

OpenAI

Army — Supply and Services Prompt Pack

ChatGPT



Introduction

Use these 30 prompts in ChatGPT for CMF 92 garrison administration and individual learning. Choose your MOS, replace the brackets, and paste permitted excerpts. ChatGPT does not access GCSS-Army, sign forms, or update accountable records.

Built for Army Soldiers: 92Y unit supply, 92A automated logistics, 92G culinary services, 92F petroleum supply, 92L petroleum laboratory, 92W water treatment, 92R parachute rigging, 92S shower/laundry, and 92M mortuary affairs. Each prompt names a specific duty and a usable work product.

Goals

This guide is meant to help:

- Prepare hand-receipt, inventory, and CSDP paperwork.
- Organize SSA, dining-facility, fuel, and service records.
- Give your NCO a clear list of facts and unresolved questions.

Guidelines & guardrails

Use ChatGPT responsibly within your organization's approved guidelines. Before using it for work, keep in mind:

- Use only material permitted in your workspace. Remove personal identifiers and sensitive operational details; use routine garrison records or training data.
- Verify effective publications and form editions in the Army Publishing Directorate (APD) index. Paste current requirements; flag conflicts with unit SOP or PBO guidance for review. Do not invent rules.
- Keep signatures, official transactions, technical certifications, and property-loss responsibility with authorized personnel. Exclude tactical resupply, deployment movements, and readiness analysis.

Effective prompting

You can use simple English language instructions (or “prompts” & “queries”) in ChatGPT, and the model responds based on those prompts. Better prompts - that are more thoughtful, clear, and articulate - will yield more useful responses. Keep in mind that every good prompt has:

- **Task** - What are you asking ChatGPT to do?
- **Context** - What additional information or documents should it be aware of?
- **Expectations** - How do you expect the final output to be formatted?

Take a simple example:

- Original prompt: "Help me with supply paperwork."
- Add in task: "Build a sub-hand-receipt discrepancy tracker."
- Add in context: "Build a sub-hand-receipt discrepancy tracker. I am a 92Y comparing a DA Form 2062 with an office-equipment inventory."
- Add in expectation: "Build a sub-hand-receipt discrepancy tracker. I am a 92Y comparing a DA Form 2062 with an office-equipment inventory. Return item, recorded quantity, counted quantity, source row, and question for the supply sergeant; leave unknowns blank."

Sample prompts

Start with your MOS, task, and current source excerpts. Include publication dates and applicable paragraphs. Ask for source citations and unresolved questions; if instructions conflict or currency is unverified, ask your NCO or PBO before using the output. References reviewed 22 September 2026.

The following prompt pack focuses on developing familiarity with prompting within the following topic areas:

- Provide examples of expected outputs
- Ask for multiple options
- Set constraints on tone, length, and formatting
- Specify audience details (e.g., which agency & team)

Unit supply | 92Y

Sub-hand-receipt reconciliation	Best used with: Chat. I am a 92Y unit supply specialist reconciling routine garrison office equipment. Compare pasted [DA Form 2062 sub-hand receipt rows] with [Physical inventory notes]. Build a table with item description, LIN or NSN when supplied, recorded quantity, counted quantity, source row, and question for the sub-hand-receipt holder. Separate missing paperwork from an observed count difference. Preserve identifiers exactly; do not infer that property is lost or that a Soldier owes money.
BII and COEI shortages	Best used with: Chat. I am a 92Y preparing a component shortage review for [Non-sensitive training end item]. Compare [Applicable TM component-list excerpt or approved BOM], [Component inventory notes], and [Existing shortage annex]. Keep Basic Issue Items (BII) and Components of End Item (COEI) separate. Return required component, authorized quantity from the supplied source, counted quantity, existing shortage entry, and unresolved question. Flag mismatched publication editions or item variants. Do not invent components, substitutions, or requisitions.
DA Form 3161 review	Best used with: Chat. I am a 92Y reviewing a draft Request for Issue or Turn-In for [Routine garrison property]. Use [DA Form 3161 draft], [Supporting item list], and [Applicable current AR 710-4 completion instructions and local SOP]. Return a block-by-block list of missing fields, inconsistent descriptions, quantity mismatches, and missing supporting references. Cite the instruction or source row for each flag. Preserve supplied units of issue and document numbers. Leave signature blocks and transaction approval to authorized personnel.

