

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

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Science Hill High School Topper S4 SOP

Summary: This Standard Operating Procedure (SOP) manual provides guidance for the execution of the duties of the S4 Logistics Officer.

Applicability: This SOP applies to all JROTC cadets at Science Hill High School. It covers the duties of the S4 and how to fulfill them.

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

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Chapter 1-Introduction

1-1. Uniform- N/A

1-2. Purpose- The Purpose of the S4 Logistics Officer is in charge of Planning, coordinating, and supervising the storage, issue, and recovery of all supplies, and equipment. Also is responsible to add all equipment given to cadets and the inventory of all supplies stored in the supply room to JUMs.

Chapter 2- Command Structure

2-1. S4 Logistics Officer-

- Log Uniforms and distribute them to Cadets
- Take inventory of the supply room
- Keep track of all equipment the battalion uses
- Acquire uniform items and equipment for cadets after it is authorized to be distributed
- Clean and Manage the supply room
- Allow only authorized personnel in the supply room

2-2. S4 Primary Assistant- Listens to the S4

2-3. S4 Secondary Assistants- Listens to the S4 and the S4 Primary Assistant

2-4. Change of Command- After the Change of Command and Promotion Banquet the previous S4 cadet will assist the new cadet S4 in adjusting to their new position.

2-5. Jums Access- The S4 must make a GO ARMY account to access JUMS. After creating a GO ARMY account, the S4 must get with the SAI or NCO to receive access permissions.

Chapter 3- Supply Room Upkeep

3-1. Cleaning- The S4 cadet and S4 personal must maintain the supply room and keep it as clean as possible.

3-2. Storage-

3-2-1. Uniform and Uniform Equipment Storage- All major uniform components are to be stored hanging in their respective places and in certain labeled and locked cabinets around the supply room.

3-2-2. Technology Storage- Most technology is to be stored in a locked cabinet.

3-2-3. Awards Storage- Awards are stored in the two locked award cabinets.

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3-2-4. P.T. Equipment Storage- A designated unlocked cabinet is used to store P.T. equipment so all class periods have access.

3-2-5. A.C.U. Storage- A.C.U.s are stored in multiple labeled and locked cabinets down in the firing range area.

3-2-6. J.C.L.C Equipment Storage- All J.C.L.C is to be stored under the same requirements and areas as the A.C.U.s.

3-2-7. Color Guard Storage- Flags are stored in posts lining the front of the supply room and the Color guard equipment is stored in a designated and unlocked cabinet (currently blue).

3-2-8. Arms Room Access- (Specifics in S2 S.O.P.)

3-3. Organization- All Cabinets and areas of storage shall be labeled and written neatly in a designated S4 notebook. Everything must be labeled for who ever owns the equipment i.e. Army, Jrotc, Support Association,

3-3-1. To Do List- To Ensure the Organization of tasks in other class periods a “Things to do list” on a cabinet in the supply room must be made for cadets in the other class periods so if allowed in the supply room to work they know what to do.

Chapter 4- Uniforms

4-1. Uniform Distribution- At the beginning of the year every cadet shall receive the uniform they will wear during times when uniforms are required.

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4-2. Award Distribution- Cadets shall fill out a uniform request form that will go through the companies to ask for uniform items that they need.

4-3. Uniform Retrieval- At the end of the year returning cadets shall put their uniform in designated areas located in the firing range and cadets that are leaving the battalion shall return all uniform items (eg. Ranks, Clothing) to the S4 personal.

4-4. Uniform Equipment Distribution- Cadets shall talk to their SAI and cadet leaders about hemming and refitting of uniform items.

Chapter 5- Drill Procedure

5-1. Drill Uniform Turn-In- A week before before a drill meet cadets shall turn in their uniforms into the supply room.

5-2. Inspection Awards- Multiple weeks before the drill meet awards shall be created by the inspection commander and the S4 Logistics officer.

5-3. Overnight Supply Turn-In- Before overnight drill meets cadets shall turn in their uniform items a week before and personal equipment.

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5-4. Emergency Bag-(According to the current S4 there is currently no Emergency bag)

5-4-1. Stocking-(According to the current S4 there is currently no Emergency bag)

5-5. Uniform and Overnight Supply Redistribution- Upon returning to the school after a overnight event cadets shall be returned all of their uniform and personal equipment items.

Chapter 6- Supply Room Procedure

6-1. Entrance- When cadets wish to gain entrance into the supply room they shall yell,” Permisson to enter?” and wait for the S4 or S2 personal to grant them access.

6-2. Person Limit- No more than ten cadets.

6-3. Reason- When a cadet is returning equipment or helping with related supply and S2 issues.

6-4. Rules- A rules page must be made by the S2 and the S4 and approved by the SAI or the NCO. The rules page will be posted on the door to the supply room.