



DEPARTMENTS OF THE ARMY AND THE AIR FORCE  
NATIONAL GUARD BUREAU  
UNITED STATES PROPERTY AND FISCAL OFFICER FOR NEW YORK  
330 OLD NISKAYUNA ROAD  
LATHAM, NEW YORK 12110-3514

MNPF-SS

21 November 2022

MEMORANDUM FOR

Commander, 42d Infantry Division, 137 Glenmore Road, Troy, NY 12180-8398  
Commander, 53d Troop Command, Camp Smith Training Site, Cortlandt Manor, NY  
10567-5000  
Commander, JFHQ-NY, 330 Old Niskayuna Road, Latham, NY 12110-2224

SUBJECT: Global Combat Support System – Army (GCSS-A) Overdue Deliveries  
Listing Letter of Instruction (LOI)

1. References:

- a. AR 710-2, Supply Policy Below the National Level, para 4-24.
- b. AR 725-50, Requisitioning, Receipt and Issue System, para 5-14.

2. Receipt Processing is a critical supply process that requires immediate attention at all levels. As per reference 1b above, all receipts will be processed within 10 calendar days.

3. The GCSS-A Overdue Deliveries report is in a spreadsheet format and will be provided every two weeks to validate overdue shipments without a D6S receipt transaction. The layout of the report with field definitions is listed below:

a. Exception – Number of Days an overdue delivery has been in the system without a matching receipt:

- (1) RED – over 30 days.
- (2) YELLOW – Less than 30 days.

b. Inbound Delivery – GCSS-A document number assigned by system, starts with “18”.

c. Delivery Create Date – Date requisition hit the system.

d. Age of Delivery – Number of days in the system.

e. DocType – GCSS-A Document Type as defined below:

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- (1) YUD – Unit dedicated PO for Property Book from unit not using GCSS-A.
- (2) ZDO – PO for Provisions for unit using GCSS-A.
- (3) ZIID – Unit Dedicated Initial Issue for Provisions.
- (4) ZUD – Unit Dedicated Order for Provisions.
- (5) ZUR5 – Unit Remote Interface A5 for Provisions.
- (6) YSTU – PO for Internal Lateral Transfer.
- (7) YSTE – PO for External Lateral Transfer.

f. Purchasing Document – GCSS-A Purchase Order (PO) document number assigned by system.

- (1) Starts with “22” – POs for Property Book Items.
- (2) Starts with “45” – POs for Provisions (expendable items).

g. Purchase Order Date – Date requisition (PO) created in supply system.

h. Days since PO Created – Number of days since PO created.

i. External Delivery ID – Requisition document number with suffix code.

j. Material – NIIN of stock number ordered.

k. Quantity Due-in (UI) – Order quantity.

l. Item.

m. Unit of Issue –UI for stock number ordered.

n. Planned Deliv. Time – Planned Delivery Time (PDT) set by depot by stock number.

o. Safety Time Deviation – STm set by depot by stock number.

p. PO Create Date + PDT + STm – calculated date.

q. Material Description – Nomenclature for stock number ordered.

r. Price per UI – UI price of stock number ordered.

s. Acquisition Advice Code – AAC of stock number ordered.

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- t. Control Item Inventory Code – CIIC of stock number ordered.
- u. Maint. Sig. Part.
- v. Serial no. profile – Serial numbered item.
- w. DODAAC. Gaining DODAAC.
- x. Storage Location – GCSS-A assigned Storage Location (SLOC) of Unit UIC.
- y. SRO Review. Stock Record Office review.
- z. SRO Review Date. Date reviewed by SRO.
- aa. MGR Review. Material Manager review.
- bb. DATE RECEIVED – Unit provides date D6S processed.

(1) If shipment was received, please process the Post Goods Receipt (PGR) in GCSS-A to clear the requisition from the list.

(2) If shipment was NOT received, notify Material Management. We will need to process an SDR.

4. Return the completed listing via email to Ms Jennifer Davis, [jennifer.j.davis.civ@army.mil](mailto:jennifer.j.davis.civ@army.mil) .

5. POC for this action is Ms Jen Davis, cml (518) 272-3737, DSN 489-3737.

FOR THE USP&FO for New York:

Encl

DEBORAH M. HOLSER  
Supply Management Officer