

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

MIMOC 2208

STUDENT OUTLINE

MIMMS AIS REPORTING PROCEDURES

LEARNING OBJECTIVES

1. Terminal learning objectives:

a. Given the reference material, NAVMC Forms 10245 and 10925 completed, except for their priorities, and prior instructions on Force/Activity Designators and Urgency of need Designators, assign priority designators to the ERO's and requisitions, per MCO 4400.16, TM 4700-15 1, and UM 4790-5. (3510.2.10)

b. Given the reference material, prior instructions on MIMMS input transactions and output reports, completed MIMMS input transactions and the output reports generated from input transactions, performs MIMMS related functions, per MCO P4790.2 and UM 4790-5. (3510.2.11)

2. Enabling learning objective:

a. Given the reference material, NAVMC Forms 10245 and 10925, completed except for their priorities and prior instructions on Force/Activity Designators and Urgency of Need Designators, per MCO P4790.2 and UM 4790-5, assign the priority:

(1) For repairs to NAVMC 10245, ERO. (3510.2.10a)

(2) To the repairs parts listed on the NAVMC 10925, EROSL.
(3510.2.10b)

b. Given the reference material, prior instructions on MIMMS input transactions and output reports generated from input transactions, per MCO P4790.2 and UM 4790-5:

(1) Identify the description of MIMMS input transactions.
(3510.2.11a)

- (2) Audit MIMMS input transactions. (3510.2.11b)
- (3) Input AIS managerial data. (3510.2.11c)
- (4) Identify uses for MIMMS output reports. (3510.2.11d)
- (5) Extract automated information through MIMMS. (3510.2.11e)
- (6) Audit MIMMS output reports. (3510.2.11f)
- (7) Identify ERO/equipment flow procedures. (3510.2.11g)
- (8) Conduct a MIMMS validation. (3510.2.11h)

OUTLINE

1. DESCRIPTION OF THE MIMMS INPUT TRANSACTIONS

a. The "O" Transactions. There are three different types of "O" transactions, the "O" add (O/A), "O" change (O/C), and the "O" transfer (O/T). These input transactions will be completed by maintenance personnel.

(1) The "O/A" transaction is used to enter selected information from the ERO to build the data base for that specific ERO number. A "O/A" transaction must be submitted before any other transaction will be accepted into the system for that Equipment Repair Order (ERO) number.

(2) The "O/C" transaction is used to change, update, or correct specific information already in the data base. The only information that cannot be changed is the ERO number, which must be entered on each "O/C" transaction. The only other information that need be entered is that which needs changing leaving the remaining information blank.

(3) The "O/T" transaction is used by support or field (intermediate) maintenance activities to input the ERO number of the intermediate maintenance activity. It must be used in conjunction with a "O/T" transaction to input information which was not transferred by the "T" transaction from an existing ERO record in the data base to the new intermediate maintenance ERO number. The "O/T" must be submitted at the same time as a "T" transaction.

b. "T" (Transfer) Transaction The "T" transaction is used to establish an ERO chain and transfer selected information from an existing ERO record to a new ERO number when the equipment is transferred to a higher echelon for maintenance. The "T" transaction will cause open requisitions submitted

under the original ERO to appear on the Daily Process Report under the new ERO for one day only. When a "T" transaction is initially submitted, it is also necessary to submit a "O/T" transaction at the same time. However, to transfer repair parts information, a "T" transaction may be submitted alone anytime after the initial "O/T" and "T" transactions.

c. "3" Transaction The "3" transaction is used to manually enter or correct the National Stock Number (NSN), Weapon System Code (WSC), or nomenclature, Table of Authorized Material Control Number (TAMCN) of an item whose ID number is not resident in the MIMMS ID Standard File. In most cases, the information entered into the system manually with a "3" transaction will be created automatically when a "O/A" or "O/T" transaction is submitted.

d. "4" Card Transaction. The "4" transaction adds a parts record, reflects a modification performed under the ERO, or establishes a reparable items part record. The "4" card can also be used to change or correct certain items of information pertaining to the parts record or modification which has been previously submitted. The "4" card must be able to match an existing ERO number already in the system files. The "4" transaction serves three functions.

(1) Adds/changes a parts record. Completed by supply personnel by verifying and completing the EROSL initiated by maintenance personnel.

(2) Adds/changes a reparable item float record. Completed by supply and maintenance personnel.

(3) Adds/changes a modification record. Completed by maintenance personnel. Will establish a modification record in the master ERO file to reflect a modification being applied or verified on an item of equipment.

e. "5" Transaction. The "5" transaction changes the document number of a non-SASSY document such as an Open Purchase Request (OPR) or Blanket Purchase Agreement (BPA). This transaction is completed by supply personnel.

f. "7" Transaction. The "7" transaction will manually enter the status of an open parts record and will enter the supply status on parts received from any source other than MILSTRIP (Military Standard Requisitioning and Issue Procedures). It may also be used to correct any previous status already in the system. This transaction is completed by supply personnel.

g. "8" Transaction Serves Two Purposes:

(1) The "8" transaction is used to record supply receipts (partial or full), cancellations, transfer of an open parts record from one ERO record

to another ERO record, or credit action against a parts or reparable items record. This transaction is completed by supply personnel.

(2) The "8" transaction is also used to close or cancel a modification record established by a "4" modification transaction. This transaction is completed by maintenance shop personnel.

h. "9" Transaction. This transaction is designed to close an ERO record once all actions against that ERO have been completed by both supply and maintenance personnel. Portions of the closed information will appear on the Daily Process Report the following day and then drop off. This transaction is completed by maintenance personnel

2. PREPARATION OF MIMMS INPUT TRANSACTIONS

a. Form NAVMC 10245, ERO (Equipment Repair Order)

(1) The purpose of the ERO is to request the performance of equipment maintenance to include corrective maintenance, preventive maintenance, modification, calibration, and Limited Technical Inspections (LTI's) on all ground equipment within a unit's organic maintenance capability.

(a) The ERO is used for transmitting work to higher echelons of maintenance and for recording and reporting the services performed in its accomplishment.

(b) Maintenance personnel will use an ERO in all instances where either repair parts, secondary reparable, or maintenance resources are required in the performance of requested maintenance. The ERO will not be required for the following:

- 1 When the total labor hours are less than 0.3 hours or
- 2 when the total parts cost is less than \$25.00, and parts are not required to be requisitioned.

(c) The ERO is not used to request or record either operator (first echelon) maintenance or depot level (fifth echelon) maintenance. However, it will be used to request maintenance for second through fourth echelon. An ERO will be initiated for each echelon of maintenance even if the activities (second echelon, third echelon, and fourth echelon) are in the same organization.

(d) The ERO may also be used by first echelon maintenance personnel in conjunction with the EROSL (Equipment Repair Order Shopping/Transaction List) to order Basic Issue Items (BII)/SL-3 components.

(2) Responsibilities for preparing the ERO.

(a) The equipment owner, the equipment user such as when the equipment is on temporary loan, or the equipment custodian as in the case of the maintenance shop is responsible for the initial preparation of an ERO to include completion of the heading and description of work to be performed.

(b) The maintenance activity will receipt for the equipment by completing the "Accepted By," "Date," and "ERO No." blocks and will enter information on work performed as maintenance actions are completed and will close out the ERO.

(c) When the maintenance section needs to evacuate the equipment to the next higher echelon of maintenance, the maintenance section will prepare a new ERO, completing those items required of the preparing activity and using its ERO number as the request number.

(3) ERO composition. An ERO consists of sheets of self-carbonating paper of four different colors: white, pink, green, and yellow.

(a) The white copy is the original.

(b) The yellow copy, after the white copy is signed by the authorized individual of the maintenance activity, is the owning unit's receipt for the equipment while the equipment is in the maintenance cycle. Under no circumstances will more than one ERO serve as a receipt for equipment.

(c) The pink copy is the administrative copy. It will be utilized to input the required information into the MIMMS AIS required for the "O", "T", "3", and "9" MIMMS input transactions. The pink copy will be attached to the original (white) for the remaining entries during the repair cycle.

(d) The green copy is the shop copy. The green copy contains original entries for work performed by mechanics, their time and initials, and it also contains the original signature of the individual accepting the equipment from the maintenance shop. This becomes the shop's receipt for return of the equipment, unless the maintenance shop maintains the equipment records, then the white copy may serve this purpose.

(4) Preparation instructions. The printed numbers in the blocks of an ERO heading correspond to the card columns (CC's) for the "O" transactions except for the last line of the heading where the numbers correspond to the card columns for the "T" and "3" transactions. Preparation of the top

portion of the ERO is the same as completing an O/A transaction. The procedures are as follows:

(a) ERO No. CC's 2-6. The maintenance section will enter the ERO number assigned by the maintenance activity performing the repairs. This is a required entry and must be completely filled with alphanumeric characters. ERO numbers are assigned to the subordinate units by the Maintenance Information System Coordination Officer (MISCO).

1 All ERO numbers will contain five characters.

2 The construction of the ERO number will be based upon major command designation (division, wing, FSSG, and so forth) for organizational maintenance units and commodity designation (engineer, calibration, motor transport, and so forth) for intermediate maintenance.

(b) Serial No. Turned In If Different From Below. The preparing activity will enter the serial number of the equipment that is actually turned in for repair when it is different from the serial number of the system entered in the "Serial Number Block CC's 26-35." This section pertains to category codes "C," "D," "F," "H," and "K" and it is optional for all other category codes.

(c) Accepted By (Signature). The signature of the individual accepting the equipment for the maintenance activity performing the repairs is entered in this block. The signature acknowledges the transfer of custody for the equipment. No entry is required for deferred ERO's until the equipment is actually delivered to the maintenance activity. Deferred ERO's are those ERO's that have been opened in the FMSS to requisition the required item for equipment that is not on deadline or out of service but are due to come into the maintenance cycle for some type of scheduled service such as preventive maintenance, application of a modification, and so forth.

(d) Date DRIS (Date Received in Shop), CC's 7-10. The maintenance section will enter the Julian date on which the equipment is accepted. No entry is required for deferred ERO's until the equipment is actually accepted at the maintenance activity. If no date is entered, the system automatically assigns the current date.

