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F402

**STUDENT OUTLINE**

**MIMMS OUTPUT REPORTS**

**LEARNING OBJECTIVES**

1. Terminal Learning Objective: Given the billet of maintenance management chief, applicable maintenance management output reports, and the references, review maintenance management reports, to ensure accuracy of the reports by detecting errors/ trends and initiating corrective action per the references.
2. Enabling Learning Objectives: Given the billet of maintenance management chief, applicable maintenance management output reports, and the references:
  - a. Identify the description of various output reports.
  - b. Identify the uses of various output reports.
  - c. Identify selected information from various output reports.
  - d. Identify error codes.
  - e. Select appropriate corrective action.
  - f. Identify discrepancies found on output reports.
  - g. Compare various reports to identify trends.
3. To ensure the accuracy of the reports by detecting errors/trends and initiating corrective action.

**OUTLINE**

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

a. Description. This report will provide visibility of input transactions that were accepted, accepted with non-critical errors, or rejected during the MIMMS daily cycle.

(1) The transactions will be presented on the report in the identical format that they were processed into the

system. Additionally, the report will display transactions that were system generated in response to other MIMMS or ATLASS related input.

(2) This report is divided into three sections:

(a) Transactions processed with no errors.

(b) Transactions processed with non-critical errors.

(c) Transactions that did not process.

(3) When inputted, transactions will print in the applicable section. For transactions that did not process correctly, an error code will be printed to the immediate right of the reflected input. The error code will provide you with the specific elements in which the error exists and indicates the type of error within that field.

(a) Any associated transactions submitted with an "0", "T", or "0T" transaction will be rejected if a fatal error appears on the "0", "T", or "0/T" transaction.

(b) A "4" transaction rejected for a document number or ERO number will cause rejections for the associated "5", "7", and/or "8" transactions.

b. Purpose. This report is used to validate the unit's input into MIMMS.

(1) This is accomplished by matching the previous day's input data to the transaction on the DTL.

(2) The unit MMO will monitor the DTL to ensure, prompt resubmission of corrected transactions is accomplished by the maintenance or supply section.

(3) Transactions listed under "Transactions that Did Not Process" must be corrected prior to subsequent transactions for that ERO being entered into the system.

(4) The MMO should look for common rejects and conduct appropriate training within commodities/units.

c. Error Codes. Error codes are assigned one of two criticality indicators:

(1) Critical Transaction Rejected. Processing detected an error in a critical control field, which may cause erroneous data to be generated for interfacing systems or master file updating. The transaction is not passed into the update process and is displayed on the Daily Transaction Listing with the associated critical error.

(2) Non-critical Field Error. Processing has determined that information in a field is erroneous; however, the transaction can still be processed during a later cycle. The transaction is passed into the update process and is displayed on the Daily Transaction Listing with the associated non-critical error.

## 2. DAILY PROCESS REPORT (DPR)

a. Description. This report provides maintenance managers at all levels visibility of active EROs in their shop.

(1) EROs which have had action taken will be indicated by two asterisks (\*\*) to the left of the ERO number.

(2) The parts charge is cumulative, increasing whenever an 8 card (receipt) is processed.

(3) The job status field is capable of presenting up to ten history entries. Any quantity over ten will cause the oldest status to drop from the record.

(4) The following data elements will print only upon submission of a 9 transaction:

- (a) Closed date
- (b) Job status
- (c) Civilian labor charge
- (d) Military labor hours
- (e) Parts charge

(5) Supply status on this report is normally entered automatically from SASSY/ATLASS and MILSTRIP input. The ability to enter manual status is available using the MIMMS 7 transaction.

(6) Frequently, a 4 transaction will process through MIMMS but will edit out of SASSY/ATLASS and not get a reject status. When this occurs, the DPR will portray the part requirement; but there will be no supply status.

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

(1) Distributed to the commodity shop level.

(2) Broken down into shop section/sub shop sections in ERO number sequence.

(3) Tracks maintenance actions as they are performed.

(4) Identifies parts ordered for repairs.

(5) Source document for reconciliation.

(6) Records, labor and material resources expended for repairs.

c. Header Information

(1) Provides basic identification data and current maintenance status.

(2) Provides job history.

(3) Provides repair parts requirements and supply status.

d. Analyzing the DPR

(1) STEP #1 - COMPARE CATEGORY CODE TO THE TABLE OF AUTHORIZED MATERIEL CONTROL NUMBER (TAMCN)

(a) Purpose

1. To ensure that the category code assigned is compatible with the TAMCN. By compatibility we mean:

a. Readiness reportable equipment, those who's TAMCN's are listed in MCBul 3000.

b. Non-readiness reportable equipment, those who's TAMCN's are not listed in MCBul 3000.