Unit supply | 92Y

SSA customer follow-up

Best used with: Chat.

I am a company supply clerk following up with the supply support activity (SSA) on [Routine office-supply request]. Use [Permitted GCSS-Army status excerpt] and [SSA correspondence]. Draft a short email naming the document reference, last confirmed status, date checked, and exact question for customer assistance. Distinguish an order entry, a receipt, and an issue using the supplied status definitions. Do not invent delivery dates, priority codes, transaction codes, or claim to have accessed GCSS-Army.

New hand-receipt-holder brief

Best used with: Chat.

I am a supply sergeant preparing a 10-minute orientation for a new platoon sub-hand-receipt holder. Use [Applicable AR 710-4 excerpts and unit SOP], [Blank DA Form 2062], and [PBO guidance]. Write talking points on reviewing the item list, documenting the physical inventory, checking components, reporting discrepancies, and coordinating paperwork changes with supply. Cite the supplied paragraph for each requirement. End with five questions the Soldier should ask before signing. Do not invent inventory intervals or transfer responsibility through this draft.

Inventories and CSDP | 92Y

Change-of-command inventory tracker

Best used with: Chat.

I am a 92Y helping the company XO organize the paperwork for a change-of-command inventory. Use [Approved inventory instructions], [Sanitized list of routine property groups], and [Document availability notes]. Create a tracker with property group, hand-receipt reference, applicable component publication, paperwork available, missing paperwork, and responsible role. Distinguish planned work from completed inventory evidence. Use only supplied deadlines. Do not generate a tactical equipment layout, unit readiness assessment, or signature.

Cyclic inventory packet

Best used with: Chat.

I am the supply clerk assembling a cyclic inventory packet under the approved annual inventory plan. Use [PBO-issued cyclic inventory list for routine garrison property], [Applicable AR 710-4 excerpt and unit SOP], and [Completed count-sheet excerpts]. Build a packet index and exception list showing each listed item, count-sheet reference, unresolved discrepancy, and missing supporting document. Keep PBO-selected scope unchanged. Do not choose a new sample, invent an inventory frequency, or mark an item inventoried without evidence.

CSDP evidence crosswalk

Best used with: Chat.

I am a 92Y preparing for a Command Supply Discipline Program (CSDP) staff assistance visit. Use [Current DA Form 7768 and applicable AR 710-4 requirements] and [Supply-room document index]. Return checklist item, exact requirement, available evidence, missing evidence, and question for the supply sergeant. Include hand receipts, inventory records, and required appointment documents only where the supplied checklist requires them. Cite source paragraphs; flag conflicting local checklists. A missing file is an evidence gap, not automatically a failed requirement; leave findings to the evaluator.

Inventories and CSDP | 92Y

Property transfer packet review

Best used with: Chat.

I am a supply sergeant checking a PBO-directed lateral transfer packet for routine garrison property. Compare [PBO transfer instructions], [Draft transfer document], and [Component shortage list]. Return discrepancies in item identifiers, quantities, gaining/losing office labels, and supporting references. Add questions for the PBO about unresolved conflicts. Do not authorize the transfer, change property-book balances, assign a condition code, or plan transportation.

CSDP corrective-action update

Best used with: Chat.

I am a battalion supply NCO preparing the administrative update after a CSDP visit. Use [Issued findings], [Company corrective-action notes], and [Supporting document references]. Draft a tracker with finding number, required action exactly as issued, reported action taken, evidence reference, owner if supplied, and question still open. Label completion as reported until the designated reviewer confirms it. Write a five-line summary for the S-4; do not create findings or close them on the inspector's behalf.

Supply support activity | 92A

Receiving- document cross- check

Best used with: Chat.

I am a 92A in an SSA receiving section reviewing completed garrison transactions for routine supplies. Compare [DD Form 1348-1A excerpts], [Receiving notes], and [Permitted GCSS-Army receipt extract]. Return document number, material identifier, unit of issue, documented quantity, receipt reference, and mismatch. Distinguish physical receiving notes from the system posting. Keep identifiers unchanged and cite both source rows. Do not post a receipt or infer that an unsigned document confirms delivery.

Customer issue packet check

Best used with: Chat.

I am a 92A reviewing an SSA customer issue packet for routine garrison supplies. Use [Issue-document excerpts], [Current SSA customer SOP], and [Redacted DA Form 1687 authorization details without signatures]. Create a checklist of required documents and flag inconsistent organization, date, or authorization information for the issue-section NCO. Show the source paragraph for each requirement. Do not release stock, validate a person's identity, reproduce signatures, or treat this check as authorization to issue.

