

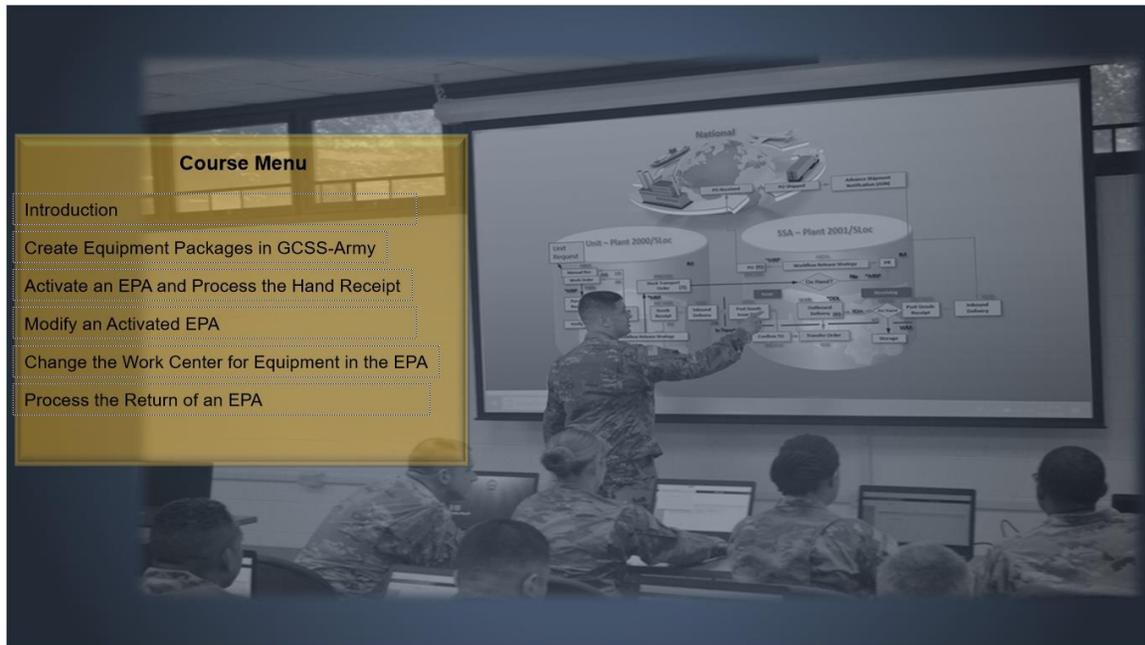
Unit Supply Managers Course

1. Manage Equipment Packages (ZEPA) in GCSS-Army 04

1.1 Manage Equipment Packages (ZEPA)



1.2 Course Menu



2. Introduction

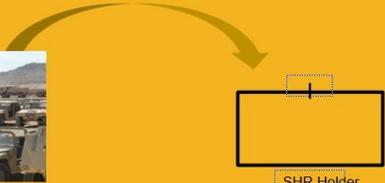
2.1 Introduction

Introduction

As a Table of Distribution and Allowances (TDA) or Theater Provided Equipment (TPE) Primary Hand Receipt (PHR) Manager, you need to assign property to Sub-Hand Receipt (SHR) holders in your unit using the TDA/TPE SHR process.

(PBO ONLY) As a Property Book Officer (PBO) managing a TDA/TPE unit that has SHR holders that do not belong to a Paragraph, you need to assign property directly to SHR holders using the TDA sub-hand receipt process.

- Create an EPA
- Activate an EPA and Process the Hand Receipt
- Modify an Activated EPA
- Change the Work Center for Equipment in the EPA
- Process the Return of an EPA



TPE Draw yard

SHR Holder



2.2 Things to Consider

Things to consider

Some TDA organizations do not have sub-paragraphs. In those cases, the Property Book Officer (PBO) at the parent-level UIC must direct the Unit Supply Personnel to assign property to the SHR holders using EPAs. They must use the procedures in this lesson.

The screenshot shows the 'Logistical Mission Support - Display' interface. On the left, an 'Organizational Structure' tree lists various units under 'PHR FE for W3XT/W3XTAA013'. A red arrow points from the 'PHR FE for W3XT/W3XTAA013' entry to a detailed view of this unit on the right. The detailed view shows a table with columns for 'Unit', 'Inventory', 'Equipment', 'Material', 'Stock on Hand', 'UIC', 'Supply POC', 'Equipment Type', and 'Equipment Type'. The table lists various equipment types and their associated UICs and supply points.

