

# GCSS-Army Reparable Management Smart Book Wave 1



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Version 1g





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## **Local Policy Adaption**

ACOMs/ASCCs/DRUs that desire an editable version to adapt their local policy may request a copy from the ECP-S mailbox.



## Purpose of the Smart Book

The “Smart Book” is a guide designed to inform GCSS-Army Commanders, Execution Managers, Materiel Managers, Financial Managers, and Customers of the Army’s repairable management turn-in strategy while leveraging the capabilities inherent within the system. This book is a tool that Managers can use as a hip-pocket guide to educate their customer support base on repairable management, goals, and benefits of GCSS-Army. It provides information on the following:

- The basic tenets of repairable management
- A list of the transactions used to process and monitor repairable management turn-ins
- The five levels of repairable management and their associated:
  - Tasks
  - Frequency
  - Users
  - Processes

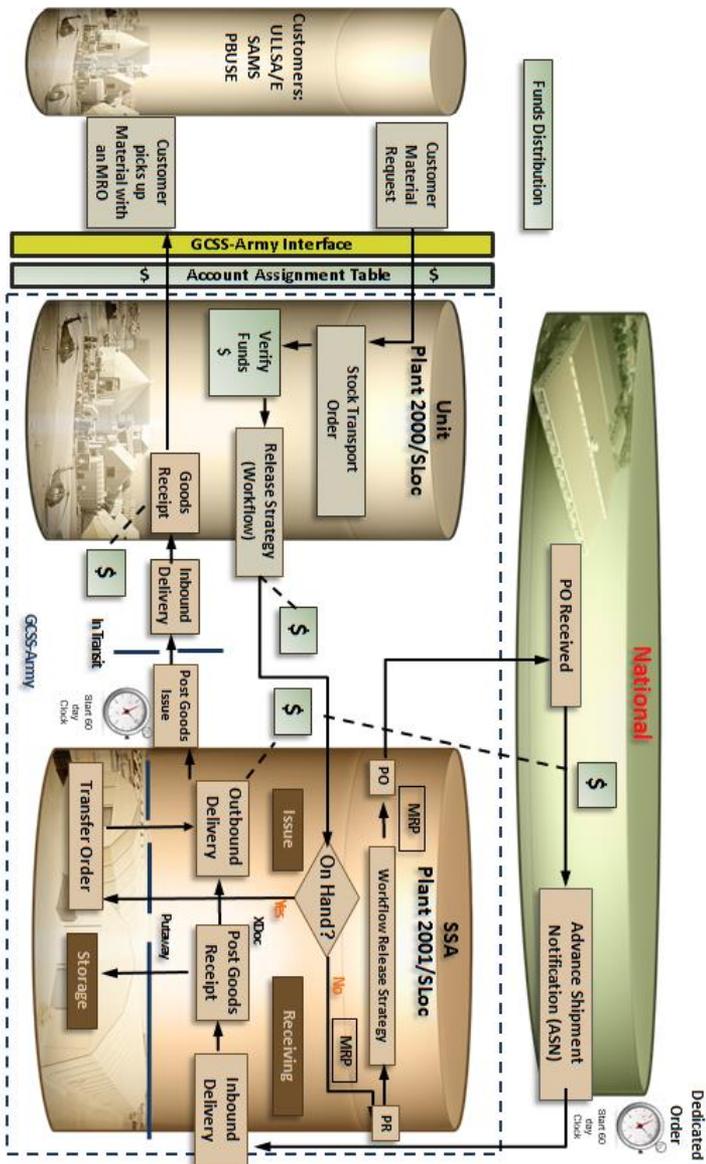


# GCSS-Army Benefits





# GCSS-Army Material Procurement Process Flow





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## GCSS-Army Material Procurement Process Flow

(continued)

The GCSS-Army material procurement process:

- Uses the purchase method of accounting to:
  - Commit, obligate, and expense funds throughout the procurement material lifecycle up to the point of receipt.
  - Track consumables that have been post goods issued (PGI) by the Supply Support Activity (SSA).
- Tracks the total cost of ownership to:
  - Record the total cost of maintenance, repair, and upkeep of an individual weapon system over its full lifecycle.
  - Trace costs back to an individual piece of equipment.