SSA bin-record discrepancies

Best used with: Chat.

I am a 92A storage-section clerk checking records for non-sensitive office consumables. Compare [Authorized warehouse location list], [Count-sheet excerpts], and [Permitted system stock excerpt]. Return material identifier, recorded bin, recorded quantity, count quantity, unit of issue, and source references. Flag duplicate location labels and conflicting units separately. Prepare questions for the storage NCO; do not recommend stock relocation, change balances, or evaluate tactical stockage levels.

Supply support activity | 92A

Turn-in packet acceptance questions

Best used with: Chat.

I am a 92A in the SSA turn-in section preparing questions about a routine garrison property packet. Compare [Customer turn-in documents] with [Current SSA turn-in checklist]. List missing references, inconsistent item identifiers, quantity differences, and condition-code fields needing qualified review. Draft a concise message explaining what the customer should clarify, citing the checklist. Do not assign disposition or condition codes, accept the property, or generate repair or demilitarization instructions.

Stock-control desk handover

Best used with: Chat.

I am a 92A handing over the stock-control desk. Organize [Sanitized routine transaction notes] into receipts awaiting document review, customer issues with missing paperwork, turn-ins awaiting clarification, and questions already sent. For each item preserve the document reference, last recorded action, source note, and named next point of contact. Separate recorded facts from proposed follow-up. Omit tactical demand, unit equipment shortages, readiness, and movement details. Return a one-page handover; do not invent GCSS-Army status.

Culinary records | 92G

DA Form 3034 review

Best used with: Chat.

I am a 92G shift leader reviewing a garrison dining facility Production Schedule. Use [Draft DA Form 3034], [Approved menu], and [Applicable DA Pam 30-22 completion instructions and food-service SOP]. Check that supplied recipe names/numbers, assigned cooks, serving period, and projected headcount agree across the records. Return discrepancies by field and questions for the food operations sergeant. Preserve the approved portions, recipes, preparation instructions, and times; do not calculate cooking requirements or make food-handling judgments.

Headcount record handover

Best used with: Chat.

I am a 92G preparing a dining facility records handover after a completed meal. Compare [Recorded headcount summary], [DA Form 3034 actual headcount field], and [Meal period/date references]. Return conflicting counts, missing references, and questions for the shift leader. Keep projected diners, recorded diners, and portions prepared in separate columns. Use aggregate counts only. Do not infer individual meal entitlement or invent attendance; require the NCO to verify totals against original records.

Subsistence receipt discrepancy

Best used with: Chat.

I am a 92G checking paperwork for a garrison subsistence delivery. Compare [Ration order excerpt], [Delivery ticket], and [Receiving observations]. Build a table of item description, unit of issue, ordered quantity, documented received quantity, and discrepancy reference. Keep case counts separate from individual items unless the supplied conversion is explicit. Draft a short discrepancy note for the food operations sergeant. Leave inspection, food acceptance, substitutions, and disposal decisions to the responsible personnel.

Culinary records | 92G

Production-record completeness

Best used with: Chat.

I am a 92G closing out a completed dining facility meal record. Review [DA Form 3034 excerpts] against [Current completion instructions]. Identify missing actual portions, leftover/discard entries, or review fields only where required by the supplied instructions. Keep blank, zero, and not-applicable entries distinct. Return a correction-question list for the shift leader with row references. Do not invent quantities, backfill signatures, or recommend reuse of leftovers.

Culinary shift continuity

Best used with: Chat.

I am the outgoing 92G shift leader. Turn [Completed meal notes], [Approved next-shift menu], and [Open equipment work-request references] into a one-page handover for the food operations sergeant. Separate unfinished paperwork, approved menu information, staffing questions, and previously reported equipment concerns. Preserve reported facts and cite each source. Do not diagnose equipment, change recipes or food-handling instructions, or authorize operation of reported faulty equipment.

Petroleum and water records

92F daily fuel record review

Best used with: Chat.

I am a 92F checking a completed garrison fuel-accounting record. Review [Current DA Form 3643 or authorized automated daily issue record] against [Supporting receipt/issue references] and [Applicable AR 703-2 excerpts and local accounting instructions]. Return missing document references, duplicate entries, inconsistent dates, and conflicting units. Keep receipts and issues distinct and preserve product labels. Produce questions for the petroleum supply sergeant. Do not infer consumption, tactical demand, allowable losses, or technical product acceptability.