2.3 How it Works

How it Works

Hierarchal Hand Receipt Structure

Created By the Cutover Support Team (CST)

Parent-Level UIC (Authorizations) W8RPAA

For Property Book (Equipment/Materials) W8RPAAPB

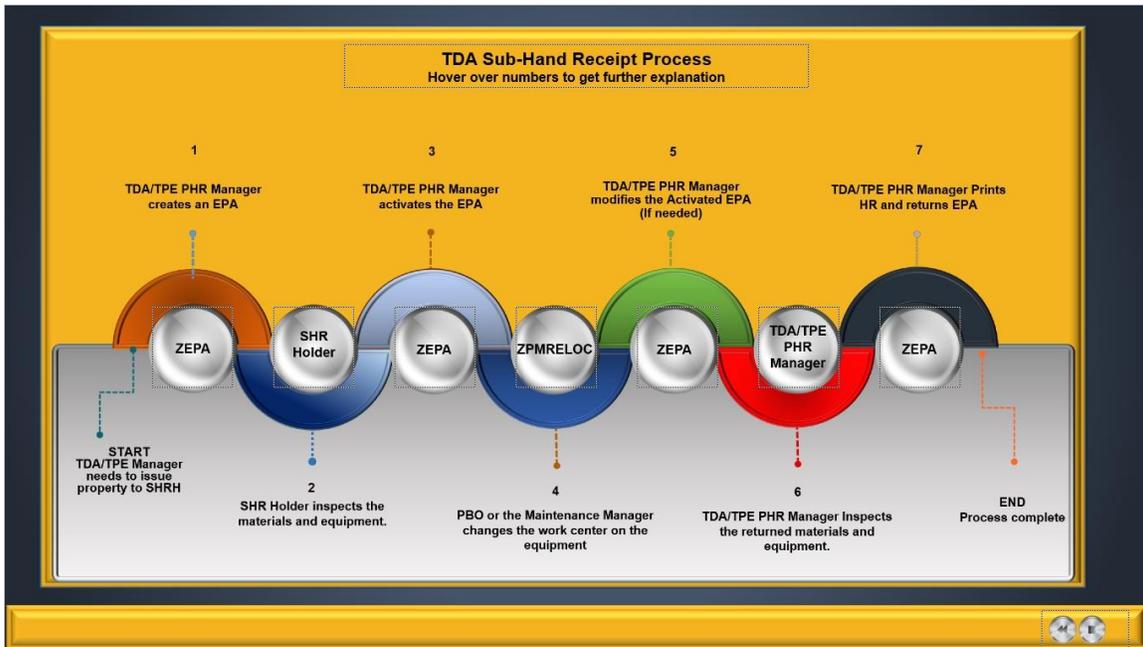
TDA Paragraph Force Element (FE) TDA (PHR FE) W8RPAA 100 TDA (PHR FE) W8RPAA 200 TDA (PHR FE) W8RPAA

Storage Location (Equipment/Materials)

	PHR SLoc	PHR SLoc	SHR SLoc
	SHR 5	SHR 5	SHR 5
	SHR 4	SHR 4	SHR 4
	SHR 3	SHR 3	SHR 3
	SHR 2	SHR 2	SHR 2
	SHR 1	SHR 1	SHR 1

The TDA PHR Manager SHRs stock materials and equipment by creating EPAs in GCSS-Army

2.4 TDA Sub-Hand Receipt Process



3. Create Equipment Packages in GCSS-Army

3.1 Create an EPA



3.2 Create an EPA (continued)

Create an EPA

In order to sub-hand receipt equipment, the TDA/TPE PHR manager (or, in the case of a TDA unit that has SHR holders that do not belong to a Paragraph, Unit Supply personnel) creates an equipment package that contains the desired stock materials and/or equipment.

At times, the borrowing unit may request corrections, additions or the removal of materiel from an equipment package prior to its start date.

An EPA's status remains **Planned** until you activate the package. During this time, you can change or return the EPA without having to print a hand receipt.

If the borrowing unit wants you to change the dates for only some of the equipment in a package, you must cancel the entire EPA by returning it. Then create separate EPAs for each of the newly requested date ranges.