2. This check will enable you to quickly determine the overall status of your unit's equipment. Is it operational, deadlined, or degraded?

(b) Procedures

1. In your lesson on the ERO, you were told that for readiness reportable equipment, category codes "M", "N", and "X" are applicable. (TAMCN's are listed in MCBUL 3000)

2. If equipment is non-readiness reportable category codes "P" or "N" will be used.

(c) Discrepancies. There are two types of discrepancies if you have assigned the correct TAMCN to your ERO.

1. A category code assignment of "M" or "X" against non-readiness reportable equipment.

2. A category code assignment of "P" against readiness reportable equipment.

**NOTE:** Category code "N" can be assigned to either readiness or non-readiness reportable items of equipment. Only the priority of the ERO determines its applicability.

(d) Causes

1. Outdated MCBul 3000/UM-4790-5

2. No MCBul 3000/UM-4790-5

3. Not using MCBul 3000/UM-4790-5

4. Computer entry errors

5. Commodity personnel are attempting to keep reportable mission essential equipment off the LM2 report by using category code "P" or "N".

(e) Solutions

1. Check publications listing to ensure availability of MCBul 3000/UM-4790-5.

2. Ensure that commodity managers are maintaining copies or have access to MCBul 3000.

3. Ensure that commodity managers understand how to properly assign category codes.

4. Monitor the Daily Transaction Listing (DTL) for input errors.

5. Finally, educate your Marines (i.e., hold training/classes).

(2) STEP #2 - COMPARE CATEGORY CODE TO ERO PRIORITY

(a) Purpose. To ensure that the priority of the ERO falls within the constraints that the criticality of the category code has dictated.

(b) Procedures

**NOTE:** Although the MCO 4400.16\_ states priorities 01-10 can be used with category codes "M" and "P" there is a front end edit. The following category codes and priorities can be used without error within MIMMS AIS.

1. Category codes "M" and "P" will have an ERO priority of 01-08.

2. Category code "X" will have an ERO priority of 04-10.

3. Category code "N" by definition is used with both readiness and non-readiness reportable equipment requiring non-critical repairs. Use priority 11-15 for category code "N" assignments.

4. Priority of category code "C" ERO's, a base ERO of similar or greater priority must be open.

(c) Discrepancies. A couple of them would be:

1. Category code "M", "P", and "X" with an ERO priority of 11-15.

2. Category code "N" with an ERO priority of 01-10.

3. Category code "C" with an ERO priority higher than the priority of the base ERO.

(d) Causes. The discrepancies are directly related to:

1. Personnel not understanding ERO priority assignment for the category codes per MCO 4400.16\_/UM 4790-5.

2. Personnel using outdated publications.

3. Keypunch errors.

4. Downgrading the ERO and not changing the ERO priority.

(e) Solutions

1. Ensure that required publications (TM 4700-15/1\_/UM 4790-5) are rated, on hand, and up-to-date.

2. Ensure proper training and understanding of these directives.

3. Continue to monitor sources of input and screen for errors.

4. Publish procedures to be followed for the downgrading and upgrading of ERO priority in the unit maintenance management SOP (MMSOP).

(3) STEP #3 - COMPARE CATEGORY CODE TO DEFECT CODE

(a) Purpose. To ensure that the criticality of the ERO as portrayed by the category code is being correctly reflected by the appropriate defect code.

(b) Procedures

1. At this point, it will be extremely difficult to determine whether or not the defect code reflects the severity of the equipment. So, we must concern ourselves initially with determining if the two match. A further in-depth analysis occurs when we actually start working with parts on order.

2. Category codes "M", "P", and "X" should have defect codes that reflect major problems with the equipment. Further, category code "C" ERO's associated with corrective maintenance on "M", "P", or "X" ERO's should also depict a major defect. Category code "N", on the other hand, should not have a defect code that reflects any major problems.

(c) Discrepancies

1. Category code "N" with a defect code of "ENG-RPLC."

2. Category code "M", "P", or "X" with a defect code of "NMAJ-MINR."

(d) Causes. The above discrepancies are attributed to the following:

1. Maintenance personnel may not be utilizing UM 4790-5 for an all inclusive listing of defect codes, but instead utilizing a "Cheat Sheet".

2. Maintenance personnel not updating defect codes as maintenance actions change.

(e) Solutions

1. Ensure availability and utilization of publications.

2. Ensure personnel are trained in using defect codes described in the UM 4790-5.

(4) STEP #4 - COMPARE THE ERO PRIORITY TO PRIORITY OF REQUISITION

(a) Purpose. To ensure that the urgency of need for the parts on requisition reflect the urgency of the ERO priority.