(e) ORF (Operational Readiness Float), CC 11. This field will be left blank.

(f) Organization Doing Repairs. The preparing activity will enter the name of the maintenance activity performing the repairs. This entry is optional if the owning organization is the unit who is performing

the repairs. This field may be left blank when the destination AC is entered on the ERO.

(g) DEST. UIC. (Destination Activity), CC's 12-16. The preparing activity will enter the Unit Identification Code (UIC) of the unit that is conducting the maintenance only when the equipment is being evacuated to beyond second EOM (Echelon of Maintenance); otherwise, this field will be left blank. UIC's can be found in MCO P1080.20 and should also be listed in your turnover folder and desktop procedures.

(h) Request No./Old ERO No. The preparing activity will enter the ERO number assigned to its ERO when the equipment is being evacuated beyond second echelon. If the original preparing activity is the maintenance activity performing the repairs, an entry is not required. On category code "C" ERO's, using the end item ERO number in the request number CC's will help match the component with the end item.

(i) DCD (Deadline Control Date), CC's 21-24. The preparing activity will enter the DCD (the Julian date that the equipment was actually deadlined). This entry is required for all Marine Corps Ground Equipment Resource Reporting(MCGERR) reportable (category code "M") equipment when the equipment is actually deadlined. MCGERR reportable equipment, as was mentioned in a previous class, is identified in MCBul 3000.

1 This field will be left blank when the equipment is not actually deadlined.

2 A DCD will also be assigned when a non-MCGERR reportable item of (category code "P") equipment is deadlined; but will not be assigned when a non-MCGERR reportable (category code "P") equipment is degraded.

(j) ECH (Echelon), CC 25. The preparing activity will enter the Echelon Of Maintenance (EOM) ("1", "2", "3", or "4") that represents the EOM performing the repairs. A "1" is entered only when ordering BII/SL-3 components and the category code is "S".

(k) Serial No. CC's 26-35. The preparing activity will enter the equipment or system serial number. The serial number is obtained from the equipment data plate. The serial number is right justified (i.e., the last number of the serial number will appear in CC "35"), and those less than 10 characters will leave the unoccupied fields blank. Leading zeros will be excluded from print. Serial numbers may include slashes and dashes, but spaces will be closed up to eliminate spaces. (EXAMPLE: 2109 8A 421-8 will appear as 1098A421-8.) If the ERO is for more than one item, like in batching (performance of the same task on two or more like items) for

repairs, enter a zero (0) in CC 35, list the serial numbers for custody control purposes, in the "Description of Work" block. For category code "C" ERO's, the serial number(s) of the end item will be placed in this block. The serial number of the component turned in for repairs will be entered in the block marked "Serial No. Turned In If Different From Below." In those cases where a serial number has not been assigned, a local serial number must be assigned to the end item per UM 4400-124

(l) Job-ID, CC's 36-37. This field will be left blank.

(m) QTY (Quantity) CC's 38-39. The preparing activity will enter the total number of items to be repaired under this ERO number. Make sure that the field is filled such as a quantity of "1" is entered as "01" and a quantity of "10" is entered as "10."

(n) RDD (Required Delivery Date), CC's 40-43. The preparing activity will enter the Julian date the equipment is required by the owner. When a RDD is not required, the field should be left blank.

(o) Owing Organization. If an ERO is being prepared by the using unit, enter the designation (short noun) of the activity (may be the parent unit) which is accountable for the item to SASSY, for example, MTS Maintenance, MCCSSS, MCB. If the ERO is being prepared by a supporting service unit, enter the designation of the using unit. This field may be left blank when the owning unit AC is entered on the ERO.

(p) Owner UIC (Unit Identification Code), CC's 44-48. Enter the UIC Unit Identification Code) less the "M" designator of the unit the equipment belongs to as reflected on the Reporting Unit Allowance File (RUAF).

(q) Authorized By (Signature) Date. Enter the signature of the individual authorizing the work and the Julian date on which the ERO is signed. Make sure that the individual has the authority to sign an ERO for the command and that the authority extends to the priority assigned.

1 In those cases where the priority is upgraded such as, priority 13 to priority 06, a new priority signature and date will be required if the original signer did not have authority to assign the upgraded priority per the current edition of MCO 4400.16. The priority change and date will be annotated in the "Description of Work" block and signed in the "Mechanics Signature" block by the authorized individual.

2 Commanders will either personally authorize or delegate in writing to specific personnel the authority to authorize all requirements based on Urgency of Need Designation (UND) "A."

(r) Defect, CC's 49-51. Enter the defect code found in UM 4790-5 which best describes the nature of the most serious required maintenance action. This entry is optional for units not supported by the FMSS.

(s) PRI (Priority), CC's 52-53. Enter the priority assigned to the ERO. This entry is used in conjunction with the CAT-CODE and JOB-STAT codes in the production of equipment readiness transactions.

1 The Uniform Material Movement and Issue Priority System (UMMIPS) is that system which provides the basis for expressing the importance of requisitions and other material movement transactions through a series of two digit codes known as priority designators.

a The reference which applies to the priority system is MCO 4400.16.

b Generally, a priority designator relates to the mission of the requisitioner, expressed by a Force/ Activity Designator (F/AD) and the urgency of need of the requisition as expressed by an Urgency of Need Designator (U/ND).

(1) The F/AD (a Roman Numeral) is assigned by higher authority to a requisitioning unit or organization; i.e., a Force/Activity, and is permanent until its mission or status is changed.

(2) The Urgency of Need Designator (an alphabetical designator) is determined by the requisitioner; i.e., the unit's commanding officer.

2 Criteria for Force/Activity Designator Assignment.

a F/AD I - Indicates U.S. forces in combat and other forces or JCS (Joint Chiefs of Staff) activities designated by the Secretary of Defense. F/AD I will not normally be used in peacetime.

b F/AD II - Indicates FMF combat-ready forces deployed to or operating from areas outside the 50 states and adjacent waters or FMF CONUS forces being maintained in a state of combat readiness for immediate (within 24 hours) employment or deployment.

c F/AD III - Indicates all FMF forces within or outside CONUS not in F/AD II for deployment to combat prior to D+30.

d F/AD IV - Indicates FMF Reserve Units, training bases, FMF supporting establishments, and security forces.

e F/AD V - Indicates all other Active and Reserve forces and activities.

3 Criteria for Urgency of Need Designator Assignment.

a U/ND A - Indicates items required for immediate end use without which the force/activity concerned is unable to perform its assigned operational mission or such conditions will occur within 15 days in CONUS and 20 days overseas.

b U/ND B - Indicates items required for immediate end use without which the capability of the force/activity to perform its assigned operational mission is impaired.

c U/ND C - Indicates items required for on-schedule maintenance or replenishment of stock.

4 Determination of Priority Designator Assignment.

a The requisitioning activity determines a priority designator by combining the assigned F/AD and the appropriate urgency of need designator. The priority designator matrix indicates the appropriate two-digit Arabic number priority designators derived from the combination of one of five Roman Numeral F/AD's with one of three alphabetical urgency of need designators. The priority designator matrix can be found in MCO 4400.16.

b Normally, each force/activity can choose from only three priority designators.

5 Responsibilities. Commanding officers of requisitioning activities are responsible for:

a Accurate assignment of priority designators based on the force/activity designator authorized for the unit and the urgency of need of the item.

b Establishment of training programs for all personnel involved in priority use.

c Rigid enforcement of UMMIPS priority system criteria.

d Personal review of all priority assignments based on U/ND of A.

e Designate specific personnel to review all priority assignments based on U/ND of B.

6 Delivery dates.

a Standard Delivery Date (SDD) - This is the maximum calendar date by which normal processing and shipping in the logistics system will permit receipt and reordering of the material.

(1) The SDD is computed by adding the total appropriate time allowance indicated in MCO 4400.16 to the date of the requisition.

(2) If the computed SDD will meet requirements, no delivery date will be entered on the requisition. The requisitioner will assume that delivery of the material will be made by not later than the SDD.

b Required Delivery Date (RDD) - This is a calendar date which specifies when material is actually required to be delivered to the requisitioner, and it is always earlier or later than SDD.

(1) An RDD earlier than the SDD may be cited to meet one of the following conditions:

(a) The scheduled deployment of an operational force by a fixed date.

(b) A firm commitment indicating the date when material will be available for shipment.

(c) The emergency requirement for medical and disaster supplies to save lives or prevent suffering and disaster.

(2) A RDD later than the SDD may be cited to meet one of the following conditions:

(a) Requisitions for planning where the date needed extends beyond the SDD.

(b) Requisitions for nonstocked items where information has been furnished concerning long lead times for the item.

(t) ID Number (Item Designator), CC's 54-59. The preparing activity will enter the ID No. of the item/secondary reparable undergoing repair.

1 For Category Codes "M", "N", "P", and "X" ERO's, enter the ID No. of the equipment undergoing repair.

2 For Category Codes "F", "H", and "D" ERO's, enter the ID Number of the system/secondary reparable undergoing repair. A "3" transaction is submitted concurrently with the 0/A transaction depicting the nomenclature of the component.

3 Enter a dummy ID number for category code "O" Shop Over-head ERO's. Shop Overhead ERO's are ERO's used to identify the need for maintenance resources (POL, PEB, and so forth) for a particular commodity that are required in the repair/service of equipment undergoing maintenance. The dummy ID numbers consist of the following:

<u>a</u>	Communication Equipment	-----	00000A
<u>b</u>	Engineer Equipment	-----	00000B
<u>c</u>	General Supply Equipment	-----	00000C
<u>d</u>	Motor Transport Equipment	----	00000D
<u>e</u>	Ordnance Equipment	-----	00000E
<u>f</u>	All Others	-----	00000F

4 For Category codes "C" and "K" ERO's, enter the ID number of the end item. If the item undergoing calibration is a component, a "3" transaction is submitted concurrently with the 0/A transaction depicting the nomenclature of the component.

5 If the ID number required is not in the ID Standards File, leave the ID number field blank. Submit a concurrent 3 transaction depicting the item's NSN, WSC, nomenclature, and TAM. However, category codes "F", "H", and "D" secondary reparable ERO's require the last five characters of the end item's ID number be placed in the TAMCN field if the secondary reparable applies to only one end item.