## Repairable Management

### Objective of Repairable Management

The Army's repairable management process recovers and repairs assets (repair parts) to replenish serviceable inventories and satisfy the equipment readiness requirements. Commands are responsible to ensure that their subordinate units are in compliance with local policy and Army publications.

### Overview of GCSS-Army and Repairable Management

An engineered overage repairable reporting process provides the Army increased effective readiness management:

- The Overage Repairable Report tools provided within GCSS-Army enable Managers to efficiently query the system when conducting analysis and reporting.
- The report can be executed anytime and supplies near real-time information.
- GCSS-Army traffic light indicators define the Red, Amber, and Green thresholds.
- Lists can be viewed as summaries or in detail by a Customer's storage location (SLoc).
- The list can be sorted, printed, or exported to a local file in Microsoft Excel® format for distribution purposes.



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## Repairable Management Tenets & Timers

### Repairable Management Basic Tenets

The following are the basic tenets of the repairable material management:

- Two Return PR types are used to process expected returns:
  - **ZRL** - A Return (ZRL) PR is automatically created when a repairable material is PGI to the Customer's storage bin. The Return (ZRL) PR must be processed for turn-in when the repairable material is presented at an SSA.
  - **ZRX** - A Return (ZRX) PR is automatically created when the dedicated order advanced shipping notice (ASN) is received by GCSS-Army for a repairable material that is being sent to a remote Customer. The Return (ZRX) PR must be processed for turn-in when a remote Customer reports to the supporting SSA that the repairable material is ready for turn-in.
- One Return PR type is used to process an unexpected return:
  - **ZXS** - A Return (ZXS) PR must be created to initiate the processing of an unexpected return of material. The repairable material does not have a corresponding issue.
- Issues are sold and credit is granted based on the Army Master Data Files (AMDF) standard price.

### Repairable Management Timers

- The repairable timer begins:
  - **Supported Customer** - The material is PGI by the SSA.
  - **Dedicated Orders** - The ASN is received by the remote Customer from National.
- The repairable timer stops when the repairable material is post goods receipted (PGR) at the SSA.



## Repairable Management Credits

### Credit Is Expected

- A Return (ZRL or ZRX) PR (batch A, B, C, D, or F) is turned-in within 60 days of date of issue.
- A serviceable or an unserviceable Return (ZXS) PR that is determined to be Shop Stock is turned-in if an issue or matching backorder occurs within 60 days. The SSA must remove the **1W** value from the **Advice Code** field in the Return (ZXS) PR to request credit. The SSA must maintain documentation of the matching transactions and be prepared to provide the documentation upon request.

### Credit Is Not Expected

- A Return (ZRL or ZRX) PR exceeds 60 days from the date of issue.
- A Return (ZXS) PR is not for Shop Stock and it does not have a matching issue.
- Unserviceable values turned in as a batch H or S.

### Credit Reversal Rules

- Return (ZXS) PRs found without matching issues within 60 days are subject to a credit reversal.
- Credit reversals are only processed for amounts greater than \$500. Credit reversals that have already been processed will not receive retroactive credit.



## GCSS-Army Repairable Management Transaction Codes

Repairable management turn-ins are tracked and processed using the following transactions in GCSS-Army\*:

**ZOAREP** - The *Overage Repairable Report* (using the standard report functionality) is an interactive report that displays an accurate near/real-time display for all expected repairable material turn-ins. It tracks the various phases of a repairable management turn-in, including:

- Conversion of the Return (ZRL) PR to the Return (ZRLU) stock transport order (STO) or conversion of Return (ZRX) PR to the Return (ZRXU) purchase order (PO)
  - An STO is a type of PO used to request or instruct a plant to transport material from one plant to another within the same corporate enterprise.
- Outbound Delivery (OBD) creation and PGI

**ZOAREP** can be used by any functional user in GCSS-Army to monitor turn-ins for a single unit or to monitor turn-ins for multiple units.

This report also features traffic light aging indicators. The indicators have been set in accordance with the GCSS-Army All Army Activities (ALARACT) 222-2012 that are in effect. This feature is a global default that cannot be modified.

