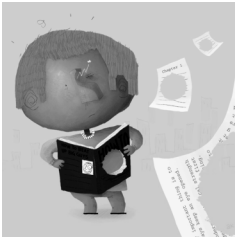


Duties and Responsibilities of an S-4
Supply and Logistics Officers

The Difference Between Supply and Logistics

- Supplies are the materials you need for cadet activities
- Logistics refers to the procurement, distribution, maintenance, and replacement of materiel and personnel



Supplies

- All of the things you need to accomplish the mission – in the military, another name for supplies is “materiel” (no, that is not a misspelling)



LOGISTICS

- Procuring (purchasing, contracting, borrowing) materiel
- Distribution and collection (issue and return)
- Maintenance (repair and cleaning)
- Replacement
- Includes property such as buildings (mess halls, classrooms, billeting)



What does the cadet S-4 do?

- Requisitions, stores, inventories, issues, and collects uniforms and equipment
- Plans for transporting equipment to/from activities
- Checks out and turns back in buildings and other sites necessary for cadet activities
- Food service (purchasing, preparing, distributing food at cadet events)

At school, the S-4...



- ✓ Requisitions and receives supplies from the brigade
- ✓ Inventories uniforms and equipment regularly
- ✓ Issues and collects uniforms and equipment
- ✓ Manages the Unit Property Book Stock Records
- ✓ Ensures that cadets who have earned promotions or awards are issued the appropriate rank and ribbons

At Events, the S-4...

- ✓ Prepares necessary equipment and supplies, transports them to the event, issues and collects them, and transports them back to the home unit
- ✓ Gets lists from other staff sections of the materiel they need at the event
- ✓ Organizes food service for the event
- ✓ Checks out and in buildings and other facilities

The Paperwork of the S-4



- Clothing Records (Form 100s)
- Equipment Issue Records (Form 101s)
- Property Book (Stock Records)
- Inventories
- Requisitions (Forms 40 and 41)

Clothing Record Example

CACC Form 100 APPENDIX B - EXAMPLE INDIVIDUAL CLOTHING RECORD

LAST NAME, FIRST NAME MI: _____

Unit, Activity X: _____

INSTRUCTIONS: Enter in INK, except use or mark with an X in PENCIL. Enter quantity of each item possessed by individual. Advise ALL units to send returns on any item changes. Use a forward slash (/) to indicate a ZERO quantity. Connect consecutive zeros with a vertical line between slashes. Individual's signature and date required.

CLOTHING AND EQUIPMENT	unit	1	2	3	4	5	6	7	8	9	10	11	12	13	14
Belt, Black tip	1 ea	/													
Belt, Brass Tip	1 ea	/													
Boots, Black (Size _____)	1 pr	/													
Buckle, Black tip	1 ea	/													
Buckle, Brass	1 ea	/													
Cap, Class C (Size _____)	1 ea	/													
Cap, Garrison (Size _____)	1 ea	/													
Cord, Should, (Desc. _____)	1 ea	/													
Cord, Should, (Desc. _____)	1 ea	/													
Insignia, CAL	1 ea	/													
Insignia, CORPS	1 ea	/													
