



## ETOWAH HIGH SCHOOL JROTC UNIT GA-958

### OPERATING INSTRUCTION 958-04

25 October 2021

*Logistics (LG)*

This regulation prescribes the roles and responsibilities, processes, and procedures of the logistics function in GA-958. The Corps Commander has the overall responsibility for compliance with the procedures outlined in this regulation. This regulation is applicable only to GA-958.

#### **SUMMARY OF CHANGES.**

None. This is the first issue of Operating Instruction 958-04 (OI 958-04).

#### **1. OVERVIEW.**

1.1. This OI outlines guidance for GA-958 LG officer, flight LG leaders, and cadet corps staff associated with the LG function of the corps. Responsibilities include, but are not limited to, the management of inventory, inputting logistics into wings, which includes receiving items, writing-off items, issuing items, and printing hand receipts.

#### **2. ROLES AND RESPONSIBILITIES.**

2.1. The logistics officer-in-charge (LG OIC) has the primary responsibility for the logistics program of the corps. It is possible that the LG OIC will have logistics leaders (LGLs) subordinate to him/her. As the corps LG OIC, this individual will funnel and distribute all information of the corps into WINGS. This includes, but is not limited to, the creation of a process to receive, issue and write-off items, plus overseeing the day-to-day management of the function by communicating with LGLs and the LG NCOIC. The LG OIC acts on behalf of the Corps that all cadets are getting their uniform within a timely manner and keeping inventory precise.

#### **3. WAIVER.**

3.1. The Corps Commander, in consultation with the Senior Aerospace Science Instructor (SASI) or the Aerospace Science Instructor (ASI) is the waiver authority for this OI. Waiver requests are made in writing through the chain of command to the Corps Commander for resolution.

#### **4. EXCEEDING EXPECTATIONS DURING EVALUATION.**

4.1. Exceeding expectations on the unit evaluation will mean double locking all the weapons, developing a process to track MORE than the required items, etching every Air Force-funded equipment permanently, all parents and students signing hand receipts for uniforms, and perfectly accounting for all accountable uniform items.

4.1.1. All weapons/sabers are double locked, and cadets use a SF702 form and gun safe. Meaning that the JROTC doors, to get into the class do not count, but instead an armory door and a safe would count, or a locking system.

4.1.2. Cadets developed an organized logistics process and tracked more than the logistics required items. Meaning that there is a process to track inventory, meaning tracking accountable and unaccountable items.

4.1.3. Permanently mark all Air Force-funded equipment by etching it. In accordance with our SASI/ASI etches all Air Force-funded equipment.

4.1.4. All parents sign uniform hand receipts, and perfectly account for accountable uniform items. Meaning hand receipts are printed with the correct items, and students sign knowing these are right and they are accountable for these items.

## **5. UNIFORM.**

5.2. Cadets must wear their blues uniform every Monday in the school year, with the average being 25% percentage of their grade. Cadets must wear their uniform within 45 days unless approved to bypass this deadline, by air force headquarters.

5.1.1 Any cadet seen not wearing their uniform without a legitimate reason will receive a zero that day, being allowed to make it up the next day. Cadet must wear the uniform the entire day proudly and correctly.

5.2. This includes logistics, having to receive items, write-off items, issue items, print hand receipts and keep track of inventory.

5.2.1. Receiving items is the process of intaking items into accountability when we get the items after we have ordered them. This will include counting how many of said items we ordered/received, making sure the orders are correct, and then receiving the items into wings.

5.2.2. Writing-off items is the process of getting rid of items that we either no longer have or gave away. This can include the item being destroyed, lost, or given to another school.

5.2.3. Issuing items is the process of giving items to cadets in wings, to show that they should have that item, and that they will be accountable for those items. This will include sizing the cadet and then finding the size in wings and issuing 1 of the said items to the cadet.

5.2.4. Keeping track of inventory is a process that includes comparing issuable within wings and what is in the logistics uniform room (Making sure this matches up correctly).

5.3. The LG OIC is responsible for training new cadets, overseeing all actions made by LGLs, and keeping up with their scorecard given by Bravo Squadron leadership.

## **6. SUMMARY OF LOGISTICS RESPONSIBILITIES.**

6.1. LGLs are trained in all the responsibilities of logistics. All cadets will cover receiving items, issuing items, and writing off items in WINGS, another will keep up with inventory, and the last will keep up with hand receipts and order receipts. The LG OIC and LG NCOIC will oversee and ensure that all tasks are completed on time, and efficiently.

