUPR. The UUPR is another management report the Supply Officer can use to see, in a quick glance, what is going on with the transactions/requisitions the unit submits and how well his clerks or the intermediate level supply support is operating. The Supply Officer should review this report every day. The following list gives some information which may be problem areas on the report. Here are some examples of how you might interpret them:

(1) Lines 1-3. This number can tell you how well your Marines are conducting T&R or paying attention while keypunching.

(2) Lines 34 and 35. These are the numbers of Gains/Losses processed for a particular update and for the month. You or the Commanding Officer MUST have approved these adjustments. If you don't remember approving any Gain/Loss transactions, you need to investigate what they were and why they were processed.

(3) Lines 39 and 40. Dollar values for the Gains/Losses broken down SAC. SFA means SAC 1 type items; ASA means SAC 2&3 type items. You know SAC 2 & 3 type items equate to major end items (i.e. Controlled items on the MAL/MAR) and that you AND the CO should have seen and approved these adjustments. You also need to ensure you have a MVGL statements signed by the CO for all of these transactions.

(4) Lines 41 – 46. This information gives you an idea of how well the supply system is working to fill your orders.

3. MCGERRS.

a. Purpose: To provide a realistic portrayal of a unit's capability to perform its assigned mission.

b. Background: MCGERRS stands for Marine Corps Ground Equipment Resource Reporting System. It is a subsystem of the Marine Corps Asset Tracking Logistics and Supply System (ATLASS) and Marine Corps Integrated Maintenance Management System (MIMMS). ATLASS/MIMMS integrates supply and maintenance information to provide asset status and visibility for ground equipment. MCGERRS retrieves, integrates, and processes the unit provided data to:

(1) Reflect the current status of selected ground equipment authorized and possessed by reporting units. Reportable equipment is identified annually in a Marine Corps Bulletin in the 3000 series entitled "Table of MCGERRS Equipment."

(2) Provide the identification of MCGERRS tracked equipment excesses and deficiencies within the reporting unit.

(3) Present an overview of the effectiveness of the maintenance and supply systems in support of Marine Corps reportable items.

(4) Provide data for the determination of equipment/supplies on-hand "S" rating and the equipment's operational status "R" rating for use in Status of Resources and Training System (SORTS) reporting. MCGERRS additionally provides an overall assessment of a unit's equipment capability "E" rating for internal tracking within the Marine Corps.

c. MCGERR Categories.

(1) Reportable PEIs. Reportable PEIs are those PEIs that have been nominated by MARFORs or supporting commands for MCGERR reporting. These items have been designated as "combat essential". The items selected are of a sufficient range to provide an adequate measure of overall equipment status for operating forces. To preclude gross distortions of equipment status percentages, items whose serviceability/operational capability undergo frequent inspection or which can be readily replaced by the unit's first source of supply are not reportable (e.g., rifles, gas masks). Non-reparable items are also excluded from MCGERR reporting.

(2) Mission Essential Equipment (Pacing). Pacing items are items of equipment whose availability is essential and indispensable for the execution of the mission of the unit. "Pacing" items are of such importance that they are subject to continuous monitoring and management at all levels of command.

Pacing items are identified by Table of Authorized Material Control Number (TAMCN) in enclosure (1) of the MCBul 3000. If the units T/E number is listed in column 5 of the enclosure, then the item is reported as a “pacing item”. Although current directives establish what equipment is mission-essential, force commanders make the final recommendation as to whether this equipment or other items are mission essential for their command.

d. Reconciling Unit Allowance Files.

(1) General. Reconcile the LM2 unit report with the T/E and a MCBUL in the 3000 series to ensure all Marine Corps Ground Equipment Resource Reporting (MCGERRS)reportable equipment listed on the LM2 unit report with the correct authorized quantity. This reconciliation will be done on a monthly basis.

(2) The following steps or procedures should be followed to properly reconcile your allowance files and the MCBul 3000, which lists the reportable items:

STEP	ACTION
1	<p>On a scratch piece of paper, enter the following columns of information</p> <p><u>TAMCN</u> <u>Qty Authorized</u> <u>Qty Possessed</u> <u>Remarks</u></p>
2	<p>Proceed through the T/E comparing all TAMCNs against enclosure (1) of the McBul 3000. If you find a TAMCN listed on both the T/E and McBul 3000, enter the TAMCN and the allowance quantity from the T/E on the scratch paper. Do not list planned allowances.</p>
3	<p>Once you have screened all TAMCNs on the T/E against McBul 3000, you must screen the Mechanized Allowance Report (MAR) to determine the current on-hand quantities for reportable items that you have listed on your scratch paper. When screening the MAR, you will report the total for TAMCN on-hand number as the total quantity possessed for each TAMCN.</p>

4. MIMMS/LM2 Report.

a. Description. The LM2 report will be used to list readiness reportable TAMCNs possessed and/or authorized to the command. The report provides the following information.