(u) Nomenclature. Enter the short noun nomenclature and/or model number of the equipment being submitted for repair.

(v) Category Code, CC 60. The preparing activity will circle the applicable category code that describes the category of equipment

undergoing repairs. If the category code is "S" the echelon must equal "1." If the category code is "M", "P", or "X", the ERO priority must be less than "10."

<u>CODE</u>	<u>DEFINITION</u>
<u>1</u> M	Marine Corps Ground Equipment Resource Reporting (MCGERR) reportable equipment, FMF unit, critical repairs which deadline the item.
<u>2</u> N	MCGERR or non-MCGERR reportable end items, non critical maintenance.
<u>3</u> P	Non-MCGERR reportable, critical repairs which deadline or degrade its operational capability.
<u>4</u> X	MCGERR reportable, requiring critical repairs which do not deadline the item but degrade its operational capability.
<u>5</u> C	Component of an end item which deadlines or prevents the item from operating at its full capacity. The status of the end item (deadlined or operational/ MCGERR or non-MCGERR reportable) must be reported through the use of Category Code "M", "N", "P", or "X" ERO's. Category Code "C" is used to distinguish between repair for return to the end item/user as opposed to return to the supply system of a secondary reparable (Maintenance Float) as is the case of Category code "F", "H", or "D".
<u>6</u> D	Depot reparables as indicated by the item's recover ability code.
<u>7</u> F,H	Secondary reparables as indicated by the item's recoverability code.
<u>8</u> K	Calibration equipment requiring calibration.
<u>9</u> O	Shop overhead, pre-expended bin items required to maintain the equipment.
<u>10</u> S	BII/SL-3 components for end items requiring requisitioning.

(w) JOB STAT (Status), CC 61-62. The activity performing the repairs will enter the appropriate job status code found in UM 4790-5 which describes the present status of the equipment undergoing repair. Examples of some JOB STAT codes are: "00" for awaiting inspection, "12" for repairs in progress, "13" for repairs complete.

(x) JON (Job Order Number), CC's 63-76. This field will be left blank.

(y) Shop Sect (Section), CC 77. The maintenance activity enters the appropriate shop section code as indicated in UM-4790-5. It is a required entry with MIMMS units, and is optional for units not supported by the FMSS.

(z) Released From Investigation (Signature). This field will be left blank. The person authorizing the ERO must verify that an investigation is not pending when authorizing the ERO for the completion of equipment repairs.

(aa) Disposition-Reference. The intermediate maintenance activity will enter the reference documentation if the item has been declared unserviceable. If the ERO has been opened for more than one item (batching), the reference documentation will be indicated in the "Description of Work" block by the serial number of the vehicle declared unserviceable, unless the disposition instructions apply to all of the batched items.

(bb) Owner's Phone No. Enter the telephone number of the individual/section to be notified upon completion of requested services.

(cc) Sec. Rep. (Secondary Reparable) NSN. This field will be left blank. The NSN for category code "F", "H", or "D" secondary reparables will be entered when the ID number is entered in MIMMS AIS.

(dd) Remarks. The preparing activity can enter any other information they consider appropriate. A required entry is the old and new equipment operational time indicator (odometer or hour meter) reading when equipment operational time indicator is replaced.

(ee) Item No. The maintenance section/preparing activity will enter the number of each task performed in numerical sequence. They must also list the PM task numbers in the sequence as reflected in the TM manual for those tasks that were actually performed. This may correspond to a task number in the TM. If so, the TM must be referenced in the "Description of Work" block. List all CM tasks numerically as they occur.

1 When using task numbers from the TM during the performance of scheduled maintenance, only list those tasks where actual work is performed; for example, tighten, adjust, test, lubricate, replace, and so forth.

2 Tasks such as, checks, inspects, et cetera should not be included.

3 When a work task is performed that calls for an observation; for example, replace the air filter when unserviceable, it will be indicated on the ERO.

(ff) Description of Work. The maintenance section/preparing activity will enter a brief description of each task or symptoms of the failure. Units supported by the FMSS will also enter the primary and secondary defect codes that best identifies the repairs in accordance with UM 4790-5; for example, perform APM (52), replace hourmeter (X34), replace hydraulic pump (M17), et cetera. The maintenance activity will indicate the tasks as performed. These tasks will correspond to the defects listed in the lower portion of the ERO.

1 Although procedures for a scheduled maintenance may require actions such as lubricate, replace oil/air/fuel filter(s), adjust brakes, and so forth which may be identified as defects, these actions will be included in the PM defect code. The defect codes used in conjunction with PMCS will not be individually annotated on the PMCS ERO.

2 When an entry for PM services is listed in the "Description of Work" block on the ERO, and the PM has been completed, or completed as far as practical, the PMCS ERO will be closed and any CM will be accomplished on a separate CM ERO. The date is required for completion of the NAVMC 10561, PM Roster.

3 When entering a priority upgrade, make sure that the new priority and date are entered in the "Description of Work" column and the new authorization, when required, is entered in the "Mechanics Signature" block.

(gg) Labor (Hours). The maintenance section will enter the total labor hours to the nearest one-tenth of an hour required to repair each defect listed in the "Description of Work" block.

1 Performed APM (52)-6.3.

2 Replaced hourmeter (X34)-3.1.

3 Replace hydraulic pump (M17)-9.5.

4 If multiple mechanics performed task, the total labor hours must be shown.

(hh) Mechanic (Signature). The signature of the mechanic performing the repair is entered in this block. If more than one mechanic performs the repair, the senior mechanic will sign his name as the responsible individual.

(ii) Status. Enter any changes to equipment and/or ERO' status as they occur.

1 Short tech.

2 Repairs in progress.

3 Repairs complete.

a This information will provide a history of the equipment on the ERO and also a vehicle from which "O/C" cards may be entered into the FMSS. It is not necessary to indicate all of the changes of status that occur in the same day, only the last status of the day.

b Entries are mandatory for units not supported by the FMSS and mandatory/optional as established in the MMSOP for units supported by the FMSS.

(jj) Code. The maintenance activity will enter the job status code that corresponds to the job status entered in the status column as described in the current edition of UM 4790-5.

(kk) Status Date. Enter the Julian date of the status change.

(ll) Non-SASSY Parts, Nomen, NSN, or Part No. This field will be left blank.

(mm) QTY. This field will be left blank.

(nn) Cost. This field will be left blank.

(5) The information that is annotated on the ERO for the O/A transaction can be entered into MIMMS directly from the ERO or can be transferred to the NAVMC 10925, EROSL (ERO Shopping/Transaction List) to be entered into the MIMMS computerized system.

(a) The ERO does not have an area for the card type which is CC No. 1 for the "O" and CC No. 80 for the "A." When the keypunch operator

is given the pink copy of the ERO, they will automatically enter the correct information in CC's "1" and "80."

(b) Local unit SOP's will dictate which source document, the ERO or EROSL, will be used for entering information into the computerized system.

(6) Preparation of the O/C transaction. If the maintenance status on an item in the maintenance cycle has changed, the information in the system on an ERO must be changed or updated. This change or update of information on an ERO that is resident in MIMMS is made through the use of a O/C transaction.

(a) The O/C transaction can be used to change any information on an ERO resident in the system because of an O/A transaction except for the ERO number for the item undergoing repair.

(b) As with the O/A transaction, when the keypunch operator is given an ERO (pink copy with annotated changes) or an EROSL, the following entries will be keypunched into the system:

1 CC No. 1. A "0" is a mandatory entry for the O/C transaction if the EROSL is being used as the source or keypunch document.

2 CC's No. 2-6. The ERO number is a mandatory entry for a O/C transaction and must be identical to the ERO number on the ERO (O/A transaction).

3 CC's No. 7-77. Enter only that information that has changed from the original ERO (O/A transaction).

4 CC No. 80. A "C" is a mandatory entry for the transaction type if the EROSL is used as the source or keypunch document.

(7) The "3" transaction, as was previously mentioned, is used to manually input or correct the WSC, NSN, TAMCN/ID NO., or nomenclature of an item of equipment undergoing maintenance and residing as a record in the FMSS data base. The above mentioned items are normally automatically generated when the ID number is key-punched when the O/A or O/C transactions are submitted. The "3" transaction can be submitted for keypunching on either the ERO or the EROSL with the following information:

(a) CC No. 1. The transaction code "3" is a required entry if the EROSL is being used for keypunching. If the ERO (pink copy) is being used, the "3" will have to be circled.

(b) CC's No. 2-6. The ERO number is a mandatory entry for the "3" transaction and must be identical to an ERO number residing as a record in the data files.

(c) CC's No. 7-19. The NSN of the item being repaired must be entered. If the category code on the ERO or O/A transaction is "C," leave this field blank. The NSN need only be entered if it is incorrect or missing.

(d) CC's No. 20-21. Enter the WSC (Weapons System Code) of the item to be repaired. WSC's for MCGERR reportable items are found in the current edition of MCBul 3000. This field may be left blank.

(e) CC's No. 22-35. Enter the nomenclature, left-justified, of the item being repaired. The nomenclature need only be entered if it is incorrect or missing.

(f) CC's No. 36-40. The TAM number of the item to be repaired is entered in this field. Intermediate maintenance activities will enter the end item ID number for secondary reparables. This entry will be right-justified; for example, ID number 09033D will be entered as 9033D. This field may be left blank.

(8) The "9" transaction is used to close an ERO record in the system files after all actions, maintenance and/or supply, against the ERO are completed. The ERO (bottom portion) or EROSL can be used as a source document for keypunching the "9" transaction. The following information will be entered by maintenance personnel on the ERO and keypunched into the system:

(a) Civ. Labor Chg (Civilian Labor Charge), CC's 14-19. The intermediate maintenance activity will enter the total civilian labor charge to the nearest cent. Enter the cents in CC's 18 and 19.

(b) Non-SASSY Parts Chg. This field will be left blank.

(c) Date Closed, CC's 28-31. Enter the Julian date the ERO and the equipment were returned to the owning unit.

(d) Mil Labor Hr. (Military Labor Hour), CC's 33-36. Enter the total military labor hours used during the repair of equipment to the nearest one-tenth of an hour. Enter tenths of an hour in CC 36.

