

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

F401

STUDENT OUTLINE

SUPPLY PROCEDURES

LEARNING OBJECTIVES

1. Terminal Learning Objective: Given the billet of maintenance management chief, Daily Process Report (DPR), Daily Transaction Listing (DTL), Additional Demands List (ADL), and the references, identify the procedures for validation and reconciliation of Marine Corps Integrated Maintenance Management System (MIMMS) requirements, to ensure maintenance actions are properly recorded and repair parts/secondary reparable are received within the established time frame per the references.
2. Enabling Learning Objective: Given the billet of maintenance management chief, supply output reports, and the references, identify selected information from supply output reports, per the references.

OUTLINE

1. **ORGANIZATION ELEMENT**. The Marine Corps Supply System consists of three essential elements: HQMC, In Store Element, and Out of Store Element. The Marine Corps Supply System extends from HQMC down to the user.
 - a. HQMC. Commandant is directly responsible for the total performance of the Marine Corps and as such the Commandant encompasses planning and determining the support needs of the Marine Corps.
 - b. In Store Element. The In Store element is managed under the MCUMNS. The In Store element consists of the following organizational components: Inventory Control Point (ICP), MCLB, Albany, Remote Storage Activities (RSA's) and Direct Support Stock Control (DSSC).

c. Out of Store Element. Out of Store element consists of assets held by units in the FMF, post, stations, and Marine Corps Recruiting/Reserve Districts.

2. REQUISITIONS

a. General. Requisitions are the supply lifeline for all Marine Corps units. Requisitions must be prepared, submitted, and maintained promptly and accurately for continuous supply support of unit operations.

b. Additional Demand. An additional demand is a requirement for parts and equipment that an organization needs in order to perform its mission. An additional demand that cannot be filled within the organization will be forwarded to the next higher support element (e.g., ISSA/SMU, DLA, or GSA).

c. Types of Additional Demand. There are various types of additional demands, and way to submit them, but we will touch on three types:

(1) Non-System Items. Are items that do not have an established NSN in the supply system.

(2) Not Mission Capable Supply (NMCS). When the equipment or system is not capable of performing its assigned mission because of work stoppage or supply shortages.

(3) High Priority Demands. Are assigned by the units Commanding Officer, He is responsible for the accurate assignment of priority designators consistent with Force/Activity Designators.

3. REQUESTS FOR MATERIAL FROM RESPONSIBLE UNIT (RU)

a. General. When the RU is requesting material they are responsible to provide certain information to expedite the request. RU must also use the proper forms in their submission of request. At a minimum the RU will provide the following information:

b. Form Types

(1) NAVMC 10694: Used when requesting non-maintenance type items that are on the RO's, CMR and available for issue via SMU, SOS.

(2) NAVMC 10925: Used for requests of parts or materials required for the performance of equipment maintenance.

c. Submission: At a minimum the RU will provide the following information:

- (1) NSN
- (2) ERO Number
- (3) Demand Code
- (4) Source of Supply
- (5) Priority

4. DUE AND STATUS FILE (DASF). The purpose of the Due and Status File (DASF) is to provide the using unit with lists that display:

a. Current status of all outstanding demands.

b. On hand substitute assets when available, which could be issued to satisfy a demand.