- To delete an item from the EPA change the quantity of the material in the package to zero
- To reduce the quantity of a material in the EPA, change the quantity of the material line in the package
- To add additional quantities of a material in an EPA, change the quantity of the material line that is not in the package
- An EPA cannot be extended past the set loan end date. You must return the package and create a new loan

3.3 Transaction Simulation-Create an Equipment Package in GCSS-Army

Web Object

Address:
DAWork\Unit Supply TSP\03 - uPerform Simulations\04 - Manage Equipment Packages (ZEPA) in GCSS-Army\Create_an_EPA_in_GCSS-Army\simulation\ntml\index.htm

Transaction Simulation

Create an Equipment Package in GCSS-Army

Unit Supply Managers in a TDA or TPE environment will have to manage the creation of EPAs in support of supply and property accountability.

In this simulation you will create a EPA to SHR stock to personnel.



Click the logo to go to the GCSS-Army eEnvironment

3.4 Check on Learning



Select the correct answer.

How do you remove equipment from a planned EPA?

- A. Select the row of the equipment and press delete.
- B. Change the quantity to zero.
- C. The equipment cannot be deleted
- D. The EPA must be deleted a packaged again



The Correct answer is: Change the Quantity to Zero

3.5 Check on Learning



Select the correct answer.

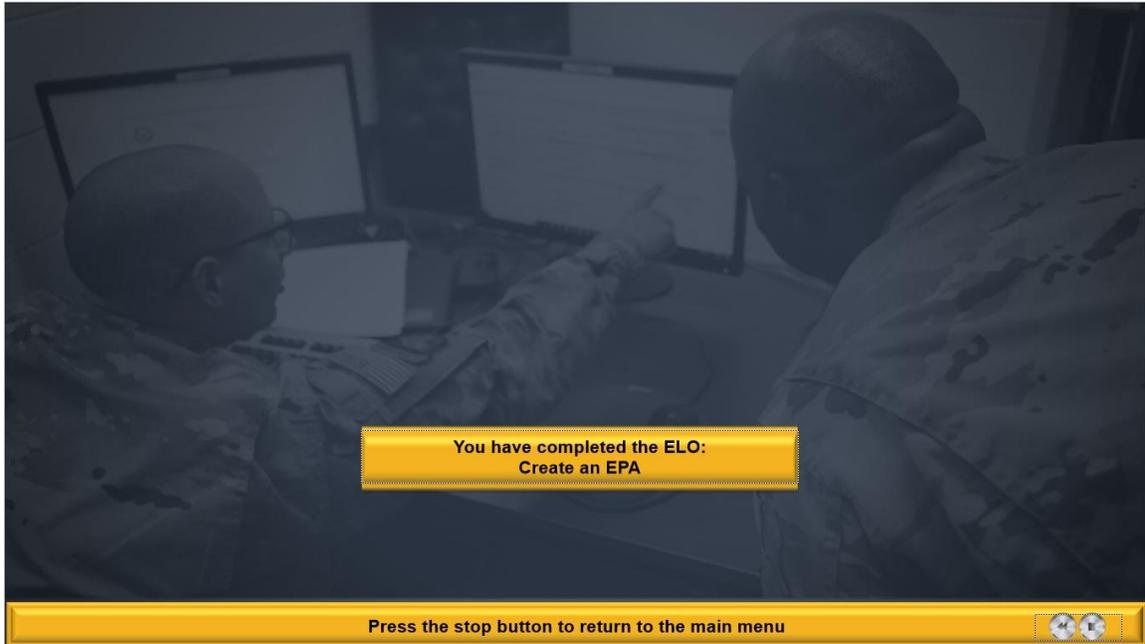
What should you do if the borrowing unit wants you to change dates for some of the equipment in a planned EPA?

- A. **Cancel the EPA, the create separate EPA with the requested dates**
- B. **Annotate in the notes the dates of equipment**
- C. **Create a Sub-package with the new return dates**
- D. **Dates cannot be changed on an EPA**