(e) Close Stat (Status), CC's 37-38. The maintenance section will enter the completion job status code from UM 4790-5. This entry is

optional for units not supported by the FMSS. The only valid codes which may be used are "15", or "39."

(f) No. User (Number Unserviceable), CC's 39-40. Enter the number of secondary repairable items which were washed out during repairs. If the quantity washed out is "1," it will be entered as "01." This entry is made by fourth echelon maintenance units supported by the FMSS, and is optional for units not supported by the FMSS.

(g) EOTC (Equipment Operating Time Code), CC 41. Enter the appropriate EOTC for the equipment repaired. The valid entries are "D" for days, "R" for rounds, "H" for hours, and "M" for miles. The EOTC may be obtained from the ID Standards File or the Daily Process Report. When the EOTC is blank or the item is not loaded to the MIMMS ID Standards File, use an EOTC of "D" for days.

(h) Primary Meter Reading. Enter the primary meter reading at the time the equipment was repaired. The meter reading is taken to the nearest whole mile/hour. An entry is required for items with a primary EOTC of "H" or "M." If the primary meter is replaced during the repair cycle, enter the new meter reading and ensure that one of the defect codes in the Task Data Field reflects this change. The Equipment Operational Time indicator reading must be compatible with the EOTC. The old and new meter readings will be entered in the "Remarks" section.

(i) Task Data Fields, CC 48-77.

1 The "Task Data Fields" provide for the entry of defects with the number of tasks and work hours to effect the repairs into the FMSS. To accumulate maintenance history information, every effort should be made to record the task data.

2 If three or less defects have been repaired or corrected, they will be entered in "Defect 1,2, or 3," as appropriate.

3 If more than three defects have been corrected, the three most prominent defects will be entered. This will include any completed PMCS and operational time indicator changes.

4 No entries are required in these fields when the repairs were performed and recorded on a higher EOM.

5 No entries are required in these fields and when the repairs were performed and recorded on commercial activity by contract.

6 Entries in this area are optional for units not supported by the FMSS.

a Defect 1, defect 2, and defect 3. Enter the appropriate defect codes as are recorded under the "Description of Work" block.

b Tasks. This field will be left blank.

c Man Hours. This field will be left blank.

(j) Inspected By (Signature) Date. The individual performing the quality control inspection on the repaired equipment will enter his signature and the Julian date the item was inspected.

(k) Owner Notified (Name) Date. Administrative personnel from the maintenance shop will enter the name of the individual in the owning unit who was notified to pick up the equipment/ERO due to work completion. Also, they will enter the date notified. If the unit is notified more than once, additional entries will be made under the first entry. If the unit performing the maintenance actions is also the owner, this entry is optional.

(l) Delivered To (Signature) Date. An individual at the preparing activity authorized to receipt for the equipment will affix his signature and enter the date upon completion of equipment repairs. Since this signature is proof of return of the equipment, the green copy (shop copy) of the ERO must be the one that carries the original signature. When the maintenance section is also the unit that has custody of the equipment records, the white copy of the ERO may be the one that carries the original signature.

(9) Disposition. Upon acceptance of an ERO and the equipment by the maintenance activity, the yellow copy of the ERO is returned to the originator as a receipt. Upon completion of required maintenance services, the yellow copy is returned to the maintenance activity and the original (white copy) will be returned to the using/owning unit for filing in the equipment record jacket, where it will be retained for one year. The yellow copy will be destroyed by the maintenance activity. In case of a deferred/unit recall ERO's, careful local procedures must be established to ensure proper accountability of the equipment and use of the yellow copy as a receipt after the maintenance activity signs the "Accepted By" Block of the ERO. The green copy of the ERO will be maintained in the files for one year, unless the maintenance activity also is the unit that has custody of the equipment records, in which case retention of the green copy is not mandatory. After the pink copy is used to close out the ERO in the FMSS, it may be disposed of per local procedures.

(a) When equipment is evacuated to a higher echelon of maintenance, an open ERO must exist at both the evacuating unit and the unit to which the item was evacuated. Any maintenance activity with more than one authorized echelon of maintenance (second or higher) may record all maintenance on the lowest echelon of maintenance ERO.

(b) When scheduled PMCS becomes due, a PMCS ERO will be prepared and the PMCS will be recorded on the PMCS ERO. When the PMCS is completed or completed as far as practical, the PMCS ERO will be closed and any CM (Corrective Maintenance) will be accomplished on a separate CM ERO.

(c) A deferred ERO is one which has been accepted by a maintenance unit to allow it to obtain the necessary parts and/or schedule the equipment for modification, calibration, CM, or PM, and which does not deadline the equipment. Equipment in which a deferred ERO has been submitted will be held by the using/owning unit until called for by the maintenance shop.

(d) An ERO will be prepared for each individual item of equipment requiring maintenance, except in those instances where equipment is normally submitted in "batched" or large quantities; for example, 782 gear, brake shoes, LTI's, secondary reparables, or SL-3/BII replacement. All items in the batch must have the same ID number. Individual serial numbers, where applicable, of those items submitted in a batch will be listed in the "Description of Work" block. Principal end items (Class VII) of equipment will not be batched for PM or CM. Type II items may be batched for PMCS or CM.

(e) Either a copy of the maintenance forms utilized by other services such as the U.S. Army DA-2407, in the accomplishment of maintenance services under an Inter-Service Support Agreement (ISA), or a transcription on an ERO must be filed in the equipment record jacket and maintained there the same length of time as an ERO. The transcription should contain all information available that is required on an ERO/EROSL and be entered into the FMSS.

(f) Certain key entries on the ERO are transposed from the ERO into the FMSS through various means for units supported by the FMSS.

(g) When a NAVMC 10925, EROSL (ERO/Shopping Transaction List), is properly completed, it will constitute authorization for the requisitioning of any repair parts for an associated ERO.

(h) When the quantity of information recorded on an ERO exceeds the available space, another ERO will be attached as an additional

page. The additional page will list the ERO number and serial number reflected on the first page of the ERO. When the ERO is closed, only the bottom portion of the first page will be completed. (OFF LCD SCREEN NO. 12)

(10) The "O/T" transaction is primarily used to input the ERO number of the intermediate maintenance activity. The "O/T" transaction is used with the "T" (Transfer) transaction to input pertinent information that was not transferred by the "O/T" transaction from the existing ERO record in the FMSS data base to the new ERO number. The "O/T" transaction can be submitted, for keypunching, on either the ERO (pink copy) or the EROSL.

(11) The "T" transaction establishes an ERO chain and transfers selected information from an existing ERO record to a new ERO record when the equipment is transferred to a higher echelon of maintenance. The "T" transaction is used by intermediate maintenance and the initial "T" transaction must be submitted after the initial "O/T" transaction.

(a) The "T" transaction can be submitted for keypunching on either the ERO (pink copy) or EROSL. The "T" transaction will contain the following entries.

1 Transaction Code. On the source document, the ERO, the T will be circled. If the EROSL is used, CC No. 1 will be annotated with a "T." This is a required entry.

2 CC's No. 2-6, Old ERO Number. The old ERO number of the existing ERO, such as the second echelon ERO, in the system files from which the selected information is desired will be entered. This is a required entry.

3 CC's No. 7-11, New ERO Number. The new ERO number/ERO number of the "O/T" transaction to which selected information from the old ERO number is to be transferred from the system files is entered in this field.

4 CC's No. 12-15, DRIS. Enter the Julian date that the equipment was received in the shop performing the maintenance. The DRIS must be equal to or greater than the DCD. If a subsequent "T" transaction is submitted with an entry in the later parts column, an entry is not required; otherwise, it is a required entry.

(b) A "T" transaction can be submitted by itself any time after the initial "O/T" and "T" transactions to gather additional information on the old ERO number residing in the system data base files. The parts information will appear on only one process cycle.

3. PURPOSE AND PREPARATION OF THE ERO SHOPPING/TRANSACTION LIST, NAVMC 10925(EROSL)

a. Purpose of the EROSL (NAVMC 10925)

(1) The EROSL will be used in conjunction with the ERO (NAVMC 10245) to requisition, receipt for, cancel, and record partial issues and credits of repair parts and secondary reparables associated with ground equipment under-going repair. The EROSL is to be used by all units that are supported by the FMSS (Field Maintenance Subsystem).

(2) The EROSL is configured in a pad of 100 sheets, and the forms are self-carbonizing to permit their preparation in the desired number of copies. The front and back covers of the pad have printed instructions and are used as templates for completing the actual EROSL.

(3) The EROSL is a dual-purpose form. It serves as the ERO shopping list and a MIMMS data input form.

(a) As an ERO shopping list, the form is completed exactly as a "4" transaction. The header section is completed by entering the unit's name, date, and ERO number. The blanks for the initials of the mechanic, supply clerk, and data clerk will be completed and dated to provide form control. The letter blank "A" is used to indicate the reference source; the other blanks are used as specified in local SOP's to provide additional information.

(b) As a MIMMS input data form to the MIMMS AIS, all required transaction entries may be placed on the form.

b. Preparation Instructions for the "4" Add (Parts) Transaction, ERO Shopping/Transaction List.

(1) The ERO holder is responsible for the initial preparation of the "4" transaction, to include the ERO number, unit, date, initials, and date on which personnel prepare the EROSL; circling one of the material usage codes ("6" for Basic Issue Items (BII)/SL-3 components, "7" for corrective maintenance, "8" for modification, and "9" for preventive maintenance); entering the shop section code as annotated on the ERO, and the reference source in blank "A" which are noted in the heading.

(2) The maintenance shop will complete the information for the requisition of parts as indicated on the template for supply requests, in UM 4790-5, or TM 4700-15/1.

(3) For issues and back orders, the issue point is responsible for completing the document number and the SASSY advice code, researching parts information to ensure accuracy, and issuing parts on hand "over-the-counter," backordering required items, and the preparation of receipt transactions. In addition, the issue point is responsible for initialing the "SUPPLY-IP" line after ensuring accuracy of the parts requested information.

(4) For partial issue, those items not issued must be back-ordered. In this case, the issue point will complete another transaction line to requisition the parts still needed.

(5) Preparation instructions. The following EROSL entries will be made by maintenance personnel except for those indicated as a supply responsibility.

