

## Duties of Cadet Supply Officer, S-4

1. Reports to and receives orders from the SMI, MI, and cadet Battalion Executive officer.
2. Takes post in the battalion staff at all formations as prescribed in drill and ceremonies.
3. Regulates and maintains the Battalion Armory and Supply.
4. Maintains records of uniforms and items issued and received to supply.
5. Keeps inventory sheets, and CMR inventory checks.
6. Strictly adheres to all Marine Corps leadership traits and principles.
7. Carries out any additional duties/responsibilities as may be assigned by the SMI or MI.