6.2. An important rule when putting uniform items into WINGS is that everything must be put correctly. If not entered correctly, it will mess up the corps inventory, and can mess up the evaluation.

6.3. All other training will be given by the LG OIC upon the LGLs. The goal of LG includes receiving, writing-off, and issuing items in WINGS within the first few weeks of school starting, keeping inventory precise, and staying consistent. If all these criteria are met by the LG OIC, LG NCOIC, and LGLs, the function will run smoothly and efficiently. It is important that LGLs meet these requirements as LG is one of the more essential functions of the corps.

If any other questions remain, please contact the LG OIC (Nolin Linenkugel) or LG NCOIC (Cheyenne Bradley) for additional information and help.

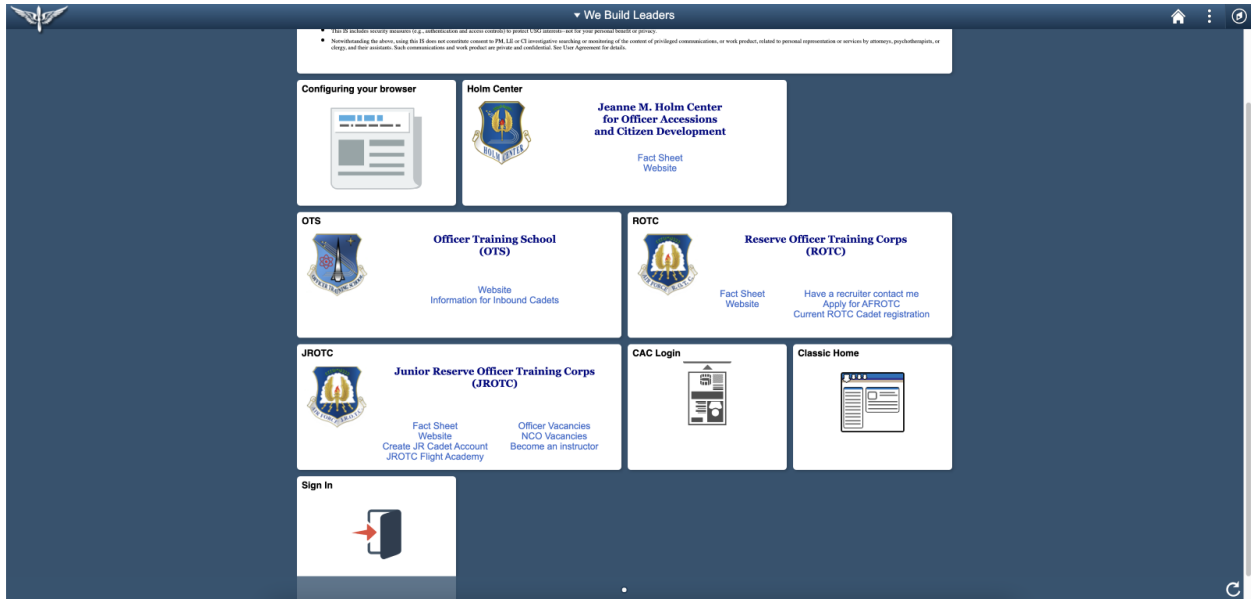
7.1. This section will include a step-by-step process to perform different actions in WINGS. The first subsection includes all tabs related to LG, and what actions can be taken through them.