(a) ERO number. Enter the ERO number assigned to the equipment in the upper right hand corner from the ERO for which the parts are being ordered.

(b) Unit. Enter the section to identify what section is ordering the parts.

(c) Date. The Julian date the EROSL was prepared (completed by maintenance) is entered in this area.

(d) Maint. Date/Init. The date the EROSL was prepared and the initials of the designated person within the maintenance activity who prepared the EROSL are entered in this area.

(e) Material Usage Code: 6,7,8,9. The appropriate code to identify what type of maintenance service the parts are ordered for must be circled:

1 "6" is for Basic Issue Items (BII)/SL-3 components.

2 "7" is for corrective maintenance.

3 "8" is for modification.

4 "9" is for preventive maintenance.

(f) Shop Section. Enter the appropriate shop section code from the corresponding ERO.

(g) Blank A. The reference which is the source of the information concerning the parts is entered on this line. If more than one reference is used, use the other blanks provided.

(h) Blanks B-R. Refer to local SOP.

(i) CC 1, Transaction Code. Enter "4," it is a required entry.

(j) CC's 2-6, ERO Number. Enter the ERO number to which the parts information applies. This is a required entry.

(k) CC's 11-23, NSN-RP. Enter the NSN of the repair part to be added. It is a required entry when adding a parts record, unless the Advice Code is "99." The entry must be alphanumeric and right-justified. If an NSN is not available and the part number is not in the Non-System Item Catalog, the letters "PN" are entered in CC's 11 and 12, the part number is entered in CC's 13-23, and advice code "99" is entered in CC's 68-69.

(l) CC's 24-26, QTY-RP. Enter the quantity of repair parts to be added. This entry must be numeric and right-justified, and is required when adding a parts record. Make sure the field is filled, such as a quantity of one is entered as "001," a quantity of ten is entered as "010."

(m) CC's 28-40, DOC-NO. The supply section will enter the supply document number to be added. The first digit of the serial number position (CC 37) must contain a material usage code (Code "6" for BII/SL-3 components, Code "7" for CM, Code "8" for modification, and Code "9" for PM) which identifies the type of maintenance for which parts will be used. The document number cannot be a duplicate of a document number in the system files for that ERO number.

(n) CC's 42-43, PRI-REQN. Enter the priority of the parts to be added. The priority must be 1-15 only. The priority of the part(s) must be equal to or less than but cannot be greater than the priority of the ERO.

(o) CC's 44-48, SUPP-ADD. Supply personnel will enter the supplementary AC, if applicable.

(p) CC's 49-50, UI. Enter the unit of issue of the parts. This is a required entry when adding a parts record, and it must match the unit of issue on the SASSY MHIF (Master Header Information File) for the NSN.

(q) CC's 51-64, JON. Enter the JON to which the part(s) are to be billed. A JON is required for the production of a "4" skeleton record. This area may be left blank if the "0" transaction has a SASSY compatible JON

entered. The reparable issue point will complete this section for secondary reparables.

(r) CC 66, DMD. Enter the demand code which reflects whether the demand is recurring ("R") or nonrecurring ("N"). A repair part is a recurring demand and a modification kit is a nonrecurring demand. The reparable issue point will complete this section for secondary reparables.

(s) CC 67, NMCS (Not Mission Capable Supply)-IND. The maintenance section will enter the NMCS indicator on the "4" parts transaction during the initial preparation of the EROSL, depending on the priority of the ERO and the criticality of the repair part.

1 When the item of equipment undergoing repair is a secondary reparable, the secondary reparable being requisitioned and all parts being requisitioned to repair the secondary reparable, NMCS indicators will be used as follows:

a Use "9" for each NMCS requirement when the priority designator is 01, 02, or 03 for an overseas customer or a CONUS customer deploying overseas within thirty days.

b Use "N" for each NMCS requirement when the priority designator is 02 through 08 for a CONUS customer.

2 When the item of equipment undergoing repair is readiness-reportable, and the part being requisitioned is required to remove the item of equipment from an NMCS or anticipated NMCS status, NMCS indicators will be used as follows:

a Use "9" for each NMCS requirement when the priority designator is 01, 02, or 03 for an overseas customer or a CONUS customer deploying overseas within thirty days.

b Use "N" for each NMCS requirement when the priority designator is 02 through 08 for a CONUS customer.

c Use "E" for each anticipated NMCS requirement when the priority designator 02 through 08. Anticipated NMCS is a condition that is anticipated to occur within fifteen days for a CONUS customer or twenty days for an overseas customer that will result in equipment entering into a NMCS status.

d Leave this CC blank when the required part does not place an item of equipment in an NMCS or anticipated NMCS status.

3 When the item of equipment undergoing repair is, in the opinion of the commander, mission essential impacting unit readiness, and the part being requisitioned is required to remove the item of equipment from an NMCS status or anticipated NMCS status, NMCS indicators will be used as follows:

a Use "9" for each NMCS requirement when the priority designator is 01, 02, or 03 for an overseas customer or CONUS customer deploying overseas within thirty days.

b Use "N" for each NMCS requirement when the priority designator is 02 through 08 for a CONUS customer.

c Use "E" for each anticipated NMCS requirement when the priority is 02 through 08.

d Leave this CC blank when the part does not place an item of equipment in an NMCS or anticipated NMCS status.

(t) CC's 68-69, ADV (Advice). One of the following appropriate entries can be annotated by maintenance or supply personnel.

1 If the field is left blank or filled with any valid supply advice code, a SASSY requisition will be automatically prepared.

2 An entry of "99" will not prepare a SASSY requisition; however, a parts record will be established as a non-SASSY parts requisition.

3 An entry of "D7" will not prepare a SASSY requisition; however, it will indicate an across-the-counter issue made by supply personnel.

4 An entry of "SC" will cause a parts record to open and close on the same day and will create a SASSY demand document. This code is used when a part has been scrounged which was not on backorder.

5 An entry of "SF" will not prepare a SASSY requisition. However, it does create a parts record, and it shows that repair parts required to return the equipment to service cannot be requisitioned due to insufficient funds. The NSN and unit of issue will be checked against the MHIF. When funds become available, this parts record must be closed, and a "4" transaction must be resubmitted for the required repair part with a valid supply advice code.

6 An entry of "FA" (funds available) with a "4" transaction will create an "8" cancellation for the corresponding "SF" document.

7 An entry of "PB" for preexpended bin (PEB) items will cause a parts record to open and close on the same day, thus capturing cost and usage data in MIMMS only. The use of the "PB" advice code is optional when the total parts cost is less than \$25.00.

8 An entry of WP (warranty parts) is used when a warranty part failure is identified. A SASSY requisition will not be prepared; however, a SASSY demand document will be generated.

(u) CC's 70-79, PART-NAME. Enter the nomenclature of the parts to be added, left-justified.

(v) CC 80, TRANS-TYPE. Enter an "A" to indicate the "4" Add transaction. This is a required entry.

c. Preparation Instructions for the "4" Change (Parts) Transaction

(1) The "4" Change (Parts) transaction changes the data elements of the existing repair parts trailer records that were previously opened with the "4" Add (Parts) transaction. When the "4" Change (Parts) transaction is submitted against an existing record, it will not affect the SASSY transaction created by the original "4" Add (Parts) transaction. If any change is required for a SASSY transaction, it must be manually submitted by the supporting supply section. When it is submitted, only those fields requiring change should be filled. All other fields, other than the required entries, should be left blank or remain unchanged.

(2) The format for completing the "4" Change (Parts) transaction is identical to the "4" Add (Parts) transaction except that you change or update the entries and ensure that the following entries are annotated:

(a) CC 1, Transaction Code. Enter a "4" in this field to identify the type of transaction.

(b) CC's 2-6, ERO number. Enter the ERO number from the "4" Add (Parts) transaction that requires changing.

(c) CC's 28-40, Doc-No. Enter the supply document number. This entry must match an existing document number for the ERO.

(d) CC 80, Trans-Type. Enter a "C" to indicate a 4 Change (Parts) transaction.

d. Disposition. Upon completion of the required requisition information by the using unit, the ERO Shopping Transaction List is taken to the issue point where issues are made if possible.

(1) The issue point completes its required information and returns the second copy to the using unit. The Supply-IP Date/Initial spaces in the heading, along with the Document Number should be completed at this time.

(2) The first copy is retained by the issue point for local use while parts/secondary reparable are outstanding (on backorder).

(3) The issue point forwards the original EROSL to the keypunch section for processing. The Data Clerk Date/Initial spaces in the heading should be completed at this time. The original EROSL is then returned to the issue point when the required information has been automated.

(4) When all repair part information reflected on the EROSL has been accepted on the Daily Transaction List/Daily Process Report, the original EROSL is returned to the originator who will join it with the original ERO (NAVMC 10245).

(5) When the associated ERO is closed, there is no requirement for FMSS supported units to keep the EROSL so it may be disposed of at that time. For Non-FMSS supported units, either the EROSL or DD-1348 will be retained for a period of one year.

e. ERO Parts Bin. An ERO parts bin, sometimes referred to as layettes, is an area where the repair parts ordered on an ERO are stored, waiting to be placed on the equipment. All small parts for the same ERO are kept together in the same ERO bin, the location of which is normally indicated by the ERO number. Large parts, by virtue of their size, require a larger area and are normally stored together regardless of the ERO numbers to which they belong.

(1) Upon receipt of parts which will not be immediately installed on the equipment, the shop copy of the EROSL will be annotated as to the date/quantity of the items received and ERO bin location, if the location is designated by other than an ERO number.

(2) If the parts are removed from the ERO bin for installation, the shop copy of the EROSL will be annotated by the mechanic or shop chief accordingly.

(3) The method of annotation may be by circling, check mark, use of the blanks in the heading of the EROSL, use of the unused card columns, or written information on the EROSL. The procedures for the annotation of the EROSL will be contained in the unit's MMSOP.

5. DESCRIPTION, USE, AND CONTENT OF MIMMS OUTPUT REPORTS

a. Description and Use and Content of the Daily Transaction Listing (DTL)

(1) The DTL will provide visibility of input transactions which were accepted into the MIMMS daily cycle or rejected because of errors.

(a) The transactions will be presented on the report in the identical format that they were entered into the system. Additionally, the report will display transactions which were system generated in response to other MIMMS or SASSY related input.