-  - More than 30 days old
-  - Between 11 to 30 days old
-  - Fewer than 11 days old

The Return (ZRL or ZRX) PR is removed from the **ZOAREP** report once the SSA has processed the Return (ZRL or ZRX) PR in **ZOBUX** or **YOBUX**.

\* Refer to the *References* section (Page 22) for a complete listing of step-by-step training materials, training bulletins, and business process related documents (XBRs) that can be found on EUM+.



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## GCSS-Army Repairable Management Transaction Codes (continued)

**Business Intelligence (BI)** - The *Credit Status Report* is a robust tool that depicts the total value and status of turn-in document credits that have been received in near real-time (updated every 24 hours). Use this report to drill-down by Department of Defense Department Activity Address Code (DoDAAC), Funds Center, Cost Center, NIIN, etc. BI displays the following information for turn-in documents that have been processed:

- Document status
- Expected credit
- Actual credit received
- Reduced credit received
- No credit received

**ZOBUX** - The *Repairable Conversion by Material* transaction is used by a Wave 1 SSA to process existing Return (ZRL or ZRX) PRs and to create and process Return (ZXS) PRs. Once a Return (ZRL or ZRX) PR has been processed at the SSA, it is removed from the list.

- Serviceable turn-ins of serialized/non-serialized materials
- Unserviceable turn-ins of serialized/non-serialized materials

**ME51N** - The Create Purchase Requisition is used by a Wave 2 Customer to create a Return (ZXS) PR for an unexpected return.

**YOBUX** - The *Repairable Conversion by Material* transaction is used to process existing Return (ZRL, ZRX or ZXS) PRs. This transaction can be used to convert the PR to STO, to create and PGI the OBD, and to create the IBD. It allows for the processing of:

- Serviceable turn-ins of serialized/non-serialized materials
- Unserviceable turn-ins of serialized/non-serialized materials

Once a Return (ZRL) PR has been converted into a Return (ZRLU) STO or a Return (ZRX) has been converted into a Return (ZRXU) PO, the Return (ZRL or ZRX) PR is removed from the transaction.



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## GCSS-Army Repairable Management Transaction Codes (continued)

**FBL5N** – The *Expected Credit Report* is used by the Directorate Resource Managers (DRM)/Supply or Logistics (S4) to track the age and status of credits from National.

The reason codes in this report indicate the following:

- **ITI** - Initial Turn-In
- **FTP** - 1<sup>st</sup> follow-up
  - 30 days after turn-in
- **F2P** - 2nd follow-up:
  - 60 days after turn-in
- **F3P** - 3<sup>rd</sup> and last follow-up
  - 90 days after turn-in
  - Call the Depot to resolve the credit issue

**Note:** Even though the system automatically creates follow-up messages every 30 days, the DRM should telephone the Source of Supply (SOS) and request date of expected credit during the 60-90 day window. Expected credits are normally received within 60 days.

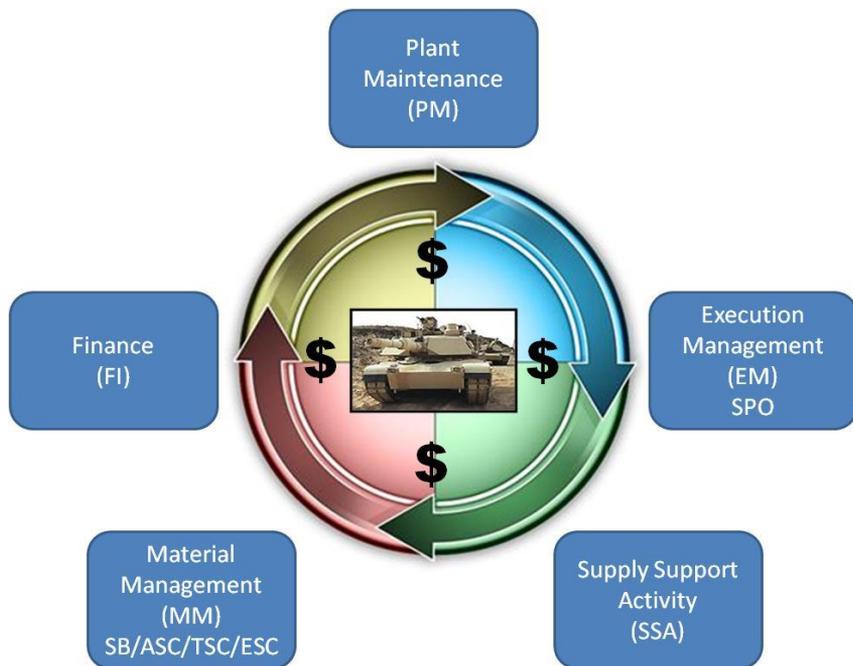
**FAGLL03** - The *G/L Account Line Item* report displays unmatched collections (UMCs).