7.2. The first tab used in WINGS (and the most relevant to LG) is the logistics tab.

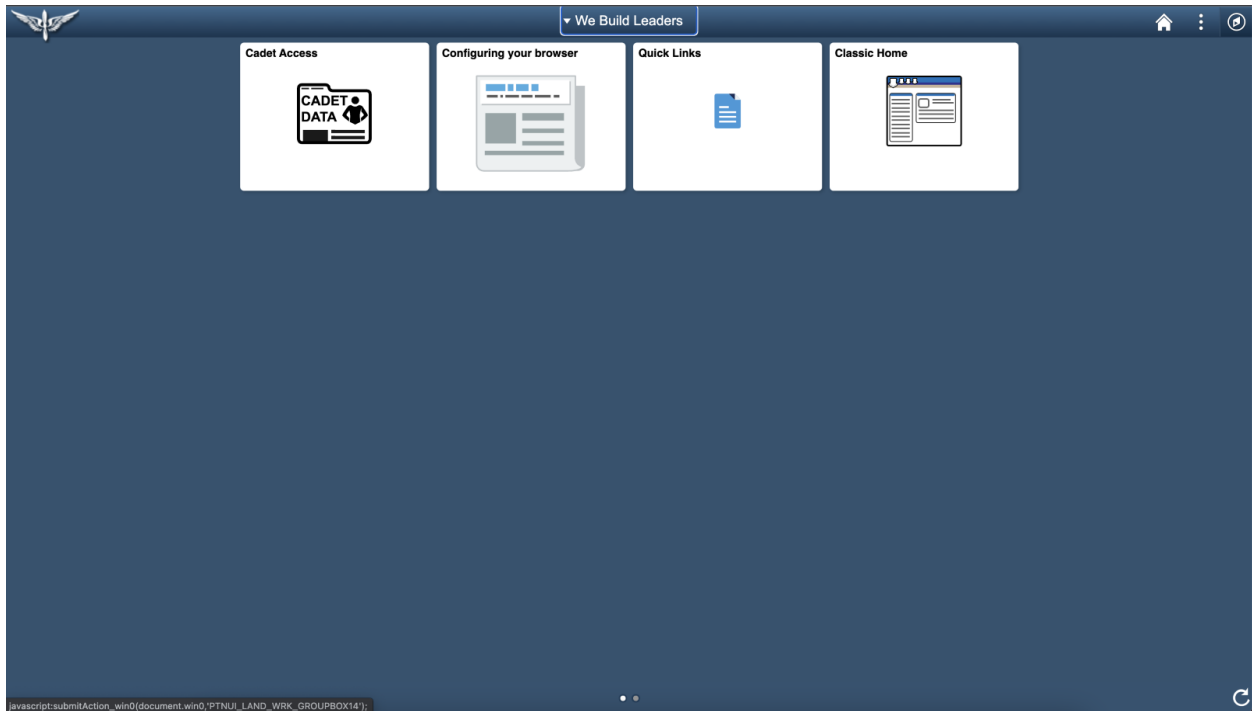
NOLIN V. LINENKUGEL  
Cadet Second Lieutenant, GA-958  
Logistics OIC

# Getting into Wings

When selected to be in Logistics, you have an immensely powerful website by the name of wings. This tool will be your best friend throughout your job so to effectively do your job you must be familiar with the ins and outs of it! When first getting into [Wings](#) You will see this.



Upon seeing this, scroll down and click the "Sign In" button. After clicking it and signing in you will be greeted with a home page, it will look like this,



Once seeing this homepage click on " Cadet Access" to start fulfilling your job! When done clicking on the button you see this,

Home Sign Out

Privacy Act Information - The information accessed through this system is FOR OFFICIAL USE ONLY and must be protected in accordance with the Privacy Act and AFI 33-332.

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Dashboard Logistics Reports Help

