

Summary Report for Individual Task
101-92A-3400
Manage the Inventory
Status: Approved

Distribution Restriction: Approved for public release; distribution is unlimited.

Destruction Notice: None

Foreign Disclosure: FD6 - This product/publication has been reviewed by the product developers in coordination with the Fort Lee, VA foreign disclosure authority. This product is releasable to students from foreign countries on a case-by-case basis.

Condition: Assigned as an Automated Logistical Sergeant serving as the Noncommissioned Officer In Charge (NCOIC) of the supply support activity with a requirement to supervise the conduct of an inventory of material. Ensure inventory is properly conducted, recounts are initiated as required, determine status of the inventory, conduct causative research for inventory differences, process and provide IARs to the accountable officer. Standard MOPP 4 conditions do not exist for this task. See the MOPP 4 statement for specific conditions.

Standard: Correctly managed the inventory, ensuring: All bins were properly counted, causative research for inventory adjustments were conducted and reconciled; and all reports were submitted in a timely manner.

Special Condition: None

Safety Risk: Low

MOPP 4: N/A

Task Statements

Cue: None

DANGER
None

WARNING
None

CAUTION
None

Remarks: None

Notes: None

Performance Steps

1. Create warehouse inventory (Reference: GCSS-Army EUM+).
 - a. Create and activate inventory using transaction ZLX26.
 - b. Print inventory count sheet (if required) using transaction SP02.

Note: Printing of count sheet is only required when using AIT on the desktop to conduct the physical inventory.
2. Monitor the inventory (Reference: GCSS-Army EUM+).
 - a. Use transaction LX22 to view inventories counted, partly counted, not counted and cleared.
 - b. Use transaction Li14 to initiate recounts (if required) for material not meeting IAR criteria.

Note: See task 101-92A-1405, performance step 5, on how to initiate a recount.
 - c. Use transaction Li02N to delete, deactivate or reactivate an inventory (if required).
3. Review physical inventory data (Reference: GCSS-Army EUM+).
 - a. Select T-Code LX22 and execute.
 - b. Key in the SSA RIC in the warehouse number field.
 - c. Click on the appropriate inventory status(es) or leave blank for all.
 - d. Click "Execute" to run.
 - e. Review status of inventory records to determine courses of action.
 - (1) Identify records cleared by inventory.
 - (2) Identify records that did not clear and require a recount.
 - (3) Identify records with multiple counts requiring causative research.
 - f. Close process when review is complete.
4. Conduct causative research for gains and losses (Reference: GCSS-Army EUM+).
 - a. Key in ZMB59 on the action line and execute.
 - b. Key in the "From" plant.
 - c. Key in the "From" storage location.
 - d. Key in 711 in the "From" movement type.
 - e. Key in 712 in the "To" movement type.
 - f. Click the "Execute" button.

- g. Conduct causative research on the gain and/or loss data.
 - h. Click the "Back" button to return to the main screen.
5. Clear inventory differences (Reference: GCSS-Army EUM+).
Note: See task 101-92A-3401 on how to clear differences.
- a. Use transaction ZLi21 to clear inventory adjustment gains and losses.
 - b. Use transaction ZLi21 to clear administrative adjustment gains and losses.
 - c. Use transaction ZIAR to view and print the IAR report.
6. Submit completed IARs to accountable officer.

(Asterisks indicates a leader performance step.)

Evaluation Guidance: Score the soldier GO if all performance measures are passed. Score the soldier NO-GO if any performance measure is failed. If the soldier scores NO-GO, show the soldier what was done wrong and how to do it correctly.

Evaluation Preparation: At the test site provide all materials that are relevant to the task to include those mentioned in the condition statement.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Created warehouse inventory.			
2. Monitored the inventory.			
3. Reviewed physical inventory data.			
4. Conducted causative research for inventory gains and losses.			
5. Cleared inventory differences.			
6. Submitted completed IARs to the accountable officer.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	GCSS-Army EUM+	GCSS-Army End User Manual Plus	Yes	Yes

Environment: Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to FM 3-34.5 Environmental Considerations and GTA 05-08-002 ENVIRONMENTAL-RELATED RISK ASSESSMENT.

Safety: In a training environment, leaders must perform a risk assessment in accordance with ATP 5-19, Risk Management. Leaders will complete the current Deliberate Risk Assessment Worksheet in accordance with the TRADOC Safety Officer during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, Multiservice Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical (NBC) Protection, FM 3-11.5, Multiservice Tactics, Techniques, and Procedures for Chemical, Biological, Radiological, and Nuclear Decontamination.

Prerequisite Individual Tasks : None

Supporting Individual Tasks : None

Supported Individual Tasks : None

Supported Collective Tasks : None

ICTL Data :

ICTL Title	Personnel Type	MOS Data
92A Automated Logistical Specialist SL30 ICTL	Enlisted	MOS: 92A, Skill Level: SL3, Duty Pos: QDX