**ZFSC5** - The *Status of Funds (Cumulative)* report displays the remaining total allotments for all levels in the funding hierarchy and the cumulative budget execution.

**ZFSNC5** - The *Status of Funds (Non-Cumulative)* report displays non-cumulative funds status, budget execution by commitment item and budget allocations by funding hierarchy level. Drill-down to view originating documents.



## Five Levels of Reparable Management





## Plant Maintenance (PM)

### Tasks:

- Process reparable management turn-ins in legacy Standard Army Management Information Systems (STAMIS).
- Monitor, verify, and manage reparable materials in accordance with local policy and Army publications, ensuring compliance.
- Generate additional documentation for the administrative removal of erroneous Return (ZRL or ZRX) PRs.

**Frequency:** As needed (recommend daily)

### Users:

- Maintenance Manager
- Maintenance Supervisor
- Equipment Records Parts Specialist

### Process:

The following activities are performed by the Equipment Records Parts Specialist:

- Processes existing reparable management turn-ins using STAMIS.
- Monitors reparable materials that are due for turn-in using the report that is distributed weekly by SSA.
- Provides supporting documentation for reparable management turn-ins that have aged and that are still visible on the report.

The following activities are performed by the Commander, Commander's Designated Representative (CDR), Maintenance Manager, or Maintenance Supervisor:

- Monitors the reparable management turn-in lifecycle using the *Credit Status Report (BI)* that is distributed weekly by the SSA.
- Verifies the reparable management supporting documentation using the *Credit Status Report (BI)* that is distributed weekly by the SSA before the turn-in is processed by the SSA.



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## Supply Support Activity (SSA)

### Tasks:

- PGI and PGR of repairable materials in accordance with local policy and Army publications.
- Ensure all repairable management turn-in materials are processed in a timely manner.
- Monitor, verify, and manage repairable materials in accordance with local policy and Army publications ensuring compliance.
- Distribute the *Credit Status Report (BI)* weekly to the Customers that are supported by the SSA.
- Determine the Return Advice Code (RAC) for repairable management turn-ins.

**Frequency:** As needed (recommend daily)

### Users:

- SSA Clerk
- SSA Manager
- SSA Accountable Officer

### Process:

The following activities are performed by the SSA Clerk, SSA Manager, or SSA Accountable Officer:

- Uses the AIT portal to process the PGR for Customer repairable management turn-ins.
- Processes existing Return (ZRL or ZRX) PRs that are due for turn-in using the **ZOBUX** transaction.
- Processes existing Return (ZRL or ZRX) PRs that are due for turn-in using the **YOBUX** transaction for a Customer that is outside of the support relationship (SR) or the supply support relationship (SSR) that is supported by a Wave 2 SSA.
  - This type of turn-in is only for operational location necessity, and is not used for convenience.
- Monitors the repairable management turn-in lifecycle using either the **ZOAREP** report or the *Credit Status Report (BI)* for all expected repairable management turn-ins that are due to SSA. The *Credit Status Report (BI)* must be distributed weekly to the Customers that are supported by the SSA.



## Execution Management (EM)

### Tasks:

- Track, validate, monitor, and report the expected plant 2000 Operations & Maintenance, Army (OMA) credits that are associated by age and by customer with the repairable management turn-ins.
- Monitor repairable management turn-ins for each Force Element (FE) supported within the command to ensure compliance with local policy and Army publications.
- Ensure repairable materials are quickly turned-in and expected credits are received.
- Forward documentation to Materiel Management (MM) for administrative removal of Return (ZRL) PRs.
- Report and enforce repairable management turn-ins, ensuring they are processed in accordance with local policy and Army publications.

