



## Unit Supply Specialist (92Y)

The right supplies, delivered at the right time, can ensure the safety of Army troops in the field. Maintaining and distributing the Army's large inventory of food, medicines, ammunition, spare parts and other supplies is an incredibly important job. The Unit Supply Specialist is an integral member of the Army's supply and warehousing specialist team.

The Unit Supply Specialist is primarily responsible for supervising or performing tasks involving the general upkeep and maintenance of all Army supplies and equipment. Some of your duties as an Unit Supply Specialist may include:

- Receiving, inspecting, inventorying, loading, unloading, storing, delivering and turning in organization and installation supplies and equipment

- Operating unit level computers

- Preparing all unit/organizational supply documents

- Maintaining automated supply system for accounting of organizational and installation supplies and equipment

- Issuing and receiving small arms and crew served weapons

- Securing and controlling weapons and ammunition in security areas

- Scheduling and performing preventive and organizational maintenance on weapons

- Performing inventory and financial management procedures, including ordering, receiving and storing supplies

- Locating and cataloging stock

- Performing or supervising inventory management, storage and preservation

- Performing quality control, property management and repair parts management

- Segregating and accounting for medical supplies and equipment

- Selecting the correct stock for issue

- Loading, unloading and moving stock using equipment such as forklifts and hand trucks

- Keeping records on incoming and outgoing stock

## **TRAINING**

Job training for a Unit Supply Specialist consists of nine weeks of Basic Training, where you'll learn basic Soldiering skills, and six weeks of Advanced Individual Training, including practice in handling and storing stock. Part of this time is spent in the classroom and part in the field. Some of the skills you learn are:

- 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

## **HELPFUL SKILLS**

Helpful attributes include:

- An interest in mathematics, bookkeeping, accounting, business administration and/or typing
- An ability to keep accurate records
- A preference for physical work
- An interest in operating forklifts and other warehouse equipment

## **ADVANCED RESPONSIBILITIES**

Advanced level Unit Supply Specialists supervise and train other Soldiers within the same discipline. Other duties may include:

- Inspecting completed work for accuracy and compliance with established procedures
- Coordinating supply activities
- Reviewing and annotating changes to unit material condition status report
- Posting transactions to organizational and installation property books and supporting transaction files
- Determining method of obtaining relief from responsibility for lost, damaged and destroyed supply items
- Planning maintenance program
- Planning and coordinating subsistence supply activity
- Directing corrective action to minimize spoilage, flavor contamination and improper warehouse practices

## **RELATED CIVILIAN JOBS**

The skills you'll learn as a Unit Supply Specialist will help prepare you for a future as a stock control clerk, parts clerk or storekeeper with civilian factories, repair shops, department stores and government warehouses and stockrooms.

**RELATED ARMY POSITIONS**

Cargo Specialist (88H)

Medical Supply Specialist (68J)

Information about this MOS provided by: [www.goarmy.com](http://www.goarmy.com)

For further information visit: [www.minnesotanationalguard.org](http://www.minnesotanationalguard.org)