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GTA 10-54-003a

Utilization of the GCSS-Army Hand-Held Terminal (HHT)

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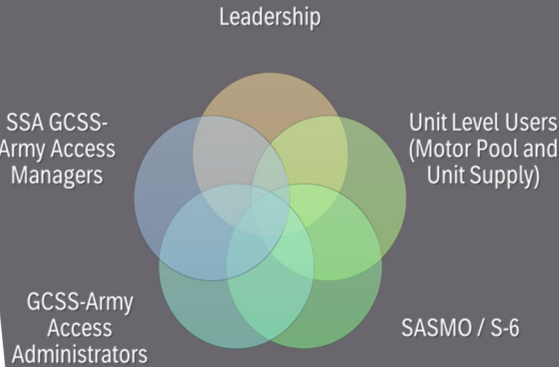
Fort Gregg-Adams, VA 23801

# Utilization of the GCSS-Army Hand-Held Terminal (HHT)



## Areas of Responsibility

There are several entities involved in preparing and configuring the HHT for daily use. These include:



These entities must all work together for accurate function of the HHT as each has specific responsibilities and tasks to accomplish.

## Intended Usage

HHTs are used to perform daily tasks in Unit Supply Rooms, Motor Pools, and in various sections of the Supply Support Activity (SSA).

There are two ways to image the HHT software which depend on whether it will connect to the VSAT or NIPR network. The HHT also has the ability to be used “offline” when it is not connected to a network. This capability is called Store and Forward (S & F).

Users may use the S & F option, for example, to conduct inventories or perform a PMCS in the vehicle yard where they may

be out of range of the wireless network. GCSS-Army will sync and update once the HHT is placed onto the docking station connected to the GCSS-Army computer.

## Capabilities for Unit Supply, Maintenance, and the SSA

Unit Supply	Connected	Store & Fwd
PGR		
PGI		
Inventory		
Stock List		
Bin Label		
Permissions		
Maintenance	Connected	Store & Fwd
PGR		
PGI		
Inventory		
Stock List		
Bin Label		
Permissions		
Fast Issue		
Warehouse	Connected	Store & Fwd
PGR		
PGI		
Put Away		
Pick		
Inventory		
Pack/Ship		
Stock List		
Bin to Bin		
Confirm PCN		
Print TO		
Create Bin		
Bin Label		
Block Bin		
Permissions		

This pamphlet gives a brief description of what each entity is responsible for to simplify the process of preparing the HHT for daily use.

# Roles & Responsibilities

## Leadership

Leaders must ensure their personnel have the right equipment, training, and provisions to adhere to regulatory guidance supporting HHT usage. (Scan QR codes on back for more information.) Enforcement of regulation begins at the top. Leaders may also choose to add requirements to existing procedures, for example, not issuing supplies at the SSA when Unit personnel do not bring their own operational HHT. Benefits of proper HHT usage include:

- ⇒ Reduced customer wait times
- ⇒ Reduced costs
- ⇒ Accurate accounting of materiel
- ⇒ Improved readiness

## Unit Level Users

Unit level users initiate the process of preparing the HHT for use, depending on how the device will be connected. Users will contact SASMO for HHTs connected to the VSAT. S-6 is the primary for HHTs connected to NIPR. For NIPR connection, users must also verify they have an active NEC account for their CAC to work in the HHT. After each reimaging, the device must be reregistered in GCSS-Army.

## SASMO / S-6

The Sustainment Automation Support Management Office (SASMO) aides logisticians in the ability to perform automated logistics tasks on the Sustainment Tactical Network, which uses the following equipment:

- ⇒ Combat Service Support Very Small Aperture Terminal (CSS-VSAT)
- ⇒ Combat Service Support Inflatable Satellite Antenna (CSS-ISA)
- ⇒ Combat Service Support-Scout (CSS-Scout)
- ⇒ Combat-Service-Support Automated Information Systems Interface (CAISI)
- ⇒ Army IT network (NIPRNET)

Sustainment Automation consists of the enterprise business system employed throughout the Army, hardware, software, communications equipment, and the Sustainment Transport System (STS).

SASMOs are responsible for managing STS users and workstations. They also provide network and system administration for all Sustainment Automation within their units.

The SASMO's responsibility concerning the HHT is to install the base image configuration. If the HHT will be connected to the NIPR, the unit and SASMO must work with S-6 to ensure connectivity, however, the SASMO has the overall responsibility for preparing the HHT.

This is done by completing a five-step process:

1. Accessing the Boot Menu
2. Applying the Base Image
3. Setting up the Desktop
4. Managing the Administrator Account
5. Setting Up Network, Internet, and GCSS-Army Mobile Client

For more information regarding what the SASMO roles and responsibilities include, or for training and class dates provided by the Army Sustainment University (ASU), please scan the QR code on the back of this pamphlet to visit their website.



Soldiers use the HHT to pick up items at the SSA.  
3rd DSB, Fort Stewart, GA

## GCSS-Army Access Administrators

The GCSS-Army Access Administrator, typically the Property Book Officer (PBO) or Maintenance/SSA accountable officer, has a significant role in the S & F use of HHTs through GCSS-Army Mobile Client. Using specific T-Codes, they grant user access to a particular device, then assign roles.

### ZDOEMDM: Mass Device Management

This process allows an administrator to maintain the logical device user assignments for S & F capabilities. If this action is not completed, users will not be recognized on the HHT when attempting to login. This T-Code is also used to remove users from the HHT.

### ZAiT: User Roles

Use this T-Code to grant authorization for HHT users. Administrators must perform this action to assign roles. Once roles to the Logical Device are assigned for you and your Soldiers, the GCSS-Army Mobile Client showing your assigned authorizations will be displayed on the Main Menu screen after login. The S & F Main Menu has 3 process buttons on its initial screen and a 4th button on a second screen. Administrators must then assign work to users using the S & F Workload Assignment function on the HHT. When the assigned tasks are complete, ensure the data is synced

In addition, administrators must ensure HHTs are reregistered in GCSS-Army whenever they are reimaged.

## SSA GCSS-Army Access Managers

The Access Manager at the SSA must work with customers, SASMO, and S-6 to ensure HHTs are configured for use at their SSA. They may also perform some of the functions of the GCSS-Army System Administrator for their personnel by granting access and assigning roles required to use the HHT within the various sections of the SSA.

For additional information regarding daily tasks performed using the HHT, please refer to the GCSS-Army Training Center and the End User Manual (EUM+).