**Frequency:** As needed (recommend weekly)

### Users:

- Support Operations (SPO)
- Commander's Designated Representative (CDR)
- Supply and Logistics (S4)

### Process:

The following activity is performed by the EM:

- Monitors repairable management turn-ins using the *Credit Status Report (BI)*.



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## Matériel Management (MM)

### Tasks:

- Monitor repairable management turn-ins for each FE supported within the command to ensure compliance with local policy and Army publications.
- Report monthly on the outstanding repairable management turn-ins that are due to the SSA, the status of the expected credits, and the Customers that are not adhering to local policy or Army publications for repairable management turn-ins.
- Define and develop guidance for repairable management turn-in metrics.
- Validate the supporting administrative removal documents.
- Enforce a segregation of duty (SOD) for the administrative removal of Return (ZRL or ZRX) PRs.
- Delete Return (ZRL or ZRX) PRs that have been proven to be erroneous.

**Frequency:** As needed (recommend bi-weekly)

### Users:

- Sustainment Brigade (SB)
- Army Sustainment Command (ASC)
- Theater Sustainment Command (TSC)
- Expeditionary Sustainment Command (ESC)

### Process:

The following activities are performed by MM:

- Monitors, manages, and reports on repairable management turn-in compliance for each FE supported within the command using the *Credit Status Report (BI)*.
- Deletes Return (ZRL or ZRX) PRs that have been proven to be erroneous using the **ZOBUX** transactions.

### Return (ZRL or ZRX) PR Reason Codes:

- **Z1** - Requisition deleted for cause
- **Z2** - Request for increase in stock
- **Z4** - Item was lost or destroyed
- **Z5** - Item turned into another SSA



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## Finance (FI)

### Task:

- Track the expected repairable management turn-in credit status.
- Perform prior year reutilizations.
- Create cost driver reports.

**Frequency:** As needed (recommend that reports are monitored weekly and that outliers are addressed monthly)

### Users:

- Directorate of Resource Management (DRM)
- Deputy of Chief of Staff (G8)
- Commander's Designated Representative (CDR)

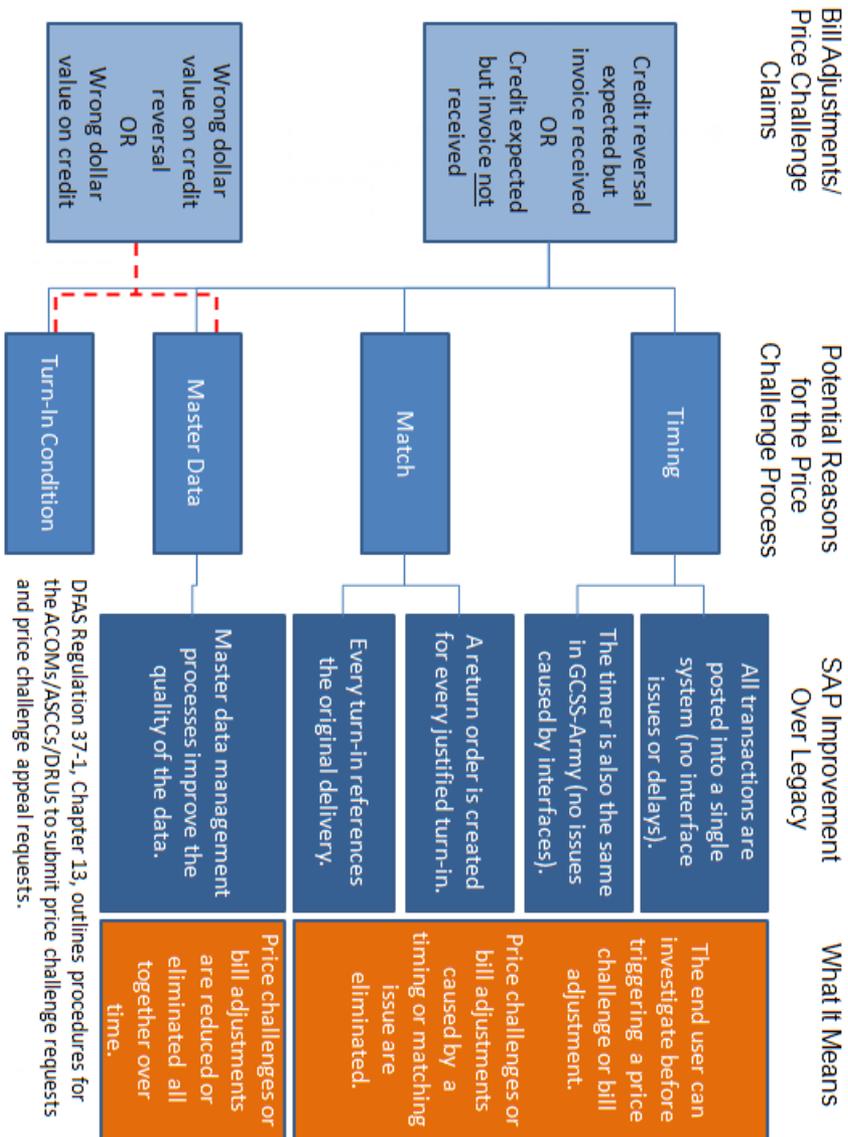
### Process:

The following activities are performed by FI:

- Determines how much additional funding is available if all expected credits are received using the **FBL5N** report.
- Establishes whether there are any unmatched collections (UMC) that can be used as additional sources of funding for repairable management turn-ins that do not have a corresponding Return (ZRL or ZRX) PR (walk through) in GCSS-Army using the **FAGLL03** report.
- Obtains the total value of expected and open credits using the *Credit Status Report (BI)*.
- Cross-walks the logistics transactions to the financial transactions using the **ZFSC5** and **ZFSNC5** reports.



# Price Challenge Process





## Acronyms

- Advanced Shipping Notification (**ASN**)
- Army Master Data Files (**AMDF**)
- Business Intelligence (**BI**)
- Commander's Designated Representative (**CDR**)
- Department of Defense Activity Address Code (**DoDAAC**)
- Directorate of Resource Management (**DRM**)
- Execution Management (**EM**)
- Expeditionary Sustainment Command (**ESC**)
- Force Element (**FE**)
- Integrated Materiel Manger (**IMM**)
- Maintenance Repair Code (**MRC**)
- Materiel Management (**MM**)
- National Item Identification Number (**NIIN**)
- Operations & Maintenance, Army (**OMA**)
- Outbound Delivery (**OBD**)
- Plant Maintenance (**PM**)
- Post Goods Issue (**PGI**)
- Post Goods Receipt (**PGR**)
- Purchase Order (**PO**)
- Purchase Requisitions (**PR**)
- Segregation of Duty (**SOD**)
- Source of Supply (**SOS**)
- Standard Army Management Information Systems (**STAMIS**)
- Standard Pricing (**SP**)
- Stock Transport Order (**STO**)
- Storage Location (**SLoc**)
- Supply Support Activity (**SSA**)
- Supply Support Relationship (**SSR**)
- Support Brigade (**SB**)
- Support Operations (**SPO**)
- Support Relationship (**SR**)
- Sustainment Brigade (**SB**)
- Theater Sustainment Command (**TSC**)
- Unmatched Collections (**UMC**)



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## Glossary

**Recoverability Codes:** The recoverability code is a one-position alphabetic code. This code identifies the level of maintenance that is allowed for the turn-in of serviceable/unserviceable material. If the material is unserviceable, replacement material may be requisitioned.