(b) Procedures. Quickly check the priority of the parts on order to the priority of the ERO. Parts on requisition should not have a higher priority than the priority of the ERO. The priorities assigned to document numbers on an EROSL must logically follow the priority assigned to the ERO.

(c) Discrepancies

1. Priority 06 requisitions with a priority  
13 ERO.

2. Priority 06 requisitions with a priority  
03 ERO when there are no priority 03 requisitions open.

(d) Causes

1. ERO priority changed.

2. Keypunch errors.

3. Personnel not understanding requisitioning  
priority assignments.

(e) Solutions

1. Make changes where necessary.

2. Train personnel in assignment of parts  
priorities.

3. Publish procedures in MMSOP per MCO  
4400.16\_.

(5) STEP #5 - COMPARE THE DEFECT CODE TO PARTS ON  
REQUISITION

(a) Purpose. To ensure the defect code and parts  
on requisition are compatible and accurately reflect the  
malfunction of the equipment.

(b) Procedures. Compare the parts on requisition  
to the defect code to see if they are compatible. For  
example, if you should see "ENG-MAJ", you would expect to see  
some major engine components on requisition. This examination  
process requires a lot of common sense, a familiarity with the  
technical aspects of the commodity, and some initiative to ask  
questions or research SL-4s and TMs.

(c) Discrepancies

1. A defect code at "NMAJ-MINR" and a starter  
on order.

2. A defect code of "ENG-RPLC" with cushions and a windshield on order.

(d) Causes

1. Personnel not utilizing correct defect codes.

2. Not updating defect codes as equipment moves through the maintenance cycle.

3. Parts on requisition do not reflect the defect codes.

(e) Solutions

1. Ensure personnel who are responsible for recording defect codes upon accepting equipment are making a concerted effort to correctly assign a defect code, which most accurately describes the problem.

2. Ensure personnel are trained in using the defect codes in UM 4790-5.

3. Ensure that current copies of UM-4790-5 are on hand.

(6) STEP #6 - COMPARE THE JOB HISTORY TO DPR RUN DATE

(a) Purpose

1. To establish criteria for acceptable time frames for job history entries.

2. To identify the length of time equipment has been in a given maintenance status.

(b) Procedures

1. The following guidelines have been established for maximum acceptable time frames for job history status.

a. FINL INS. Ten days

b. INS PRGS. Ten days for mission essential and thirty days for non-mission essential

- c. INS COMP. Ten days
- d. RPR PRGS. Ten days for mission essential and thirty days for non-mission essential
- e. RPR COMP. Ten days
- f. SHT TEST. Ten days for mission essential and thirty days for non-mission essential
- g. UNIT RCL. One day
- h. SHT PART. One day
- i. SHT SPAC. Ten days for mission essential and thirty days for non-mission essential
- j. SHT TECH. Ten days for mission essential and thirty days for non-mission essential
- k. WIR SUB. Thirty days (CONUS), sixty days (out of CONUS)

2. The above statuses are based upon the MIMMS AIS Weekly Maintenance Exception Report. These are guides only; local commands may establish different policies concerning exception status.

(c) Discrepancies. Those ERO's that exceed the above criteria or the criteria established by your command.

(d) Causes/Solutions. The following are a few of the possible solutions the maintenance manager may pursue for corrective action. In many cases, entire policies and procedures may need to be reviewed and revised as T/O and T/E changes take place. You, as the maintenance manager will influence the allocation of maintenance resources.

1. Time. Have you effectively consolidated maintenance and non-maintenance times into usable blocks?

2. Personnel. Maintenance personnel are the foundation of your maintenance program. What is their availability, quantity, quality, assignment, highest skill level, best utilization, etc.?

3. Repair Parts. Have you established requisitioning procedures? (Validation, reconciliation, accountability)

4. Tools and Equipment. Do your operators and mechanics have their authorized tools to do maintenance?

5. Facilities. Are your facilities adequate? Have any recommended improvements been submitted?

6. Funds. Is your unit submitting a budget request? Are you properly monitoring repair parts funds?

7. Publications. Are your maintenance personnel utilizing their publications, both MCO's and technical?

(7) STEP #7 - COMPARE DATE OF THE SHORT PARTS STATUS TO THE DATE PARTS WERE REQUISITIONED

(a) Purpose. To ensure that requisitions are submitted in a timely manner.

(b) Procedures. Compare the date the ERO went short parts to the document draft date of the requisitions. By doing this you will be able to see how long it takes your supply to process the requisitions.

