



DEPARTMENT OF THE ARMY  
HEADQUARTERS, EIGHTH ARMY  
UNIT #15236  
APO AP 96271-5236

EACG

NOV 30 2020

MEMORANDUM FOR All Eighth Army Soldiers and Civilian Employees

SUBJECT: Eighth Army Command Policy Letter #18, Global Combat Support System-Army (GCSS-Army) Purchase Requisition and Purchase Order Review

1. References:

- a. Army Regulation 710-2, Supply Policy Below the National Level, 28 March 2008.
- b. ALARACT 094/2014 Global Combat Support System-Army (GCSS-Army) – replacing the Standard Army Retail Supply System (SARSS) Release Three.
- c. USARPAC Global Combat Support System –Army (GCSS-Army) Purchase Requisition and Purchase Order Review Policy Memorandum 15-07, 29 September 2015.

2. Purpose. This policy establishes guidance for the GCSS-Army's Purchase Requisition (PR) process.

3. Background. ZPARK and RS logistics review processing is highly critical to achieving sustainable unit readiness. Resource Managers (RM/G8) will review each PR IOT verify the availability of funds prior to forwarding the request to the Source of Supply "SOS." Execution Managers (EM) and Material Managers (MM) will re-verify availability of funds during the RS logistics review for flagged requisitions. EMs will review and approve Operations and Maintenance related purchases, while MMs will review and approve Army Working Capital Funds related purchases.

4. Policy.

- a. Eighth Army (8A) Major Subordinate Commands (MSCs) and Direct Reporting Units (DRUs) will establish local guidance that directs Resource Managers to approve/disapprove PR/PO in ZPARK and EM/MM validate PR/PO during the RS process daily.

- b. The Army standard for requisition review is one workday measured at the 85<sup>th</sup> percentile. At this point, the command must review and either release or reject each transaction for anything over 24 hours old, and may not hold PR/PO in ZPARK as waiting for fund availability in Availability Control (AVC).

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c. 8A MSCs will set the default ZPARK switch to "Off." However, 8A MSCs may, by exception, set the ZPARK switch "On" to ensure the best use of limited resources and to avoid obligation of funds that are not available. An 8A MSC Commander is the final approving authority for the use of the ZPARK switch "On."

d. 8A MSC Resource Managers (RM) will accomplish the following tasks.

(1) Recommend ZPARK switch setting "On" or "Off" to 8A MSC Commanders in consideration of the best use of resources or spending-match to the available budget.

(2) RMs will establish unit-level General Fund Enterprise Business System (GFEBS) spending allotments (targets) and load those targets into GCSS-Army. Notify units when their funds are 75% obligated.

(3) Review PR/PO forwarded to ZPARK daily.

e. The EM/MM and RS Managers are jointly responsible for PR/PO review and approval daily.

5. Proponent. The proponent for this policy is Eighth Army G4 Supply and Services Branch at commercial 011-82-50-3355-8930 or DSN (315) 755-8930.



WILLARD M. BURLESON III  
Lieutenant General, USA  
Commanding