Ships' 3-M Parts Usage Reporting Desk Guide

25 May 2016

Purpose: Provide direction to Sustainment Execution Contract (SEC) Contract Maintenance Provider (CMP) for reporting parts used for LCS Organizational Maintenance Ashore.

References:

1. OPNAV Instruction 4700.7(series), Maintenance Policy for United Stated Navy Ships
2. OPNAV Instruction 4790.4(series), Ships' Maintenance and Material Management (3-M) System Policy
3. NAVSEA Instruction 4790.008(series), Ships' 3-M Manual

Requirement: SEC CMP shall submit Ships' 3-M PTS transactions at availability close-out in accordance with the Desk Guide instructions provided below. Ships' 3-M parts submission may be for stock numbered items, or for non-stock numbered items with cage and part number, that were used to perform corrective maintenance on LCS ships.

There are 2 steps to successfully creating and transmitting Ships' 3-M parts data. Both steps are necessary.

1. Creating the output parts usage text file in PTS/1087 character format. The PTS/1087 format was selected as a means to collect the parts usage data because it is a format that Ships' 3-M is already set up to receive and process.
2. Transmitting the file to NSLC. The preferred method is via RADWEB. RADWEB is a website application used to transfer files. Instructions for establishing an account in RADWEB and usage of the application are included in this guide.

For assistance, please email MECH_NSLC_OARS@navy.mil.

1. Parts Issue Data (PTS)/1087 Character File Structure

A. File is to be in fixed width text format, 1087 characters in width.
B. File name must
    i. Be sequentially numbered. Files out of sequence will not be processed into Ships' 3-M.
    ii. Have an extension of ".pts" to identify it as a PTS file.
C. File is to conform to the following file structure:

Field	Size	Position	Definition	Mandatory or Optional	Notes
UIC	5	1-5	Identifies the activity that originated the availability.	Mandatory	UIC of Activity for which the part is being ordered. Normally from Unit's Job Control Number
Work Center	4	6-9	A subcomponent of organization. It may be a department, division, work center or some other component type code.	Mandatory	Normally the Work Center of the Job Control Number.
Job Sequence Number	4	10-13	The sequential number assigned to a job representing its relative creation point with other jobs manifested within a given work center. Used in block 3 of the 2 Kilo.	Mandatory	Normally the JSN of Unit's Job Control Number. If job was created within a Navy System the contractor should have the JCN under which the job was written. If the contractor was not provided an initial 2K and is creating transaction to report parts without having a job, direction will need to be provided and a job originating code provided for the first position of the JSN.
WCID UIC	5	14-18	The Activity (or Org or Unit),that actually created the job. The generation UIC of the Work Candidate Identifier (WCID). The WCID is the GEN UIC + GEN SYS + GEN DT + GEN SEQ NO. It is a unique identifier for the work candidate for all systems.	Mandatory	UIC of Activity which ordered the part. If Job was created within a Navy System, contractor should have a WCID, else field is optional.

Field	Size	Position	Definition	Mandatory or Optional	Notes
WCID System	2	19-20	The system within the UIC that created the job. A single UIC may have more than one job-generating system. For example, a job may be generated by OMMS NG and by ICAS, each of which resides on the ship. OMMS NG may have a system ID of 00, ICAS may have a system ID of 01. The first 6 characters of the UIC would then be 6856100 or 6856101, depending on which system created the job. The generating system of the Work Candidate Identifier (WCID) The WCID is the GEN UIC + GEN SYS + GEN DT + GEN SEQ NO Prototype 3a	Mandatory	WCID System Codes are listed in MMBU Standard Codes tables under GENERATING SYSTEM LOOKUP. E-Mail NAVY311@Navy.MiL for current Table Web site. USE '08" Logistics Data System for not listed systems. If Job was created within a Navy System, contractor should have a WCID, else field is optional.
WCID Date	14	21-34	The date/time stamp of the Work Candidate Identifier (WCID). The WCID is the GEN UIC + GEN SYS + GEN DT + GEN SEQ NO. A unique identifier for the work candidate for all systems, including Ships' 3-M. (YYYYMMDDHH24MISS)	Mandatory	HH24 is 2 character Hour using a 24 hour clock. MI is 2 character Minute. If Job was created within a Navy System, contractor should have a WCID, else field is optional.
WCID Seq No	10	35-44	The sequence number stamp of the Work Candidate Identifier (WCID). The WCID is the GEN UIC + GEN SYS + GEN DT + GEN SEQ NO. A unique identifier for the work candidate for all systems, including Ships' 3-M. It will be a variable size field, up to 9 digits, depending on the size of the sequence number.	Mandatory	Right Justify left zero fill this field. If Job was created within a Navy System, contractor should have a WCID, else field is optional.
Manufacturing Data Sequence Number Key	7	45-51	This is the primary key for the Manufacturer table.	Optional	
Urgency of Need	1	52	A code indicating the urgency of need for the ordered parts line item.	Optional	
Cost	10	53-62	The estimated cost of the requested item. (available at a later date)	Optional	Right Justify left zero fill as an example 0000000.00

Field	Size	Position	Definition	Mandatory or Optional	Notes
Category Need	75	63-137	Indicates if the material is required by the job or if it is contingent upon the condition of the equipment. For example, gaskets may always need to be replaced upon disassembly, but bearings are replaced only if they are worn.	Optional	
Order Qty	7	138-144	Number of items required to meet immediate needs.	Mandatory	
Received Parts Lot Number	75	145-219	The manufacturing lot number of the part received, if known.	Optional	
Ser. No	75	220-294	The serial number of the part actually received, if known.	Optional	
Mfr's Catalog Date	14	295-308	The date the part was manufactured, if known. Written as; e.g.: 20031031000000 (Note 3)	Optional	
Unit Price	10	309-318	The actual cost of the requested item.	Mandatory	Will include the period for cents and be left zero filled. For example 0071067.50
EIC	7	319-325	The equipment identification code for the configuration item associated with the work candidate against which the parts were ordered.	Mandatory	Believe both EIC and APL should be mandatory but we need to find out if the contractor has the data to populate these values. If not available, report as NULL.
APL/AEL	11	326-336	The Repairable RIC (APL/AEL) for the configuration item associated with the work candidate against which the parts were ordered.	Mandatory	If not available, report as NULL.
Required Delivery Date	14	337-350	Written as; e.g.: 20031031000000 (Note 3)	Optional	
Failed Part Report Required	1	351	A flag that indicates which part, of the ones being ordered, is the actual part that failed causing a work candidate to be generated.	Optional	
Unit of Issue Code	2	352-353	Two-character identifier for the unit of measurement or quantity for issue.	Mandatory	
Turn In Code	1	354	Indicates if the DLR is available or will be a delayed turn in to Supply.	Optional	

