



DEPARTMENT OF THE ARMY
PROGRAM EXECUTIVE OFFICE
ENTERPRISE INFORMATION SYSTEMS (PEO EIS)
GLOBAL COMBAT SUPPORT SYSTEM-ARMY
3811 CORPORATE ROAD
PETERSBURG, VIRGINIA 23805

MEMORANDUM OF AGREEMENT (MOA)
BETWEEN
PRODUCT MANAGER OFFICE (PMO), GLOBAL COMBAT SUPPORT
SYSTEM-ARMY (GCSS-ARMY)
AND
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

SUBJECT: GCSS-Army Fielding at xxxxxxxxxxxxxxxx with a Projected Go-live Date of xxxxxxxxxxxxxxxx.

1. **Purpose:** This document is to record all requirements, responsibilities and tasks for supporting GCSS-Army fielding efforts with the xxxxxxxxxxxxxxxx.

2. **System Description:** GCSS-Army replaces several aging, stove-piped tactical logistics and financial management systems with a single web-based enterprise resource planning (ERP) solution that will provide tactical commanders with near real-time logistics management information. The functionality of GCSS-Army provides the Army with a seamless flow of timely, accurate, accessible, actionable and secure information that gives combat forces a decisive edge. The initial fielding effort will replace the Standard Army Retail Supply System (SARSS), Funds Control Module (FCM) and middleware of the Supply Support Activities (SSAs) across the Army. GCSS-Army is a software program intended to operate on the current Standard Army Management Information Systems (STAMIS) hardware. GCSS-Army will utilize the most current version of the Army Gold Master operating system. GCSS-Army will become the tactical financial system of record throughout the Army, including Army Commands, Army Service Component Commands; Direct Reporting Units; Army National Guard (ARNG); and other Army organizations.

3. **Scope:**

a. PMO GCSS-Army is fielding the enterprise system based upon priorities established by commanders and Department of the Army (DA) G-3/4/5/7 in accordance with Army Regulation (AR) 700-142, Type Classification, Materiel Release, Fielding and Transfer, and DA PAM 700-142, Instructions for Materiel Release, Fielding and Transfer. GCSS-Army is being fielded with consideration of the gaining unit's position within the Army Force Generation (ARFORGEN) cycle. In the case of installation supply operations, Army Materiel Command will determine the order of fieldings.

b. This is not a funds obligation document. By signing this agreement, the parties are not bound to take any action or fund any initiative. This agreement further provides reciprocal rights for the exchange of information between PMO GCSS-Army and the

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xxxxxxxxxxxxx regarding data, assessments, analyses, networkiness and other resources and capabilities which impact or influence test and deployment of the respective parties' assets.

4. Responsibilities:

a. PMO GCSS-Army will:

(1) Field GCSS-Army based on priorities established by Commanders, United States Property and Fiscal Offices (USPFO), Unit G-4, and DA G-3/5/7. GCSS-Army will follow the ARFORGEN cycle in accordance with DA G-3 guidance.

(2) Provide a GCSS-Army Deployment Team led by a Chief of Installation (COI). The COI will be responsible for management and oversight of the fielding team tasks listed at enclosure 1.

(3) Conduct multiple site visits to:

(a) Conduct Town Hall meetings, Leadership Awareness Briefings, and Lead User Training

(b) Complete Audience Awareness of critical training requirements

(c) Assess unit data cleansing efforts

(d) Monitor status of prerequisite Web-based Training (WBT)

(e) Coordinate unit/installation SARSS backup submissions

(f) Perform other activities described in enclosure 2.

(4) Coordinate and develop a detailed schedule of fielding events (site visits, unit training, etc.). Scheduling conflicts will be resolved to avoid fielding delays. A specific schedule for the XXXXXXXXXXXXX is available at enclosure 3.

(5) Coordinate with the gaining unit and validate requirements based on the most current authorizations per basis of issue plan. Specific hardware shortages or requests for additional hardware should be addressed to the U.S. Army Software Engineering Center-Lee, Fort Lee, VA.