ACTIVITY	MXXXXX	TOTAL GENERAL ACCOUNT DASF LIST - BY DOC													PAGE	1	10/17/01	0276	
DOCUMENT NO.	PFSN	RU/ERO	PC	UI	BOQTY	DUEIN	REC-D	PRI	U/P	SAC	PROJ CODE	SIGNAL			ADV	RFSN	M DATE		
DIC	RIC	SUF	QTY	UI	STAT	DTSTAT	DTSHIP	DOC/TCN/FSN	M DATE	DIC	RIC	SUF	QTY	UI	STAT	DTSTAT	DTSHIP	DOC/TCN/FSN	M DATE
MXXXXX0207G003	5830010304220	A1305	C	EA	00000	00001	00000	05	0001303.00	3							W	4B	5830010304220
Z01	00001	EA	0207	0000	5830010304220						AEL MR1	00001	EA	BMPB	0207	0207	5830010304220		
AEL MPB	00001	EA	BD	0213	0209	5830010304220					AEL MPB	00001	EA	BB	0221	1211	5830010304220		
AN1 MPB	00001	EA	BB	0297	0000	5830010304220					AP1	00001	EA		0297	0000	5830010304220		
AEL MPB	00001	EA	BE	1011	1365	5830010304220					AN1 MPB	00001	EA	BB	1022	0000	5830010304220		
AP1	00001	EA		1022	0000	5830010304220					AN1 MPB	00001	EA	BB	1113	0000	5830010304220		
AP1	00001	EA		1113	0000	5830010304220					AN1 MPB	00001	EA	BB	1204	0000	5830010304220		
AP1	00001	EA		1204	0000	5830010304220					ZC1	00001	EA		1232	0000	5830010304220		
ZC1	00001	EA		1250	0000	5830010304220													
MXXXXX0207G017	4110011079078	B1710	C	EA	00001	00001	00000	05	0006387.00	3							W	4A	4110011079078
Z01	00001	EA	0208	0000	4110011079078						AEL MR1	00001	EA	BMPB	0208	0208	4110011079078		
AEL MPB	00001	EA	BD	0213	0209	4110011079078					AEL MPB	00001	EA	BB	0228	1218	4110011079078		
AN1 MPB	00001	EA	BB	0297	0000	4110011079078					AP1	00001	EA		0297	0000	4110011079078		
AN1 MPB	00001	EA	BB	1022	0000	4110011079078					AP1	00001	EA		1022	0000	4110011079078		
AN1 MPB	00001	EA	BE	1113	0000	4110011079078					AP1	00001	EA	BB	1113	0000	4110011079078		
AN1 MPB	00001	EA	BB	1204	0000	4110011079078					AP1	00001	EA		1204	0000	4110011079078		
AEL MPB	00001	EA	BE	1232	2223	4110011079078													
MXXXXX0207G022	5855012449784	E1947	C	SE	00001	00001	00000	05	0028000.00	3							W	4A	5855012449784
Z01	00001	SE	0208	0000	5855012449784						AEL MR1	00001	SE	BMPB	0208	0208	5855012449784		
AEL MPB	00001	SE	BB	0213	1204	5855012449784					AN1 MPB	00001	SE	BB	0297	0000	5855012449784		
AP1	00001	SE		0297	0000	5855012449784					AEL MPB	00001	SE	BB	0322	0366	5855012449784		
AEL MPB	00001	SE	BE	1004	1362	5855012449784					AN1 MPB	00001	SE	BB	1022	0000	5855012449784		
AP1	00001	SE		1022	0000	5855012449784					AN1 MPB	00001	SE	BB	1113	0000	5855012449784		
AP1	00001	SE		1113	0000	5855012449784					AN1 MPB	00001	SE	BB	1204	0000	5855012449784		
AP1	00001	SE		1204	0000	5855012449784													
MXXXXX02140400	6545010948412	C3150	C	EA	00000	00039	00000	02	0000407.93	1							A	2L	6545010948412
Z01	00039	EA	0216	0000	6545010948412						AEL MR1	00039	EA	BMS9M	0216	0216	6545010948412		
AEL S9M	00039	EA	BD	0220	0226	6545010948412					AEL S9M	00039	EA	BB	0221	0246	6545010948412		
AEL S9M	00039	EA	BB	0251	0278	6545010948412					AEL S9M	00039	EA	BB	0283	0308	6545010948412		
AEL S9M	00039	EA	BE	0312	0339	6545010948412					ZM1	00000			0326	0000	6545010948412		
AEL S9M	00039	EA	BB	0342	1003	6545010948412					AEL S9M	00039	EA	BB	0353	1012	6545010948412		
AEL S9M	00039	EA	BE	1017	1043	6545010948412					AEL S9M	00039	EA	BB	1039	1066	6545010948412		