Field	Size	Position	Definition	Mandatory or Optional	Notes
Request No	15	355-369	A tracking number assigned by supply to track that ordered part within the supply system.	Mandatory	Since used by 3M as primary key along with JCN, Contractor will need to be provide information on how to create a request number that is unique per transaction
Work Candidate Status	1	370	The most current supply status for that ordered part.	Optional	
Nomen	48	371-418		Mandatory	
Order Date	14	419-432	The date that the ordered part was ordered or passed to supply. Written as; e.g.: 20031031000000 (Note 3)	Mandatory	Mandatory - Need to know when part was ordered
Rcvd Date	14	433-446	The date the ordered part was issued from R-Supply. Written as; e.g.: 20031031000000 (Note 3)	Mandatory	Date part given to Activity for whom the part was ordered.
Source Code	1	447		Mandatory	Source Codes are listed in MMBU Standard Codes tables. E-Mail NAVY311@Navy.MiL for current Table Web site.
Work Candidate Part Number	30	448-477	This is the identifier, when used with the jlmi_cage_cd, for any part that was ordered with no NIIN available.	Mandatory if part ordered by Part Number. Optional if part ordered by NIIN.	
Job CAGE	5	478-482	A code that identifies the manufacturer of the ordered item.	Mandatory (Mandatory if part ordered by Part Number. Optional if part ordered by NIIN.)	Commercial And Government Entity Code
COG	2	483-484	A two-position code prefix to National Stock Numbers to identify and designate the Inventory Control Point, Office of Agency, that exercises supply management. The first position of the cognizance symbol is numeric and identifies the stores account as	Mandatory when ordering by NIIN , Optional if Cage/Part was method of order.	
FSC	4	485-488	The Federal Supply Catalog Code assigned to the NIIN being ordered.	Mandatory when ordering by NIIN , Optional if Cage/Part was method of	

Field	Size	Position	Definition	Mandatory or Optional	Notes
			order.		
Non Maintenance Supplies NIIN	9	489-497	The national item identification number assigned to the ordered part.	Mandatory when ordering by NIIN , Optional if Cage/Part was method of order.	
Special Material Identification Code	2	498-499	Special Material Identification codes (SMIC) supplement the National Stock Number to record data related to technical integrity or record weapon system applicability. Codes may be assigned to: 1. Source, quality, technical design.	Mandatory when ordering by NIIN (if one pertains - see list from Navy Supply Catalog/MMBU), Optional if Cage/Part was method of order.	
Fund Code	2	500-501	This will be populated when the order data is returned from R-Supply. It could also be updated when R-Supply makes a change to that item in supply and provides an updated status or changed code. If the column is not updated in this way then we will h ???	Mandatory	
COSAL Type Long Code	3	502-504	A code with a maximum length of 3 indicating the COSAL type used for the ordered parts line item.	Optional	
COSAL Type Long Code	3	505-507	A code with a maximum length of 3 indicating the COSAL type used for the ordered parts line item.	Optional	
Parent Request No	15	508-522	This will hold the original requisition that was submitted to supply. This will provide a link from the substitute or changes back to the original request.	Mandatory	See comments for Request Number - This value should be the same as the Request Number value.
Requisition Number	15	523-537	This will hold the requisition number used on the 1348 or message to order the part from some stock point off of the ship.	Mandatory	Mandatory if from Naval Supply System via MILSTRIP Requisition
Advice Code	2	538-539	This is entered by the user and sent to supply.	Optional	

Field	Size	Position	Definition	Mandatory or Optional	Notes
Last Record Type	50	540-589	This indicates the status of a line item sent to Supply. This is a value received from Supply during an initial order, and updated as needed by supply. The following values are accepted: 1."Substituted" - A new line item is reported with the old line item being canceled with the new item having a parent of the old and containing the substituted value. 2. A new record is produced if the niin, ui, qty, or fed sub class are changed by supply. The original record is "Changed/Canceled" as the status type. And the quantity becomes zero. The new record will contain the new data with one of the following record types: "Tech Edit/Issued Pending" "Unapproved Requirement" "Received" "Received (Suffix)" meaning received with a requisitioned suffix. For above received, qty is updated. If no changes were made then the original line item is updated with the above record types. 3. "Canceled" canceled quantity updated. 4. "Requisitioned" will have a requisition number with a quantity reported in requisition qty. 5. "Approved/Issued Pending"	Mandatory	

Field	Size	Position	Definition	Mandatory or Optional	Notes
			6. Issued		
Rcvd NIIN	9	590-598	This is the NIIN that was actual received. It may be different than the ordered NIIN.	Optional	Optional, the NIIN is populated in the earlier field
Rcvd Qty	7	599-605	This is the actual amount received from Supply. This may be different than the amount ordered.	Mandatory	
Canceled Qty	7	606-612	This represents the quantity that was canceled by supply.	Mandatory	
Requisition Qty	7	613-619	This represents the quantity ordered by supply and given a requisition number.	Mandatory	
Creation Date	14	620-633	Date line item was created in OMMSNG. Written as; e.g.: 20031031000000 (Note 3)	Mandatory	
Organization Code org_cd	5	634-638	Organization Code; e.g.: Unit Identification Code (UIC) alpha/numeric characters (Note 1)	Optional	Optional - This is MILSTRIP Status Information
Document Date doc_dt	14	639-652	Document Date--written as; e.g.: 20031031000000 instead of a normal Julian date. (Note 3)	Optional	Optional - This is MILSTRIP Status Information
DSN Dsn	4	653-656	Document Serial Number alpha/numeric characters. (Note 1)	Optional	Optional - This is MILSTRIP Status Information
Document Suffix Code doc_suf_cd	1	657	Document Suffix Code; e.g.: E, A, etc. alpha/numeric character. (Note 1)	Mandatory	Mandatory - This field can be used for uniqueness if the order on a given request is split over mutliple issuances of material
Status Date sts_dt	14	658-671	Status date--written as; e.g.: 20031031000000 (Note 3)	Optional	Optional - This is MILSTRIP Status Information
Fund Code Fc	2	672-673	Fund code; e.g.: SC alpha/numeric characters	Optional	Optional - This is MILSTRIP Status Information
Service Code fc_svc_dsg	1	674	Service code; e.g.: V alpha/numeric character. (Note 1)	Optional	Optional - This is MILSTRIP Status Information
COG cog	2	675-676	Cognizance symbol; e.g.: 1H alpha/numeric characters	Optional	Optional - This is MILSTRIP Status Information
Procurement Id Number basic_piin	13	677-689	Procurement Item Identification Number (Contract Number; e.g.: N0018903M0001) alpha/numeric characters	Optional	Optional - This is MILSTRIP Status Information
Call/Serial Number	4	690-693	Call/Serial Number; e.g.:	Optional	Optional - This is

