

1. Purpose. To outline the duties and responsibilities of the Battalion Logistics Officer (S4) / Battalion Supply Sergeant.

2. General. The Battalion Logistics Officer and or Battalion Supply Sergeant is responsible for the issue of supplies from the Battalion Supply Room, accuracy of the clothing records, organization/cleanliness of the supply room, and assisting the cadre with Sensitive Item Inventories.

3. Specific Tasks:

- Maintain the S-4 Binder with the following items / tabs:

 - Battalion Hand Receipt

 - Issue / Turn In Roll Up Document, digital

 - Issue Documents

 - Turn In Documents

- Maintain Security Binder with following items / tabs:

 - Weekly Security Checks

 - Monthly Sensitive Items

- Maintain clothing records on all cadets in alphabetical order.

- Maintain database with clothing items.

- Order clothes as necessary to support cadet requirements

- Inventory Clothing once a month using inventory forms and make adjustments to reflect on hand quantities in JUMS (shelf, laundry, etc) Maintain digital tracking board on shelf count and other locations.

- Inventory all rank and insignia once a month and order as necessary.

- Ensure supply room is neat and orderly and organized so that all space is fully used. Make sure the area is free of all fire and safety hazards.

- Ensure all government property is marked and tagged.

- Coordinate with all staff to support logistics within the battalion

- Brief S4 portion of JPA briefing and status of unit brief.

- Weekly verify security using of all areas using the security checklist.

- Perform monthly sensitive items checks.

4. Perform other duties as assigned by the battalion commander, battalion executive officer, or the instructor staff.