5. DEMAND LIST. Working the demand list is an essential function in the operation of the supply account. Cognizant personnel must ensure that the demand list is used for the purpose for which it was designed. The demand list can be printed in four different sequences.

a. **NSN**: This list displays the demand that the unit has on backorder resident on the DASF.

b. **ERO Number**: This is a list, which displays the demands on the DASF that contains ERO numbers.

c. **RU**: This list displays to the customer all the demands that are on backorder on the DASF, which contains ERO numbers. The RU demand list is provided to reconcile all outstanding demands. By reconciling the RU demand list with the maintenance shop, a continuous backorder validation is in process.

d. **Document Number**: This list displays the demands that the unit has on backorder which are resident on the DASF.

6. **DEMAND LIST RECONCILIATION**. The DASF will be reconciled with the RU's and maintenance shop every two weeks. The ERO demand list will be used during the reconciliation.

a. Upon completion of the validation, a copy of the demand list, with the require action noted and signature of the personnel performing the validation will certify the reconciliation was accomplished. This will be filed in supply for 30 days.

b. Following the reconciliation all transactions will be processed into the next update.

c. The following records are required to be on hand and reviewed during a reconciliation:

(1) **RU/SHOP/COMMODITY MANAGER**

- (a) Open ERO
- (b) ERO Shopping List (NAVMC 10925)
- (c) MIMMS Daily Process Report (DPR)
- (d) Demand List (ERO/RU)

(2) **SUPPLY OFFICER**

- (a) ERO Shopping List (NAVMC 10925)
- (b) Demand List (DASF)
- (c) Pending demand file

7. **EDIT ERRORS**

a. General. When SASSY transactions are processed they must pass through a master edit validation. Each error is assigned a one-digit code. The code may either contain an alpha, numeric, or a special indicator. An error is produced when there is a discrepancy with input data of a transaction. These errors are identified either as edit errors or unmatched NSNs.

(1) Edit Error Listings. This lists all edit errors with the exception of edit error code "A".

ACTIVITY	MXXXXX	EDIT ERRORS				DATE 02/25/9*				
RFSN	-----							RUI	EDIT ERROR	SUSPENSE NUM
	ZQIML1	M21810MML90032275959DS1 RETURN TO FISCAL					H	8421500010500		
DIC COUNT	1									
4720002032668	D6TS9C	4720002032668	FT00025M21810*167089	A421	421	NONTRACER	H	8421500020500		
DIC COUNT	1									
4710002370624	D9LML1	4710002370624	FT 05M21810*091547	LOST SHIP	AA	FT	C	8421500120500		

(2) Unmatched NSN. This lists all edit error code "A" transactions. These transactions failed because the NSN used was not resident on the MHIF.

ACTIVITY	M21810	UNMATCHED NSN				DATE 02/25/9*				
RNSN	-----							RUI	EDIT ERROR	SUSPENSE NUM
5820008681979	YMF	5820008681979	U	MMFAM6	030000001	PAFHH00000000		A		
5820009834103	YMF	5820009834103	UA	MMFAM6	030000001	PAFFZ000000000		A		
5840009509353	AS1FFZS5840009509353	EA00001MMFAM641570019		CC	706MFAM641570019XXG			A		

b. Action. Required action to correct a particular edit error will depend on the reason for the edit. This is done by examining the edit error code assigned and following the corrective action.

8. DASF EXCEPTIONS

a. General. An exception and the associated code identifies that an exceptional condition existed at the time the transaction was processed. Exceptions may require that management and corrective action be taken. The following is exception identifications:

(1) Codes. Exception Codes contain three characters, alpha and numeric. The first character (alpha) identifies the file the exception pertains to. "B" is for the Retail A file and "D" is for the Document Control Report. The remaining characters (numeric) identify the specific type of exception.

(2) In-the-Clear. This type of exception is printed as a narrative and no codes are used.

b. Document Control Report Exceptions

9. CONSOLIDATION MEMORANDUM RECEIPT (CMR)

a. Purpose. The CMR is a listing of authorized allowance items in the hands of responsible units (maintenance shop, truck platoon, communications section).