Field	Size	Position	Definition	Mandatory or Optional	Notes
supmtl_piin			1235 alpha/numeric characters		MILSTRIP Status Information
Cutoff Date cutoff_dt	14	694-707	Cutoff date-- written as; e.g.: 20031031000000: Use for MOV validation (DI AN_) (Note 3)	Optional	Optional - This is MILSTRIP Status Information
Delivery Code delv_cd	1	708	Delivery code alpha/numeric character	Optional	Optional - This is MILSTRIP Status Information
Delivery Date delv_dt	14	709-722	Delivery date written as; e.g.: 20031031000000 (Note 3)	Optional	Optional - This is MILSTRIP Status Information
Avail for Shipment Date dt_avabl_for_shpmt	14	723-736	Date available for shipment written as; e.g.: 20031031000000 (Note 3)	Optional	Optional - This is MILSTRIP Status Information
Shipped Date dt_shpd	14	737-750	Date shipped written as; e.g.: 20031031000000 (Note 3)	Optional	Optional - This is MILSTRIP Status Information
Document Identifier doc_id	3	751-753	Document Identifier; e.g.: A0A alpha/numeric characters	Optional	Optional - This is MILSTRIP Status Information
Dept of Defense Act. Add. Code dodaac_uic	6	754-759	Department of Defense Activity Address Code (Service Code and UIC) alpha/numeric characters	Optional	Optional - This is MILSTRIP Status Information
Estimated Shipping date est_shpg_dt	14	760-773	Estimated shipping date written as; e.g.: 20031031000000 (Note 3)	Optional	Optional - This is MILSTRIP Status Information
Minimum Order Qty min_ord_qty	5	774-778	Minimum Order Quantity (AE1; e.g.: see D4 status code)	Optional	Optional - This is MILSTRIP Status Information
MILSTRIP Req Del Date milstrip_rdd	3	779-781	MILSTRIP Required Delivery Date	Optional	Optional - This is MILSTRIP Status Information
Mode Of Shipment mode_of_shpmt	1	782	Mode of Shipment; e.g.: see App 5E, NAVSUP P-485 alpha/numeric characters	Optional	Optional - This is MILSTRIP Status Information
Narrative nartv	225	783-1007	Narrative various characters	Optional	Optional - This is MILSTRIP Status Information
Point of Entry pt_of_ntry	3	1008-1010	Point of Entry	Optional	Optional - This is MILSTRIP Status Information
Quantity Qty	7	1011-1017	Quantity (integer field)	Optional	Optional - This is MILSTRIP Status Information
Reply Due Date reply_due_dt	14	1018-1031	Reply due date--written as; e.g.: 20031031000000: Use for MOV validation (DI AN_) (Note 3)	Optional	Optional - This is MILSTRIP Status Information
Reversal date rvrsl_dt	14	1032-1045	Reversal date-- written as; e.g.: 20031031000000: Date of status reversal. (Note 2 & 3)	Optional	Optional - This is MILSTRIP Status Information
Routing Identifier From	3	1046-	Routing Identifier From	Optional	Optional - This is

Field	Size	Position	Definition	Mandatory or Optional	Notes
ri_from		1048	(Status was received from) alpha/numeric characters		MILSTRIP Status Information
Routing Identifier Forwarded ri_fwd_to	3	1049-1051	Routing Identifier Forwarded To alpha/numeric characters	Optional	Optional - This is MILSTRIP Status Information
Shipment Tracing Code shpmt_tracing_cd	1	1052	Shipment Tracing Code	Optional	Optional - This is MILSTRIP Status Information
Status Code sts_cd	2	1053-1054	Status Code; e.g.: BA, BM, etc. alpha/numeric characters	Optional	Optional - This is MILSTRIP Status Information
Status Origin sts_orgin	1	1055	Status Origin (How the status was input—interactively or through batch.)	Optional	Optional - This is MILSTRIP Status Information
Transportation Control Number tcn_gbl_cbl_no	17	1056-1072	Transportation Control Number or Commercial Bill of Lading Number	Optional	Optional - This is MILSTRIP Status Information
Type of Hold Code ty_of_hold_cd	1	1073	Type of Hold Code (Shipment Hold Code App 8 NAVSUP P-485)	Optional	Optional - This is MILSTRIP Status Information
Transaction Date trans_dt	14	1074-1087	Transaction Date— Transaction date in AE1, or date posted, if transaction date missing--written as; e.g.: 20031031000000. (Note 3)	Optional	Optional - This is MILSTRIP Status Information

Note 1: The fc_svc_dsg, org_cd, doc_dt, dsn, and the doc_suf_cd make up the requisition number; e.g.: V2011632742100A.
Note 2: Cancellation status is the only status that can be reversed.
Note 3: Unless otherwise specified, the format of all dates is YYYYMMDDHHMMSS, e.g. "20051231235959".

2. RADWEB

Revised Alternative Dataflow (RAD) is a system for file transfer incorporating both satellite and land line technology. It replaces the manual procedures, paper processing, and tape transfer of data previously required for configuration management processes. RAD shortens the time required for data to complete the Navy logistics and supply-processing loop.

The RAD system provides connectivity for public and private shipyards and dial-up access for ships, shore sites, and contractors.

To obtain a RADWEB account go to the Web site http://www.cdmd.navy.mil/index_radweb_overview.htm. In the menu bar at the top of the page select NEW USER. Follow the instructions on the next page for obtaining a RAD Web account.

If you require help with RADWeb send and e-mail to NAVY311@NAVY.MIL requesting Help with RADWeb. Provide your phone number, e-mail addess, and a disrciption of the problem . The RADWeb Help Desk will contact you.

