



Automated Logistical Specialist (92A)

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 Automated Logistical Specialist is an integral member of the Army's supply and warehousing specialist team.

The Automated Logistical Specialist is primarily responsible for supervising and performing management or warehouse functions in order to maintain equipment records and parts. Some of your duties as an Automated Logistical Specialist may include:

- Establishing and maintaining stock records and other documents such as inventory, material control, accounting and supply reports

- Establishing and maintaining automated and manual accounting records

- Correcting error and exception documents

- Reviewing and verifying quantities received against bills of lading, contracts, purchase requests and shipping documents

- Unloading, unpacking, visually inspecting, counting, segregating and storing incoming supplies and equipment

- Maintaining stock locator system and administering document control procedures

- Repairing and constructing fiberboard or wooden containers

- Packing, crating, stenciling, weighing and banding equipment and supplies

- Constructing bins, shelving and other storage aids

- Processing requests and documents at direct support level through warehousing section

- Processing inventories, surveys and warehousing documents

- Performing prescribed load list and shop stock list duties in manual and automated supply applications

- Preparing, annotating and distributing shipping documents

- Breaking down and distributing field rations

- Operating material-handling equipment

- Performing accounting and sales functions in self-service supply
- 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 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 Automated Logistical Specialist consists of nine weeks of Basic Training, where you'll learn basic Soldiering skills, and twelve 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'll 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 Automated Logistical Specialists supervise and train other Soldiers within the same discipline. Other duties may include:

- Ensuring that inventories and location surveys are performed in accordance with established procedures
- Instructing warehouse personnel in loading, unloading and selection of stock and storage areas

- Performing property disposal storage functions
- Ensuring application of special procedures for handling, storing, packaging and shipping retrograde material
- Recommending additions and deletions to authorized stocking list
- Maintaining accounting records of property disposal activity
- Reviewing requests for major and controlled items
- Reconciling activity records for monthly and quarterly reporting and status reviews
- Processing data inquiry and manager referred listings and cards
- Managing controlled, critical and reserve stocks and operational readiness floats.
- Performing financial management functions
- Processing output from catalog inquiry program, document modifiers and special cancellation requests
- Performing commissary store functions to include stock replenishment, price changes, inventories, security, stock receipt and overseeing the constructions of displays
- Computing cost of the Basic Daily Food Allowance.

RELATED CIVILIAN JOBS

The skills you learn as a Automated Logistical 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 Equipment Repairer (68A)

Information about this MOS provided by: www.goarmy.com

For further information visit: www.minnesotanationalguard.org