92F monthly record crosswalk

Best used with: Chat.

I am a 92F assembling the paperwork behind a monthly garrison petroleum account. Use [Daily supporting record index], [DA Form 3644 or authorized automated month-end record], and [Applicable AR 703-2 excerpts and account instructions]. Create a day-by-day crosswalk showing the daily supporting document for each monthly entry, missing days, and duplicated references. Identify unmatched entries for the responsible official to review. Do not defer unresolved issues until month-end, invent values, certify the account, apply loss tolerances, or adjust balances.

92L sample-document follow-up

Best used with: Chat.

I am a 92L petroleum laboratory specialist organizing sample paperwork. Use [De-identified sample register], [Submitted request forms], and [Laboratory administrative SOP]. Return sample identifier, recorded receipt date, requested analysis as written, document reference, and missing information. Draft questions for the submitting section about incomplete paperwork. Do not interpret test results, set acceptance thresholds, prescribe sampling methods, or release petroleum products.

Petroleum and water records

92W water-record completeness

Best used with: Chat.

I am a 92W reviewing records from a completed garrison training period. Use [Sanitized water section log], [Submitted laboratory-document index], and [Current recordkeeping instructions]. Make a checklist of required fields, documents on hand, missing references, and questions for the water treatment NCO. Keep a recorded test, a laboratory report, and an authorization statement distinct. Do not infer potability, select treatment settings, calculate production capacity, or authorize distribution.

92F/92W maintenance-note draft

Best used with: Chat.

I am a [92F or 92W] preparing an administrative fault description for my section NCO. Use [Operator-observed symptom], [Permitted equipment identifier], [Existing DA Form 5988-E or DA Form 2404 excerpt used by this section], and [Local reporting format]. Rewrite the observation clearly and list missing facts the operator must supply. Distinguish symptoms from unknown causes. Do not diagnose faults, provide repair steps, assign readiness status, or authorize continued operation.

Specialty service records

92R rigger training records

Best used with: Chat.

I am a 92R section clerk preparing records for a training review. Compare [De-identified training completion list] with [Current section training-record checklist]. Return documented course/task title, completion evidence, recorded date, missing reference, and question for the rigger NCO. Distinguish attendance from an evaluator's recorded qualification. Do not certify a rigger, infer currency, provide packing or rigging procedures, or assess parachute serviceability.

92R publication-change tracker

Best used with: Chat.

I am a 92R organizing the section's publication library. Compare [Current authorized publication index] with [Section-held publication list]. Return title, identifier, held edition/date, edition/date on the supplied index, effective date, and mismatch. Draft a short request for the section NCO to verify access to missing editions. Distinguish a newly published edition from the currently effective edition. Do not invent supersession dates or summarize technical changes from titles alone. Keep this to document control; exclude load calculations, rigging instructions, and equipment release decisions.

92S laundry accountability review

Best used with: Chat.

I am a 92S reconciling completed garrison laundry service paperwork. Compare [De-identified laundry receipt log] with [Return log] and [Local accountability instructions]. Return receipt reference, recorded item count, returned count, unit used, and unresolved difference. Keep missing paperwork separate from a reported missing item. Draft questions for the shower/laundry NCO. Do not assign responsibility for loss or invent completion dates, sanitation assurances, or processing instructions.

Specialty service records

92S service-desk continuity

Best used with: Chat.

I am a 92S preparing a handover for the service desk. Use [Approved garrison shower/laundry service hours], [Open customer paperwork questions], and [Existing maintenance request references]. Write a brief with confirmed hours, unfinished administrative actions, and the contact role for each issue. Produce a separate 100-word customer notice using only approved service information. Leave unconfirmed reopening times blank; do not set capacity, prescribe sanitation procedures, or make water-quality assurances.

92M training packet index

Best used with: Chat.

I am a 92M preparing a mortuary affairs administrative training packet using fictional case identifiers only. Use [Instructor-approved blank forms], [Training document list], and [Administrative SOP excerpt]. Build a packet index showing required document, training reference, missing field, and question for the mortuary affairs NCO. Keep real casualty information, personal effects details, and family data out. Do not identify remains, infer cause of death, create case outcomes, or give recovery and handling instructions.