After the account is granted go to the web site http://www.cdmd.navy.mil/index_radweb_overview.htm and in the menu bar at the top of the page select APPLICATIONS. In the drop down list select RADWEB LOGIN. In the next drop down select LOGIN RADWEB PACIFIC.
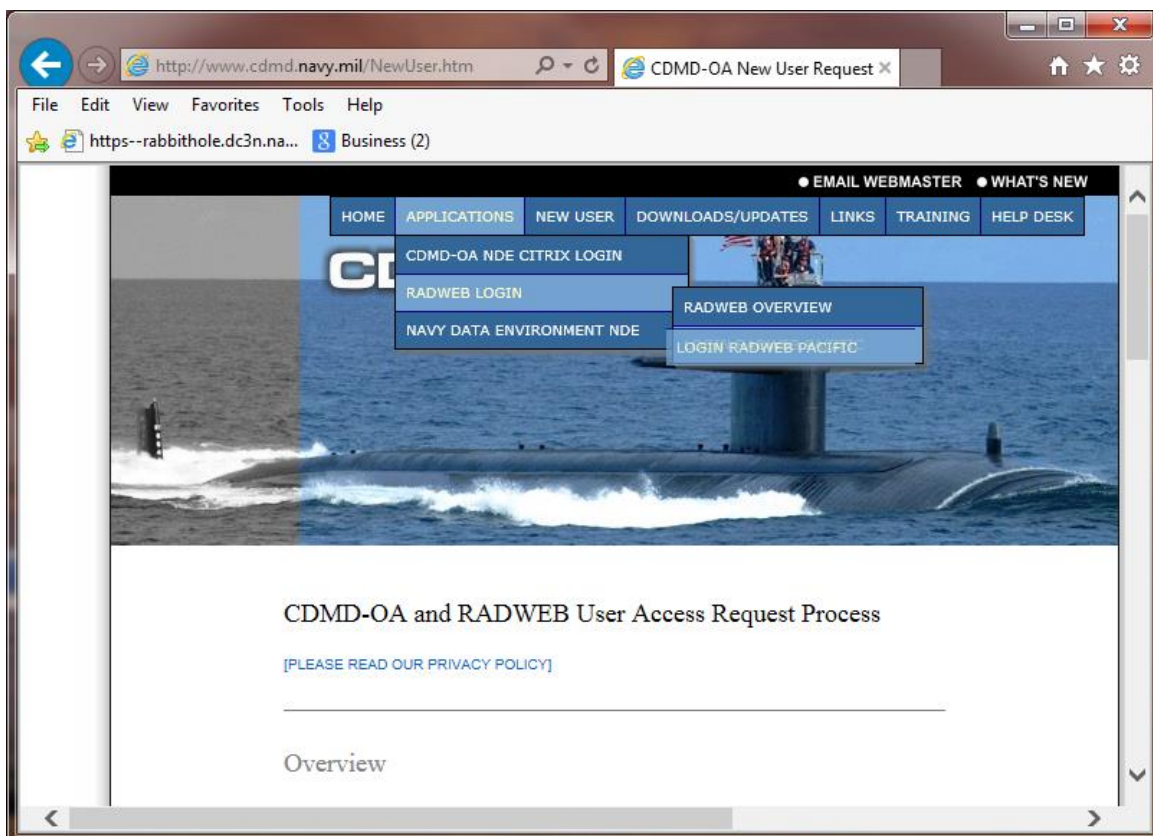