(6) Coordinate with the hardware integrator for replacement of unit hardware that does not meet current requirements for GCSS-Army. New GCSS-Army Line Item Numbers (LIN) are shown in enclosure 4.

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(7) Provide the GCSS-Army Letter of Acceptance (LOA) at enclosure 5 for signature to the XXXXXXXXXXXXXXXX. The LOA signifies the successful transfer of accounts from the STAMIS system of record to GCSS-Army, the new system of record.

(8) Provide Conversion Readiness Scorecards to converting units during each site visit. Conversion Readiness Scorecards will assess the areas of data cleansing, site preparedness, training readiness and post-modernization as shown in enclosure 6.

(9) Provide prerequisite WBT, New Equipment Training (NET), and Over-the-Shoulder Support (OTSS) after “Go-live” at the xxxxxxxxxxxxxxxx or a suitable alternate site. The NET dates are:

(a) xxxxxxxxxxxxxxxx 2014 - Warehouse Operations Class and Finance Class.

(b) xxxxxxxxxxxxxxxx 2014 - Warehouse Operations Class and Materiel Management Class.

(10) Determine if training software can be loaded onto customer’s classroom computers. (If this is not permissible, GCSS-Army will make arrangements to have training suites sent to the gaining unit.) GCSS-Army will be responsible for setting up the gaining unit classroom(s) for training if training suites are used or will load training software onto customer classroom computers if they are made available.

(11) Provide access to post-NET sustainment materials: WBT, End User Manual Plus (EUM+), and Electronic Performance Support System embedded help.

(12) Not provide funding for infrastructure upgrades (i.e., LAN drops, etc).

(13) Provide on-site, OTSS for data validation.

(14) Provide Transportation Account Code (TAC) documentation to the gaining unit, coupled with the approved G-44 Army Funded Transportation Form. These forms will be used for processing the return shipment of training suites after the completion of NET training.

b. Gaining unit will:

(1) Designate a Site Lead to provide assistance to the COI to ensure required installation activities are completed for a successful fielding. Site lead responsibilities are listed in enclosure 7.

(2) Provide a facility large enough to accommodate the GCSS-Army users for Town Hall meetings and briefings. The gaining unit is responsible for equipment setup

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(audio/visual, communications and internet connectivity for shared drive access) prior to each scheduled briefing.

(3) Prior to D-60, identify classroom facilities that will accommodate NET training as outlined in paragraph 4.a.(9). Classrooms must be large enough to accommodate all system users attending NET. Additionally, classrooms must be dedicated to GCSS-Army training efforts. Classrooms will not be broken down for night classes or weekend training during NET.

(4) Prior to D-60, inform the GCSS-Army Fielding Team if unit computers in the gaining unit classrooms will be made available for NET and whether it is permissible for GCSS-Army to download training software on these computers.

(5) Identify and provide lead users to attend Advance Lead User Training at PMO, GCSS-Army, 3811 Corporate Road, Suite C, Petersburg, VA 23805.

(6) Identify lead users who should complete prerequisite WBT and NET in the GUARDU website and or Army Learning Management System (ALMS).

(7) Validate SSA and Resource Management (RM) personnel for GCSS-Army user roles and permissions (Audience Analysis).

(8) Assist GCSS-Army system engineers in preparing for upgrade. Complete the technical survey provided by PM GCSS-Army no later than 120-days prior to blackout (D-120).

(9) Provide the GCSS-Army system engineers and the appropriate Information Management Officer/Network Enterprise Center with a list of all workstations previously used for SARSS (white boxes) to ensure all workstations are loaded with STUNNEL and WIN GUI software prior to data validation.

(10) Provide training policy/guidance during the fielding of GCSS-Army.

(11) Provide all data backups using AMRDEC SAFE on the agreed upon dates.

(12) Prior to D-30, complete and submit the G-44 Army Funded Transportation Form. This form is used to verify the availability of funds prior to the return shipment of GCSS-Army training suites upon the completion of NET training.