(b) This report is divided into three sections:

1 Transactions processed with no errors.

2 Transactions processed with non critical errors.

3 Transactions that did not process.

(c) When input is entered, transactions will print in the applicable section. For transactions which 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 element(s) in which the error exists and indicates the type of error within that field.

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

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

(2) The Daily Transaction Listing (DTL) is used to validate the unit's input to MIMMS.

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

(b) The unit's MMO will monitor this report to ensure that prompt resubmission of corrected transactions is accomplished by the maintenance or supply section.

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

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

(e) Every effort should be made to ensure that the DTL's are promptly forwarded to the cognizant supply and/or maintenance sections responsible for resubmission of the corrected input. When possible, corrected resubmission should be made to the next day's cycle.

(3) Content of the Daily Transaction Listing (DTL). The DTL has a heading which identifies it as a DTL and also the date and unit to which it applies. Under the heading there are two rows of numbers, which set up the 80 card column format, and a row of asterisks which identifies the error code section. Under this is the body which is divided into three sections.

(a) Transactions processed with no errors. This section is exactly as the heading implies, these transactions were accepted in MIMMS with no errors.

(b) Transactions processed with non-critical errors. This section needs a closer look to find out what is the error. An error code is provided to the right. Error codes and messages and the corrective action are found in UM 4790-5.

(c) Transactions that did not process. This section of transactions is provided with error codes and are handled in the same manner as transactions processed with non-critical errors. The difference is these transactions did not occur at all in the system. If not resubmitted, they could be lost, for they will not appear anywhere else in the system.

b. Description, Use, and Content of the Daily Process Report (DPR)

(1) The DPR will give maintenance managers at all levels visibility of active ERO's in their shops.

(a) This report will include all of the data elements which may be entered by the originator as well as two computed fields: Days in Shop (DIS) and Days Deadline (DDL). The DIS field is computed from the DRIS. The DDL is computed from the DCD or accumulated while in category M.

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

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

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

- 1 Closed Date.
- 2 Job Status.
- 3 Civilian Labor Charge.
- 4 Military Labor Hours.
- 5 Parts Charge.

(e) Supply status on this report is normally entered automatically from SASSY and MILSTRIP input. The ability to enter manual status is available to supply by using the "7" transaction.

(f) Frequently, a "4" card will process through the MIMMS AIS, but will edit out of SASSY and not get a reject. When this occurs, the DPR will portray the part requirement; but there will be no supply status shown and the status date column will indicate 000. If the 000 remains over five days, the SASSY additional demands listing should be checked.

(2) The information on the DPR provides the complete history of an item in the maintenance cycle.

(a) Distribution of this report should be to the shop section level and the unit's MMO.

(b) Information for each open ERO is presented in ERO sequence by shop section.

(c) The first two lines of each ERO present basic identification data and current maintenance status.

(d) The next section on the left hand side presents a history of changes of the job status. The MMO can use this presentation to track maintenance actions which have occurred during the repair cycle and spot trends of work stoppages or delays.

(e) The third line of each ERO is a listing of repair part requirements and the supply action to date on these requirements. The MMO

can quickly see the outstanding requirements and their current statuses. This information can also be used to verify that the priorities of maintenance are in agreement with repair parts requirements.

(f) Situations can also be spotted where maintenance activities have added on parts, which may indicate a poor initial inspection. Repeat ordering of the same parts can be identified which may indicate that parts previously received have been applied elsewhere, parts previously received were faulty or damaged, or that the mechanic lost the part during installation.

(g) Additionally, the misuse of category codes, priorities, and NMCS/ANMCS indicators is recognizable. The MMO can identify parts which have long leadtimes based on current status and take action to expedite.

(h) This report is a tool which maintenance management personnel can use to conduct the SASSY additional demand reconciliation.

(i) For specific information on reconciliation, refer to the current edition of MCO P4790.2 and UM 4400-124.

(j) Via submission of a "T" transaction, the MMO at intermediate maintenance can identify the parts on requisition at a different echelon of maintenance for an item of equipment.

(k) Finally, upon closeout, the MMO can see the labor and material resources expended for a given ERO.

(3) Contents of the Daily Process Report (DPR). Data is portrayed on the report as follows:

(a) First Line

1 ERO - This column displays the equipment repair order number. It is generated from the "O" transaction.

2 TAM - This column displays the TAMCN of the equipment undergoing maintenance. The TAM number is automatically generated from the ID number or manually with a "3" transaction.

3 ID - This column displays the ID number of the equipment undergoing maintenance. The ID number is generated from the "O" transaction.

4 SERIAL - This column displays the USMC/manufacturer's serial number of the equipment undergoing maintenance. It is generated from the "0" transaction.

5 CAT - This column displays a code which identifies the category of the equipment undergoing maintenance. This code is used in the production of equipment readiness transactions. Category codes are contained in UM 4790-5 and TM 4700-15/1 and are generated from the "0" transaction.

6 RDD - This column displays the required delivery date. A date entered in this field indicates the equipment's criticality to the unit and will specify the date on which the unit requires the equipment. The required delivery date is generated from the "0" transaction.

7 PRI - This column displays the priority of need of the equipment having maintenance performed. It is generated from the "0" transaction.

8 NSN-IN-MAINT - This column displays the national stock number (NSN) of the equipment having maintenance performed. The NSN is automatically generated from the ID number or manually with a "3" transaction.

9 NOMEN - This column displays the noun name of the equipment having maintenance performed. The nomenclature is automatically generated from the ID number or manually with a "3" transaction.

10 DCD - This column displays the deadline control date. The date on which the equipment was actually deadlined. The DCD is generated from the "0" transaction.

11 DRIS - This column displays the date received in shop. The date on which the equipment was received in the shop performing the maintenance. The DRIS is generated from the "0" transaction.

12 EOT - This column displays the equipment operation time code. The code, extracted from the ID standard file, identifies the primary operating mode for the item of equipment such as miles, hours, days, or rounds. The EOT is automatically generated from the ID number.

(b) Second Line

1 AWIG-STAT - This column indicates the status of the equipment prior to being inducted into the maintenance cycle or once

maintenance has been completed. The awaiting status is automatically generated any time the job history indicates any awaiting status.

2 OWNER - This column displays the UIC of the equipment owner.

3 JOB-STATUS - This column reflects the actions which have occurred on the equipment and the date each action was initiated. The job status codes which initiate these entries are contained in UM 4790-5 and are generated from the "O" transaction.

4 PARTS CHARGE - This column displays the accumulated parts charges for those parts which have been obtained. SASSY parts charges are computed during system processing and are automatically generated and tabulated from "8" transaction receipts.

5 ECH - This column displays the echelon of maintenance. The code which indicates the echelon performing the required maintenance such as 1 or 2 (Organic), 3 or 4 (Intermediate). The maintenance echelon is generated from the "O" transaction.

6 QTY - This column displays the quantity of equipment undergoing maintenance. The quantity is generated from the "O" transaction.

7 X-EROS - Designed to show two additional active ERO's for the same item of equipment. The ERO numbers reference ERO's of different maintenance activities and are generated through the "T" transaction submitted by support maintenance.

8 MCGERR/DATE - This column displays the MCGERR logistics readiness indicator. A machine-generated code which identifies the type of LM2 readiness transaction that has been prepared for an ERO and the date of the transaction.

a ML - MCGERR Logistics

1 LA - Logistics add.

2 LC - Logistics change.

3 LD - Logistics delete.

b Ind - Indicators for supply or maintenance problems and the echelon of maintenance.

1 S2 - Supply, 2nd echelon.

2 S3 - Supply, 3rd echelon.

3 S4 - Supply, 4th echelon.

4 M2 - Maintenance, 2nd echelon.

5 M3 - Maintenance, 3rd echelon.

6 M4 - Maintenance, 4th echelon.

7 T2 - Transit to 2nd echelon.

8 T3 - Transit to 3rd echelon.

9 T4 - Transit to 4th echelon.

9 DEFECT - This column displays the interpretation of the defect code used in the input transaction. The first part of the interpretation relates to the first character of the defect code, and the second part of the interpretation relates to the second and third characters of the defect code. Defect codes are contained in UM 4790-5.

10 DDL - This column displays days deadlined. The total number of days the equipment has been deadlined. This is the sum of the current processing date minus the DCD or the accumulated category "M" days deadlined. The DDL is automatically generated.

11 DIS - This column displays the days in shop. The total number of days the equipment has been in the maintenance shop. This is the sum of the current processing date of the report minus the DRIS. The DRIS is automatically generated.

12 DEST/HOLDER - This column displays the activity address code to which the equipment is being evacuated to for repairs.

(c) Third Line

1 RCVD - This column serves two purposes. First, when an item has been received and the receipt processed, an "R" and the date of receipt will be posted. Second, when a cancellation request has been inducted for an item, the letter "C" and the date cancelled will be posted. If the column is blank, it indicates the parts record is open. The received/cancellation dates are generated from the "8" transaction submitted by supply.

2 DOCUMENT # - This column displays the unit document number used for repair parts requisitioned or the applicable modification instruction number. When a secondary reparable is issued over the counter to the customer by the maintenance float, the document number of the maintenance float will be reflected. When a secondary reparable is backordered for the customer by the maintenance float, the document number of the using unit will be reflected. The document number is generated from the "4" transaction.

3 UI - This column displays the unit of issue of the item requisitioned.

4 QTY - This column displays the quantity of material requisitioned. The quantity is generated from the "4" transaction.

5 PRI - This column displays the priority of the requisition. The priority of the requisition may not exceed the priority of the ERO; however, parts may be requisitioned on a lower priority. In other words, if the priority of the ERO is 06 and parts are on order, there should be at least one priority 06 part on requisition. This does not preclude the requisitioning of other priority 13 parts on a priority 06 ERO. However, it does signify that when an end item is in a priority 06 status, those specific parts required to remove it from that status should be requisitioned as priority 06. The requisition priority is generated from the "4" transaction.

6 PART-NSN - This column displays the national stock number (NSN) or local stock number (LSN) of the part requisitioned. The requisition NSN is generated from the "4" transaction.

7 PART-NAME - This column displays the nomenclature of the item requisitioned. It is automatically generated from the NSN.

