



MLTR 1795 Supply Manager

FALL 2020 Section 1 5 Credits 08/01/2020 to 12/30/2020

- Spring 2021
- Session 1-3
- 5 Credits
- 01/01/2021 to 05/31/2021

Meeting Times

Class Start time: 0900 hr. (9:00 AM)

Class End time: 1630 hr. (4:30 PM)

Class will start every day at 0900 hours in the morning. Class is scheduled to end at 1630 hours, but there will be times when the class may end a few minutes early. When released from class, students should report back to their respective units, work site, or supervisors.

Contact Information

Instructor: Mr. Walter Brown

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Office Hours: 8:00 AM - 4:30 PM (0800-1630)

Course Description

This course provides Supply Managers with an overview of the procedures used by Army organizations to control and account for supplies and equipment by using the GCSS-Army (Global Combat Support System) supply database. Theory and application of both manual and automated tasks are presented with lecture and practical exercises. Supply Manager areas of major emphasis include procedures used that enable an organization to account for resources and provide managers with logistical data needed to ascertain spending trends and to account for Property Accountability, Equipment Inventories, and Supply Functionality.

Prerequisite(s)

None

Course As Viewed In The Total Curriculum

This course is a structured learning experience designed to introduce and prepare students to understand the various requirements involved in Military supply and logistics management. The course addresses the regulatory and technical requirements of operations and procedures using existing military automated and non-automated management systems.

☰ Outcomes & Competencies

Barton Community College is committed to the assessment of student learning and to quality education. Assessment activities provide a means to develop an understanding of how students learn, what they know, and what they can do with their knowledge. Results from these various activities guide Barton, as a learning college, in finding ways to improve student learning.

Course Outcomes, Competencies, and Supplemental Competencies:

- A. Demonstrate how to create and manage reservations in the GCSS-Army (Global Combat Supply System).
 1. Create a reservation for materials at unit level.
 2. Maintain a standing supply room reservation.
 3. Receive materials in GCSS-Army.
 4. Issue materials in GCSS-Army.
 5. Mass cancel of purchase requisitions and/or purchase orders using GCSS-Army.
 6. Designate storage bins (locations) for unit provisional materials.
- B. Apply the steps to perform lateral transfers of property in the GCSS-Army supply system.
 1. Perform a lateral transfer to an internal unit.
 2. Perform a lateral transfer to an external unit.
 3. Perform transactions integrated transactions with internal and external units, and commercial vendors.
- C. Employ procedures to manage components in the GCSS-Army supply system.
 1. Perform organizational supply manager responsibilities.
 2. Close a PB01 work order.
 3. Complete component management reports.
 4. Manage components in a GCSS-Army integrated scenario
- D. Demonstrate how to manage equipment packages using the GCSS-Army supply system.
 1. Create an EPA (Equipment Package).
 2. Activate an EPA and process the hand receipt.
 3. Modify an active EPA.
 4. Process the return of an EPA.
- E. Demonstrate how to manage authorizations for equipment using the GCSS-Army supply system.
 1. Review equipment authorizations
 2. Manage in-lieu of authorizations

3. Manage non-MTOE (Material Table of Equipment)/TDA (Table of Distribution and Allowances), non-deployable unit authorizations.
 4. Manage authorizations in GCSS-Army integrated scenario.
- F. Perform the procedures to process assets and set administrative adjustments in the GCSS-Army supply system.
 1. Increase assets and consume basic load.
 2. Manage turn-in using the GCSS-Army.
 3. Manage property losses and the appropriate means for financial recovery.
 4. Process assets and administrative adjustments in GCSS-Army integrated scenario.

- G. Use the procedures to manage property assigned in the GCSS-Army supply system.
 1. Manage property hand receipts.
 2. Reassign property in GCSS-Army.
 3. Manage system generated numbers.
 4. Manage property in GCSS-Army integrated scenario.

- H. Apply the procedures used to manage inventory processes in the GCSS-Army supply system
 1. Conduct an inventory.

2. Review posted inventory.
3. Review inventory in GCSS-Army integrated scenario.

- I. Demonstrate how to conduct causative research on documents, requests, and status of property.
 1. View purchase requisitions.

2. View purchase orders.

3. View outbound and inbound deliveries

4. View extended document flow.

5. View items in GCSS-Army integrated scenario.

Materials

Supply Policy Below the National Level; Army Regulation 710-2

Requisition, Receipt, and Issue System; Army Regulation 725-50

Consolidated Index of Publications and Blank Forms: Department of the Army Pamphlet 25-30

Using Unit Supply System (Manual Procedures); Department of the Army Pamphlet 710-2-1

References

Headquarter Department of the Army, Washington, DC

* Instructor Policies

Student(s) will be expected to be present and in the proper military uniform for the entire duration of the class. Student attendance is critical to the completion of the course, any absence from the course of more than two hours will result in the student being dropped from the course.