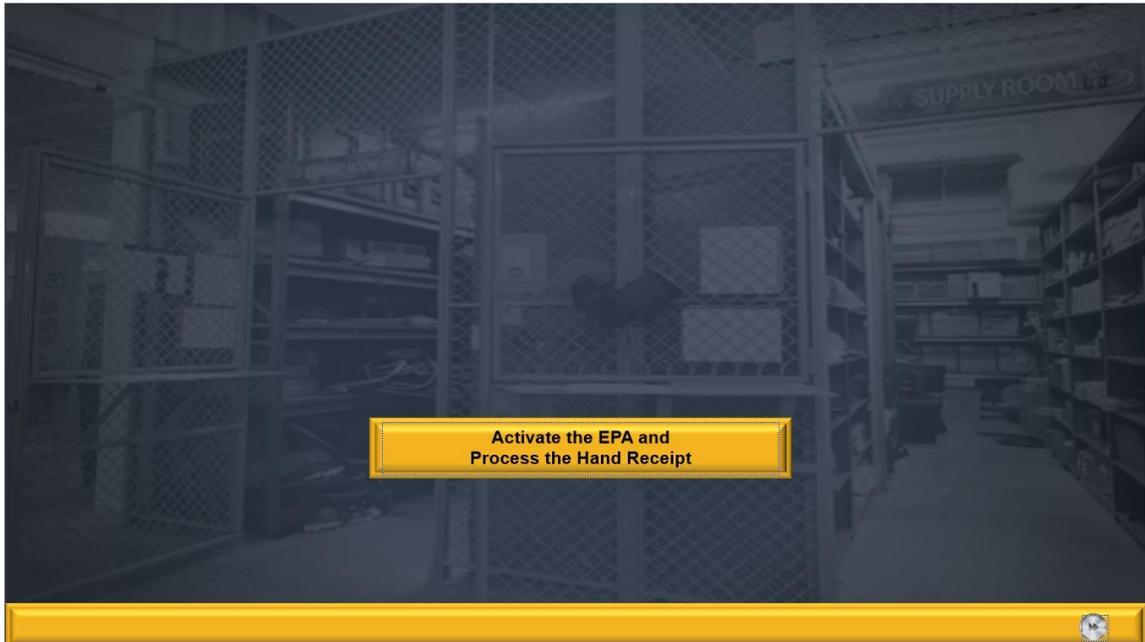
The Correct answer is: Cancel EPA, Create Separate EPA for the requested dates.

3.6 End of ELO



4. Activate an EPA and Process the Hand Receipt

4.1 Activate the EPA and Process the Hand Receipt



4.2 Activating an EPA

Activating an EPA

EPA's will remain planned until activated or deleted. They can only be activated on or after their beginning date and cannot be extended beyond the loan end date.

- Do not activate the package until the recipient has inspected the items in the package following existing Department of the Army regulations and guidance. Process the HR by signing and printing.
- It is highly recommended that you create a reminder email to send to the recipient reminding them of the upcoming loan end date.



4.3 Transaction Simulation-Activate the EPA and then Process the Hand Receipt

Web Object

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Transaction Simulation

Activate the EPA and then Process the Hand Receipt

Once the EPA is created, Unit Supply Managers must activate the EPA and process the hand receipt for SHRH to sign.

In this transaction simulation, you will activate the EPA and process the HR.



Click the logo to go to the GCSS-Army eEnvironment



4.4 Transaction Simulation-Create an Equipment Package Reminder Email

Web Object

Address:
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Transaction Simulation

Create an Equipment Package Reminder Email

In this simulation, you will compose a reminder email of the EPA's expiration date using Transaction Code **SBWP**. The message will be delivered to the SHRH on the specified date.



Click the logo to go to the GCSS-Army eEnvironment

4.5 Check on Learning



Select the correct answer.

Can you have the same item in more than one EPA?

- A. Yes, but the dates cannot be the same.
- B. Yes, if the EPAs go to the same unit
- C. Yes. Only with Commander approval
- D. No, the same serial item cannot be on ore than one EPA.

The Correct answer is: No, the same serial item cannot be on ore than one EPA.

4.6 Check on Learning



Select the correct answer.