- **A** This code identifies materials which require special procedure in disposal. Reasons for this code being assigned include: precious metal content, high cost, material in short supply, or hazardous material. Check manuals and directives for instructions.
- **D** Reparable Material. Complete repair of this material can only be done at an Army depot. When a lower level of maintenance cannot repair this material, return it to the depot. Army depots are the only activities that can decide if this material should be disposed of.
- **F** Reparable Material. Complete repair of this material can only be done by the direct support unit. When the organization cannot repair this material, return it to the direct support unit. The direct support unit and higher levels of maintenance can decide if this material should be disposed of.
- **H** Reparable Material. Complete repair of this material can be done by the general support unit. When a lower level of maintenance cannot repair this material, return it to the general support unit. The general support unit and higher levels of maintenance can decide if this material should be disposed of.
- **K** Suspended (Returns). Materials returned from Customers/Users that are suspended from issue pending inspection and condition classification.
- **L** Reparable Material. Complete repair of this material can be done by the depot or specialized repair activity. When a lower level of maintenance cannot repair this material, return it to the depot or specialized repair activity. The depot or specialized repair activity can decide if this material should be disposed of.
- **Q** Suspended (Quality Deficient Exhibits). Quality deficient returned by Customers as directed by the Integrated Materiel Manager (IMM) due to technical deficiencies reported by the Quality Deficient Report. Exhibit requires technical or engineering analysis to determine cause of failure to perform in accordance with specifications.



## Glossary (Continued)

**ZRL** - A Return PR document type used for an expected return to an SSA that initiates the turn-in of reparable materials from a Customer. The Return (ZRL) PR is created automatically by GCSS-Army when a reparable material is PGI to a Customer's bin by the SSA.

**ZRX** - A Return PR document type used for an unexpected return to an SSA that initiates the turn-in of reparable materials from a remote Customer. The Return (ZRX) PR is automatically created when the ASN for a dedicated order is received by the GCSS-Army for a reparable material that is being sent to a remote Customer.

**ZXS** - A Return PR document type used for an unexpected return that has no corresponding issue.

- This process is initiated when the supporting SSA creates the Return (ZXS) PR using the *Monitor Recoverables/Reparables (ZOBUX)* transaction.
- This process is initiated when a Wave2 Customer creates the Return (ZXS) PR using the *Create Purchase Requisition (ME51N)* transaction.

**Return Advice Code (RAC)** - These codes are used by activities that return materiel to a supply distribution system. The RAC is automatically defaulted in GCSS-Army. These codes are entered in record position 65-66 or block BB of DD Form 1348-1 to identify the type of return.

- RAC - 1W (non-creditable return)
- RAC - Blank (creditable return)

**Advice Code Removal (Shop Stock Turn-ins Prior to Material Issue)** - If a recoverable Shop Stock material turn-in is required prior to the issue of the Shop Stock material, the SSA can create a Return (ZXS) PR and delete the **1W** value from the **Advice Code** field to request credit for the turn-in. The Shop Stock material issue must occur within 60 days for the credit request to be considered. The SSA must maintain documentation of the matching transactions and be prepared to provide it upon request.



## References

Refer to the following training materials on EUM+ for the step-by-step GCSS-Army processing instructions:

### Process Material Turn-in

- *Display Supersession Chain (PIC03)*
- *Process Return ZRL or ZRX Purchase Requisition (ZOBUX)*
- *My Open Print Requests - By Type of Document (Print Cockpit)*

### Process Unexpected Material or Property Return

- *Create and Process Return ZXS Purchase Requisition (ZOBUX)*
- *Create and Process Return YRR Purchase Requisition (ZOBUX)*

### Process Material Turn-in - Any SSA (STAMIS Customer)

- *Process Return ZRL or ZRX Purchase Requisition - Turn-in Any SSA (ZOBUX)*
- *Process Return ZRL or ZRX Purchase Requisition - Change SSA Only (ZOBUX)*

### Process Unexpected Material or Property Return - Any SSA (STAMIS Customer)

- *Create Return ZXS Purchase Requisition (ZOBUX)*
- *Create Return YRR Purchase Requisition (ZOBUX)*
- *Process Return ZXS or YRR Purchase Requisition - Turn-in Any SSA (ZOBUX)*
- *Process Return ZXS Purchase Requisition - Change SSA Only (ZOBUX)*
- *Process Return YRR Purchase Requisition - Change SSA Only (ZOBUX)*

### Process Material Turn-in - Any SSA (GCSS-Army Customer)

- *Process Return ZRL or ZRX Purchase Requisition - Turn-in Any SSA (YOBUX)*
- *Process Return ZRL or ZRX Purchase Requisition - Change SSA Only (YOBUX)*