Student(s) with pre-scheduled appointments will require approval from their supervisor(s) (Chain of Command). Any appointments that will require the student(s) to be away for more than two hours, will also make the student be ineligible to continue in the course.

Military Schools instructor(s) are not permitted to release a student from the work/duty day, at the end of the class students may have to report back to their respective supervisors for further instructions.

✓ Grading Methods

Student(s) attending the Fort Riley School Supply Manager course will be required to take an end of course exam. No outside of the classroom participation or non-school issued electronics will be allowed to assist the enrolled student with the exam.

Grading Scale:

90-100= A

80-89= B

70-79= C

0-69= F

Institutional Policies

Academic Integrity

Students and faculty of Barton Community College constitute a special community engaged in the process of education. The College assumes that its students and faculty will demonstrate a code of personal honor that is based upon courtesy, integrity, common sense, and respect for others both within and outside the classroom.

Plagiarism on any academic endeavors at Barton Community College will not be tolerated. The student is responsible for learning the rules of, and avoiding instances of, intentional or unintentional plagiarism. Information about academic integrity is located in the Student Handbook.

Disability Services

Any student seeking an accommodation under the provisions of the Americans with Disability Act (ADA) is to notify Student Support Services via email at disabilityservices@bartonccc.edu

Student Code of Conduct

The College reserves the right to suspend a student for conduct that is determined to be detrimental to the College educational endeavors as outlined in the College Catalog, Student Handbook, and College Policy & Procedure Manual. (Most up-to-date documents are available on the College webpage.)

Civil Rights Equity & Title IX

Barton Community College adheres to all federal and state civil rights laws, including Title IX, banning discrimination in public institutions of higher education. The College will not discriminate against any employee, applicant for employment, student or applicant for admission on the basis of many protected categories. Please refer to the entire policy at the link below.

Title IX protects against discrimination on the basis of sex, gender, sexual orientation, gender identity, including discrimination due to all forms of sexual harassment and sexual misconduct.

Annually, all enrolled students are provided the opportunity to participate in online Title IX training. The training link is sent to the student's Barton issued email account generally within the first month of enrollment.

Barton's Civil Rights Equity Policy (Policy 1132) is found at:

<https://docs.bartonccc.edu/policies/1132-Civil.Rights.Equity.Resolution.pdf>
<https://docs.bartonccc.edu/policies/1132-Civil.Rights.Equity.Resolution.pdf>

Problem Resolution

The College encourages an open and frank atmosphere in which any problem, complaint, suggestion, or question receives a timely response from the appropriate college staff. If a student disagrees with established rules of conduct, policies, practices, or if they feel their rights have been infringed upon, they can express their concern through the problem resolution procedure. No student will be penalized for using the problem resolution procedure, or for voicing a complaint in a timely and business-like manner. Students are directed to the procedure linked below and are advised to pay attention to the limitations of the procedure and the strict adherence to timelines noted.

https://docs.bartonccc.edu/procedures/2615-problem_resolution.pdf
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Course Outline

Day	Subject	Location	Notes
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Day 1	Manage Reservations & Perform Lateral Transfers		
0900-1000	<ul style="list-style-type: none"> Student Introduction/Enrollment Review Supply Menu and Communication in GCSS- Army 	Bldg. 8388	ATRRS/Enrollmer
1000-1010	Break	Bldg. 8388	
1010-1100	Create a Reservation for Materials	Bldg. 8388	
1100-1110	Break	Bldg. 8388	
1110-1145	<ul style="list-style-type: none"> Maintain a Standing Supply Reservation Receive and Issue Material in GCSS Army 	Bldg. 8388	
1145-1300	Lunch		
1300-1400	<ul style="list-style-type: none"> Mass Cancel of Purchase Requisitions and/or Purchase Order 	Bldg. 8388	
1400-1410	Break	Bldg. 8388	
1410-1500	<ul style="list-style-type: none"> Designate Storage Bins for Unit Provisional Materials 	Bldg. 8388	
1500-1510	Break	Bldg. 8388	
1510-1600	<ul style="list-style-type: none"> Perform a Lateral Transfer to an Internal Unit Perform a Lateral Transfer to an External Unit 	Bldg. 8388	
1600-1610	Break	Bldg. 8388	
1610-01630	Recap Daily Lessons/Student Feedback	Bldg. 8388	

