

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

F405

STUDENT OUTLINE

VALIDATION/RECONCILIATION

LEARNING OBJECTIVES

1. Terminal Learning Objectives:

a. 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.

b. Given the billet of maintenance specialist, Equipment Repair Order Shopping/Transaction List (EROSL), Equipment Repair Order (ERO), Daily Process Report (DPR) and the references, maintain a maintenance section Equipment Repair Order (ERO) parts bin, to ensure the EROSL's reflect all receipts, transfers, cancellations, scrounges, and issues are in accordance with the references.

2. Enabling Learning Objectives:

a. Given the billet of maintenance management chief, DPR, DTL, ADL, EROSL, and the references, identify:

- (1) Validation procedures
- (2) Validation responsibilities
- (3) Validation participants
- (4) Reconciliation participants
- (5) Reconciliation procedures
- (6) Reconciliation responsibilities
- (7) Supply records used in reconciliation

b. Given the billet of maintenance management specialist, EROSL, ERO, DPR, and the references:

- (1) Ensure all annotations have been noted on the EROSL
- (2) Identify the characteristics of an ERO bin inventory

OUTLINE

1. MAINTENANCE SHOP PROCEDURES

a. Requirements. Repair parts, secondary reparable, components, and collateral equipment, unless properly controlled, represent a continuing drain on the unit's resources. Effective validation/reconciliation procedures will ensure that requirements are known, promptly processed, and when received, applied to the correct item.

b. Definitions

(1) Validation is the process used to confirm repair part requirements. It involves confirmation of requirements that are still needed, cancellations, receipts, scrounges, and current status. When confirming needed requirements, the customer must ensure that the items have been made known, still exist, and are resident in the supply system.

(2) Reconciliation is process used to ensure that validated requirements are properly logged within the MIMMS/SASSY (AIS) output reports.

(3) An ERO bin is an area where the parts ordered on an EROSL for an ERO are stored waiting to be placed on the equipment. The area can be a shelf, box, or something similar. All parts for the same ERO are kept together in the same bin, and the location is normally indicated by the ERO number. Parts requiring a larger area are normally stored together and must be marked with the applicable ERO number.

2. ERO PARTS BIN. (MCO P4790.2_, page 2-8) The ERO parts bin (ERO bin) sometimes referred to as a layette, is a means of controlling or accounting for repair parts.

a. An ERO bin is an area where the parts ordered on an EROSL for an ERO are stored while waiting to be placed on the equipment. The area can be a shelf, box, or something similar. All parts for the same ERO are kept together in the same bin, and the location is normally indicated by the ERO number. Parts

requiring a larger area are normally stored together and must be marked with the applicable ERO number.

b. Repair parts can be traced from requisition to receipt, through SASSY and MIMMS/AIS. However, once repair parts are received automated accounting stops.

c. Material in ERO bins must be validated at least every two weeks. ERO bins validation must be accomplished per appendix C of this manual.

d. The EROSL will be annotated to indicate the receipt of all repair parts by the maintenance section from the unit supply activity, except as stated in paragraph 2004.4h.

e. The EROSL will be annotated to indicate the removal of repair parts from the ERO bin.

f. The EROSL will be annotated to indicate transfer of parts from one ERO to another when the parts have already been received by the unit. Before receipt by the unit parts may be transferred between ERO's in the MIMMS/AIS and associated EROSL's will be annotated.

g. When repair parts are applied to equipment, the maintenance action will be annotated on the ERO, including the hours expended. In most cases the maintenance action will be identified by a defect code. Any parts removed from the ERO bin must be substantiated by a maintenance action on the appropriate ERO.

h. Annotation of the EROSL is not required when all the parts are installed upon receipt from the unit supply. However, annotation of the ERO indicating the maintenance action performed is required.

i. The same procedures will apply to non-FMSS supported units.

3. VALIDATION PROCEDURES

a. Each day the MIMMS/records clerk will accomplish the following:

- (1) Verify the Daily Transaction Listing (DTL).

(2) Check to ensure that the ERO's shown on the Daily Process Report (DPR) are in the correct job status.