(1) Quantities.

- (a) Possessed. (As reflected on the unit MAR.)
- (b) Authorized. (As reflected on the T/E and MAR.)
- (c) Excess/Deficiencies.

(2) Deadlined Equipment. This report will provide the commander with the present condition of the item and the amount of time it has been deadlined.

(3) Remarks. The Supply Officer or Maintenance Manager Officer (MMO) can enter information pertaining to the reportable asset (i.e., temp loans, document numbers, etc.).

(4) Supply and Readiness Ratings. At the end of the report, the commander can view the percentage of required assets on hand and also the percentage of those assets that are combat ready (not deadlined).

MIMMS LM2 UNIT REPORT

MOBILE MIMMS TEAM

FOR AAC 00601

TAM NUM	TAM NOMEN	REPT AUTH	REPT POSS	EXCESS QTY	DEADLINED-EQUIP SERIAL NO	ORIGINAL DATE-OF ID-NO DATE-D/L	PRES PRES-COND	PRES COND	PRESENT EOM	STATUS HOLDER	ERO DAYS	NO
A1935	AN/MRC138	8	8		12234							
B0003	AIR COND	8	8		602							
					606							
*E0796	LVTC7A1	2	2		NONE REPORTED ON DEADLINE							
*E0846	LVTP7A1	2	2		S22325							
*E0856	LVTR7A1	2	2		NONE REPORTED ON DEADLINE							
TOTALS FOR THIS												
	UIC ARE	22	22		QTY D/L = 4							

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//////////////////////////////////////
/          PACING ITEMS READINESS          /
/                                          /
/ S  RATING EQUALS 100.0 PERCENT /
/ R  RATING EQUALS 75.0 PERCENT /
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//////////////////////////////////////
/          END ITEMS READINESS          /
/                                          /
/ S  RATING EQUALS 67.6 PERCENT /
/ R  RATING EQUALS 62.5 PERCENT /
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* - PACING ITEM
 ** - LOCALLY REPORTABLE ITEM
 POSS - EXCESS
 S RATING = -----
 AUTH
 ST IF EXCESS > D/L ST = AUTH ELSE ST = POSS - D/L
 R RATING = -----
 AUTH

[SAMPLE LM2 Report]

b. LM2 Transactions. Refer to UM 4790-5 page 7-1. Unit MMO personnel normally input the transactions. There are two types of LM2 transactions:

(1) LM2 Asset Transaction. The LM2 asset transaction is used to add, change, or delete readiness-reportable end-item assets on LM2 Report. Liaison should be made between the supply officer and MMO to reconcile any changes to the “Report Authorized” and “Report Possessed” quantities.

(2) LM2 Deadline Transaction. This transaction is used to add, change, or delete specific items of readiness-reportable equipment in a deadline status. It is also used to update trailer records in the ADPE MIMMS readiness file. EROs submitted to deadline reportable equipment must cite Category code “M”. All Category “M” EROs will generate the appropriate LM2 transaction to update the readiness files. If, however, manual reporting is required, the MMO will handle input.

(3) RM4 Remarks Transactions. This transaction will be used to add or delete a remark to a reportable TAMCN that is resident on the LM2 report. The MMO will input the remarks. The supply officer must identify the RM4 remark as an addition or deletion and identify the TAMCN and the remarks to be entered.

(4) RM4 Remarks Update Transaction. This transaction will update a remark already present on the LM2 report. The supply office will provide the TAMCN and applicable remarks to the MMO.

c. The modernization program for the replacement of Principal End Items (PEI) has a substantial effect on MCGERR reporting. The outlined remarks in this section amplify information not available through current systems. Instructions for inputting transactions are contained in the UM 4790-5. Commanders at all levels will ensure strict adherence to these procedures to facilitate the timely and accurate reporting of MCGERR items.