(1) The CMR is provided in Activity Address/Responsible Unit Code/TAM Control Number (AAC/RU/TAMCN) sequence.

(2) The CMR is generated from the Reporting Unit Allowance File (RUAF) and will resemble the Mechanized Allowance List (MAL) printout, except that it will be in RU sequence and have the USMC/serial number of all on-hand allowance-type items. The CMR will contain the following information:

(a) Activity Address code (AAC) of the unit

(b) CMR date

(c) Type Property Code:

1. Code 111, " Type 1 item

2. Code 112, " Type 2 item

(d) Report number

(e) Table of Authorized Material (TAMCN)

(f) Stock number (NSN) of the item

(g) Item description (Nomenclature)

(h) Unit of issue (U/I)

(i) On-hand quantity (OH QTY)

(j) Authorized (AUTH) allowance qty rated by the unit.

(k) Stores Account Code (SAC). The SAC is used to differentiate between items (secondary and principal) in the stock fund and the appropriation stores accounts.

(l) Controlled Items Code (CIC). The CIC is used to identify items that require specific reporting and requirements control per UM 4400-124.

(m) Serial numbers (SER #) of the on-hand qty.

b. The CMR will list both expendable and nonexpendable allowance items.

(1) Nonexpendable items: Are all serialized ordnance items, office machines, and devices with a unit value of over one-hundred dollars; item of a highly negotiable nature; controlled items; item designated in writing (listing) by the local commander as requiring special control; and all other items having a unit value of over eight-hundred dollars except consumable and repair parts.

(2) Expendable item: Are consumed in use, such as ammunition or fuel, or which lose their identity, such as repair parts, or which are of low intrinsic value, unworthy of full accounting procedures. When issued to end user, expendable supplies are dropped from the accounting records.

(3) Consumable supplies: Are articles in which, after issue, are chemically or physically altered to the extent they cannot be economically reused for their original purpose. Consumable items are either consumed in use or lose their identity in the process of work or performance of service. They include such items as office supplies, petroleum, oil, lubricant products, lumber, et cetera. Consumable are normally expended upon issue.

(4) Regulated/Controlled: Item are those principal end items and secondary item (reparable) which are reportable and require Marine Corps-wide in-use asset knowledge for requirement computations, control of issues, and determination of disposition.

(5) Allowance: Are the items in the hands of the Subordinate Unit.

10. ACTION OF USING UNIT

a. The unit Supply Officer will maintain the signed copy of the CMR for each responsible unit (RU) together with all pending adjustment transactions (receipts, issues, and inventory adjustments) in TAM sequence.

b. Quarterly, or upon change of COMMANDING OFFICER, or Responsible Officer (RO), supply office will prepare a cover letter and enclose two copies of the CMR to be forwarded to the RU.

c. Upon receipt of the signed copy of CMR from supply the RO, must verify the old CMR, with the new, and reconcile any difference that may exist. Once the new CMR has been reconciled, ensure any and all adjustments are noted for reconciliation with Supply Officer. The old copy with adjustment transaction documents must be retained for (1) year.

d. The USMC/serial numbers, for which the RO is responsible, will be recorded on all copies of the CMR'S.

11. ACTION OF RESPONSIBLE OFFICER (RO)

a. Quarterly, and/or with change of responsible officer, the RO will receive two copies of the CMR from the supply officer. If the CMR inventory is being performed because of change in RO, if circumstances permit, the old and new RO should conduct a joint inventory.

b. When the RO receives a new CMR, the On-hand balance and USMC/serial numbers will be verified and a signed copy returned to the supply officer with the bottom of each page initialed by the RO. If discrepancies are noted by the RO, they must reconcile with the SupO, any differences which may exist by providing supporting source documents. This action will be completed within fifteen days from the day of receipt of the CMR.

(1) If the SupO, and the RO, agree that the CMR is in error, the SupO, will pen change the erroneous quantities, and both SupO and the RO will initial the changes.

