

The Campbell Battalion

S-4 Standard Operation Procedure



Campbell Battalion S-4 SOP

1. Purpose. To provide procedures, guidelines and ideas to aid in the success of events occurred in the Campbell Battalion. To aid as the key guideline for the activities in which prepare the Cadets for Officer positions.
2. General. These guidelines apply to all aspects of this Battalions S-4 necessity. This SOP is readily accessible to all Cadets to aid in the preparation process of the Campbell battalion.
3. Responsibilities. It is the responsibilities of the Cadets to become familiar with this SOP due to it impacting the successful preparation of the events the Campbell Battalion take part within.

Events

1. Fall Awards-To recognize the outstanding cadets that participated in the National Advance Camp 2003
2. FLRC-Field Leaders Reaction Course is an event where cadets are judge on their teamwork as well as their Troop Lead Procedures
3. Land Navigation-To promotes knowledge for cadets to successfully understand and accomplish the procedures for the written and physical aspects of the navigation on land.
4. M-16 Qualification Range-promotes effective zeroing and qualification of the cadets to promote safety and successful shot group for a wartime objective.
5. Squad STX (Kitt Carson, Audie Murphy)-To familiarize cadets with the Squad STX battle Drills. These battle drills prepare the cadets for in service wartime experience.
6. Overlord- this activity is to give the Cadets an idea of the upcoming activities within National Advance Camp in which 4-day fields stay alone with the completion of cadet evaluations in Squad STX.

References

- AR 5-9 Intraservice Support Installation Area Coordination
- AR 30-1 The Army Food Service Program
- AR 71-13 The Department of the Army Equipment Authorization and Usage Program
- AR 145-1 Senior ROTC Program: Organization, Administration and Training
- AR 145-2 Junior Reserve Officer Training Program
- AR 385-10 Army Safety Program
- AR 420-17 Real property and Resource Management
- AR 710-2 Inventory Management
- AR 710-2-1 Using Unit supply System Manual Procedures
- AR 725-50 Requisitioning, Receipt and Issue System
- AR 735-5 Policies and Procedures for Property Accountability
- AR 735-11-2 Reporting of Item and Packaging Discrepancies

Definitions

1. **Accountability**- Obligation of a person to keep an accurate record of property, documents or funds.
2. **Accountability Officer**- A person officially designated to maintain a formal set of accounting record of property or funds. Hand receipts holders are not considered accountability officers.
3. **Command Responsibility**- The obligation of a commander to insure proper care, custody, and safe keeping of all Government property within the command.
4. **Controlled Inventory Items**- Items with characteristics requiring special identification, accounting, security, or handling to ensure their safekeeping.
 - a. **Sensitive Items**- Material requiring high degree of protection and control by statutory requirements or regulation; high-value, highly technical, or hazardous items; small arms, ammunition, and explosives.
5. **Damage**- a condition that impairs either value or use of an article.
6. **Destruction**- An action or omission that render property completely useless.
7. **Expendable item**- An item which is consumed during normal usage.
8. **Hand Receipt**- A signed document acknowledging acceptance of and responsibility for items of property listed thereon that are to be returned.
9. **Installation Property**- non-deployable property issued by CTA/TDA for garrison use.
10. **Loss**- Loss of, damage, or destruction of property under of the Army.
11. **Negligence**- Act or omission that a reasonable person would not commit under similar circumstances.
12. **Pecuniary Liability**- personal, joint, or corporate statutory obligation to reimburse the US Government for government property lost, damaged, or destroyed because of negligence or misconduct.

13. **Personal Responsibility**-Obligation of an individual for property use, care, and safe keeping of Government property in his/her possession. Applies to all property issued with or without receipt.
14. **Primary hand Receipt**- Hand receipt between the accountable officer and the person receiving the property and assuming direct responsibility for it.
15. **Primary Hand Receipt Holder**- Person who has hand receipted property directed from the accountable officer.
16. **Property**- The item Government property, Army under DA control except property owned and accounted as NAF property.
17. **Property Book**-A formally designated set of property records maintained under 710-2 to account for organizational and installation property in a using unit.
18. **Responsibility**- Obligation of a person for custody, care, safe keeping of property entrusted to his /her possession or supervision.
19. **Responsible Officer**- A person who by virtues of position or designation is charged with direct responsibility for specifically identified property.
20. **Stock Number**-A number used to identify the item of supply.
21. **Sub-hand receipt**- A hand receipt between Primary Hand Receipt Holder and a person subsequently given the property for their use.
22. **Supervisory Responsibility**- Obligation of a supervisor for proper use, care and safe keeping of property issued to or by subordinates
23. **Supplied**-Items needed to equip, maintain, operate, and support military activities.

Notes

To insure a successful operation it is key to stay on top of the situation. The MSIV's will have to meet about 4-weeks prior to the event to set the matters straight. At this time, get all of the location for the events. This will help to set the port-a-potties in place. The MSIV will try to change sites every once and a while, if this does happen try to persuaded then not to for it is hard to maintain the port-a-potties will arrive in time or at all.

Remember this is your job so if you cannot change locations due to equipment readiness then don't. Unless cadre assures you that, it can be done. Even then, if the event is missing items it will be on you.

