

# **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

*Dett, Johnny K*

**INSTRUCTIONS:** Entries in INK except size or rank which are in PENCIL. Enter quantity of each item possessed by individual. Advance ALL totals to next column on any item changes. Use a forward slash (/) to indicate a ZERO quantity. Connect consecutive zero cells with a vertical line between slashes. Individual's signature and date required.

CLOTHING AND EQUIPMENT	auth Alw	1	2	3	4	5	6	7	8	9	10	11	12	13	14
Belt, Black tip	1 ea	<i>f</i>													
Belt, Brass Tip	1 ea	<i>f</i>													
Boots, Black (Size _____)	1 pr	/													
Buckle, Black tip	1 ea	<i>f</i>													
Buckle, Brass	1 ea	<i>f</i>													
Cap, Class C (Size <i>Med</i> )	1 ea	<i>f</i>													
Cap, Garrison (Size <i>Med</i> )	1 ea	<i>f</i>													
Cord, Should, (Desc <i>Drill Im</i> )	1 ea	<i>f</i>													
Cord, Should, (Desc _____)	1 ea	/													
Insignia, CAL	1 ea	<i>f</i>													
Insignia, CORPS	1 ea	<i>f</i>													

# Stock Record Example

## APPENDIX F – EXAMPLE PROPERTY BOOK STOCK RECORD FORM Form 104

Supply Account: 376 88

Item Stock Number 34-096

Item Description *Shirt, Khaki, Class B, Size Medium*

Unit of Issue: EA

DATE	DOC # OR DESCRIPTION	DEBIT (Qty Recd)	CREDIT (Qty Disposed)	BALANCE TO UNIT	QTY ISSUED	QTY RETURNED	BALANCE ON HAND	DIFFERENCE
1	2	3	4	5	6	7	8	9
14 Sep 07	Req 0708-01	35	-	35	-	-	35	-
18 Sep 07	Issue	-	-	35	11	-	24	-
30 Sep 07	Turn-in	-	-	35	-	2	26	-
19 Oct 07	Inventory	-	-	35	9	-	25	1 (Form 51 completed)
21 Oct 07	ROS 0708-01	-	1	34	-	-	25	-
22 Oct 07	Inventory	-	-	34	9	-	25	-

# Inventory Example

## APPENDIX G-1 CACC Form 105A Inventory

Instructions: Fill in the unit name and designation, date, and specific location of property in the top line of the form. Then complete the form with the quantities issued (ISS) and on hand in stock (IN STK), totaling those two numbers in column C. Fill in empty boxes with a slash (/). Principal and Commandant sign the bottom of the form.

Unit Designation: _____ Unit Name: _____ Address: _____ City _____ Zip _____				Date of Inventory: _____				Specific Location of Property: _____			
Description	ISS	IN STK	TOTAL	Description	ISS	IN STK	TOTAL	Description	ISS	IN STK	TOTAL
Insignia, CAL				Shirt, Class B XX Small				Pants, Class B Size 24			
Insignia, COORPS				Shirt, Class B X Small				Pants, Class B Size 26			
Patch, CACC				Shirt, Class B Small				Pants, Class B Size 28			
Patch, Bde/Regiment/Unit				Shirt, Class B Medium				Pants, Class B Size 29			
Buckle, Brass				Shirt, Class B Large				Pants, Class B Size 30			
Belt, web (w/brass tip)				Shirt, Class B X Large				Pants, Class B Size 32			
Buckle, Black				Shirt, Class B XX Large				Pants, Class B Size 34			
Belt, web (w/black tip)				Shirt, Class B XXX Large				Pants, Class B Size 36			
Insignia, Distinctive, CACC				Shirt, Class B XXXX Lg				Pants, Class B Size 38			
Cap, Class C Small				Shirt, Class C XX Small				Pants, Class B Size 40			
Cap, Class C Medium				Shirt, Class C X Small				Pants, Class B Size 42			
Cap, Class C Large				Shirt, Class C Small				Pants, Class B Size 44			
Cap, Garrison, Size 6				Shirt, Class C Medium				Pants, Class B Size 46			
Cap, Garrison, Size 6 1/8				Shirt, Class C Large				Pants, Class B Size 48			
Cap, Garrison, Size 6 1/4				Shirt, Class C X Large				Pants, Class B Size 50			
Cap, Garrison, Size 6 3/8				Shirt, Class C XX Large				Pants, Class B Size 52			
Cap, Garrison, Size 6 1/2				Shirt, Class C XXX Large				Pants, Class B Size 54			

# Requisition Example

## APPENDIX H - CACC Form 40 Requisition for Uniforms

Instructions: Fill in the unit name and designation, date, and Commandant's name in the top line of the form. Then complete the form with the quantities requested of each item in the (quan) column. Fill in empty boxes with a slash (/). Sign the bottom of the form. Keep last copy as suspense. After supplies have been received, sign the form in the space indicated, retain yellow copy as a file copy for property book recording and return the white copy to the issuing agency.

Unit Designation: _____ Unit Name: _____ Address: _____ City _____ Zip _____				Req #:  (Example 0706-309-1; 2007-2008 School year, 309 En, Req #1)			Date of Requisition:		Printed Name and Signature of State Property Custodian (Commandant):			
Description	SKU	QTY REQ	Action / Explanation	Description	SKU	QTY REQ	Action / Explanation	Description	SKU	QTY REQ	Action / Explanation	
Insignia, CAL				Shirt, Class B XX Small				Pants, Class B Size 24				
Insignia, CORPS				Shirt, Class B X Small				Pants, Class B Size 26				
Patch, CACC				Shirt, Class B Small				Pants, Class B Size 28				
Patch, Bde/Regiment/Unit				Shirt, Class B Medium				Pants, Class B Size 29				
Buckle, Brass				Shirt, Class B Large				Pants, Class B Size 30				
Belt, web (w/brass tip)				Shirt, Class B X Large				Pants, Class B Size 32				
Buckle, Black				Shirt, Class B XX Large				Pants, Class B Size 34				
Belt, web (w/black tip)				Shirt, Class B XXX Large				Pants, Class B Size 36				
Insignia, Distinctive, CACC				Shirt, Class B XXXX Lg				Pants, Class B Size 38				
Cap, Class C Small				Shirt, Class C XX Small				Pants, Class B Size 40				
Cap, Class C Medium				Shirt, Class C X Small				Pants, Class B Size 42				