Task List

Showing 1-10 out of 97 10

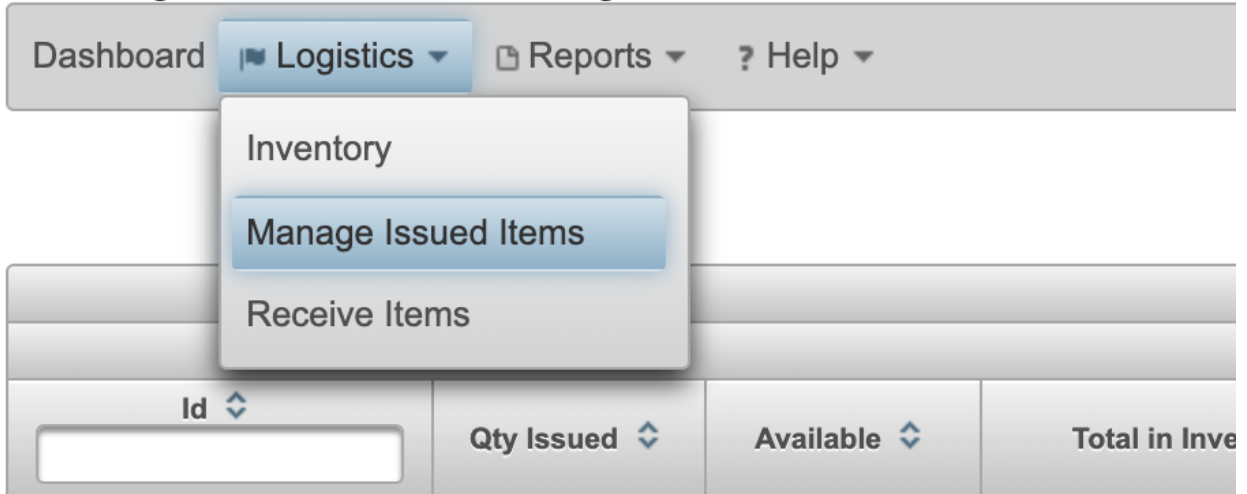
Actions	Message
Complete Task	Message Item Issue has been rejected by your instructor. Please retrieve this item from the cadet. Cadet ID: J0001357612 Id: 9580000036
Complete Task	Message Item Issue has been rejected by your instructor. Please retrieve this item from the cadet. Cadet ID: J0001295701 Id: 9580000036
Complete Task	Message Item Issue has been rejected by your instructor. Please retrieve this item from the cadet. Cadet ID: J0001358994 Id: 9580000036
	Message Item Return has been rejected by your instructor Cadet ID: J0001163709 Id: 0000000502 Item Name: TRUNKS, GENERAL PURP Size: S
	Message Item Return has been rejected by your instructor Cadet ID: J0001163709 Id: 0000000511 Item Name: T-SHIRT, ATHLETE, GRAY Size: M
	Message Item Return has been rejected by your instructor Cadet ID: J0001163704 Id: 0000000510 Item Name: T-SHIRT, ATHLETE, GRAY Size: S

Report and Issue

## Issuing Cadets New Uniforms

At the beginning of every year, or even in the middle of the year, you will be tasked with issuing new/returning cadets' new uniform items. Once sizing a cadet with all the uniform items written down you want to give them, you will want to go into "Manage Issued Items" to find your cadet of choice

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After clicking on it, you will be greeted by the imagine shown below; Since you want to issue items out to a cadet you will want to click on" Select Cadets," which brings up every cadet in the corps.

Select Cadet

Pick List Items All Items

Select Items to Issue	
Category	Subcategory
Shirts	Short Sleeve
Outerwear	L/W Blue
Outerwear	Blues
Outerwear	ABU
Pants/Skirt	Blues
Pants/Skirt	ABU
Footwear	Dress Shoes
Footwear	ABU

Report and Issue

Cadet Access / Unit Dashboard

Only show cadets in: All Cadets

Available Cadets						
Showing 1-10 out of 162 10						
Actions	Cadet ID	First Name	Last Name	Current Rank	Gender	Status
Select Cadet	J0001230764	Marsey	Bradley	C/2d Lt	F	DROP
Select Cadet	J0001406075	Stephen	Hand		M	DROP
Select Cadet	J0001406085	Colin	Lowendick		M	DROP
Select Cadet	J0001406109	Leona	Stenton		F	DROP
Select Cadet	J0001285577	Gabriel	Freier	C/TSgt	F	ENRL
Select Cadet	J0001295702	Ashton	Espanola	C/MSgt	M	ENRL
Select Cadet	J0001295715	Damion	Richardson	C/SSgt	M	ENRL
Select Cadet	J0001357617	Caleb	Frankovich	C/2d Lt	M	ENRL
Select Cadet	J0001357626	Brenden	Payne	C/A1C	M	ENRL
Select Cadet	J0001358991	Kyle	Fernandez	C/A1C	M	ENRL

Showing 1-10 out of 162 10

Cancel

When greeted by the image shown above, you will want to search for your cadet by your last name. If there is more than one person that has the same last name, use their first name as well. Once you have found your cadet, click on "Select Cadet" on the right side of their name to bring up all items that are ready to be issued.

