**BARTON COMMUNITY COLLEGE**

**COURSE SYLLABUS**

# **I. GENERAL COURSE INFORMATION**

Course Number: MLTR 1795

Course Title: Supply Manager

Credit Hours: 5

Prerequisite: None

Division/Discipline: Military Programs

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.

# **II. INSTRUCTOR INFORMATION**

# **III. COLLEGE POLICIES**

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.

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 on available on the College webpage.)

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

# **IV. 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.

# **V. ASSESSMENT OF STUDENT LEARNING**

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:

1. Demonstrate how to create and manage reservations in the GCSS-Army (Global Combat Supply System).
2. Create a reservation for materials at unit level.
3. Maintain a standing supply room reservation.
4. Receive materials in GCSS-Army.
5. Issue materials in GCSS-Army.
6. Mass cancel of purchase requisitions and/or purchase orders using GCSS-Army.
7. Designate storage bins (locations) for unit provisional materials.
8. Apply the steps to perform lateral transfers of property in the GCSS-Army supply system.
9. Perform a lateral transfer to an internal unit.
10. Perform a lateral transfer to an external unit.
11. Perform transactions integrated transactions with internal and external units, and commercial vendors.
12. Employ procedures to manage components in the GCSS-Army supply system.
13. Perform organizational supply manager responsibilities.
14. Close a PB01 work order.
15. Complete component management reports.
16. Manage components in a GCSS-Army integrated scenario
17. Demonstrate how to manage equipment packages using the GCSS-Army supply system.
18. Create an EPA (Equipment Package).
19. Activate an EPA and process the hand receipt.
20. Modify an active EPA.
21. Process the return of an EPA.
22. 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.

1. 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.
2. 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.
3. 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.
4. 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.

# **VI. INSTRUCTOR'S EXPECTATIONS OF STUDENTS IN CLASS**

# **VII. TEXTBOOKS AND OTHER REQUIRED MATERIALS**

# **VIII. REFERENCES**

# **IX. METHODS OF INSTRUCTION AND EVALUATION**

# **X. ATTENDANCE REQUIREMENTS**

# **XI. COURSE OUTLINE**