(3) Check those ERO's in a "SHORT PART" job status with no part on order to ensure that the EROSL's have been prepared and submitted. When an EROSL has not been submitted, submit one as soon as possible.

(4) Check off those parts transactions on the EROSL that have been submitted to the supply source and appear on the DPR. When all parts transactions on the EROSL do appear on the DPR, attach the EROPSL and file with the pending copy of the ERO. When any parts transactions on the EROSL do not appear on the DPR, check off those transactions that do appear and file the ERO/EROSL in a pending file until all transactions are checked off. Always verify the input data to the EROSL for accuracy. An EROSL will have the following annotations for parts/material received from the supply source. The procedures for annotating the EROSL will be established in the MSC MMSOP.

(a) The quantity received and date received.

(b) The ERO bin location for those items placed in ERO bins. When the ERO number is used in the ERO bin assignment, the annotation of the ERO bin location is not required.

(c) When parts are issued to the shops for installation.

b. Each day the Commodity manager or shop/maintenance officer or Chief will accomplish the following:

(1) When all critical parts have been received for a category code "M" ERO but noncritical parts remain outstanding, ensure that all critical parts are installed as well as those noncritical parts that are practical to install. Then either the category code will be changed or a new ERO will be opened.

(2) When a new ERO is opened, ensure that the following has been done.

(a) All pending parts have been transferred to new ERO via an "8" transaction with Authority Code "9" (with the assistance of the supply officer).

(b) Ensure that any parts which have been received and could not be installed are placed in the newly assigned ERO bin.

(c) Ensure that an ERO against which category code "M" parts have been received and installed is closed.

c. Every 2 weeks, after completing the daily validation, the commodity manager or shop/maintenance officer or chief will accomplish the following:

(1) Review the daily validation procedures to ensure that they are done properly.

(2) Ensure that all ERO's cite the category codes that accurately reflect the actual condition and status of the equipment.

(3) Compare all ERO's on the DPR in a short parts status with the ERO and EROSL to ensure that:

(a) ERO job status is correct.

(b) ERO category codes and priority are valid.

(c) An EROSL has been prepared, document numbers assigned, and transactions processed.

(d) The priorities assigned to document numbers on an EROSL logically follow the priority and category code assigned to the ERO.

(e) The priorities assigned meet the criteria contained in MCO 4400.16_.

(4) Inventory the ERO bins by comparing the EROSL to the materiel/parts in the ERO bin. Annotate the EROSL with any changes required. Ensure that corrective action on changes are entered into MIMMS/AIS. All of the repair parts in the ERO bin should be reflected as received on the DPR.

(5) Ensure that all open ERO's have been prepared per TM 4700-15/1_.

d. Unit MMO Validation Responsibilities.

(1) Weekly

(a) Review RM4 remarks for accuracy and thoroughness.

(b) Reconcile deadline status of equipment reflected on the LM2 Unit Report with the Weekly Owning Unit Maintenance Table of Authorized Material (TAM) Report and the Daily Process Report (DPR). Units will normally load to the LM2 Unit Report those active category code "M" (ERO's) which are not resident on the LM2 Unit Report.

(2) Every 2 weeks the unit MMO will review the DPR and Daily Transaction Listing (DTL) to identify the following:

(a) Recurring errors on input transactions. Trends in input transactions should prompt a review of a unit's procedures or discussions with the Maintenance Information System Coordination Office (MISCO) concerning possible system solutions.

(b) Requisitioning delays. Comparing the date of the EROSL, the document date, and "4 Parts" transaction run date will reveal any delays in processing requisitions and identify the source of the delay.

(3) Monthly

(a) Reconcile the LM2 unit report with the EAF (or T/E), TAF (or T/A) and MCBUL 3000 in the 3000 series to ensure all MARES reportable equipment is listed on the LM2 unit report with the correct authorized quantity.

(b) Reconcile the Mechanized Allowance List (MAL) and the LM2 Unit Report with the equipment physically on-hand to ensure "possessed" quantities are reported correctly.

4. RECONCILIATION PROCEDURES

a. Every 2 weeks, after completing validation, the commodity manager or shop/maintenance officer or chief will accomplish the following:

(1) Ensure that all receipts, cancellations, and scrounges have been annotated on the EROSL and that required transactions have been submitted and processed.