As you go along add the information that you believe to enter into the SOP to provide the next in line a smother turnout.

POC's

Angel Vasquez (910) 893-1585

CPT MSIII (910) 893-1593

MSG Parker (910) 893-1586

Fall Awards.

Needed items

Tables

Water Jugs

Chairs

FLRC

Radios

Port-a -potties

Hot meal

MRE's

3 Lanterns

3 Tables

2 Tents

Dummy weapons

Maps

Coolers

Compass's

Ziploc bags for maps

Protractor's

White tape for pace count verification

Horn

Blue cards

Time clocks

Breakfast and lunch bags if needed

Chemlights

Boundary markers

Scorecards

Water jugs

Trash bags

Land Navigation

Radios

Port-a –potties

Hot meal

MRE's

3 Lanterns

3 Tables

2 Tents

Dummy weapons

Maps

Coolers

Compass's

Ziploc bags for maps

Protractor's

White tape for pace count verification

Horn

Blue cards

Time clocks

Breakfast and lunch bags if needed

Chemlights

Boundary markers

Scorecards

Water jugs

Trash

M-16

Radios

Port-a -potties

Hot meal

MRE's

3 Lanterns

3 Tables

2 Tents

REAL weapons

Maps

Coolers

Blue cards

Breakfast and lunch bags if needed

Scorecards

Water jugs

Trash bags

Ammo/ Magazines

Earplugs

Kit Carson and Audie Murphy

Radios
Port-a –potties
Hot meal
MRE's
3 Lanterns
3 Tables
2 Tents
Dummy weapons
Maps
Coolers
Compass's
Ziploc bags for maps
Protractor's
White tape for pace count verification
Horn
Blue cards
Time clocks
Breakfast and lunch bags if needed
Chemlights
Boundary markers
Scorecards
Water jugs
Trash bags
Radios
Port-a –potties
Hot meal
MRE's
3 Lanterns
3 Tables
2 Tents
Dummy weapons
Maps
Coolers
Compass's
Ziploc bags for maps
Protractor's
White tape for pace count verification
Horn
Blue cards
Time clocks
Breakfast and lunch bags if needed
Chemlights
Boundary markers
Scorecards
Water jugs
Trash bags

Overlord

Radios
Port-a –potties
Hot meal
MRE's
3 Lanterns
3 Tables
2 Tents
Dummy weapons
Maps
Coolers
Compass's
Ziploc bags for maps
Protractor's
White tape for pace count verification
Horn
Blue cards
Time clocks
Breakfast and lunch bags if needed
Chemlights
Boundary markers
Scorecards
Water jugs
Trash bags

S-4 duties, responsibilities, and guidelines

One can look upon their assignment as Campbell BN S-4 as a punishment, or you can look at it in a more positive manner; cadre would not have selected you for this position if you did not do very well at NALC or if they thought you were grossly incompetent. It is my opinion that S-4 is the most important (and least desirable) job in Campbell Battalion. All training that Campbell Battalion conducts is contingent upon you doing your job and doing it right.

The first thing you need to do as S-4 is get an alert roster of all the MSIVs and Cadre in the battalion. Also, stop by the supply room, get one of Angel's business cards, and keep it in your wallet. He is a difficult man to get in touch with. If you need something from Angel, it is imperative that you stop by before noon. Any time after that he has most likely already popped smoke for the day. At any rate, having all these phone numbers readily accessible will make your life much easier

You are going to have cadre & cadets alike breathing down your neck the whole semester. Don't worry; it will all be over in 4 short months. As S-4, you will be required to attend all Concept Briefings as well as OPODs. Yes, it is mandatory, but you will benefit from going. Concept Briefings are good because not only does the battalion's plan for training become finalized, this will be a valuable opportunity for you to discuss any supply issues with whomever the CIC is of the ensuing FTX and receive a supply list of what the CIC wants out in the field. Concept Briefings are normally conducted 2 weeks prior to the FTX. No later than a day or two after the concept brief, you need to go to the Block House and figure out if there is anything missing off your supply list. By doing this right after the Concept Brief, you give Angel almost 2 full weeks to get the supplies you need for the field.

2 or 3 days before the FTX, call **and** email the MSIV company commanders from the other schools and remind them to bring their dummy weapons and water cans. If do not tell them to do this, they will not bring them. If they don't bring them then guess what? It will be your fault.

Prior to every FTX, you need to sign for a GPS and the hand-held radios. (Obviously you won't need a GPS for FTX Gunsmoke) If cadre tells you not to worry about it and that they will bring it out to the FTX, worry about it anyways. Remind them again the day prior. If any needed equipment doesn't make it to the field site, it is **YOUR** fault, regardless of the circumstances surrounding the issue.

Once you arrive at the FTX site, it is your responsibility to get the CP set up. Campbell has a number of tents at the blockhouse and I recommend that you always use the shade tents. (These tents look like a carport) They are easy to load up and they can be set up in a matter of minutes. You also need to issue radios. Make sure everyone signs a hand receipt. If a cadet loses a radio and you did not make them sign for it, you are obligated to