Dashboard | Logistics | Reports | Help

Select Cadet

Cadet ID: J0001358994 | Linenkugel, Nolin | Male

Generate Hand Receipt

Include All Items

Pick List Items | All Items

Select Items to Issue

Category	Subcategory	Size
Shirts	Short Sleeve	
Outerwear	L/W Blue	
Outerwear	Blues	
Outerwear	ABU	
Pants/Skirt	Blues	
Pants/Skirt	ABU	
Footwear	Dress Shoes	
Footwear	ABU	

Issue Selected Item(s)

Items Issued to Cadet Nolin Linenkugel

ID	Qty	Returnable	Size	Item Name	Status	Date Issued	Date Returned	Note	Replacement Cost	Issued By	Actions
000000079	1	Yes	14	SHIRT, MENS	Returned - Serviceable	08-29-2020	08-31-2021		\$18.88	0224153	
000000082	1	Yes	15.5	SHIRT, MENS	Issued	08-31-2021			\$15.55	J000132778	Report and Issue

Being brought up to this menu, you will see the option for **Pick List Items** or **All items**, you will never use the **Pick List Items** as it does not show all items we want to issue out to our cadet and instead we want to select, **All items**.

After clicking on **All items**, you will want to find the item you are issuing out; while trying to find a specific item you must click on **Item name** putting in the items known identity (Note Service Coats will be under "COAT," and Light Weight Blue Jackets will be under "JACKET, MANS" as there are no women L/W Blue jackets.)

Unit Inventory

Showing 1-24 out of 24

ID	Qty Issued	Available	Total in Inventory	Item Name	Size	Category	Subcategory	Gender	Stock #	Unit	Issue
000000095	6	2	8	JACKET, MENS	38 SHORT	Outerwear	L/W Blue	M	840501286888	EA	Issue
000000091	12	1	13	JACKET, MENS	36 SHORT	Outerwear	L/W Blue	M	840501286884	EA	Issue
000000089	9 (+1)	6	16	JACKET, MENS	34 REGULAR	Outerwear	L/W Blue	M	840501286882	EA	Issue
000000092	22	3	25	JACKET, MENS	36 REGULAR	Outerwear	L/W Blue	M	840501286885	EA	Issue
000000104	5	11	16	JACKET, MENS	42 REGULAR	Outerwear	L/W Blue	M	840501286887	EA	Issue
000000115	2	3	5	JACKET, MENS	48 REGULAR	Outerwear	L/W Blue	M	840501286890	EA	Issue
000000112	5	1	6	JACKET, MENS	46 REGULAR	Outerwear	L/W Blue	M	840501286895	EA	Issue
000000119	2	0	2	JACKET, MENS	50 LONG	Outerwear	L/W Blue	M	8405012868912	EA	Issue
000000096	14	1	15	JACKET, MENS	38 REGULAR	Outerwear	L/W Blue	M	840501286889	EA	Issue
000000097	1	0	1	JACKET, MENS	38 LONG	Outerwear	L/W Blue	M	840501286890	EA	Issue
000000106	1	0	1	JACKET, MENS	42 X-LONG	Outerwear	L/W Blue	M	840501286899	EA	Issue
000000100	20	0	20	JACKET, MENS	40 REGULAR	Outerwear	L/W Blue	M	840501286893	EA	Issue
000000118	2	7	9	JACKET, MENS	50 REGULAR	Outerwear	L/W Blue	M	8405012868911	EA	Issue
000000099	3	4	7	JACKET, MENS	40 SHORT	Outerwear	L/W Blue	M	840501286892	EA	Issue
000000090	3	2	5	JACKET, MENS	34 LONG	Outerwear	L/W Blue	M	840501286883	EA	Issue
000000108	6	8	14	JACKET, MENS	44 REGULAR	Outerwear	L/W Blue	M	840501286901	EA	Issue
000000094	1	0	1	JACKET, MENS	36 X-LONG	Outerwear	L/W Blue	M	840501286887	EA	Issue
000000113	1	1	2	JACKET, MENS	46 LONG	Outerwear	L/W Blue	M	840501286896	EA	Issue
000000088	9	2	11	JACKET, MENS	34 SHORT	Outerwear	L/W Blue	M	840501286881	EA	Issue

Next, when you have found your item, you will want to select **Size** and find the correct size for your cadet, afterwards, you will select **Issue** to issue out your cadet's item.



