DEPARTMENT OF THE ARMY
HEADQUARTERS, 25TH INFANTRY DIVISION
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APVG-CG

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MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: 25th Infantry Division Policy Letter # 18 ZPARK and Release Strategy Management.

1. References:

a. Army Regulation (AR) 710-2, Supply Policy Below the National Level (28 March 2008)

b. AR 710-1, Centralized Inventory Management of the Army Supply System (28 November 2016)

2. Applicability. This policy applies to all units assigned or attached to 25ID, Schofield Barracks, Hawaii including all separate brigades or battalions supported by a 25ID Supply Support Activity (SSA).

3. Purpose. To reinforce leadership understanding and clarify established guidelines for processing routine requisitions within Global Combat Support System-Army (GCSS-Army).

4. Responsibilities. All subordinate commands will prepare policies consistent with these guidelines. Commanders will develop a program that supports the daily execution of supply requisitioning through ZPARK and the Release Strategy (RS).

5. Policy. The intent of this is policy is to establish guidance for purchase requisitions (PR) and purchase order (PO) review during the requisition process. The requisition process within GCSS-A includes both the ZPARK and the RS review. All units will utilize these two functions in the daily execution of supply operations in order to validate purchase orders and purchase requests (PO/PR) before obligating funds. ZPARK and Execution Managers (EM) must review ZPARK and the RS on a daily basis to make sure POs are worked/released daily in both ZPARK and RS. As a 25ID material management standard, POs will not exceed two (2) duty days in the brigade ZPARK and RS. This policy reinforces the importance of our logistics and financial relationships in the daily care and supervision of supplies, as well as the responsibility of all leaders to reinforce fiscal responsibility at all levels.

a. Leader responsibilities. Leaders must be aware of the importance of the two positions within their organization. Commanders must give their assigned ZPARK and

Execution Managers the proper time to allow them to work the transactions daily within their respective roles. As such, leaders will be involved. Leaders must understand workload and the amount of aged documents pending action in ZPARK and RS. Commanders determine the amount of personnel needed to discharge ZPARK and RS responsibilities within the established timelines prescribed in this policy, with a minimum of one primary and one alternate.

    b. Commanders responsibilities:

       (1) Commanders will operate with ZPARK on. ZPARK "off" is unrestrictive and considered the default position. It automatically obligates the PO based on available funds placed in GCSS-Army from the MSC Resource Managers (RM). ZPARK "on" is more restrictive and requires a manager to validate all POs prior to obligating funds. Commanders and RMs are able to monitor funds through the Status of Funds report to determine which position to utilize.

       (2) While utilizing ZPARK "on," commands will release/reject POs in ZPARK daily and take action within one (1) duty day. Submit a capabilities gap and/or unfinanced requirement to the 25ID G8 if additional funding is required to process POs. Units can retain POs in ZPARK awaiting funding via capabilities gap and/or unfinanced requirements only after the 25ID G8 notifies the brigade S8 that their request for additional funding is approved at the Division level and submitted to USARPAC G8. Send requests for exception to policy to allow POs to remain in ZPARK longer than two (2) duty days to the Division G4 for approval.

       (3) Identify ZPARK Managers at the MSC G8 and/or brigade S8 level.

       (4) Designate the approval authority level in writing for ZPARK when utilizing ZPARK "on".

       (5) Train and appoint in writing brigade ZPARK managers. 25ID G8 conducts regular training for MSC ZPARK managers. 25ID G8 ZPARK managers will conduct training for brigade level ZPARK Managers.

       (6) Review and set the brigade's extended dollar threshold between $500 and $2,500 for RS Hold Code "C5" for their supporting SSA. Any PO/PR with an extended value that exceeds this GCSS-Army control parameter will automatically stop and trigger a review in the RS. A RS manager then reviews the PO/PR for the command. This function is similar to the legacy Manager Review File (MRF), which occurs completely separate from ZPARK actions.

(7) Designate EMs responsible for working the RS at the Support Battalion for unit requirements within the Brigade. Release strategy is a brigade level control mechanism to allow the unit to regulate and monitor the Army's eight (8) release strategy hold codes. These release strategy hold codes are separate from ZPARK and known as the Manager Review File (MRF) in legacy. Units without a Support Operation Officer (SPO) or equivalent to assign EM functions will have this function managed by the installation Combat Sustainment Support Battalion (CSSB) SPO.

(8) Determine the training required to perform actions as an EM and release agent. Ensure all EMs receive the training as release agents prior to executing within GCSS-Army. The 25ID Sustainment Brigade Comet teams instructs EM and RS class in conjunction with the Division G4 Supply and Services which can be registered through usarmy.schofield.25-id.list.25th-sb-spo-comet@mail.mil.

(9) Appoint in writing designated BDE EMs as the command's release agents. Units will maintain a copy of the appointment orders for Command Supply Discipline inspections and Army auditing samples.

(10) Include performance and compliance of this policy in monthly sustainment readiness review forums. Commands will identify the number of PO/PRs in RS over two (2) duty days old to include the dollar amount and projected resolution date. Commanders will be prepared to brief the Division Chief of Sustainment as required for the monthly Division Sustainment Readiness Review (DSRR).

(11) Ensure units going to Combat Training Centers (CTCs) rotations establish ZPARK and Release Strategy management plan for exercise support in accordance with CTCs published sequence of events timelines.

c.` Soldier Responsibility. All Soldiers and access administrators are accountable for their actions performed within GCSS-Army under their respective roles. Soldiers will not allow other personnel to perform actions on their behalf while logged into the system.

d. Execution Manager Responsibilities. All assigned EM's are at a minimum responsible for the following actions:

(1) Working the eight (8) release strategy hold codes.

a) A5 - Context only - (special purpose items. Such as information system technology replacement parts.

b) B5 - Controlled material - (restricted items to include CLIII and HAZMAT). List can be obtained from the 25DSB material management section.

c) C5 - Dollar limit - (pre-set BDE threshold amount, has no impact on ZPARK).

d) D5 - Quantity limit - (excessive and minimal thresholds).

e) E5 - Acquisition Advice Code (AAC) – (check the validity and availability of a given material number).

f) F5 - Controlled Inventory Item Code (CIIC) – (security classification and/or pilferage controls).

g) G5 - Reportable Item Control Code (RICC) – (tracking and visibility of reportable items ordered).

h) H5 - Accounts Requirement Code (ARC) – (CLII/CLVII property book orders).

(2) Maintaining controlled material release memorandums from commander for authorizations and auditability purposes.

(3) Maintenance, supervision and distribution of the recoverables listing report (ZOAREP/ZOBUX) for their supported BDE.

(4) Brigade point of contact for the recoverables turn in process through ZOAREP/YOBUX, validator of the brigade's use of turn-in memos using the removal codes Z1(turn in for cause), Z2 (increase to shop stock), Z4 (investigation), and Z5 (turned into non supporting SSA).

(5) To be familiar with the Department of Army discontinuance of allowable credit days (ACD) in GCSS-Army policy memo.

(6) Placing text notes within GCSS Army SAP Business Work Place (SBWP) for any item passed or rejected. Failure to place notes on any given item will cause the item to be rejected at the 25ID Sustainment Brigade material management level.

6. Expiration Date. This policy is effective immediately and remains in effect until superseded or rescinded in writing.

7. The point of contact for this policy is the Division G4 Material Management Officer, CW3 Myaish K. Monroe, at 808-655-1405 or myaish.k.monroe.mil@mail.mil.

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Major General, USA
Commanding