5. Shipping Instructions: (for training suites and fielding hardware)

Ship To Address: xxxxxxxxxxxxxxxx
xxxxxxxxxxxxxxxxxxxx

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xxxxxxxxxxxxxxxxxxxx

Accountable Officer: xxxxxxxxxxxxxxxxxxxxxxxx
Email: xxxxxxxxxxxxxxxxxxx@mail.mil
Phone: xxx-xxx-xxxx
DODAAC: XXXXXX
UIC: XXXXXX

6. **Training Facility:** xxxxxxxxxxxxxxxx xxxxxxxxxxxxxxxx
xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

7. **Points of Contact (POCs):**

- a. GCSS-Army COI: xxxxxx xxxxxxxx
BB: xxx-xxx-xxxx
Email: xxxxxxxxxxxxxxxxxxx@mail.mil
- c. Site Lead POC: xxxxxxxx xxxxxxxx
W: xxx-xxx-xxxx
Email: xxxxxxxxxxxxxxxxxxx@mail.mil
- d. SSA Accountable Officer: xxxxxxxxxxxxxxxxxxxxxxxx
W: xxx-xxx-xxxx
Email: xxxxxxxxxxxxxxxxxxx@mail.mil
- e. RM POC: xxxxxx xxxxxxxx
W: xxx-xxx-xxxx
Email: xxxxxxxxxxxxxxxxxxx@mail.mil
- f. IMO/SASMO: xxx xxxxxxxx
W: xxx-xxx-xxxx
Email: xxxxxxxxxxxxxxxxxxx@mail.mil
- g. GCSS-Army: Mr. Harold Whittington, Deployment Division Chief
W: 804-734-5631
Email: harold.d.whittington.civ@mail.mil
- h. GCSS-Army: Mr. Robert (Russ) Carter, Logistics Division Chief
W: 804-734-5612
Email: robert.m.carter48.civ@mail.mil

8. **Issue(s)/Concern(s):** N/A

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9. **Effective Date:** This agreement is effective immediately upon the signing of this document and is in effect until rescinded or until completion of the deployment effort. The projected date for completion of the deployment stage is xxxxxxxxxxxx. After this date the converting organization will be in sustainment.

CHRISTOPHER J. ROMERO
LTC, CM
Product Manager
Global Combat Support System-Army

XXXXXXXX XXXXXXXX
XXXXXXXX
XXXXXXXXXXXX

Date

Date

7 Encls

1. GCSS-Army Deployment Team Tasks
2. GCSS-Army Pre-Conversion Activities
3. GCSS-Army Fielding Events
4. GCSS-Army Line Item Numbers (LINs)
5. GCSS-Army Letters of Acceptance (LOA)
6. GCSS-Army Conversion Readiness Scorecards
7. Site Lead Responsibilities

ENCLOSURE 1

GCSS-ARMY DEPLOYMENT TEAM TASKS



GCSS-Army Deployment Team

Execution Staff Makeup and Tasks

Transition Operations Center

- Planning
- Fielding Execution
- G3 ARFORGEN
- MFT Scheduling
 - GSAT Tools
- Hw Provisioning
- HDT Resolution
- Training Center
- Status Board

Chief of Installation

- In – Briefings
- MOUs
- Facility Setup
 - SSAs
 - Classrooms
- User Analysis
- Lead User Tng
- Data Cleansing
- Maps
- TOC Updates
 - Hot-washes
 - Reports

MFT

- NET Execution
- IFT Trainers
- Technical Support
- Financial SME
- Data Validation
- Post GL Tasks
- Over-the-Shoulder Support

