

Science Hill High School
1509 John Exum Pkwy
423-232-2190
Johnson City, TN 37604
7th Brigade, USACC

UPDATED: 2/19/19

Science Hill High School Topper S2 SOP

Summary: This Standard Operating Procedure (SOP) manual provides guidance for the execution of S2 operations.

Applicability: This SOP applies to all JROTC cadets at Science Hill High School. It covers the events that will take place during S2 operations and also tells how to properly execute the events.

Suggested improvements: Send comments and suggested improvements to the S-3.*

Chapter 1

Introduction

	Paragraph	Page
Purpose	1-1	3
Chain of Command	1-2	3
S2 Primary	1-2-1	3
S2 Primary Assistant	1-2-2	3
Sensitive item checks	1-3	
Security item checks	1-4	

Chapter 2

Equipment Accountability

	Paragraph	Page
Rifle Check Out	2-1	3
Rifle Return	2-2	3
Saber Check Out	2-3	3
Saber Return	2-4	3
Rifle Repair and Upkeep	2-5	3

Chapter 3

Color Guards

	Paragraph	Page
Equipment Delivery	3-1	3
Use of Equipment	3-2	3
Equipment Accountability	3-3	3
Equipment Return	3-4	3

Chapter 1-Introduction

HQ, Topper Battalion
Science Hill High School Junior ROTC
1509 John Exum Parkway, Johnson City, TN 37604

1-1. Purpose- The S-2 conducts routine and special property inventories as specified in Cadet Command regulations and determines the requirements for storage, maintenance, and distribution of all ordnance materials (weapons and optics).

1-2. Chain of Command- The S2 chain of command consists of the S2 security and ordnance officer and the S2 primary assistant. This chain of command allows steady communication between individuals within the S2 department; as well as other departments (S1, S3, S4, etc.).

1-2-1. S2 Primary- The S2 primary, or S2 security and ordnance officer, is the head of the S2 department. Leading major events and happenings needed from the designated department.

1-2-1. S2 Primary Assistant- The S2 primary assistant assists the S2 officer with what tasks are needed to be complete. This position also takes place as S2 officer in absence of the S2 primary.

1-3. Sensitive Items Check- Every first and last Tuesday of each month the S2 or S2 assistant conducts a sensitive item check of all rifles (drill, chrome, light), air rifles, and sabers. The S2 or S2 assistant checks the inventory of each sensitive item area on the CC form 195-R, OCT 02. The item being check will typed in NSN/DODIC Nomenclature. The Serial or Lot No. of the form will be the serial number of the Sensitive item(if the item does not have a serial number: put N/A for that area of the form.)After Sensitive item check is complete the S2 or S2 assistant must sign and date the CC FORM 195-R, OCT 02.

1-4. Security Item Check- Every month the S2 must sit with each area and figure out the needs and equipment of each area.

Chapter 2- Equipment Accountability

2-1. Rifle Check Out- Cadets must request a rifle from the SAI, the AI, or the S-2 in order to retrieve. Cadets must also sign one's signature on a sign out sheet, in the sign out box section, in order to take rifle out of supply room.

2-2. Rifle Return- Cadets returning the taken rifle must place rifle in the designated space and sign the sign in section of the sign out paper.

2-3. Saber Check out- Sabers are only to be issued out by the request of the saber guard commander. Saber guard commander is then placed in charge of care of sabers.S2 or S2 assistant can also issue out sabers. **(Only if they are the Saber Commander or the Deputy)**

2-4. Saber Return- Sabers are to be returned by the saber guard commander after use. They are to expected to be returned in same condition as when they were given to the commander. They are to as well be returned in saber clothes if they are for Saber Guard.

2-5. Rifle Repair and Upkeep- The S2 and S2 primary assistant is in charge of ensuring that all rifles are clean and in good repair. This entails ensuring that all parts of the rifle are washed and scrubbed with a toothbrush, a rag, and a spray bottle for cleaning. All rifle repairs will be handled by the S2 or

S2 primary assistant. This includes breaking in all parts of a rifle, as well as any technical difficulties with rifles. If screw is broken in rifle it must be taken down to welding or auto mechanics teachers to remove the broken screw. Only remove the trigger guard front screw if it is broken in to the receiver of a rifle.

Chapter 3- Color Guards

3-1. Equipment Delivery- Equipment will either be delivered to a color guard by a trusted cadet on the color guard or by the Battalion's SAI. If equipment is taken off campus the S2 must fill out receipt for equipment and turn into the S6.

3-2. Use of Equipment- Equipment is to only be used for color guard purposes.

3-2-1. Equipment Accountability- Accountability of equipment is entrusted by the cadet who has delivered the equipment and the Cadet who issued the equipment.

3-3. Equipment Retrieval/ Return- Equipment is to returned in the same manner it was given. They are to be returned as soon as possible after the event in the same condition as it was issued. If the Cadet or person with the equipment is unable to turn it in the day after they must tell the OIC of the event and the Battalion Commander. If equipment is damaged the SAI and AI must be notified as well as the S-2 and the Battalion Commander.