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## References (Continued)

### Process Unexpected Material Return - Any SSA (GCSS-Army Customer)

- *Create Return ZXS Purchase Requisition - Turn-in Any SSA (YOBUX)*
- *Process Return ZXS Purchase Requisition - Turn-in Any SSA (YOBUX)*
- *Process Return ZXS Purchase Requisition - Turn-in Any SSA (YOBUX)*

### Delete Turn-in or Unexpected Material or Property Return

- *Display Extended Document Flow - Turn-in or Unexpected Return (ZEDF)*
- *Delete Inbound Delivery - Turn-in or Unexpected Return (VL32N)*
- *Reverse Outbound Delivery - Turn-in or Unexpected Return (VL09)*
- *Delete Outbound Delivery - Turn-in or Unexpected Return (VL02N)*
- *Delete Return ZRLU or ZRXU Stock Transport Order (ME22N)*
- *Delete Return ZXSS or YRRU Stock Transport Order (ME22N)*
- *Delete Return ZRL or ZRX Purchase Requisition (ZOBUX)*
- *Delete Return ZXS or YRR Purchase Requisition (ZOBUX)*

### Reports

- *Display the Overage Repairable (Standard) Report (ZOAREP)*
- *Display the Overage Repairable (Extended) Report (ZOAREP)*
- *Credit Status Report (BI)*
- *Display Customer Line Items (FBL5N)*
- *Display Open-Cleared ARs USARNG (FBL5N)*
- *Generate List of UMCs (FAGLL03)*
- *Display Unmatched Collections USARN) (FAGLL03)*
- *Detailed Status of Funds (Cumulative) (ZFSC5)*
- *Detailed Status of Funds (Non-Cumulative) (ZFSNC5)*

### Support Tools

- *Display Material - Recoverable or Repairable NIIN Verification (MM03)*
- *Print Issue Release Receipt (1348-1A) Form (VL02N)*



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## References (Continued)

Refer to the following training bulletins on EUM+ for additional updates and process information:

- Release 12 Deltas Affecting Maintenance at the 11th ACR and the 2\_1 AD  
(**TB000207**)
- Release 12 Deltas Affecting Wave 1 Warehouse Operations  
(**TB000211**)
- *Process a QDR Using ZOBUX*  
(**TB000181**)
- *Overage Reparable Management Report*  
(**TB000166**)
- *Recoverable/Reparable Turn-ins - Standard Pricing & Credit (Wave 1)*  
(**TB111966, TB113329, TB113421, TB111966 & TB117671**)
- *Recoverable/Reparable Return Reversals*  
(**TB220573**)
- *Overage Reparable Report - Credit & Document Count Calculations*  
(**TB216152 & TB220798**)
- *Changes to the Overage Reparable Report*  
(**TB000058**)



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## References (Continued)

Refer to the following XBRs on EUM+ for additional business process information:

- *Delete a ZOBUX Entry*  
(**XBRWM606**)
- *Process a Return Using ZOBUX*  
(**XBRWM607**)
- *Identify if the Returned Item is in ZOBUX*  
(**XBRWM607a**)
- *Create a ZOBUX Entry*  
(**XBRWM607b**)
- *Manage ZOBUX Ship RIC, DODAAC Bin and PGI checkboxes*  
(**XBRWM607c**)
- *Process a Return When the Ship RIC is NOT Your SSA*  
(**XBRWM607d**)
- *Process a Return When the Ship RIC is Your SSA*  
(**XBRWM607e**)
- *Manage ZOBUX Putaway Transfer Orders*  
(**XBRWM607f**)
- *Training Simulations for Returns Processing and Directing*  
(**XBRWM607g**)
- *Process a QDR Using ZOBUX*  
(**XBRWM607h**)
- *FLIP the Receiving SLoc for a STAMIS Customer Turn-in*  
(**XBRWM608**)
- *FLIP the Receiving SLoc for a GCSS-Army Customer Turn-in*  
(**XBRWM609**)
- *Process Material Turn-in - Any SSA*  
(**XBRPM320d**)
- *Process Unexpected Return - Any SSA*  
(**XBRPM320h**)

