



Supply Management (2S0X1)

Supervises and performs item and monetary accounting and inventory stock control, financial planning, and funds control. Computes requirement, determines allowance, and researches and identifies supplies and equipment requirements. Supervises and performs operations involved in storage, inspection, identification, and receipt of property. Responsible for facility safety and security. Conducts inventories. Operates automated equipment, special purpose government vehicles, and materiel handling equipment.

Alternate Titles:

STOCK AND INVENTORY SPECIALISTS; STOCK CLERKS; INVENTORY CLERKS; PARTS CLERKS; STOREKEEPERS; STOCK CONTROL CLERKS; SHIPPING AND RECEIVING SPECIALISTS

Duties and Responsibilities:

BACKGROUND

The military maintains a large inventory of food, medicines, ammunition, spare parts, and other supplies. Keeping the military's supply system operating smoothly is an important job. The lives of combat troops in the field may depend on receiving the right supplies on time. Supply and warehousing specialists receive, store, record, and issue military supplies.

WHAT THEY DO

Supply and warehousing specialists in the military perform some or all of the following duties:

Perform inventory and financial management procedures, including ordering, receiving, and storing supplies

Locate and catalog stock, usually using microfiche viewers

Verify the quantity and description of stock received

Give special handling to medicine, ammunition, and other delicate supplies

Select the correct stock for issue

Load, unload, and move stock using equipment such as forklifts and hand trucks

Keep records on incoming and outgoing stock

Prepare storage space

TRAINING PROVIDED

Job training consists of 4 to 6 weeks of classroom instruction, including practice in handling and storing stock. Course content typically includes:

Stock control and accounting procedures

Procedures for shipping, receiving, storing, and issuing stock

Procedures for handling medical and food supplies

Movement, storage, and maintenance of ammunition

Further training occurs on the job and through advanced courses.

WORK ENVIRONMENT

Supply and warehousing specialists work in large general supply centers, small specialized supply rooms, or ship storerooms.

PHYSICAL DEMANDS

Supply and warehousing specialists may have to lift and carry heavy boxes of ammunition and other supplies. Normal color vision is required for specialties that handle color-coded parts, supplies, and ammunition.

HELPFUL ATTRIBUTES

Helpful school subjects include math, bookkeeping, accounting, business administration, and typing. Helpful attributes include:

Ability to keep accurate records

Preference for physical work

Interest in operating forklifts and other warehouse equipment

Preference for work requiring attention to detail

CIVILIAN COUNTERPARTS

Civilian supply and warehousing specialists work for factories, parts departments in repair shops, department stores, and government warehouses and stockrooms. They perform duties similar to military supply and warehousing specialists. Civilian supply and warehousing specialists may also be called stock control clerks, parts clerks, or storekeepers.

OPPORTUNITIES

The services have about 68,300 supply and warehousing specialists. On average, they need about 6,140 new specialists each year. After job training, specialists stock shelves, learn about different parts and supplies, and fill supply requests. In time, they also estimate needs, order stock, and supervise others. Eventually, they may become superintendents of supply centers