

# Assessment

## Duties of the S-4

Name \_\_\_\_\_KEY\_\_\_\_\_

The following are duties of the S-4. Place a “S” if it is a “School Duty” or an “E” if it is an “Event Duty”

1.   E   Organizes food service for Leadership School
2.   S   Manages the Unit Property Book Stock Records
3.   S   Inventories uniforms and equipment
4.   E   Checks out and in buildings
5.   S   Requisitions and receives supplies
6.   S   Issues and collects uniforms and equipment
7.   E   Gets list from other staff sections of the materials they need for a bivouac
8.   E   Prepares equipment, transports, issues, collects and transports back
9.   S   Ensures that cadets get the rank and awards they have earned

What are the following S-4 Forms used for?

10. Clothing Records   **To keep track of the uniforms and supplies that each cadet has been issued**
11. Equipment Issue Records   **A form to check out items other than uniforms for a short period of time (color guard equip, keys, etc)**
12. Stock Records   **A form for each item that has been issued to the unit with a record of what has been received, issued and on hand**
13. Inventories   **To keep track of all uniforms, supplies and that has been check out to a unit**
14. Requisition   **To order uniforms, supplies and equipment from a higher unit**