

Assessment Duties of the S-4

Name _____

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

What are the following S-4 Forms used for?

10. Clothing Records _____

11. Equipment Issue Records _____

12. Stock Records _____

13. Inventories _____

14. Requisition _____