Sustainment

- Help Desk
- PSC
- NGIS
- AMC
- DFAS
- AESIP

ENCLOSURE 2

GCSS-ARMY PRE-CONVERSION ACTIVITIES



GCSS-Army Pre-Conversion Activities v2

Pre-Site Visit	Site Visit (#1)	<u>VTC/DCO</u> (#2)	<u>VTC/DCO</u> (#3)	Site Visit (#4)	Deployment (Final Prep)
D - 180 - (Telecom)	D - 120 - (Onsite 2-3 Days)	D - 90 - (DCO /Telecom 1 Day)	D - 60 - (DCO /Telecom 1 Day)	D - 30 - (Onsite 2-3 Days)	D - 15
<ul style="list-style-type: none"> • Send Army G3 Letter to Fielded organization • Arrange Site Visit facilities with G3/S3 for subsequent visits • Send Data Cleansing / preparation document • Coordinate SARSS backup schedule submission procedures before site visits • Coordinate Advance Lead User Attendance (between D-160-150) Provide Finance/Supply pre-site visit D-180 Checklist 	<ul style="list-style-type: none"> • Sign Fielding MOA (06/Installation DOL handshake) • Conduct Town Hall & Leadership Awareness, Conversion Readiness Briefings • Coordinate onsite Lead User Sessions for remaining Site Visit, including <u>WBT</u> • Coordinate with G3/S3/DPTMS to get on training calendar for Warehouse/FI personnel • Coordinate facilities for future Lead User events and classroom instruction & Site Survey Classrooms • Make initial infrastructure check • Disseminate Audience Analysis worksheets • Conduct required data template training 	<ul style="list-style-type: none"> • Coordinate with leadership • Assess data cleansing / preparation progress (Supply & Finance) • Conduct Lead User Session #1 • Check on classroom / Training facilities / Contracts for Classroom Trailer Support • Validate communications (VSAT/CAISI/NEC) • Assess <u>WBT</u> Progress • Review Audience Analysis • Brief Conversion Readiness Scorecard to Leadership • Validate Structure (DoDAACs & UICs) 	<ul style="list-style-type: none"> • Coordinate with leadership • Continue to assess data cleansing / preparation progress (Supply & Finance) • Conduct Lead User Session #2 • Lock-in Classroom / Training facilities • Verify communications (VSAT/CAISI/NEC) • Report <u>WBT</u> Progress • Refine Audience Analysis • Brief Conversion Readiness Scorecard to Leadership • Validate Structure (DoDAACs & UICs) 	<ul style="list-style-type: none"> • Coordinate with leadership • Conduct Decentralized User Administration (DUA) Training and On-Board Access Administrators • Conduct Cutover (ROC Drill) Briefing • Continue to assess data cleansing progress (Supply & Finance) • Conduct Lead User Session #3 • Finalize classroom / Training facilities • Finalize communications (VSAT/CAISI/NEC) • Report <u>WBT</u> Progress • Brief Conversion Readiness Scorecard to Leadership • Review Final templates 	<div style="text-align: center; font-size: 2em; color: red; margin-bottom: 10px;">★</div> <ul style="list-style-type: none"> • Final Data Cleansing/Preparation Activities • Classroom Setup • Prep Communications • Report <u>WBT</u> non-compliance • Finalize Audience Analysis • Brief Conversion Readiness Scorecard to Leadership (Site Preparedness) • Conduct Cutover (ROC Drill) Refresher

ENCLOSURE 3

GCSS-ARMY FIELDING EVENTS

Key Events: Unit



RICs: XXX

D-DATE	EVENT	DATE	PARTICIPANTS
D-150	FE/ZAA DCO	20 MAY 14	SSA, RM, PMO
D-120	SITE PREP VISIT Backup 02 JUN 14	17-18 JUN 14	SSA, RM, PMO
D-90	SITE CALL Backup 01 JUL 14	16 JUL 14	SSA, RM, PMO
D-60	SITE CALL Backup 01 AUG 14	15 AUG 14	SSA, RM, PMO
D-30	SITE CALL Backup 28 AUG 14	12 SEP 14	SSA, RM, PMO
D-15	SITE PREP VISIT Backup 12 SEP 14	24 SEP 14 - UTC	SSA, RM, PMO
D-8	NET WEEK 1	6-9 OCT 14	Warehouse #1; FI
D-6	BROWN OUT	6 OCT 14*	SSA, RM, PMO
D-1	NET WEEK 2	14-17 OCT 14	Warehouse #2; MM
D-0	BLACKOUT	10 OCT 14*	SSA, RM, PMO
D+6	DATA VALIDATION	20-21 OCT14	SSA, RM, PMO
D+7	GO LIVE (D+7 thru D+10)	22-24 OCT14	SSA, RM, PMO
D+7	OTSS WH (D+7 thru D+37)	22 OCT–21 NOV 14	SSA, RM, PMO