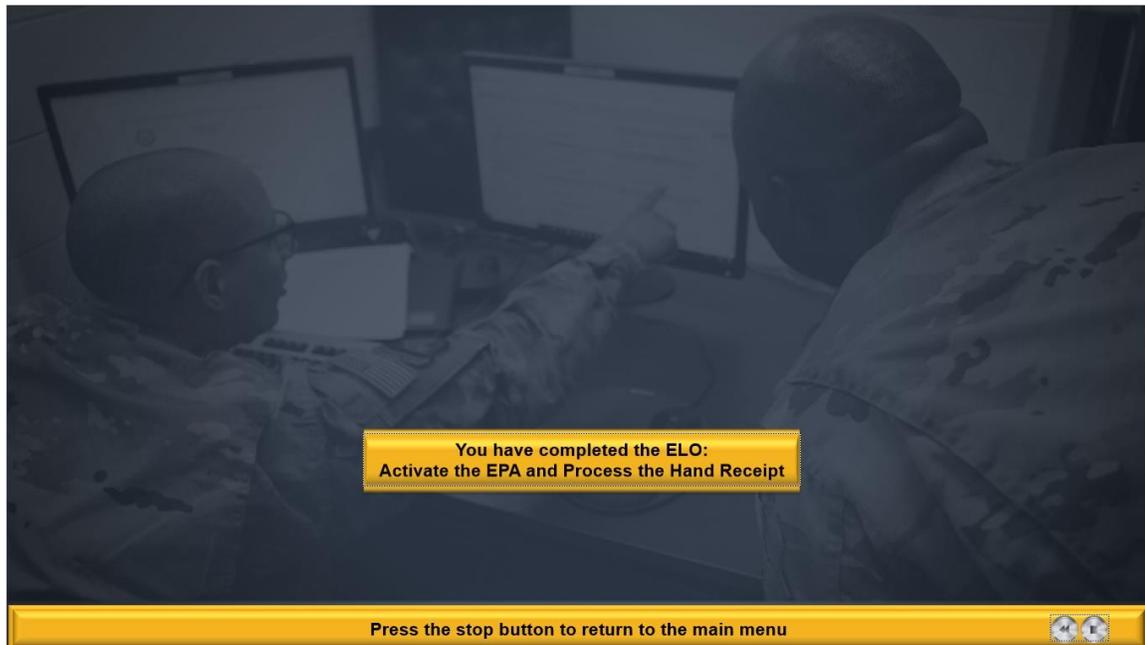
What must occur if a unit wants to extend a loan past the end date?

- A. The Package must be returned in GCSS-Army then loaned with the new return date
- B. The new return date can be added in GCSS-Army.
- C. The Commander must approve the extension in writing
- D. A new date can be annotated by the Supply Sergeant



The Correct answer is: The Package must be returned in GCSS-Army then loaned with the new return date.

4.7 End of ELO



5. Modify an Activated EPA

5.1 Modify an Activated EPA



5.2 Modify an Activated EPA (continued)

Modify an Activated EPA

You can change an EPA after it is activated if the SHR holder wants to return or swap out a piece of equipment or if they want to extend the time frame of the EPA. You must then print a new sub-hand receipt each time the package is changed.

Important! If one of the materials in an active package is needed elsewhere, you must return that material first. The material cannot be in a package assigned to one SHR holder and be sub-hand receipted to someone else. If all of the material in a package needs to be given to someone other than the current SHR holder, you must return the entire package.

Note: If the sub-hand receipt holder wants to borrow additional equipment and account for it on a separate sub hand receipt, you must create a separate EPA for the additional equipment.



5.3 Transaction Simulation-Modify an Activated EPA and Print a New HR

Web Object

Address:

D:\Work\Unit Supply TSP\03 - uPerform Simulations\04 - Manage Equipment Packages (ZEPA) in GCSS-Army\Modify_an_Activated_EPA_and_Print_a_New_Hand_Receipt\simulation\html\index.htm

Transaction Simulation

Modify an Activated EPA and Print a New HR

Unit Supply Managers in a TDA or TPE environment will be required to conduct property and supply transactions for equipment in the EPA. You will modify as needed and print a new hand receipt for signatures.

In this simulation, you will modify and activate a EPA to SHR material to personnel.



Click the logo to go to the GCSS-Army eEnvironment



5.4 Check on Learning



Select the correct answer.

An active EPA should be amended if the receiving unit wants to borrow additional equipment?

A. Yes

B. No



The Correct answer is: No

5.5 Check on Learning



Select the correct answer.

Can you make changes to an EPA after it is activated?

