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   9 August 2016

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Global Combat Support System – Army (GCSS-A) Sustainment Training Letter of Instruction (LOI)

1. Reference, GCSS-A Training and Certification system (GTRAC) Smart Book.

2. PURPOSE. This LOI provides guidance on sustainment training for GCSS-A current and new users.

3. GENERAL. The GCSS-Army Training and Certification system (GTRAC) is the source for current web based training for GCSS-Army.

4. TRAINING REQUIREMENTS.

    a. Access GCSS-A GTRAC using below link. See enclosed GTRAC Smart Book on how to access, register and take the required courses.

        http://gcss.army.mil/Training/GTRAC.aspx

    b. It is very important that new students begin by taking the first four courses (GCSS-Army Overview, Basic Navigation, Intermediate Navigation, and Use GCSS-Army Reports), followed by other courses in their functional area as outlined below (see GTRAC Smart Book).

        (1) FINANCE.
            Retail Supply
            Introduction to Finance
            Process a Material
            Spending Chain Overview

        (2) SSA/ WAREHOUSE and MATERIAL MGT.
            Retail Supply
            Material Management Overview
            Process a Material
            Organizational Supply
            Introduction to Finance
            Spending Chain Overview

(3) PROPERTY and S4 LEVEL.
Material Management Overview
Organizational Supply

(4) UNIT SUPPLY.
Organizational Supply

(5) MAINTENANCE.
Request Process Flow
Maintenance Overview
Plant Maintenance Overview

c. Each course must be completed prior to taking the assessment. The student will
be given three attempts to pass the course assessment. Once the assessment is
passed, a Certificate of Completion will be issued. If the assessment is not passed
within three attempts, the student must retake the course prior to attempting the
assessment again.

5. COORDINATING INSTRUCTIONS.

a. In order to gain access for GCSS-A Wave 2, you must self-register after training
is completed. Registration link https://www.gcss-army.army.mil/HR.Self-Register.

b. Upon course completion, email all of your course certificates to the functional
area Access Administrator (AA).

c. Current GCSS-A Access Administrators by functional area:

(1) SSA/WAREHOUSE.
(a) SFC Doug Browning, douglas.l.browning.mil@mail.mil
(b) SFC David Peeney, david.j.peeney.mil@mail.mil

(2) MATERIAL MGT.
(a) Plant 2000-Deborah Holser, deborah.m.holser.civ@mail.mil .
(b) Plant 2001-SFC Erick Yip, erik.w.yip.mil@mail.mil
(c) Plant 2001-Gary Flaherty, gary.l.flaherty6.civ@mail.mil

(3) FINANCE UIC W7NRAA (USP&FO Comptroller).
(a) Paul Brucato, paul.a.brucato.civ@mail.mil
(b) Lisa Blanton, lisa.m.blanton.civ@mail.mil

(4) FINANCE UIC W8BNAA (JFHQ)

    (a) SFC Justin Westfall, justin.a.westfall.mil@mail.mil

(5) PROPERTY and UNIT SUPPLY. Each PBO for respective units.

(6) MAINTENANCE. Check with State Maintenance Office for list of AAs. .

6. POC for this action is the undersigned, cml (518) 272-3700.

FOR THE USP&FO for New York:

Encl

DISTRIBUTION:
GCSS-A Users

DEBORAH M. HOLSER
Supply Management Officer