



DEPARTMENT OF THE ARMY
U.S. ARMY QUARTERMASTER SCHOOL
LOGISTICS TRAINING DEPARTMENT
A AVENUE BUILDING 4210
FORT GREGG-ADAMS, VIRGINIA 23801

ATSM-LTD-Y

8 April 2025

MEMORANDUM FOR Attendees of the Unit Supply Specialist Advanced Individual Training

SUBJECT: MOS Reclassification Training Welcome Letter

1. Please read the Welcome Letter in its entirety.
2. Welcome to the Logistics Training Department (LTD) and congratulations on entry into the Unit Supply Specialist (551-92Y10) course. This course is conducted in accordance with AR 350-1. All reclassification Soldiers must bring their CAC and initial clothing issue to this course. Bring your IOTV with plate, ACH eye pro and gloves.
3. The 92Y Unit Supply Specialist course provides apprenticeship training in all critical tasks dealing with requesting, receiving, issuing, and maintaining or establishing accountability of individual, organizational, installation, and expendable/durable supplies and equipment. These tasks also include security and administration of a unit arms room as well as organizational maintenance of small arms. At the 10 level, the 92Y receives, inspects, inventories, loads, unloads, segregates, stores, issues, delivers, and turns in organization and installation supplies and equipment. The 92Y prepares all unit/organization supply documents and maintains an automated supply system for accounting for organization and installation supplies and equipment.
4. Soldiers attending Military Occupational Specialty (MOS) Advanced Individual Training (AIT), Military Occupational Specialty Transition (MOS-T) training and Functional Training will report to M Co, 266th Quartermaster Battalion, Building 3004, Adams Ave (804) 734-7626 for in processing and assignment of barracks at no cost to the Soldier. Soldiers attending AIT (including MOS-T) are not authorized full meal per diem. These Soldiers will be directed to subsist at designated government dining facilities seven days per week. The cost of consumed government meals will be garnished by the government.
5. MOS-T students will reside in the barracks. Travel orders for those lodged off-post will cover all mandatory costs, such as lodging, meals, and incidentals to include a rental car for those who travel by air. Gas receipts will be monitored to avoid excessive mileage. Privately owned vehicle (POV) is authorized. For those that are authorized to use their privately owned vehicle (POV), in and around mileage can be authorized at the discretion of the sending Command based on off-post hotel location to and from Fort Gregg-Adams. Sending Commands are reminded to ensure all Soldiers have an

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appropriate government travel charge card to support their authorized travel expenses. The sending Command is responsible to educate/brief Soldiers on travel entitlements /authorizations. Soldiers in a TDY/ADT status may not report early to the training base. The class report date is considered a travel day for students.

6. Graduation ceremonies are typically conducted at 0800 on the last day of the course at Mullins Auditorium in Building 4210, Challen Hall, located off Barefoot Avenue between 16th and 19th Streets. It is recommended that out-of-town guests attending the graduation ceremony purchase a refundable ticket. Graduation dates are subject to change due to inclement weather.

7. The uniform for 551-92Y10 Supply Specialist course will be OCP, APFU and AGSUs / ASUs. Wear and appearance will be in accordance with AR 670-1 and DA PAM 670-1. If you do not have army issued uniforms, contact Mike Company at (804) 794-7626 before reporting so they can start your Active Army Initial Clothing Request on electronic DA 3078. The uniform for this formation until you receive your initial clothing issue for PT is as follow (i.e. summer black shorts, and black short sleeve tee shirt, winter black long sleeve, short sleeve tee shirt, black shorts, black sweatpants, hats, gloves, etc.) The uniform for this class until you receive your Active Army Initial Clothing OCPs is as follow (females' button-down shirt and slacks, male polo shirts and slacks).

8. The packing list and uniform requirement for the 92Y Unit Supply Specialist course:

- 4 set of OCPs (4 tops, 4 trousers, 4 shirt and boots)
- Full APFU (jacket, pants, 4 short, 4 long sleeve, 4 short sleeve shirts, fleece cap and gloves)
- AGSU / ASU (female Soldiers will have both skirt and slacks)
- Wet weather top and bottom
- Fleece jacket
- IOTV with plates
- Eye pro
- ACH
- Gloves
- Personal laptop/tablet (if authorized)

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- Small lock for personal belongings
- Undergarments
- Hygiene items
- Military orders, ID, Medical/Dental Records
- Notebooks, Pens
- PT uniform if you're waiting on your initial clothing issue (summertime black shorts, and black short sleeve tee shirt, wintertime black long sleeve, short sleeve tee shirt, black shorts, black sweatpants, sweatshirt, hats, and gloves)
- Classroom Attire until you receive, you're initial clothing issue females' button-down shirt and slacks and dress shoes, male polo shirts and slacks and dress shoes)

9. LTD truly hopes that you have a rewarding educational experience while attending the 551-92Y10 Unit Supply Specialist course. The LTD and the 92Y Division staff are here to assist you as much as possible. The 92Y Division faculty expects you to be conscientious in your studies, product quality work, be professional, and demonstrate academic integrity. Communication is vital in ensuring success and meeting course expectations.

10. We maintain a high standard for 551-92Y10 Unit Supply Specialist. Familiarize yourself with our unit policies and standards. Standards and discipline will be enforced.

11. The point of contact for this memorandum is the LTD 92Y Division Operations Team at (804) 734-3466.

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Chief, 92Y Division