The site will ask for a CAC Certificate. Select the DOD certificate and enter your CAC PIN if it is requested.
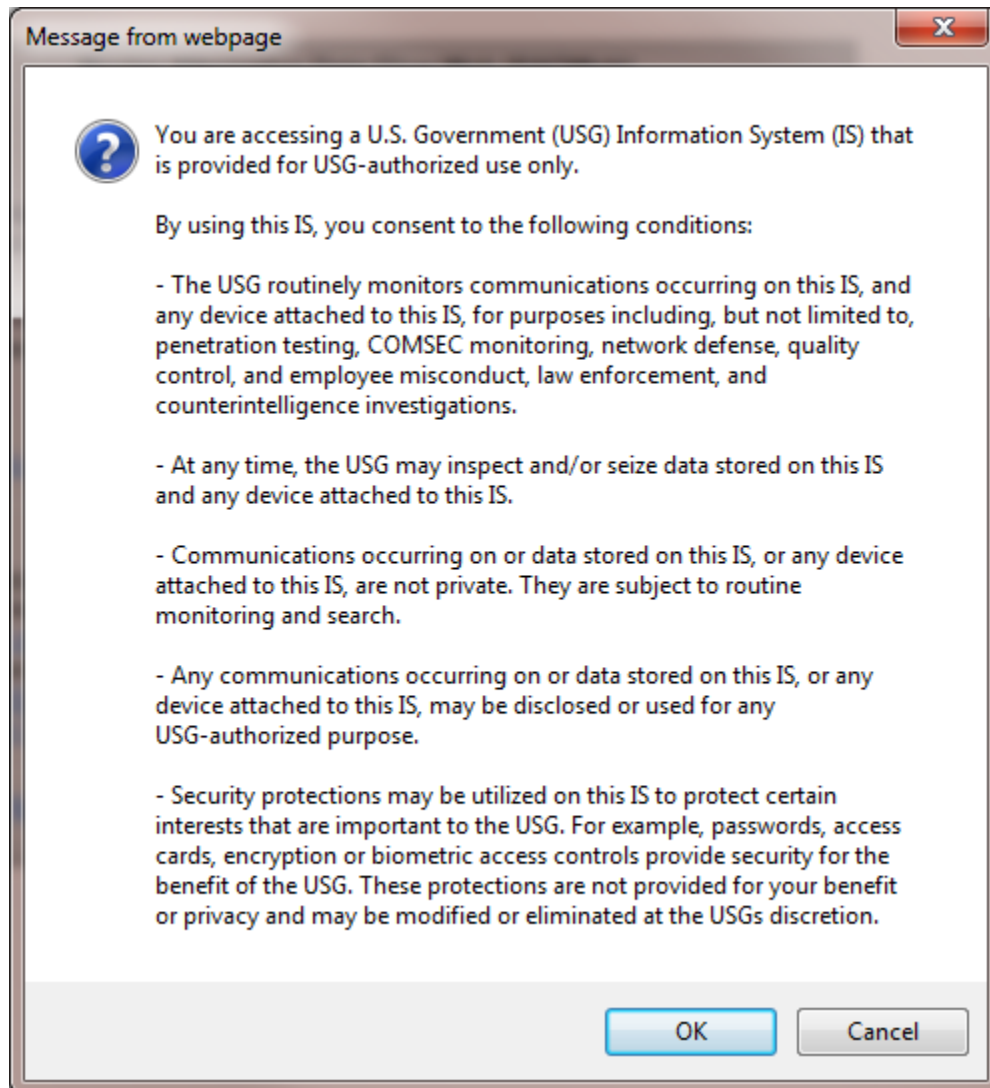
Select the OK button on the Message from webpage screen.
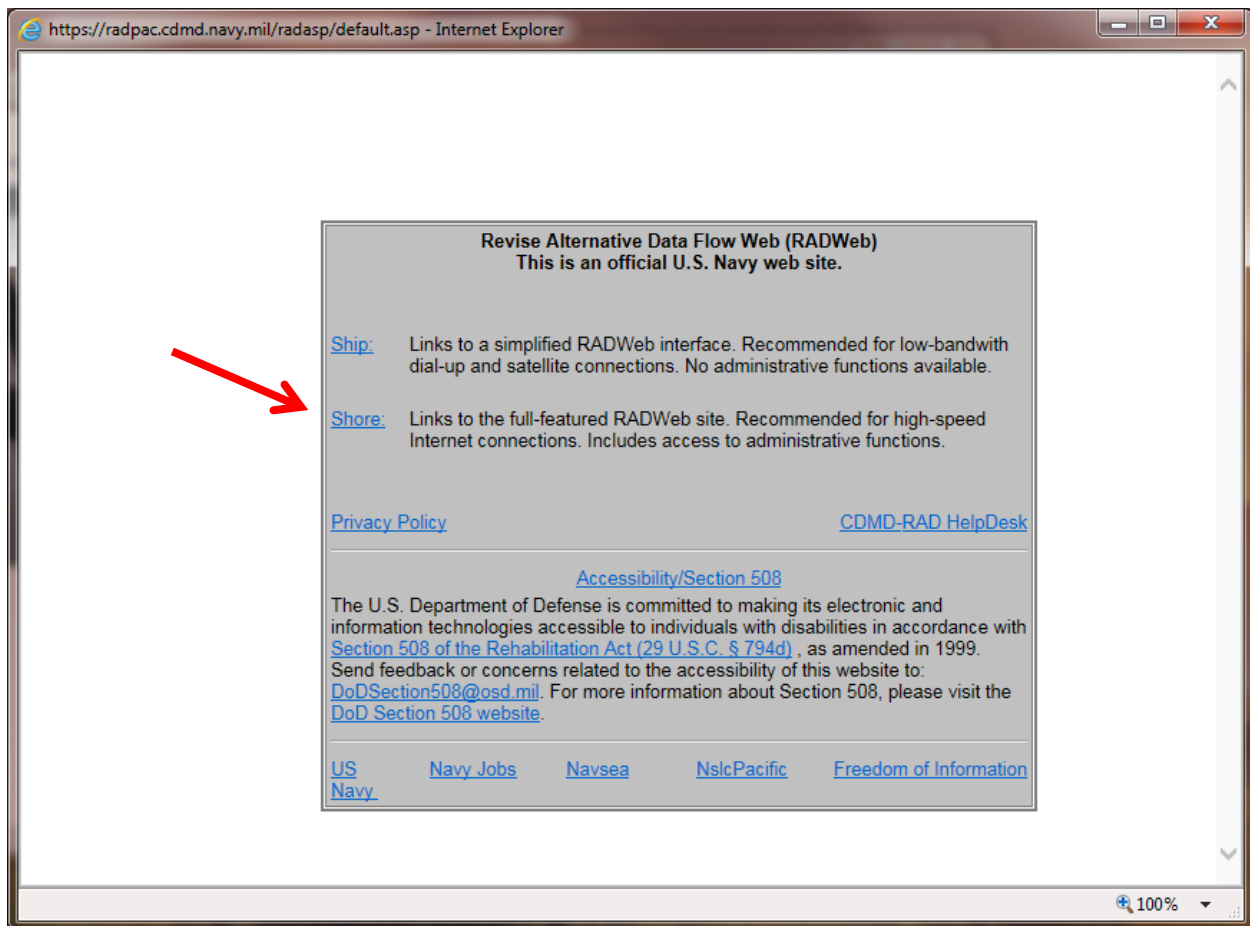
On the Revise Alternative Data Flow Web (RADWeb) screen select Shore
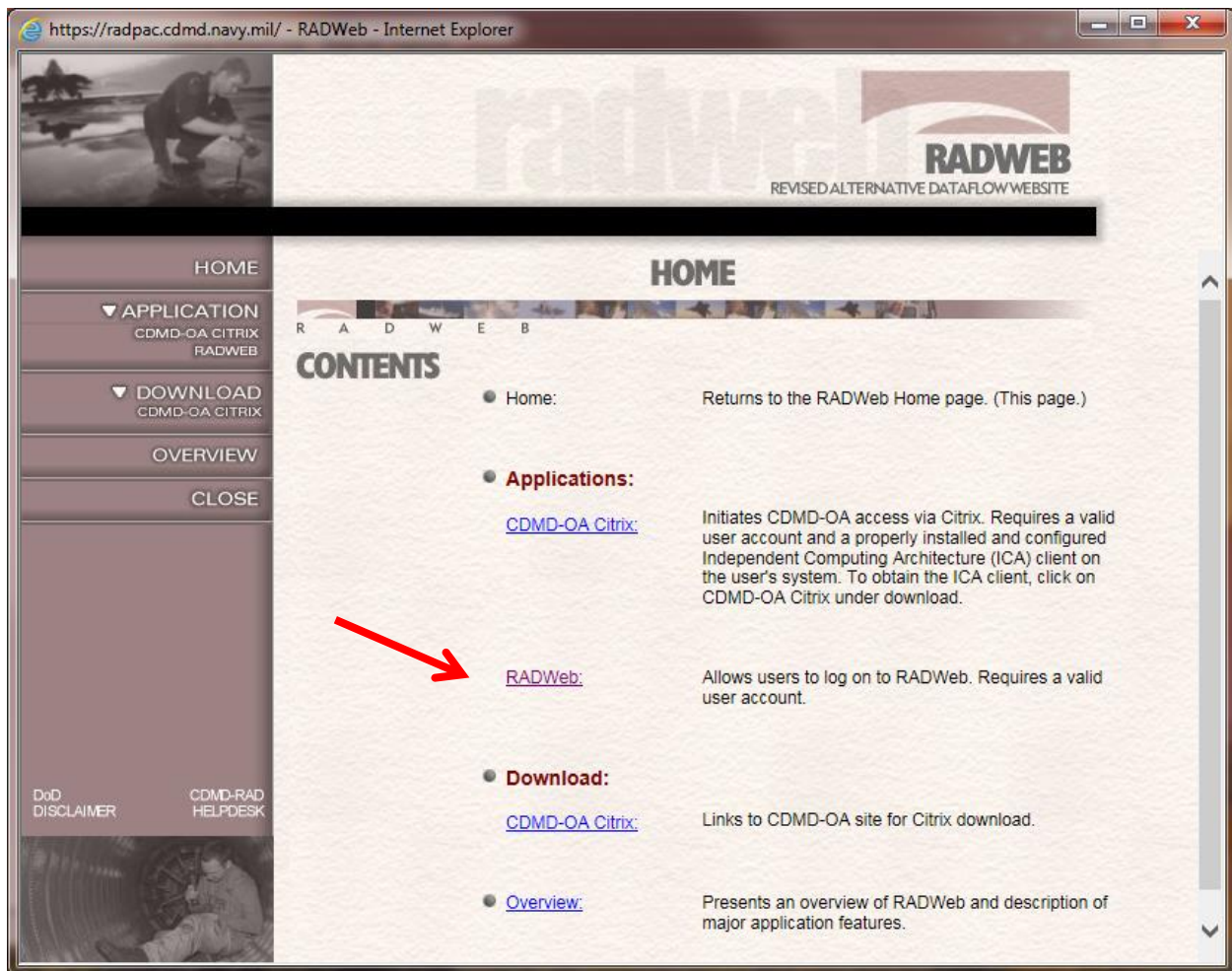
On this screen select RADWeb

