

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

E101

STUDENT OUTLINE

**INTRODUCTION TO MARINE CORPS INTEGRATED MAINTENANCE MANAGEMENT
SYSTEM (MIMMS)**

LEARNING OBJECTIVES

1. Lesson Purpose:
 - a. MIMMS objectives
 - b. MIMMS terminology
 - c. Equipment Repair Order (ERO) and Equipment Repair Order Shopping/Transaction List (EROSL)
 - d. Equipment records
 - e. Calibration
 - f. Tool Control
 - g. Product Quality Deficiency Report
 - h. Modification Control
 - i. Supply Support
 - j. MIMMS AIS
 - k. Echelons of Maintenance
 - l. Maintenance Management Standing Operating Procedures (MMSOP)

OUTLINE

1. **THE OBJECTIVES OF THE BASIC MIMMS COURSE.** The basic MIMMS course objective is to provide the Marine with the technical knowledge and skills required to become an effective maintenance management specialist and assist the maintenance management officer or chief in effectively managing ground equipment maintenance.

2. **MIMMS TERMINOLOGY.** As with all special areas in our Marine Corps, MIMMS has its own terms, abbreviations, and acronyms. For example, the acronym MIMMS stands for Marine Corps Integrated Maintenance Management System. You can find a listing of MIMMS terms, abbreviations and acronyms in appendixes

A and B of **UM 4790-5**. Taking the time to familiarize yourselves with this new terminology will enhance your understanding of MIMMS. MIMMS AIS involves tracking ground equipment and the expenditure of resources as it travels through the maintenance production cycle with the use of a computer system. Many people think that MIMMS is the computer system or the automated information system (AIS). Remember that the AIS is only one of four elements of maintenance management.

3. DUTY AREA ONE; MAINTENANCE MANAGEMENT. Within the area of Maintenance Management we have eight sub functional areas. Maintenance administration, personnel and training, records and reports, publication control, equipment availability, preventive maintenance checks and services (PMCS) and corrective maintenance, supply support and maintenance related programs.

a. Equipment Repair Order. The Equipment Repair Order (ERO) is the device that we use to request modification, calibration, corrective maintenance, preventive maintenance checks and services and limited technical inspections on all ground equipment within the unit's organic maintenance capability. The ERO can also be used to transfer work to higher echelons of maintenance and for recording and reporting all maintenance that has been performed.

b. Equipment Repair Order Shopping/Transaction List. The Equipment Repair Order Shopping List has two purposes. The first purpose is to request repair parts associated with the ERO and secondly to input MIMMS data into the system, either automated or manual.

c. Equipment Records. There are many types of records in the Marine Corps, two that you will become familiar with are: preventive maintenance checks and service (PMCS) records and corrective maintenance (CM) records.

(1) The PMCS record ensures that preventive maintenance is systematically scheduled and recorded when complete.

(2) The CM record ensures that a history is established for the piece of ground equipment that requires to be maintained.

d. Calibration Control Program. The calibration control program ensures that all Test, Measurement and Diagnostic Equipment (TMDE) is calibrated within certain range of scale.

e. Tool Control. The tool control program ensures accountability of all tools established in either stand alone sets, chests or kits and or if they belong to a Principle End Item (PEI). Most Marine Corps tools are the same that could be purchased on the open market which make them highly pilfrigable items.

f. Product Quality Deficiency Report(PQDR). The PQDR provides information to activities responsible for development, procurement, or management of equipment concerning deficiencies in material, design, or procurement. This information enables the activities to initiate action to correct the reported deficiency.

g. Modification Control. The modification control program gives the equipment owner the means of accurately determining the modification status on assigned equipment. There are two types of modifications urgent and normal. Normal mods lend themselves to acceptance scheduling usually within one year. Urgent mods require that the equipment be deadlined or sharply curtailed until the modification is applied.

h. Publication Libraries. The publication library contains those publications that are authorized by your command. These publications fall into two categories, technical Marine Corps Orders, Bulletins, etc.) and non technical publications (Technical Manuals, Stock Listings, Modification Instructions, etc.).

4. DUTY AREA TWO; SUPPLY SUPPORT. Within in the Supply Support duty area there are six sub functional areas; Preexpended Bins, ERO parts usage, repair parts usage, new equipment, maintenance and supply validation, and maintenance and supply reconciliation

a. Preexpended Bin (PEB). The PEB provides continuous availability of low-cost, fast-moving items for mechanics and technicians performing quick repairs within the maintenance facility.

b. ERO Parts Bin. The ERO parts bin is an area that is secure against pilferage and organizes repair parts waiting to be installed on equipment until the mechanic or technician request them for installation. Repair parts held in a bin may be new or used repair parts. All repair parts must be signed for upon removal from the repair part bin.

c. Repair parts usage. All repair parts must be applied to a piece of equipment or 'rolled back' into the supply system for another unit to use. This is accomplished by reviewing all receipts, cancellations, scrounges, and parts applied.

d. New Equipment. When the Marine Corps receives new equipment that is not authorized for use, there are very stringent procedures that must be followed. If the set procedures are not followed completely the owning unit may void a manufacture warranty. All new equipment will have a fielding plan associated with it. This will give you detailed instructions on placing the new equipment into service. Currently we use the User Logistics Support Summary (ULSS) to accomplish this.

e. Maintenance and Supply Validation. There is a daily requirement within the Marine Corps that requires you as the MIMMS clerk to validate the existence or nonexistence of all repairs, repair parts, status's, and conditions of equipment and items that are in the maintenance cycle. You will accomplish this by reviewing your unit's Daily Transaction Listing (DTL).

f. Maintenance and Supply Reconciliation. Not only do you need to validate repair parts and Principle End Items (PEI's) but you also have to reconcile with your unit supply section in order to ensure that all pending actions between supply and the maintenance section are accomplished or about to be accomplished.