(2) If the SupO does not agree with the RO where CMR quantities are disputed, the RO will report the discrepancies in accordance with local procedures, and report the missing or damaged property by letter to the Commanding Officer via the SupO. The letter, Request for Investigation, submitted by the RO should contain the listed essential features:

(a) The property itemized and its condition described (missing or damaged).

(b) A statement of whether or not you (RO) accept the responsibility for the condition of the property.

(c) A statement of whether or not you (RO) want to voluntarily reimburse the government.

(d) A statement briefly describing the circumstances surrounding the loss or damage of the property if the RO is aware of them.

(3) Even though the RO disputes the quantities on the CMR, the RO MUST STILL SIGN the endorsement of the CMR update letter certifying the CMR to be correct. However, since the RO will be simultaneously submitting a letter to the SupO, pointing out the discrepancies in the account, it will be this letter that will document the RO's position an disputed quantities.

c. RO's must make sure that their records are maintained currently on a daily basis. Only when these records are current can the RO, assist the Commanding Officer, in combat-readiness and guard against shortage.

12. MECHANIZED ALLOWANCE LIST (MAL) OVER/SHORT REPORT

a. Purpose. The information contained in the MAL is used to control Table of Equipment (T/E), and command adjustments within the command. It also provides the commander with a tool to manage excesses and deficiencies through the MAL Over/Short Report.

b. Information. The MAL contains information that you should already be familiar with, but for management purposes we will look at the last column, which is the over/short column. This column displays the TAMCNs excess/deficiency posture.

ACTIVITY	MXXXXX	MECHANIZED ALLOWANCE LIST AND				OVER/SHORT	REPORT	PART 1	DATE 17/10/ 1			PAGE	1	0160
TAM	FSN	ITEM NAME	UI	ON HAND	HQMC AUTH QTY	CMD ADJUST QTY	TOTAL AUTH QTY	UNIT PRICE	S A C	T P C	I	DUE-IN	+ OVER - SHORT	
A00047	5999010321692	PARTS KIT,ELECTRONI	EA	2	1	----	----	3900.00	3	1	A			
		TOTAL FOR TAM A00047		2	1	0	1						1	
A00147	5895011471727	CONVERTER,AC POWER	EA	1	1	----	----	4800.00	3	1	A			
		TOTAL FOR TAM A00147		1	1	0	1							
A00177	5895011466739	CONVERTER,DC POWER	EA	1	1	----	----	3241.00	3	1	A			
		TOTAL FOR TAM A00177		1	1	0	1							
A00597	5985010631574	ANTENNA ELEVATOR GR	EA	13	11	----	----	405.00	3	1	A			
		TOTAL FOR TAM A00597		13	11	0	11						2	

A02997	7490014759671	PRINTING MACHINE,LA EA	1	2	---	---	660.00	3	1	
		TOTAL FOR TAM A02997	1	2	0	2				1-
A03007	7490014759554	PRINTING MACHINE,LA EA	1	2	---	---	1249.00	3	1	
		TOTAL FOR TAM A03007	1	2	0	2				1-
A04987	5895013398341	EM DIGITAL MESSAGE EA	6	12			22100.00	3	1	A
	5895012580466	DIGITAL COMMUNICATI EA	6				44009.00	2	1	A
		TOTAL FOR TAM A04987	12	12	0	12				

c. Excesses. If an overage is reflected for an allowance item with a Controlled Item Code (CIC) of A through I, the unit will request disposition instructions per local command Standing Operating Procedures (SOP). If the excess is for a consumable item, a purpose code transfer will be inducted to transfer the item to Purpose Code A so the items can be rolled back to the supporting General Account. When disposition instructions are received to distribute assets to or within the major command, action will be taken as directed. If the excess assets cannot be redistributed within the major command, the using unit will submit a Recoverable Item Report to MCLB, Albany.

d. Excess Dues. In a case where the MAL Over/Short Report reflects an Excess Quantity Due, the unit will request instructions in accordance with local SOP. The local SOP should take into consideration supply or shipping status, last status received and command requirements. If the requisition has status indicating that the item has been released for shipment or is already in the shipping cycle, the local command will determine if shortages exist within the major command. If the last status received indicates that the item has not been released for shipment the unit should submit a request for cancellation of the requirement to the source of supply.

e. Deficiencies. The allowance quantities listed on Part 1 of the MAL are mandatory. The on hand and due-in must equal the allowance. If a deficiency occurs, the unit should prepare the appropriate requisition for the deficient quantity. For SAC 1 items this will depend on the availability of funds and pending redistribution's from another organization.

f. SASSY MAL Over/Short Summary. This summary is listed at the end of each part of the MAL. It breaks down all overages and shortages by the three different SACs. SAC 2 and 3 over and short fields are key areas of management concern.