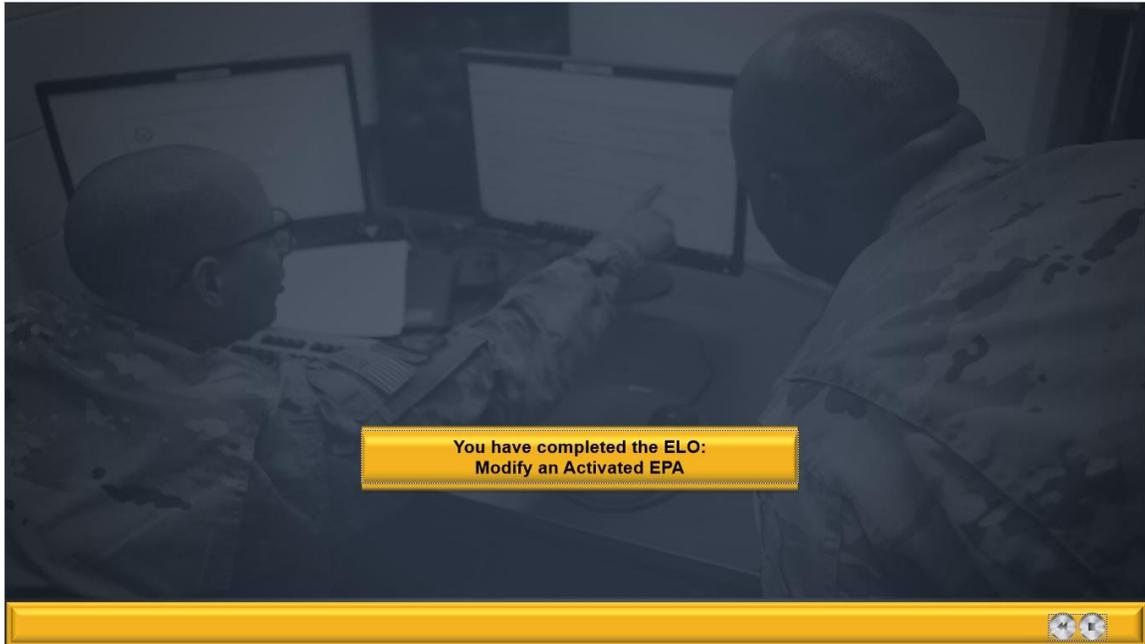
A. Yes

B. No



The Correct answer is: No

5.6 End of ELO



6. Change the Work Center for Equipment in the EPA

6.1 Change Work Center for Equipment in the EPA



6.2 Changing the Work Center for Equipment

Changing the Work Center for Equipment

The **ZPMRELOC** Transaction Code enables the PBO or the Maintenance Manager to change the work centers assigned to equipment in an EPA (and each of their associated technical objects) to the work center of the maintenance unit that will be maintaining the SHR equipment.

You should only change the work center when the equipment on the SHR will be maintained by another unit. Only the PHR Manager or Maintenance Manager can perform this step. If this step is not done, the readiness data will be incorrect and the maintaining unit will not be able to view the equipment on their Equipment Situation Report, schedule services or dispatch equipment.

Important: The cost centers of the equipment should not be changed.



6.3 Transaction Simulation-Create an Equipment Package Reminder Email

Web Object

Address:
DAWork\Unit Supply TSP\03 - uPerform Simulations\04 - Manage Equipment Packages (ZEPA) in GCSS-Army>Create_an_EPA_Reminder_Emailsimulation\html\index.htm

Transaction Simulation

Create an Equipment Package Reminder Email

In this simulation, you will compose a reminder email of the EPA's expiration date using Transaction Code **SBWP**. The message will be delivered to the SHRH on the specified date.



Click the logo to go to the GCSS-Army eEnvironment



6.4 Check on Learning



Select the correct answer.

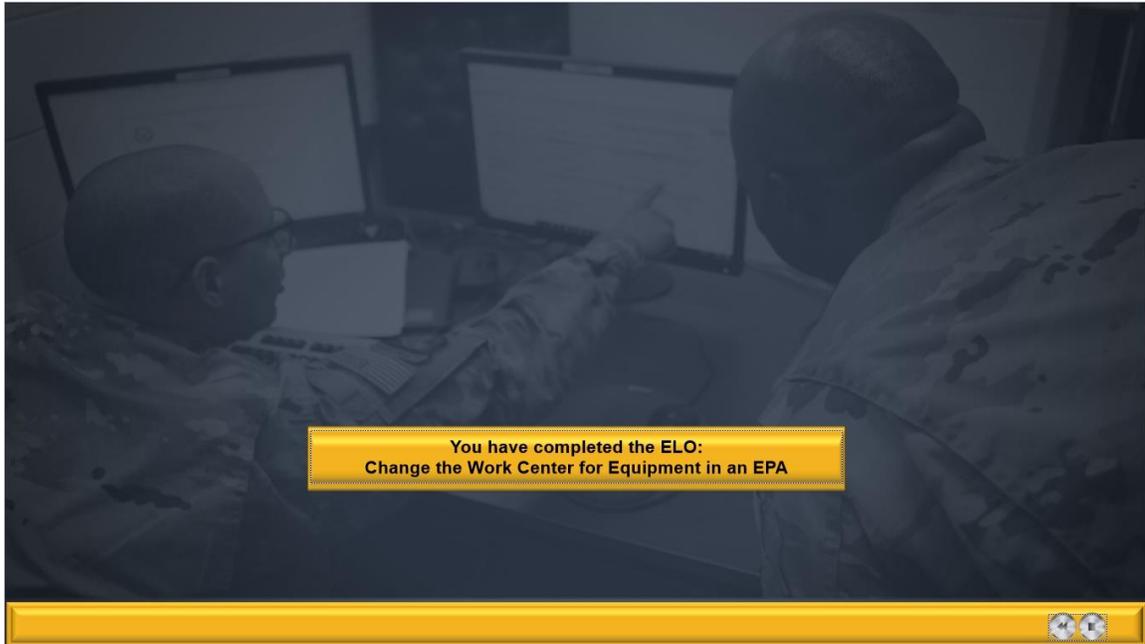
What transaction code is used to change the work center on a material in an EPA?