(2) Ensure that the supply status provided is current, acceptable, and understood. Request the supply office to clarify any status that is not understood or does not sufficiently respond according to priority.

(3) Ensure that the DPR is annotated with the current and correct data and reconciled with supply against SASSY output reports. Prepare and submit the required transactions to correct invalid data reflected on the DPR.

5. VALIDATION/RECONCILIATION PROCEDURES (Non-FMSS-Supported Units). Today almost every unit in the Marine Corps is supported by FMSS. However, additional information on these types of units is contained in MCO P4790.2_, appendix C.

6. DEMANDS LISTS. The demands lists in four separate sequences are as follows:

a. Document Number Sequence. This list displays in document number sequence those records on the DASF which have a using unit back order. This listing displays the most current supply status and receipts to date.

b. NSN Sequence. This list displays additional demands which have a using unit backorder resident on the DASF in NSN sequence. The onhand available for issue quantity of both prime and substitute items held by the using unit are displayed after each back-order entry if assets are available.

c. ERO Number Sequence. This list displays for the unit those records which have a using unit backorder on the DASF which contain an ERO number. The ERO demand list is in ERO sequence and is provided to reconcile outstanding requirements with the maintenance shops.

d. RU Sequence. This list displays for the unit those records which have a using unit backorder on the DASF which contain an RU number. The RU demand list is provided to reconcile outstanding demands with the RU's. By reconciling the RU demand list with the RU and maintenance shops, a continuous Material Obligation Validation (MOV) is in process.

7. STATUS CODES, TIME FRAMES, AND APPROPRIATE ACTION.

Information on the time frames of the most widely used status codes is located in UM 4400-124, page 3-10-15.

STATUS	TIME FRAME	FOLLOW-UP ACTION
No Status Posted	5 Days	<ol style="list-style-type: none"> 1. Contact the SupO to determine if the transaction has processed in SASSY. 2. If the transaction has processed in SASSY, have the SupO submit a "7" transaction to post the status to the DPR. 3. If the transaction has <u>not</u> processed in SASSY, have the SupO submit a follow up.
Rejected/Cancelled		<ol style="list-style-type: none"> 1. Review those transactions with a later document draft date under the same ERO to determine if the item has been reordered. This is determined by looking for a later document with the same NSN. 2. If the item has not been reordered, contact the shop/section and determine if the item is still needed. If it is, submit a new requisition after correcting the error condition that caused the rejection/cancellation.
Release Status (BA, BN, M8, UH)	10 Days from the local SMU	<ol style="list-style-type: none"> 1. Have Supply check issue point/SMU for pick-up. 2. Requisitions that have a last known holder of the local SMU (Ex: ML1) have a 10 day pick-up time frames.
	30 Days from an outside source of supply	<ol style="list-style-type: none"> 3. Requisitions that have a last known holder of anything other than the SMU (Ex: AKZ/MPB) have a follow-up time frame of 30 days.

<u>STATUS</u>	<u>TIME FRAME</u>	<u>FOLLOW-UP ACTION</u>
Shipping Status (Status-type = AS1, AS2) (Status = Mode of Shipment)	30 Days in CONUS	1. For mode of shipment codes G or H (unregistered air or ground parcel post), have the SupO process a lost shipment.
	60 Days outside CONUS	2. If the item was shipped via any other mode of shipment, have the SupO initiate tracer action through the transportation management officer (TMO).
Passing Status (BM)	5 Days Pri 01-03	1. Have the SupO prepare a follow-up.
	10 Days Pri 04-08	
	20 Days Pri 09-15	
Back order/ Information Related Status (BB, B7-unit price change, BH- substitute item, etc)	30 Days	1. If the item has been on back order over 30 days, have the SupO submit a follow-up.
		2. If the status received is information-related, verify the new information and ensure the item is still needed. Have the SupO submit a follow-up after 30 days.
Delayed (BD, BV)	20 Days	1. Have the SupO prepare a follow-up.

REFERENCES:

1. MCO P4790.2C
2. UM 4400-124