

**Summary Report for Individual Task  
101-92A-1406  
Perform A Physical Inventory  
Status: Approved**

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DISTRIBUTION RESTRICTION: Approved for public release; distribution is unlimited.

DESTRUCTION NOTICE: None

**Condition:** Assigned an an Automated Logistical Specialist working in the storage section of the supply support activity; having a requirement to conduct a physical inventory of material stocked within the storage types of the storage section. Given a computer with internet access and the GCSS-Army software application installed and configured, an AIT device with user assigned inventory records.

**Standard:** Conducted a physical inventory of bins assigned to specific storage types using an AIT device or inventory count sheet.

**Special Condition:** None

**Safety Level:** Low

**MOPP:**

<b>Task Statements</b>
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**Cue:** None

<b>DANGER</b>
None

<b>WARNING</b>
None

<b>CAUTION</b>
None

**Remarks:** None

**Notes:** None

### Performance Steps

Cue: The stock control section has activated the inventory and you, as part of an inventory count team has been assigned to conduct an inventory of specific bins.

1. Perform an inventory count/recount using AIT.

Note: Use the steps found in this performance measure to conduct a recount, when required.

- a. From the AIT menu select the "Enter Counts" link.
- b. Key in the assigned inventory number.
- c. Click the "Search" button.
- d. Go to the storage type where the bins designated for inventory are located and go to the first bin on the list.
- e. Click the "Continue" button.
- f. Have the counter physically count the quantity of the material in the bin.
- g. Key in the quantity counted in the "Counted Qty" field or click the "Zero Qty" checkbox if bin is empty.
- h. Click the "Save" button.
- i. Go to the next bin and repeat steps e-h until the last item on the list is counted.
- j. Report to your supervisor for additional instructions.

2. Perform an inventory count/recount using the inventory count sheet.

- a. Pick up assigned inventory control sheet, and receive any special instructions from the storage supervisor.
- b. Along with the counter, go to assigned storage type and the first bin on the inventory control sheet.
- c. Record quantity counted by the counter.
- d. Go to the next bin and repeat step c, until all items on the sheet have been counted.
- e. Print and sign the inventory control sheet.
- f. Turn in completed inventory control sheet to the storage supervisor and await further instructions.

3. Conduct causative research for inventory discrepancies that cannot be reconciled.

(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. Performed an inventory count using AIT.			
2. Performed an inventory count using the inventory count sheet.			

**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. 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 FM 5-19, Risk Management. Leaders will complete a DA Form 7566 COMPOSITE RISK MANAGEMENT WORKSHEET 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 :**

Task Number	Title	Proponent	Status
101-92A-1405	Perform Stock Control Inventory Management Functions	101 - Quartermaster (Individual)	Reviewed

**Supporting Individual Tasks :** None

**Supported Individual Tasks :** None

**Supported Collective Tasks :**

Task Number	Title	Proponent	Status
10-2-4008	Provide Class II, III (Packaged), IV, VII, IX, Map Supplies and Bottled Water	10 - Quartermaster (Collective)	Approved
10-2-0014	Set Up Supply Operations	10 - Quartermaster (Collective)	Approved
10-2-0717	Direct Supply Operations	10 - Quartermaster (Collective)	Approved

**ICTL Data :**

ICTL Title	Personnel Type	MOS Data
92A Automated Logistical Specialist SL10 ICTL	Enlisted	MOS: 92A, Skill Level: SL1