13. EXCESS MATERIAL

a. General. When excesses are determined after comparison of the EAF and MAL they must be dealt with immediately. Local SOP will dictate how reporting excesses will be accomplished, but this should be broken down into two categories; controlled items and non-controlled items.

b. Reporting. All excesses will be reported to the MSC and disposition will be determined at that level. The MSC is responsible for determining if the excesses can be redistributed within the command or if it is necessary to go outside the command.

c. Redistributing Excess Allowance Items. The MSC will notify both the organization in possession of the excess and the organization that will be receiving that excess item that redistribution has been directed. Appropriate action will be taken per the redistribution instructions from the MSC.

d. No Redistribution Directed. If the MSC cannot identify any other subordinate units within the command who have a need for the excess item, the action required will now depend upon whether the item is controlled or non-controlled.

e. Controlled Item Excesses. Controlled item excesses are handled through the Recoverable Items Program. **This program is outlined in the current edition of MCO P4400.82_ Chapter 5.** This program was established to provide policy, procedures, and guidance concerning the reporting of recoverable items.

(1) Recoverable item reports will be submitted on all excesses at the command designator level. Reports will not be submitted until efforts to effect needed redistributions within the major command are exhausted. Controlled item excesses are reported via the submission of a Recoverable Items Report (DIC WIR).

14. ALLOWANCE DEFICIENCIES

a. General. The commander will have on hand or on order (or identified as an unfunded deficiency) all quantities of authorized allowance items unless specifically directed by higher authority. Just like excesses it is important to determine if the item is controlled or non-controlled.

1	ACTIVITY	MXXXXX	MECHANIZED ALLOWANCE LIST AND				OVER/SHORT	REPORT	PART 1	DATE 17/10/ 1			PAGE	1	0160
0	TAM	FSN	ITEM NAME	UI	ON HAND	HQMC AUTH QTY	CMD ADJUST QTY	TOTAL AUTH QTY	UNIT PRICE	S A C	T P C	I C C	DUE-IN	+ OVER	- SHORT
A00047	5999010321692		PARTS KIT,ELECTRONI	EA	2	1	----	----	3900.00	3	1	A			
			TOTAL FOR TAM A00047		2	1	0	1							1
A00147	5895011471727		CONVERTER,AC POWER	EA	1	1	----	----	4800.00	3	1	A			
			TOTAL FOR TAM A00147		1	1	0	1							
A00177	5895011466739		CONVERTER,DC POWER	EA	1	1	----	----	3241.00	3	1	A			
			TOTAL FOR TAM A00177		1	1	0	1							
A00597	5985010631574		ANTENNA ELEVATOR GR	EA	13	11	----	----	405.00	3	1	A			
			TOTAL FOR TAM A00597		13	11	0	11							2
A02997	7490014759671		PRINTING MACHINE,LA	EA	1	2	----	----	660.00	3	1				
			TOTAL FOR TAM A02997		1	2	0	2							1-
A03007	7490014759554		PRINTING MACHINE,LA	EA	1	2	----	----	1249.00	3	1				
			TOTAL FOR TAM A03007		1	2	0	2							1-
A04987	5895013398341		EM DIGITAL MESSAGE	EA	6	12			22100.00	3	1	A			
	5895012580466		DIGITAL COMMUNICATI	EA	6				44009.00	2	1	A			
			TOTAL FOR TAM A04987		12	12	0	12							

REFERENCES :

1. UM 4400-124
2. MCO P4400.150E