(1) T/O&E (T/A) Deficiencies. A command/unit will have on-hand or a valid requisition for all T/O&E (T/A) reportable PEI allowances unless otherwise directed by higher authority. The MCGERR Unit Report will reflect MCGERR reportable equipment T/A or T/O&E deficiencies and contain RM4 remarks in the following format.

**T/O&E (T/A) DEFICIENT QTY XX/DOCUMENT #/STATUS/STATUS DATE
(JULIAN)**

(2) Excess Reporting.

(a) Planned Allowance to Actual Allowance. When equipment for a planned allowance is received, the receiving unit will submit an EAF challenge to the CG, MCCDC, per MCO 5311.1, requesting the "planned" allowance is made "actual."

1 The receiving unit will increase the unit's LM2 report by the number of PEIs received to reflect the quantity "Possessed" and will be used for "Authorized."

2 The new equipment will be documented in the RM4 remarks as follows:

P/ALW QTY XXX FOR FY-XX, QTY XX RECV TO&E Ch Req DTD (JULIAN)

(b) Equipment Excesses Resulting from Modernization. Should force-fed equipment cause excess, the receiving unit will report the equipment pending resolution of the EAF challenge and/or receipt of disposition instructions. If the item is a replacement for a reportable item, the reporting unit will make compensatory allowance changes to reflect an excess and current capability (i.e., if 3 MRC-145s are received for 3 MRC-110s, the allowance for the MRC-110s would now reflect 0.) Additionally, a RM4

remark will be submitted explaining the excess and reference the appropriate correspondence. For allowances not resolved with disposition instructions, reduce quantities to corrected amount (i.e., authorized equal 0.) Use the RM4 remark until the T/E change request is approved or resolved.

DISP REQUESTED QTY XXX, DATE (JULIAN)
and/or
T/E change request FOR QTY XXX, DATE (JULIAN)

(c) Equipment Excesses Pending a T/E change request. The receiving unit will report the equipment pending resolution of the T/E change request/or receipt of disposition instructions. An RM4 remark will be submitted explaining the excess and referencing the appropriate correspondence.

(d) Disposition instructions for excess MCGERR reportable items are requested per MCO P4400.82_ after internal MSC deficiencies are screened.

(e) A request for disposition instructions (WIR) does not authorize a command/unit to reduce the possessed quantities of the MCGERR Unit Report. When disposition instructions have been received and the appropriate action has been taken, the possessed quantities can then be reduced.

(3) Corrosion Prevention and Control (CPAC) Program. Commands/units which evacuate equipment under the CPAC program for work conducted outside of 50 miles of the owning unit location will report the equipment as not mission-capable. All equipment evaluated as category "C" regardless of distance will be reported as not mission-capable. The equipment will be documented in the RM4 remarks by the following:

CPAC QTY XXX, DATE (JULIAN)

(4) Command Adjustments and MAGTF Reporting.

(a) To provide accurate on-hand visibility against the various Marine Corps allowance files (e.g., LMIS, loaded unit allowance files, mechanized allowance lists, etc.) command adjustments will be authorized in writing by the command directing realignment of T/O&E equipment. Examples are:

1. Formation of a deploying MAGTF (e.g., 22d Marine Expeditionary Unit, UNITAS.)
2. Formation of a permanent or long-standing detachment (e.g., Chemical Biological Incident Response Force.)
3. MARFORRES units when their T/As are not equal to a full T/O&E.

(b) Units using a command adjustment will document in the RM4 remarks the following:

CMD ADJ QTY XXX, FM/TO MXXXX (UIC)

(c) Accurate readiness reporting for MAGTF organizations requires a coordinated effort between logistics and operations personnel. It is not recommended that MAGTF organizations report in MCGERR/SORTS when formed for less than 90 days. However, when the decision is made to form a MAGTF reporting unit, the unit must report the status of its reportable equipment.

(d) If MAGTF procedures are not required/initiated, asset transfers are considered a temporary loan. The unit providing the temporary loan remains the owning unit and must reflect the status of that equipment on its MCGERR report. For SORTS reporting, the using unit(s) providing the temporary loan will ensure that the appropriate ATLASS/MIMMS command adjustment procedures are followed to correctly reflect the status of the equipment on the owning unit's MCGERR asset report.

(e) The MCGERR asset changes will be closely coordinated between the supporting and task organized units to ensure that simultaneous add/delete transactions between units are accomplished.

REFERENCES

UM 4400-124
UM 4400-120
UM 4790-5
MCO 3000.11
MCO 4400-150
MCBul 3000