- A. MIGO
- B. ZSMENU
- C. ZPBOMENU
- D. ZEPA

The image shows a screenshot of a quiz interface. At the top center is a gold circular logo with a checkmark and the text 'Check On Learning'. Below it is a yellow rectangular box containing the question and four multiple-choice options. Option D, 'ZEPA', is highlighted with a green background and a checkmark, indicating it is the correct answer. At the bottom right of the yellow box are three small navigation icons: a left arrow, a right arrow, and a refresh icon.

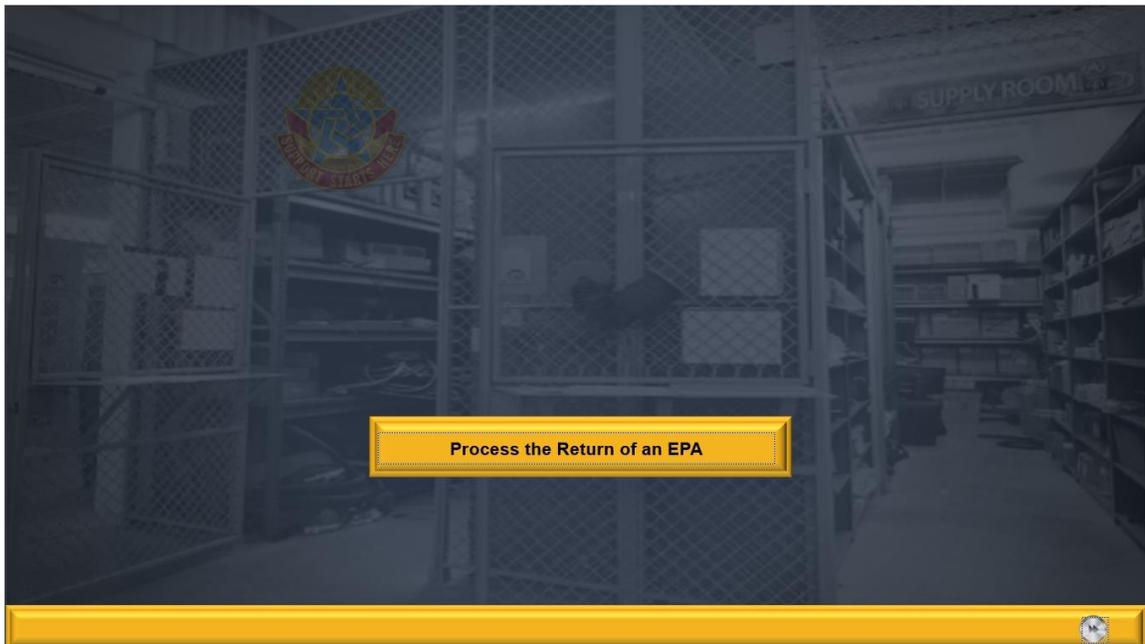
The Correct answer is: ZEPA

6.5 End of ELO