ENCLOSURE 4

GCSS-ARMY LINE ITEM NUMBERS (LINS)

<i>GCSS-Army LINS</i>		
<ul style="list-style-type: none">• PBOs must update their Property Books to show GCSS-Army LINS.		
<u>GCSS-ARMY LIN</u>	<u>REPLACED LIN</u>	
AN/TYQ-161(V1) (Z01765)	SARSS-1 WORKSTATION (C18684)	
	SARSS-1 MATERIEL MANAGEMENT WORKSTATION (C78554)	



ENCLOSURE 5

LETTER OF ACCEPTANCE

MEMORANDUM FOR: Global Combat Support System – Army (GCSS-Army)
Deployment Team

SUBJECT: Letter of Acceptance – Materiel Management in GCSS-Army

PURPOSE: This document acknowledges that the correct configuration and/or parameter settings have been successfully established from SARSS to GCSS-Army for RIC:_____, (unit)_____ and that the system of record for Supply functions has transitioned from SARSS to GCSS-Army as of this day,

mm/dd/yyyy

DRAFT

RANGER JOE
CW3, QM
Property Account Technician



ENCLOSURE 5

LETTER OF ACCEPTANCE

MEMORANDUM FOR: Global Combat Support System – Army (GCSS-Army)
Deployment Team

SUBJECT: Letter of Acceptance – Command Organizational Structure in GCSS-Army

PURPOSE: This document acknowledges that the correct configuration and/or structure settings have been successfully established for RIC: _____ Unit _____ in GCSS-Army and that the system of record for Supply and Maintenance related Organization Structure is correct in GCSS-Army.

(mm/dd/yyyy)

DRAFT

I.M. RANGER
LTC, LG
Chief, Supply and Services Division
AR G-4



ENCLOSURE 5

LETTER OF ACCEPTANCE

MEMORANDUM FOR: Global Combat Support System – Army (GCSS-Army)

SUBJECT: Letter of Acceptance – RIC: WN0 Conversion/Migration of legacy financial data to GCSS-Army for the 5th SFG (A)

PURPOSE: This document serves as acknowledgement by the undersigned that the tactical financial data for fund centers: _____, _____ and _____ have been thoroughly converted, migrated, and validated to the satisfaction of those identified below.

I acknowledged that the General Ledger Account and associated Tactical Financial data have been appropriately validated and verify that the tactical finance system of record has transitioned from GFEBs to GCSS-Army as of this day,

mm/dd/yyyy

DRAFT

I.M. RANGER
GS-14
Chief Accounting Officer



ENCLOSURE 5

LETTER OF ACCEPTANCE

MEMORANDUM FOR: Global Combat Support System – Army (GCSS-Army)
Deployment Team

SUBJECT: Letter of Acceptance – Validation of the Migrated Stock Record
Account Data from SARSS to GCSS-Army

PURPOSE: This document serves as acknowledgement by the undersigned that all Retail Supply tactical logistical data records and accounts residing in SARSS for RIC: WN0, 5th SFG (A) SSA, have been converted, migrated and validated to the satisfaction of those identified below.

I acknowledge that the Stock Record Account and associated Retail Supply business area data have been appropriately validated, and verify that the Stock Record Account of record has transitioned from SARSS to GCSS-Army as of this day,

mm/dd/yyyy

DRAFT

REYNALDO NUNEZ
CW3, QM
Accountable Officer

ENCLOSURE 6

GCSS-ARMY CONVERSION READINESS SCORECARDS

Conversion Readiness Scorecard GCSS-Army

- TRAINING PREPAREDNESS

Conversion Readiness Scorecard GCSS-Army

- SITE PREPAREDNESS

Conversion Readiness Scorecard GCSS-Army

- DATA TEMPLATE STATUS

Conversion Readiness Scorecard GCSS-Army

- Data Preparedness Overview

(Phase: 015) (S: P020) (IC: WCS UNIT: INSTUN 55A) (DOAAC #: 54) (Report Date: 23-Jul-2014)