8 STAT - This column displays the current status on the requisition. The status code is a two-digit code which indicates the status of the requisition at the supply source. When shipping status has been provided to the unit, the mode of shipment code will be reflected. The mode of shipment code is a one-digit code that identifies the means by which the item is being shipped to the unit. Supply status and mode of shipment codes are contained in the UM 4400-124 and UM 4400-123 respectively. The below listed codes with type and timeframe are an example of when maintenance managers should start talking with supply personnel about the status of the requisition. Local SOP's may increase or decrease the timeframes.

<u>STATUS</u>	<u>TYPE</u>	<u>TIMEFRAME</u>
a No status		5 days

<u>b</u>	BA, BN, M8, UH, UR	Release	10 days if LKH is the local SMU 30 days for all other
<u>c</u>	BM	Passing	10 days for priorities 01-08 20 days for priorities 09-15
<u>d</u>	BD, BV	Delay	20 days
<u>e</u>	BB, UE	Backordered	No timeframe as long as status is valid
<u>f</u>	C	Rejection	All status codes beginning with the letter "C" are reject code
<u>g</u>	Shipping	AS	Mode of Shipment 30 days (CONUS) 60 days (outside CONUS)

9 DIC/EXC - This column displays the type of status being provided. The type of status is identified by a document identifier code (DIC). DIC's in the AE series identify the status as automatic supply status. DIC's in the AS series identify the status as automatic shipment status. Codes in the B series will also appear. These are SASSY exception codes. An exception is generated when a transaction processes against the unit's Loaded Unit Balance File (LUBF) and conditions were present which caused the exception to be created. When a transaction fails to pass the master edit process in SASSY and is rejected from the processing, the letters REJ are entered. DIC's and exception codes are contained in UM 4400-124.

10 NMCS - This column displays the not mission capable supply indicator which is a code that indicates that the material requisitioned is for a combat-essential item which is deadlined for lack of the specific material or is anticipated to be deadlined in the near future if the material is not received. An N indicates NMCS, E indicates anticipated NMCS, and 9 indicates items requiring expedited handling. The NMCS is generated from the "4" transaction.

11 LKH - This column identifies the last known holder of the transaction. The routing identifier codes for last known holders are contained in the current edition of UM 4400-71. When the LKH is identified as FLT, it indicates that the maintenance float is the supply source for the item.

12 ADV - This column displays the advice code. MIMMS advice codes identify information relative to the processing of the requisition and are not input into the supply system. MIMMS advice codes are contained in the legend for the "4" (Parts) transaction contained in UM 4790-5. SASSY Advice Codes are contained in UM 4400-124.

c. Description, Use, and Content of the MIMMS LM2 Unit Report

(1) The LM2 is a report listing each MCGERR reportable TAMCN and the quantity authorized, possessed, and excess. The report will also provide specific data on each item of equipment deadlined, and any remarks on readiness percentages.

(a) A negative statement is provided when no equipment is reported deadlined for that TAMCN.

(b) On all deadlined items the serial number, ID number, date deadlined, date of present condition (NMCM, NMCS, or transit), echelon of maintenance, present equipment holder, days in present condition, and ERO number are printed.

(c) Any remarks submitted on a TAMCN via a RM4 card are also printed.

(d) Below the TAMCN listings, totals of authorized, possessed, excess, and deadlined quantities are printed.

(e) At the end of the report, S (Supply) and R (Readiness) ratings for Pacing and End Items are printed.

(f) Manual asset transactions are the data source for the authorized and possessed quantities, Master ERO File for deadline status and serial number, TAM File for readiness-reportable TAMCN and nomenclature, and Audit File for Owning Unit's UIC.

(2) The LM2 Unit Report is a tool for the Commander, S-4, and MMO to quickly review the Command's readiness status and to identify problem areas.

(a) When used with the Command's Monthly Maintenance Exception Report, it is a means to quickly identify problems and adverse trends.

(b) This report also provides direction to specific sections of the more detailed Weekly Owning Unit TAM and Daily Process Reports when developing actions to correct problems.

(3) Contents of the MIMMS LM2 Unit Report. The information on the LM2 Unit Report is automatically generated from MIMMS reports and files on equipment under repair with a Category Code assignment of "M." Data is portrayed on the report as follows:

(a) TAM - This column displays in alphanumeric sequence the Table of Authorized Material Control Number (TAMCN) of the equipment belonging to the unit.

(b) TAM NOMENCLATURE - This column displays the noun name of the equipment belonging to the unit.

(c) REPT AUTH - This column displays the reported amount of equipment for each TAMCN authorized the unit by Table of Equipment (T/E) and/or special allowances.

(d) REPT POSS - This column displays the reported amount of equipment for each TAMCN which the unit has on hand. This should equal the number of items which are listed on the organization's property account regardless of location or condition.

(e) EXCESS QTY - This column displays the amount of equipment for each TAMCN which the unit has on hand over the amount authorized. If the amount of equipment is equal to or less than the amount authorized, then this column will be blank.

(f) DEADLINED-EQUIP - This column displays the serial number and ID number of the deadlined equipment.

(g) ORIGINAL DATE-DL - This column displays the date in calendar year/Julian date format on which the item was deadlined.

(h) DATE-OF-PRES-COND - This column displays the date on which the present readiness condition (NMCS, NMCM, or TRAN) of the deadlined item was reported.

(i) PRES COND - This column displays the present readiness posture, either NMCS, NMCM, or TRAN. If no items are deadlined, this column is left blank.

(j) PRES EOM - This column displays the present echelon of maintenance that the deadline equipment is in.

(k) PRES-HOLDER - This column displays the equipment owner's UAC or the destination UAC (Unit Activity Code/Unit Address Code) if EVAC to HECH. The numbers 66666 will appear when the equipment is being repaired by an activity which does not report through MIMMS, such as a civilian contractor.

(l) STATUS DAYS - This column displays the number of days that the equipment has been at the present maintenance posture (NMCS, NMCM, or TRAN).

(m) ERO NO - This column displays the ERO number under which the item of equipment was inducted in the maintenance cycle. If EVAC to HECH, the supporting activity's ERO will be listed.

(n) AT the end of the report you will find four total quantity blocks for the unit being reported, these total quantities are reported equipment authorized, reported equipment possessed, quantity of excess equipment, and quantity of equipment deadline.

(o) Pacing items are those items of combat essential equipment (CEE) that are identified as equipment that is most critical to a unit for the execution of the unit's mission. Not all CEE are pacing items.

1 Pacing items are identified in MCBul 3000, enclosure (2) by Table of Authorized Material Control Number (TAMCN) and the unit's Table of Equipment (T/E) Number annotated in the T/E No. column for a particular TMCN.

2 Pacing items are also identified in a unit's IM2 report by an asterisk to the left of the TAMCN.

a PACING ITEM S RATING - This column displays the percent of the total authorized that is on hand after subtracting total excesses. This is only for pacing items. If no pacing items are authorized, then this field will be blank.

b PACING ITEM R RATING - This column displays the percent of the total authorized that is mission capable. However, the number mission capable for any one TAMCN will not exceed the number authorized. This is only for pacing items. If no pacing items are authorized, then this field will be blank.

(p) END ITEM S RATING - This column displays the percent of the total authorized that is on hand after subtracting total excesses. This is only for readiness-reportable items that are not pacing items.

(q) END ITEM R RATING - This column displays the percent of the total authorized that are mission capable. However, the number mission capable for any TAMCN will not exceed the number authorized. This is only for readiness-reportable items that are not pacing items.

d. Description, Use, and Content of the Weekly Owning Unit TAM Report

(1) This report will be produced weekly in TAMCN sequence with a break in the report for each type and commodity designator. It includes active ERO's at intermediate maintenance as well as organizational maintenance with the latest job status displayed.

(2) Unit maintenance management personnel may use this report to identify trends by commodity, echelon, days on deadline, or job status.

(a) The information concerning ERO's at intermediate maintenance allows the MMO to see the current status of equipment undergoing repair at a higher echelon.

(b) This report may be separated by TAMCN and distributed to the unit's respective commodity managers.

(c) Whenever the local ERO on this report indicates job status EVC HECH, the unit's MMO may see if a higher echelon ERO exists. If not, the unit's MMO should check for the following:

1 If the job status is wrong.

2 If there is difficulty in getting the equipment to the higher echelon shop.

3 If higher echelon refused it.

4 If higher echelon ran a "0/A" transaction instead of the "0/T" and "T" transactions.

(3) Content of the Weekly Owning Unit TAM Report. The data on the TAM Report is generated automatically from MIMMS reports on a particular unit's open ERO's. The data is portrayed on the report as follows:

(a) TAM - This column displays the TAMCN of the equipment undergoing maintenance.

(b) OWNER - This column displays the activity address code of the unit which owns the equipment.

(c) SERIAL-NO - This column displays the USMC/manufacturer's serial number of the equipment undergoing maintenance.

(d) ID NO - This column displays the ID number of the equipment undergoing maintenance.

(e) CLOSE FLAG - This column displays the close flag. A code of NO indicates that the ID number/serial number of the record did not match to a NSN/serial number on the RUAF. The record cannot be closed until this flag is removed by corrective action. Blank indicates either a match or edit.

(f) NOMENCLATURE - This column displays the item name of the equipment having maintenance performed.

(g) QTY - This column displays the quantity of items undergoing maintenance on the ERO. The only time the quantity would exceed one is if items were being batched.

(h) PRI - This column displays the priority of need of the equipment having maintenance performed.

(i) CAT - This column displays a code which identifies the category of the equipment undergoing maintenance. This code is used in the production of equipment readiness transactions. Category codes are located in UM 4790-5.

(j) ECH - This column displays the echelon of maintenance code which indicates the echelon performing the required maintenance. If the echelon of maintenance is third a second echelon ERO for the same vehicle should follow with a job status of EVC HECH.

(k) DEFECT - This column displays the specific maintenance problem of the equipment undergoing repair. Defect codes can be found in UM 4790-5.

(l) JOB STATUS - This column reflects the latest action and the date this action was initiated. The job status codes which indicate these entries can be found in UM 4790-5.

(m) RDD - This column displays the required delivery date.