5. DUTY AREA THREE; MIMMS-AIS. Within the area of MIMMS-AIS we have two sub functional areas. MIMMS/Marine Corps Ground Equipment Resources Report (MCGERR) and the MIMMS input and output reports.

a. MIMMS and Marine Corps Ground Equipment Resource Report (MCGERR). The MCGERR is a computer oriented command information system designed to provide information on ground equipment readiness of Marine Corps units. **Readiness** relates to the ability of a certain piece of equipment (or unit) to accomplish a certain task which it is specifically designed to achieve.

b. Input and Output of MIMMS and MCGERR. You as a maintenance management specialist will be required to take raw data and actually key punch it into the AIS and ensure that the data was properly received by the MISCO. Once this information is in the system you will be able to 'pull' certain information out of the system by means of an automated retrieval system (MIMMS-AIS).

6. DUTY AREA FOUR; MISCO. Within the area of MISCO we have four sub functional areas. Monitor the operation of MIMMS/MCGERR, supporting the customer, resources and production.

a. Monitor the Operation of MIMMS/MCGERR. The monitoring of MIMMS will require you to ensure that the MIMMS program is updated with all the current changes that you may receive from the Regional Automated Service Center (RASC). Since we work with ground equipment, we utilize the MIMMS system to input our data into the automated system. Where as the supply personnel use the Supported Activities Supply Support System (SASSY) and Asset Tracking Logistic Automated Support System (ATLASS) to input there transactions and follow there requirements. So, these two systems must interface on a systematic basis in order to 'feed' each other updated information.

b. Supporting the Customer. Your daily activity will consist of answering questions, inputting data, and giving guidance in the MIMMS field. Your customers come first. You will be required to support them any way you can. All the MIMMS information will be deciphered by yourself and your section. You must become proficient in your abilities to analysis data and make recommendations to problems that you and your unit come across.

c. Resources. Equipment cannot be repaired without expending time (mechanic's time, equipment time, manager's time). The maintenance effort is impaired by lack of personnel in the unit table of organization (T/O) shortages. Repair parts, tools, and publications are basic tools used to repair equipment. Facilities (working environment) can negatively influence the mechanics attitude toward his work (troop comfort) and lack of proper facilities (i.e. lube racks, hard stands, etc.) can limit maintenance capabilities. Money must be expended in support of other resources.

d. Production. Maintenance production is concerned with the actual repair of equipment. It includes calibration, modification, corrective maintenance (CM), and preventive maintenance (PM). You will receive lessons on each on of these topics and equipment overhaul, rebuild, conversion, and modernization of equipment.

7. COMMODITY SECTIONS. Motor transport, engineer, communications, and ordnance are common commodities found in a battalion/squadron. The commodity managers, supply officer, and maintenance management officer (MMO) are special staff officers who fall under the cognizance of the S-4. The MMO's section will typically have a maintenance management chief (MMC) and one or more 0411's. You will assist the MMO/MMC in his effort to increase the unit's readiness posture. Depending on your unit's T/O, you may also end up working in a commodity shop. The maintenance management personnel serve as liaisons between supply/maintenance commodity shops and the S-4 Officer to ensure rapid maintenance turn around and accurate readiness reporting.

8. ECHELONS OF MAINTENANCE. There are three maintenance levels and five echelons of maintenance.

a. Organizational

(1) First Echelon. Operator maintenance.

(2) Second Echelon. Work performed by trained personnel (mechanics/technicians), in the organization.

b. Intermediate (Third and Fourth Echelon). Maintenance performed by designated activities in direct support of using organization. In some cases the using unit may possess intermediate maintenance or limited intermediate maintenance capabilities. But typically, intermediate maintenance activities (IMA) and the support they provide are in the maintenance companies of the Maintenance Battalion, FSSG (Force Service Support Group). Maintenance Battalion provides IMA support for wing, division, and FSSG units. The following companies are part of every maintenance battalion:

- (1) Motor Transport Maintenance Company (MTM)
- (2) Electronics Maintenance Company (ELMACO)
- (3) Ordnance Maintenance Company (OMC)
- (4) Engineer Maintenance Company (EMC)
- (5) General Support Maintenance Company (GSM)

c. Depot (Fifth Echelon). Maintenance performed by depot maintenance activities at Marine Corps Logistics Base Albany, Georgia and Barstow, California. Depot repairs include major operations such as rebuild and overhaul of the entire piece of equipment.

9. MAINTENANCE MANAGEMENT STANDARD OPERATING PROCEDURES (MMSOP). All ground units are required to have set procedures for their unit to follow on a systematic basis. These procedures can either be written by the unit or use their higher headquarters MMSOP.

a. Desktop Procedures (DTP). The frequent change of personnel within units results in a lack of expertise and continuity in day-to-day operations. Desktop Procedures assist and improve the overall efficiency of an organization.

b. Turnover Folders (TOF). The turnover folders are like the desktop procedures but goes into greater detail for the maintenance manager.

REFERENCES:

1. MCO P4790.2C