On this screen enter your UIC if is not already filled out or select CHANGE UIC if you need to change it. If you are up lining for a different UIC you may need to change your UIC. Selec the CHANGE UIC on the left hand side of the page if you need to change UICs.

Enter the UIC you will use and select the OK button.

Next enter your USERID and your PASSWORD and select the Submit button.

The options you see on this screen will depend on the access you were granted.
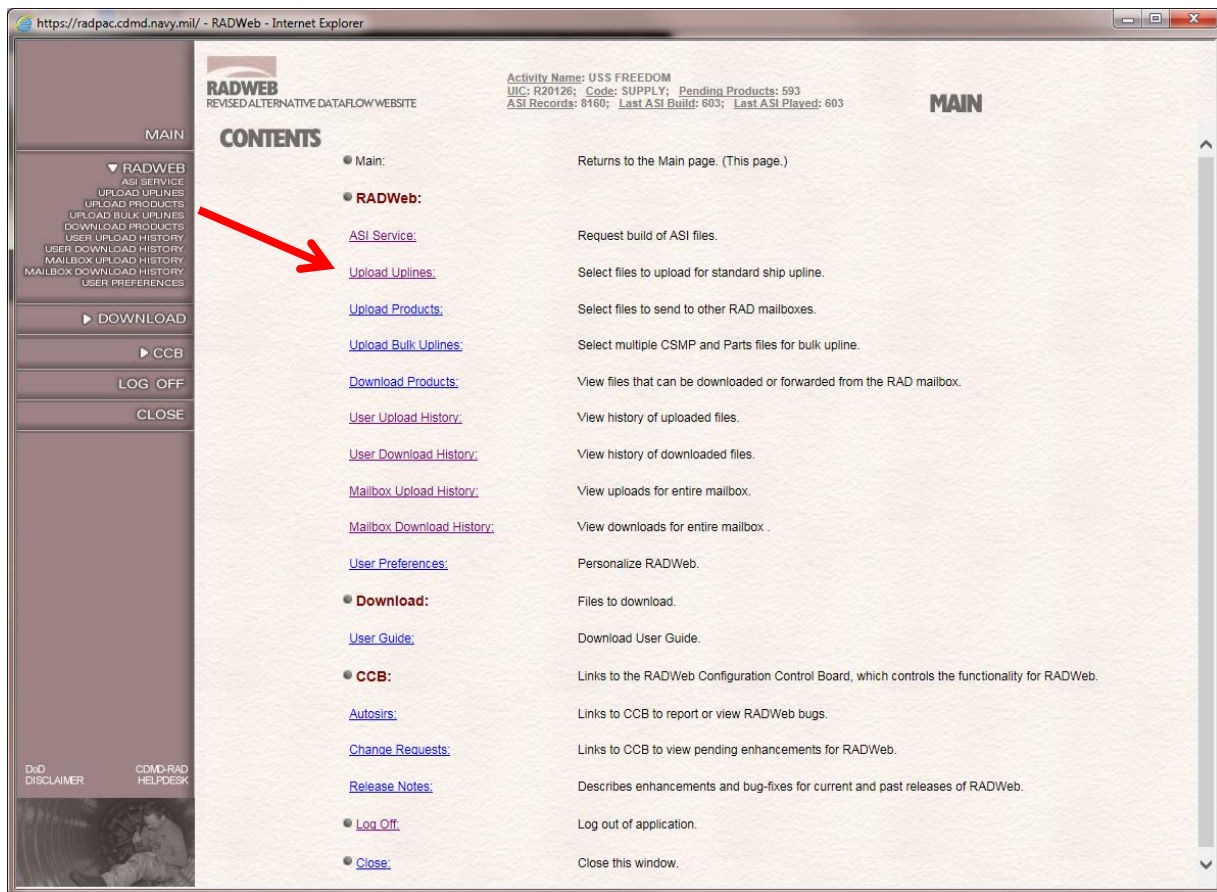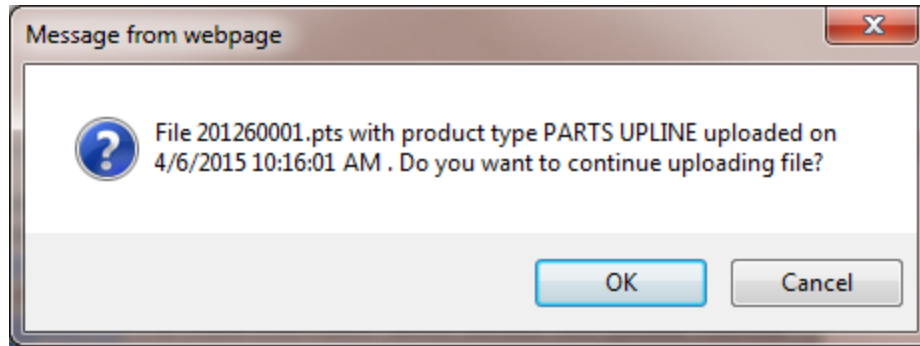
Select the Upload Uplines.
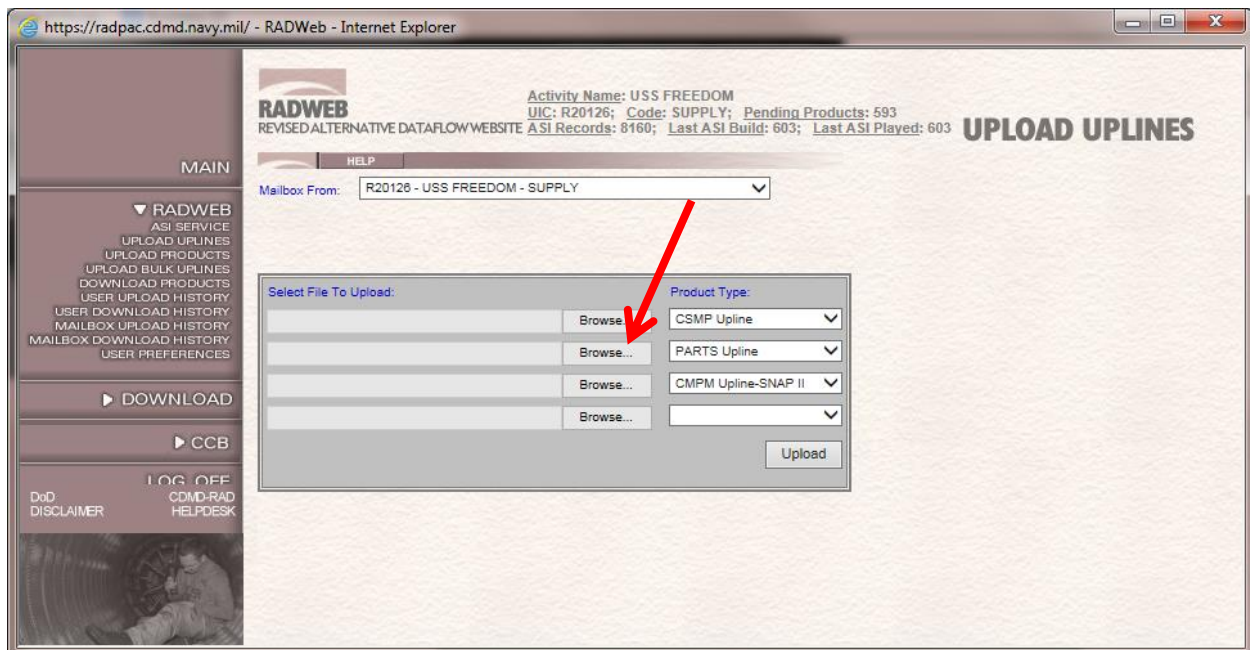
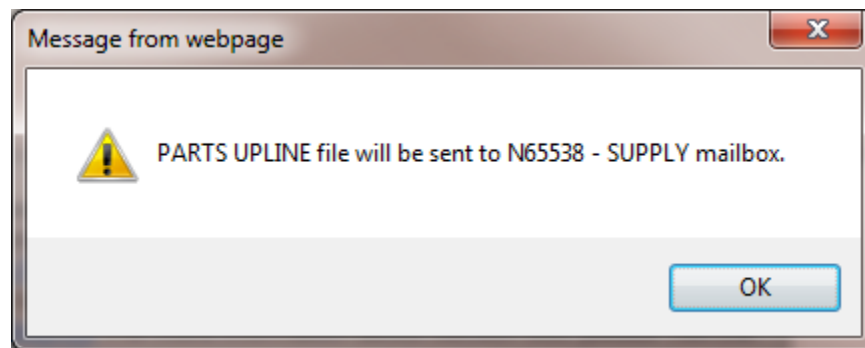Next Select the Browse Button for PARTS Upline.
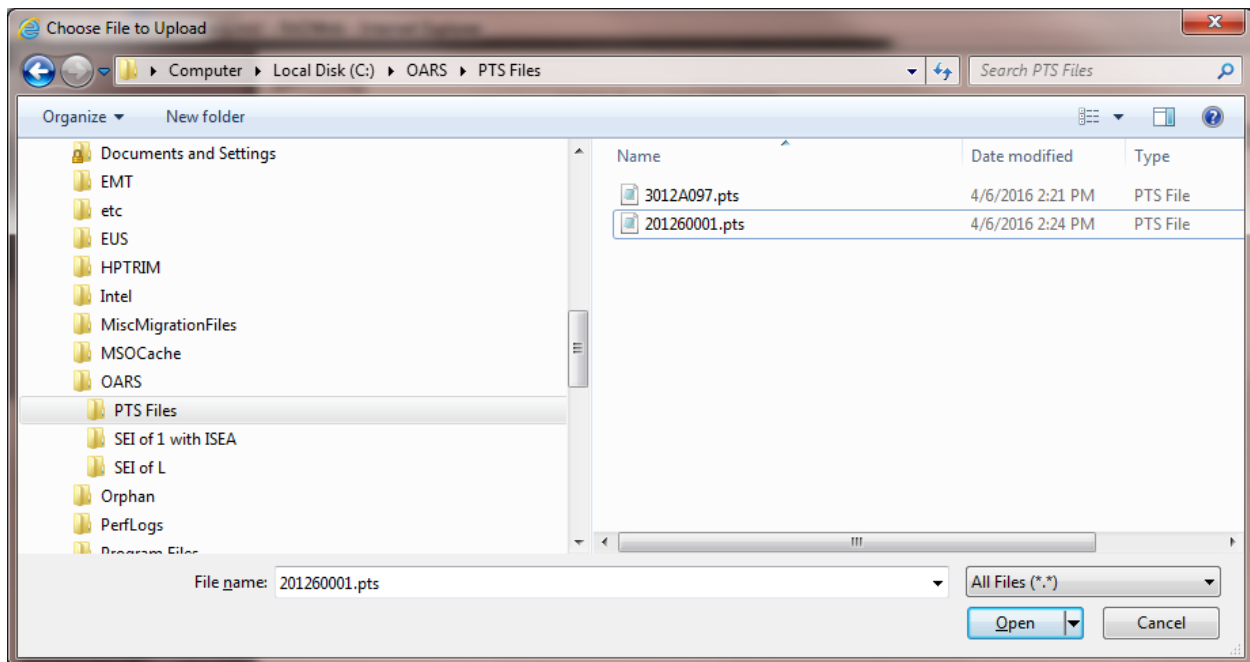
This is the next screen. It is the Standard Windows "Choose File to Upload" screen. Browse your files and select the Parts file you desire to up load.
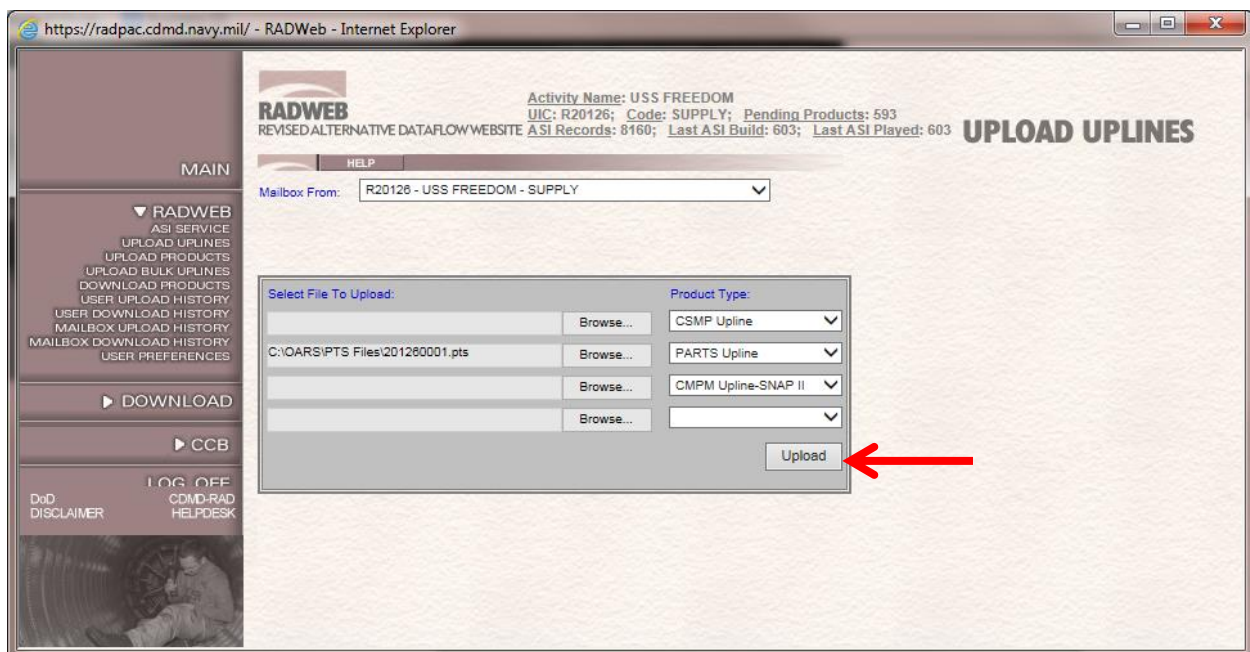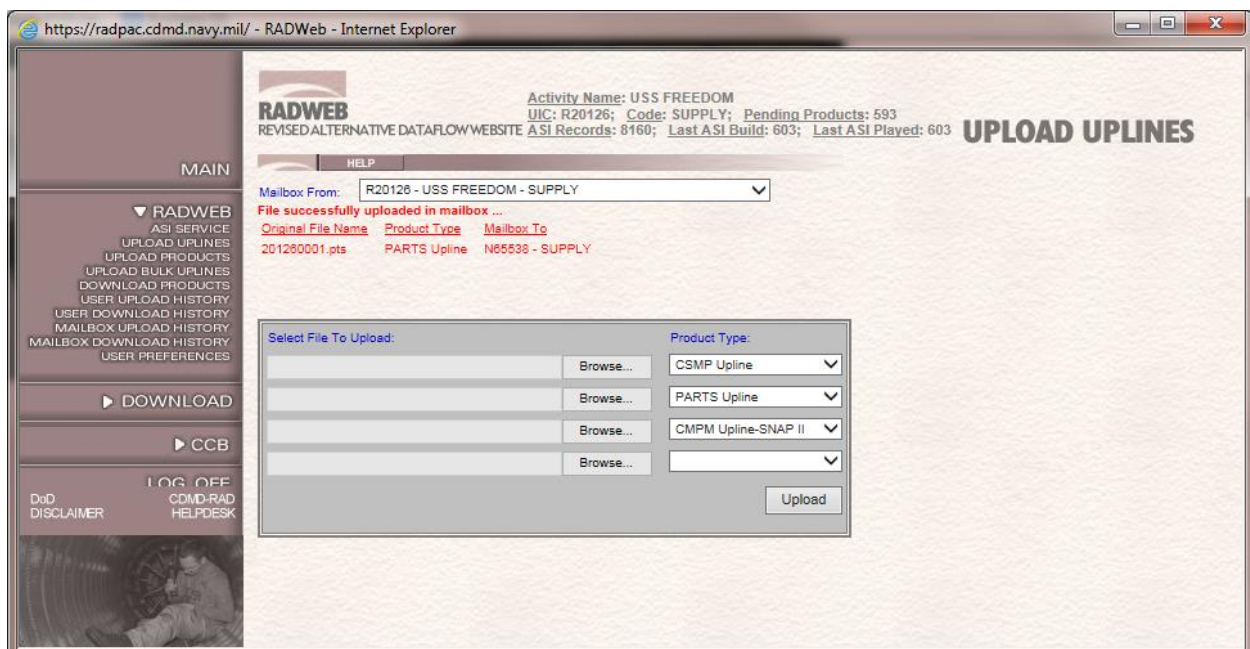

Next select the Upload button .

Select the OK button to up line the selected file.

Select the OK button.

It says the file was successfully up loaded. If the Serial Number of the file is not the next one in the sequence RADWEB will say that the file is out of Sequence and ask if you want to continue. Answer Yes.

If you require help with RADWeb send and e-mail to NAVY311@NAVY.MIL requesting Help with RADWeb. Provide your phone number, e-mail addess, and a disrciption of the problem . The RADWeb Help Desk will contact you.