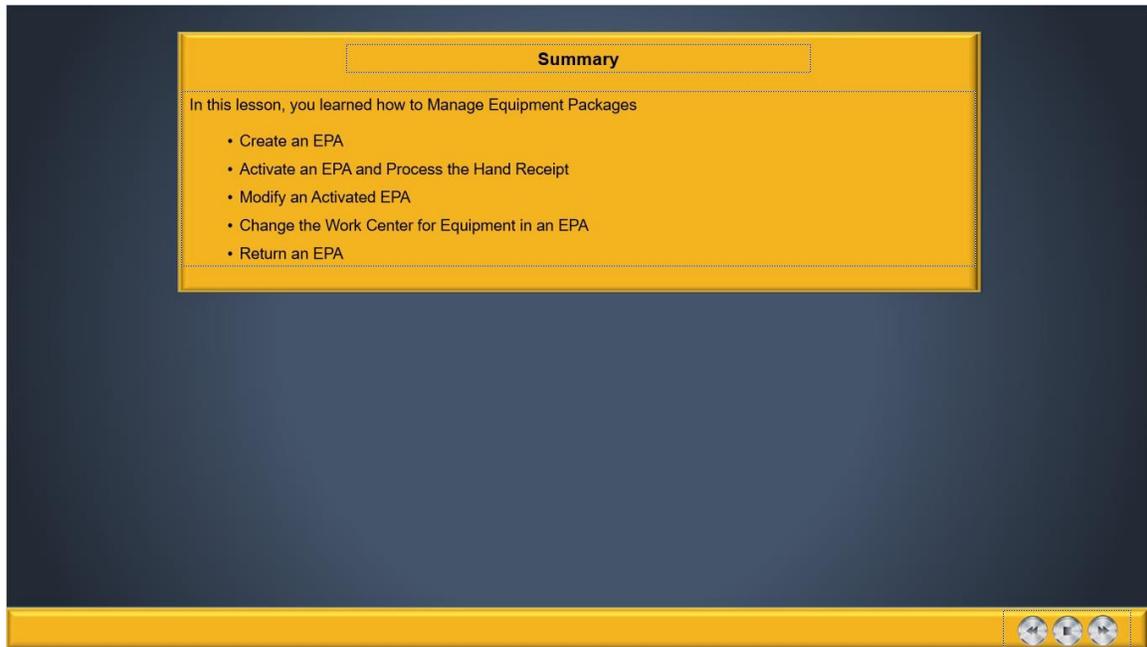


7. Process EPA Return

7.1 Process the Return of an EPA



7.4 Summary



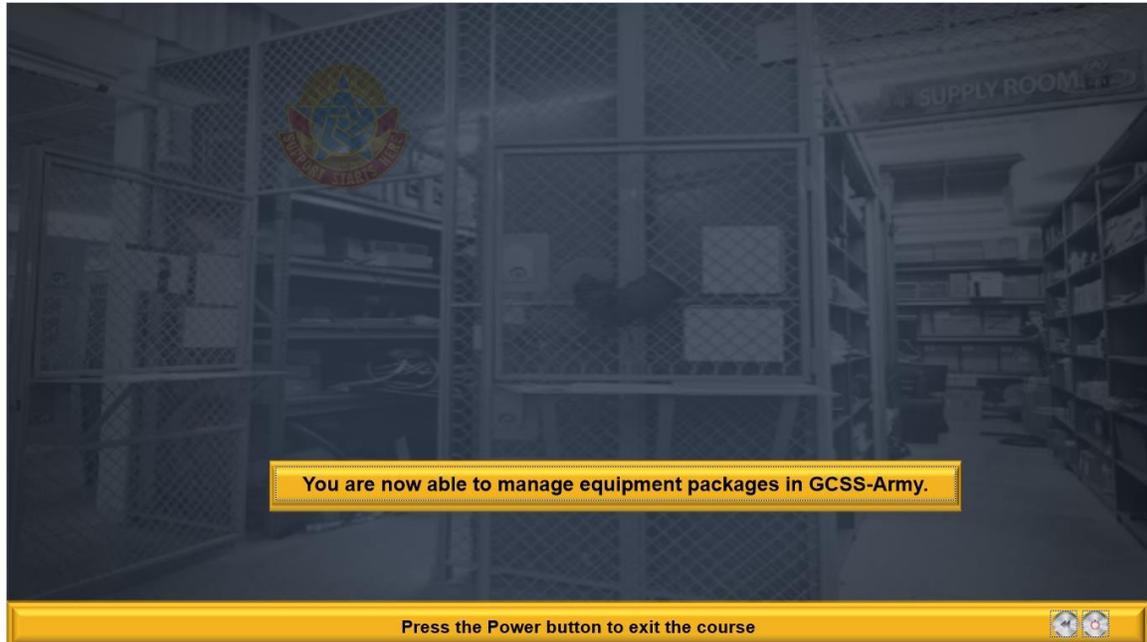
Summary

In this lesson, you learned how to Manage Equipment Packages

- Create an EPA
- Activate an EPA and Process the Hand Receipt
- Modify an Activated EPA
- Change the Work Center for Equipment in an EPA
- Return an EPA

Navigation icons: back, forward, search

7.5 End of Lesson



You are now able to manage equipment packages in GCSS-Army.

Press the Power button to exit the course

Navigation icons: back, forward, search