(n) DDL - This column displays the total number of days the equipment has been deadlined. This is the sum of current processing date minus the deadline control date, or category "M" accumulated days deadlined.

(o) DIS - This column displays the total number of days the equipment has been in the maintenance shop. This is the sum of the current processing date minus the date received in the shop.

(p) ML-IND - This column displays the MARES logistics readiness indicator code which identifies the type of IM2 transaction that has been prepared for the ERO.

(q) ERO - This column displays the maintenance shop or support maintenance ERO number under which the equipment is undergoing maintenance.

e. Description, Use, and Content of the History Process Report

(1) The History Process Report consists of a consolidated listing of all ERO's closed during the previous month.

(a) Once an ERO is closed, it will appear on the FMSS Daily Process Report one time and will not appear on subsequent reports. However, the closed ERO will remain in the Active ERO File until it appears on the Monthly History Report.

(b) Once the closed ERO appears on the Monthly History Report, it will be removed from the Active ERO File and placed in the History File.

(2) The History Report provides management personnel with a visible record of the ERO's closed during the previous month and removed to the History File.

(a) It may also be used for reference to acquire selected information relative to specific items of equipment which have been repaired.

(b) The Active History File will be maintained in the FMSS data base for a minimum period of one year.

(c) Selected information of interest includes a review of the job status history to ascertain if any trends exist which are causing inordinate delays in the repair of equipment.

(d) Charges for the repairs of the equipment will also aid in budget estimates.

(3) Contents of the History Process Report. The first two lines in the column heading are identical to the first two lines in the Daily Process Report. Definitions for the third column are as follows:

(a) CLOSED-STAT - This column displays the closed status date which indicates the date the ERO closed.

(b) NON-SYS PARTS CHG - This column displays the accumulated non-system part charges.

(c) CIV-LAB - This column displays the civilian labor charges incurred for the repair of an item of equipment.

(d) MIL-LAB - This column displays the military labor hours incurred during the repair of an item of equipment, both direct (maintenance) and indirect (shop overhead).

(e) PARTS CHG - This column displays the accumulated cost of repair parts (per ERO) used to repair an item of equipment. SASSY charges are computed automatically, while non-system parts charges are added via a 9 transaction.

f. Description, Use, and Content of the Weekly Exception Report

(1) The Weekly Exception Report is designed to focus on pending supply and maintenance actions with discrepancies that require immediate attention and management decision.

(2) The Weekly Exception Report will free the Commander and management personnel from the detailed evaluation of several pages of reports by locating discrepancies or trend areas requiring action. This report can be used as follows:

(a) Pinpoint specific ERO numbers and supply document numbers where problems exist.

(b) The report along with previous reports can be used to determine personnel and procedural problems and aid in the determination of corrective action.

(c) The report also allows for quick cross-checks against other maintenance reports.

(3) Contents of the Weekly Exception Report. The heading at the top of the Weekly Exception Report will identify the type of report, the

major and subordinate commands, and the date of the report. Underneath the heading you will find eleven different sections that identify discrepancies that may have occurred over the past week involving equipment in the maintenance cycle.

(a) The first discrepancy that may have occurred is that there are ERO's opened in the system on equipment with the job status of 02 (INS PRGS) for over ten days. Ten days or more is extremely too much time for the inspection of a piece of equipment.

(b) The next discrepancy that may occur is that the ERO has a job status of 24 (UNIT-RCL) or 25 (SHT PART) without any valid supply documents. If this discrepancy does occur, the ERO number(s) will be listed along with the Job Status Code of 24 or 25 and the date of the status. The only reason these two job status codes should be used is to requisition repair parts needed to perform maintenance services on equipment.

(c) The third area on the report pertains to ERO/supply documents with SASSY exceptions/rejections. Supply personnel should be made aware of these problems during the reconciliation/validation process.

(d) The next area pertains to ERO's which exceed the criteria for deadlined days. The amount of time the equipment is allowed to be in a deadlined status depends on the type of equipment under repair, the priority assigned to the ERO, and the method in which the item(s) required to remove the vehicle from deadline are shipped. MCO 4400.16 outlines the Uniform Material Movement and Issue Priority System (UMMIPS) time standards for the supply of material from the date of the requisition to the time of the physical receipt posting to the requisitioner's inventory record.

(e) Next, you will be able to identify those secondary reparable ERO's which exceed their criteria for days deadlined. The time standards preceding apply.

(f) ERO's on equipment which exceed their required delivery date (RDD) is the next area listed. If a RDD is annotated on the ERO and the requested time has been exceeded, management personnel should start looking for ways to replace the needed item.

(g) ERO's which exceed their Operational Readiness Float (ORF) exchange date. This area should not contain any information since there is on longer an ORF.

(h) The next area pertains to ERO's whose work was completed more than ten days ago but who are still resident in the system. All ERO's should be immediately closed when all required repair parts are received and applied to the equipment.

(i) If a recoverable items report (WIR) has been submitted on a vehicle and an ERO has been in job status 37 (WIR SUB) for more than thirty days, the ERO number and date of the status will appear in this area.

(j) An ERO cannot be closed in MIMMS if outstanding supply documents exist. If the attempt is made to close a ERO with either job status 13 (RPR COMP) or 37 (WIR SUB) with outstanding supply documents, the ERO Number, status code, date of status, and the supply document number will appear in this area.

(k) The last portion of the exception report deals with ERO's that have a category code of "M" or a priority of "06" that have been in the following job statuses for more than ten days: "02" (INS PRGS), 12 (RPR PRGS), 23 (SHT TEST), 26 (SHT SPAC), 27 (SHT TECH), or 40 (SHT FUND). If there are any ERO's in those job status, the ERO No., status and date of the status will appear in this area. Category code "M" or priority "06" indicates that a MARES readiness reportable item requires critical repairs.

g. Description and Content of the Weekly Material Report

(1) The Weekly Material Report consists of a listing in document number sequence of all outstanding repair part requisitions for all open ERO's in the Master ERO File.

(a) This report can also be produced in NSN sequence, as you will discover they are upon concurrence of all supported major commands.

(b) The Weekly Material Report will contain the current supply status information as well as the document number and ERO number to which each NSN applies.

(2) The Weekly Material Report may be used to indicate trends in faulty parts, the need for Product Quality Deficiency Reports (PQDR's), changes in repair procedures, and supply problems by analysis of the status date and the priority of the requisition.

(a) The report will also provide an idea of the volume of particular parts by a specific NSN and whether or not the parts are hindering the equipment repairs.

1 Excessive quantities of the same NSN for the same ERO could indicate a faulty part or faulty maintenance procedures.

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

(b) This report if properly used and in conjunction with the Daily Process Report, will assist in the reconciliation and validation process between the maintenance and supply section of the unit.

(3) The contents of the Weekly Material reports are portrayed as follows. The heading at the top of the report will identify the type of report, the date of the report, and the command the report pertains to. The report is broken down into the following columns of information.

(a) The first column of this report will display the document number or the National Stock Number (NSN) of the item(s) on requisition. If the report is in NSN sequence, you may see the same NSN in a group of two or more. All this means is that the same item has been requisitioned more than once for either the same ERO or a different ERO.

(b) The next column display, according to the sequence of the report, the NSN or the document number assigned to the requisition for that item.

(c) Following the document number/NSN is the column for the Unit of Issue (UI). This column is self explanatory.

(d) Now we have the quantity (Qty) column that will identify the number of items of the NSN that have been requisitioned. This column should be closely monitored by management personnel to make sure that excess items are not being ordered for the same vehicle.

(e) The next column contains the priority of the requisition. Maintenance managers should compare this priority with the priority of the ERO to make sure the priority system is not being abused and, that the correct priority is being used for the required repair part.

(f) Now let's move on to the NMCS column. This column should display the indicator code of "N," "E," or "9" if one was entered on the requisition. Maintenance managers should compare this column with the item and the priority of the requisition. If a "07" or "08" priority is being used for an item, in most cases, the NMCS code should appear in this column.

(g) The next column displays the routing identifier code (RIC) of the Last Known Holder (LKH) of the item that is on requisition, being processed for shipment, or being shipped. Supply source RIC's are contained in UM 4400-124.

(h) The status column will display the current supply status of the requisition. Supply status codes can be found in UN 4400-124.

(i) The next column will display the consecutive day of the year on which the current supply status transaction posted to the records at the SASSY Management Unit (SMU).

(j) Now, let's take a look at the type of status being provided by the supply source such as AE (Automatic Supply Status) or AS (Automatic Shipping Status). A number will follow the AE or AS to identify where the status is coming from.

(k) If you want to find out how many days have elapsed between the date of the posted status and the date of the report you need to look in the "D-ST" (days in status) column.

(l) The PART-NAME column will display the nomenclature of the item on requisition.

(m) The last column on the report, ERO, displays the Equipment Repair Order number under which the item was requisitioned. Maintenance managers should compare all the information on this report with the information annotated on the ERO, EROSL, and DPR to make sure an accurate picture of the items on requisition is being displayed.

7. ESTABLISHMENT OF ERO FLOW PROCEDURES

a. Organization of ERO Files

(1) The first step in the organization of your ERO files is to structure the ERO files to reflect the work or job status that are located in UM 4790-5. An example of one file would be "Inspection." In this file you may show a number of different ERO's in some type of inspection process, such as, Awaiting Inspection or Inspection Complete. This grouping of job statuses is applied to a physical file of ERO's sometimes referred to as the ERO tub files.

(2) Once each file has been labeled, dividers should be placed inside to separate the ERO's in the file from those ERO's on which a change has been submitted but for which a change has not appeared on the DPR. When the change has appeared on the DPR the ERO can now be moved to the appropriate folder.

b. Now that the ERO's are arranged in the files by their job status it will be necessary to arrange the Daily Process Report (DPR) to correspond to the job statuses. This can be done by aligning the shop section codes with

the ERO file's job status. For example; shop section five of the DPR will list in ERO number sequence all ERO's that are in a work in progress status.

(1) The reason for establishing the files in this manner is that the equipment status and location are reflected in the ERO location in both the ERO file and the DPR.

(2) Thus, the DPR can become a scheduling tool for the shop office, a work assignment list for the shop chief, and the maintenance managers can use it as a progress report simply by job status dates.