Day 2	Manage Components & Manage Equipment Packages	
0900-1000	<ul style="list-style-type: none"> Perform Organizational Supply Manager Responsibilities Close a PB01 Work Order 	Bldg. 8388
1000-1010	Break	Bldg. 8388
1010-1100	<ul style="list-style-type: none"> Component Management Reports Manage Components in GCSS-Army 	Bldg. 8388
1100-1110	Break	Bldg. 8388
1110-1145	<ul style="list-style-type: none"> Create an EPA 	Bldg. 8388
1145-1300	Lunch	
1300-1400	<ul style="list-style-type: none"> Activate an EPA and Hand Receipts 	Bldg. 8388
1400-1410	Break	Bldg. 8388
1410-1500	<ul style="list-style-type: none"> Modify an Activated EPA 	Bldg. 8388
1500-1510	Break	Bldg. 8388
1510-1600	<ul style="list-style-type: none"> Change the Work Center for Equipment Change the Work Center for Equipment Process the Return of an EPA 	Bldg. 8388
1600-1610	Break	Bldg. 8388
1610-01630	Recap Daily Lessons/Student Feedback	Bldg. 8388

Day 3	
0900-1000	Review Equipment Authorizations
Bldg. 8388	Manage in Lieu of Authorizations
1000-1010	Break
Bldg. 8388	Manage Non-MTOE/TDA Authorizations
1010-1100	Break
Bldg. 8388	Asset Increase/Consume Basic Load
1110-1145	Lunch
1300-1400	Manage Turn-ins Using the PBO Workbench
Bldg. 8388	Break
1400-1410	Manage FLIPL, SOCC, CCV using the PBO Workbench
Bldg. 8388	Break
1500-1510	Process Asset-Administrative Adjustments
Bldg. 8388	Break
1510-1600	Process Asset-Administrative Adjustments
Bldg. 8388	Break
1600-1610	Break
Bldg. 8388	Recap Daily Lessons/Student Feedback
1610-01630	Manage Property & Manage Inventory Process
Bldg. 8388	Day 4
0900-1000	Manage Hand Receipts
Bldg. 8388	

1000-1010	Break	Bldg. 8388
1010-1100	Reassign Property in GCSS-Army	Bldg. 8388
1100-1110	Break	Bldg. 8388
1110-1145	Manage System Number	Bldg. 8388
1145-1300	Lunch	
1300-1400	Conduct an Inventory	Bldg. 8388
1400-1410	Break	Bldg. 8388
1410-1500	Review the Posted Inventory	Bldg. 8388
1500-1510	Break	Bldg. 8388
1510-1600	Review the Posted Inventory continued	Bldg. 8388
1600-1610	Break	Bldg. 8388
1610-1630	Recap Daily Lessons/Student Feedback	Bldg. 8388
Day 5	Conduct Causative Research	
0900-1000	View Purchase Requisitions	Bldg. 8388
1000-1010	Break	Bldg. 8388
1010-1100	View Purchase Orders	Bldg. 8388
1100-1110	Break	Bldg. 8388
1110-1145	View Inbound Deliveries	Bldg. 8388

1145-1300	Lunch		
1300-1400	View Extended Document Flow	Bldg. 8388	
1400-1600	Exam	Bldg. 8388	
1600-1610	Break	Bldg. 8388	
1610-01630	Recap Daily Lessons/Student Feedback	Bldg. 8388	
Day 6	Training Data Base: Integrated Scenarios		
0900-1145	Manage Reservations	BLDG 8388	Instructor Lead E:
1145-1300	Lunch		
1300-1630	Perform Lateral Transfers	BLDG 8388	Instructor Lead E:
Day 7	Training Data Base: Integrated Scenarios		
0900-1145	Manage Components in GCSS Army	BLDG 8388	Instructor Lead E:
1145-1300	Lunch		
1300-1630	Manage Equipment Packages in GCSS-Army	BLDG 8388	Instructor Lead E:
Day 8	Training Data Base: Integrated Scenarios		
0900-1145	Manage Authorizations in GCSS-Army	BLDG 8388	Instructor Lead E:

1145-1300	Lunch		
1300-1630	Process Asset Administrative Adjustments in GCSS-Army	BLDG 8388	Instructor Lead E:
Day 9	Training Data Base: Integrated Scenarios		
0900-1145	Manage Property in GCSS-Army	BLDG 8388	Instructor Lead E:
1145-1300	Lunch		
1300-1630	Manage Inventory in GCSS-Army	BLDG 8388	Instructor Lead E:
Day 10	Training Data Base: Integrated Scenarios		
0900-1145	Conduct Causative Research in GCSS- Army	BLDG 8388	Instructor Lead E:
1145-1300	Lunch		
1300-1630	Conduct Causative Research in GCSS- Army continued	BLDG 8388	Instructor Lead E:

Additional Items