(c) Discrepancies

1. Job status date of 4050 and the first document draft date is 4060.

2. Personnel not processing requisitions in a timely manner.

(d) Causes

1. Lack of coordination between supply and maintenance.

2. Excessive workload at supply.

3. Personnel shortage at supply.

4. Lack of MOS training at supply.

5. Lack of supervision/guidance by supply officer.

(e) Solutions

1. Ensure the unit's MMSOP spells out requisition processing responsibilities and that maintenance and supply adhere to the guidance provided.

2. Ensure personnel are trained in requisition preparation and process the requisitions with the highest priorities first.

3. Ensure that requisitioning standards are established for acceptable time frames based on priorities.

(8) STEP #8 - COMPARE THE REQUISITION TO REQUISITION SUPPLY STATUS

(a) Purpose. To ensure requisitions have status and no corrective action is required on the status.

(b) Procedures. Compare the status code to the document draft date, priority, last known holder, and the type of status being provided. When these comparisons are made, you will be able to identify if supply is, or is not, submitting follow-ups within the prescribed time frames and if supply should have picked up the item or submitted tracer action.

(c) Discrepancies

1. Requisitions appearing on the DPR that show no status.

2. Canceled or rejected requisitions that have not been reordered.

3. Requisitions, which reflect, release status from the SMU and are outstanding on the DPR in excess of 5 days.

4. Requisitions showing shipping status from the integrated materiel manager in excess of 30 days.

(d) Causes

1. Corrective actions not taken by supply on requisitions rejected during the inventory update cycle in SASSY.

2. Lack of understanding supply codes.
3. Lack of coordination between supply and maintenance.
4. Lack of effective validation procedures.
5. Lack of follow-up and tracer action.

(e) Solutions

1. Effective validation procedures in the MMSOP.
2. Hold training in interpretation of status codes.
3. Effective supply SOP.
4. Aggressive supervision by maintenance and supply.

**3. WEEKLY MATERIAL REPORT**

a. Description. This report consists of a listing in document number sequence of all outstanding repair parts requisitions for open EROs on the Master ERO file.

- (1) Information is listed in document number sequence.
- (2) Provides current supply status for each document number.
- (3) Lists the ERO number the parts were requisitioned under.
- (4) List National Stock Number (NSN) of the requisitioned item.

b. Purpose. This report may be used to indicate trends in faulty parts, and therefore can also identify the need for Product Quality Deficiency Reports (PQDR's), changes in repair parts procedures, and supply problems by keying on the status date and the priority of the requisitions.

- (1) Also, it provides a general idea of the volume of particular parts. Excessive quantities of the same NSN on

order could be indicative of a faulty part or faulty maintenance procedures.

(2) Excessive delays in receiving the requisitioned repair part might indicate a need to check on stockage criteria.

(3) If a requisitioned item does not appear on this report, it has probably never processed into ATLASS; thus, this report can also act as a weekly check on the DTL.

(4) Properly utilized in conjunction with the DPR, this report will assist in the validation/reconciliation process between the maintenance and supply elements of the unit.

#### **4. WEEKLY MAINTENANCE EXCEPTION REPORT**

a. Description. This report is designed to focus on pending supply and maintenance actions with discrepancies that require immediate attention and management decision. This information is printed on the report in narrative format. A similarly formatted report is produced on a monthly basis.

b. Purpose. Frees the commander and management personnel from the detailed evaluation of several pages of reports by assisting them in:

(1) Locating discrepancy/trend areas requiring actions.

(2) Pinpointing specific ERO numbers and supply documents where problems exist.

#### **5. WEEKLY OWNING UNIT TAM REPORT**

a. Description. This report will be produced weekly in TAMCN sequence with a break in the report for each type and commodity designator. It includes active EROs at intermediate maintenance as well as organizational maintenance, and displays the most recent job status.

b. Purpose. Maintenance management personnel use this report to identify trends by commodity, echelon, days on deadline, or job status.

(1) This report allows the maintenance management officer to see the current status of their equipment, undergoing repair at a higher echelon.

(2) This report can be broken down by TAMCN and distributed to the unit's respective commodity managers.

**6. FMSS REPORTS CHART.** A chart listing all FMSS reports by title, frequency and primary and alternate user can be found in MCO P4790.2\_, page G-8.

**REFERENCES:**

1. MCBUL 3000
2. MCO 3000.11
3. MCO 4400.16G
4. MCO P4790.2C
5. PC MIMMS
6. TM 4700-15/1H
7. UM 4400-124
8. UM 4790-5