Site ID	Site Message	011	012	013	014	015	016	017	018	019
DoDAAC										
1	MIGRATION_DODAAC_LIST	SARSS CUSTOMER DODAAC NOT LOADED IN GCSS-ARMY FORCE SUBMIT	0	0	0	0	0	0	0	0
National Management										
2	INVENTORY_BIN_LOAD_SUPPDMT	MATERIAL NUMBER NOT FOUND IN GCSS-ARMY MATERIALS CATA	0	0	0	0	0	0	1	1
3	INVENTORY_LOAD_FILE	MATERIAL NUMBER NOT FOUND IN GCSS-ARMY MATERIALS CATALOG	0	0	0	0	0	0	1	1
4	INVENTORY_MRP_AREA	MATERIAL NUMBER NOT FOUND IN GCSS-ARMY MATERIALS CATALOG	0	4	4	4	3	20	20	
5	LEGACY_CATALOG_MASTER	CAGE USED IN MATERIAL NUMBER NOT FOUND IN GCSS-ARMY MATER	0	4	4	4	4	4	4	
6	ORDERS_DUE_IN_LOAD	MATERIAL NUMBER NOT FOUND IN GCSS-ARMY MATERIALS CATALOG	0	0	0	0	0	0	1	1
National Management/Procurement Management										
7	ORDER_DUE_IN_HEADER	ORDER DUE IN HEADER ERRORS - RECORD HELD AT ZAC-NO PI RECORD FOUND	0	0	0	0	0	10	0	0
8	ORDER_DUE_IN_HEADER	ORDER DUE IN HEADER ERRORS - RECORD HELD AT ZAC-NO PI RECORD FOUND FOR SUP CL 2	0	0	0	0	0	10	0	0
DoDAAC/Finance										
9	FINANCE_ORPHANS	FINANCE CROSSWALK ERROR - EXP CROSS WALK ERROR - FEDERATED COST CENTER/ISS REQUIRED	0	0	0	0	0	0	0	4
10	FINANCE_ORPHANS	FINANCE CROSSWALK ERROR - LEGACY CROSS WALK ERROR - FUNDS CENTER/COST CENTER REQUIRED TO CONVERT	0	0	0	0	0	0	0	4
11	FINANCE_ORPHANS	FINANCE ORPHAN	0	43	112	46	73	48	44	
12	FINANCE_ORPHANS	FINANCE ORPHAN ERROR	0	0	0	0	0	0	0	19
13	ORDER_DUE_IN_HEADER	ORDER DUE IN HEADER ERRORS - DODAAC IS NOT SLATED FOR GCSS-ARMY MIGRATION	0	2	2	3	3	3	0	
14	ORDER_DUE_IN_HEADER	ORDER DUE IN HEADER ERRORS - EXP CROSS WALK ERROR - FEDERATED COST CENTER/ISS REQUIRED	0	0	0	0	0	1	0	0
15	ORDER_DUE_IN_HEADER	ORDER DUE IN HEADER ERRORS - OPEN SARSS WITH NO FINANCE RECORD FOUND	0	0	0	1	0	0	0	10
16	ORDER_DUE_IN_HEADER	FAILED FCN LOGS	0	0	0	0	0	0	0	0

This is only a Sample. The actual Conversion Readiness Scorecards will be presented to the gaining unit leadership at each of the D-90, D-60 and D-30 site visits/updates.

ENCLOSURE 7

SITE LEAD RESPONSIBILITIES

Site Lead Responsibilities:

1. Has broad organizational knowledge and influence
2. Assist the Deployment Team and act as the installation GCSS-Army coordinator and liaison POC throughout the fielding
3. Assist the COI in management and oversight of installation-related fielding tasks
4. Provide internal coordination and problem resolution support
5. Monitor unit(s)' coordination in terms of data preparation status and readiness issues during deployment
6. Monitor ALMS or GUARD-U registration/enrollment, attendance and completion of all GCSS-Army related training across the organization