Id	Item Name	Size	Available	Qty
000000095	JACKET, MENS	38 SHORT	2	1

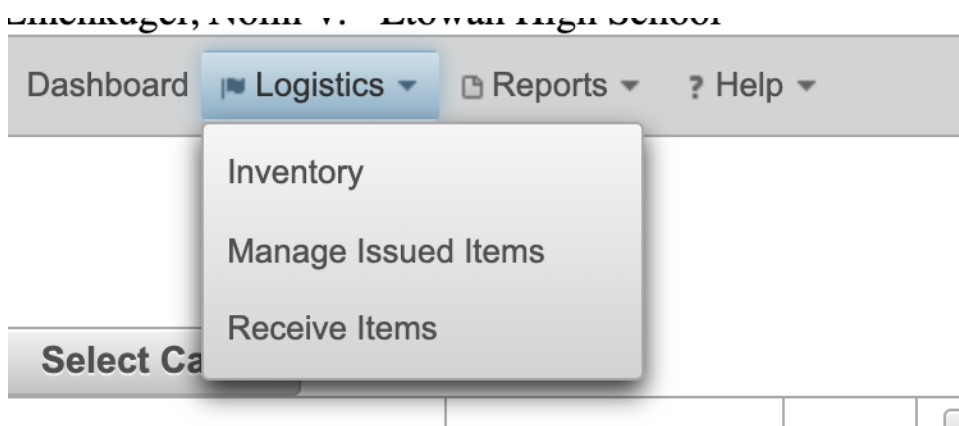
Comments:

Submit Cancel

After checking to make sure everything is correct and making sure you have enough in inventory, click on **Submit** to finalize this item. Congrats you issued your first ever time in wings! You will do many more over your career as a Logistics cadet which only means you will get better and faster at navigating wings!

## Receiving items into inventory

Another thing all logistics cadets must do is receive items from **Orders** or **Cadets**; for now, we will focus on Orders. Going back to the main page and clicking under logistics again, we will want to click **Receive Items**.



Once the page has been brought up you will want to click on **Item Master**, which, like **All Items**, will bring up every uniform item that is currently entered into wings. While finding your item and the item size you will then want to click on **Select** to receive your item.

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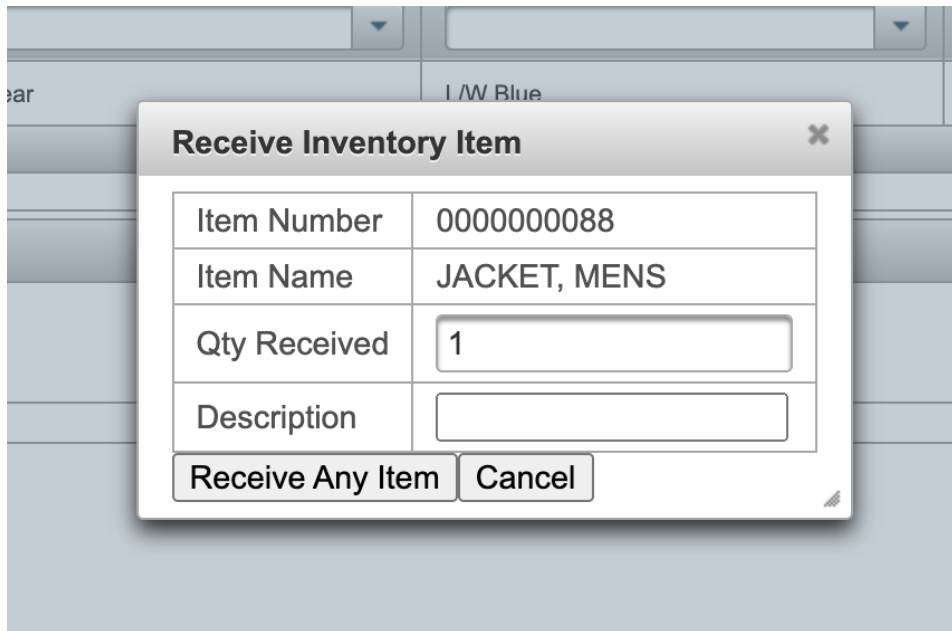
Dashboard Logistics Reports Help

Error Receiving Orders - - The system is currently unable to process this request.

Orders		Item Master							
Item Master List									
Showing 1-1 out of 1 (400)									
Id	Item Name	Size	Category	Subcategory	Gender	Stock #	UOM	Actions	
000000088	JACKET, MENS	34 S	Outerwear	LW Blue	M	840012880881	EA	<input type="button" value="Select"/>	

Showing 1-1 out of 1 (400)

Clicking on **Select**, you will have everything needed to add an item into our inventory. After clicking on **Select**, wings will bring up this.



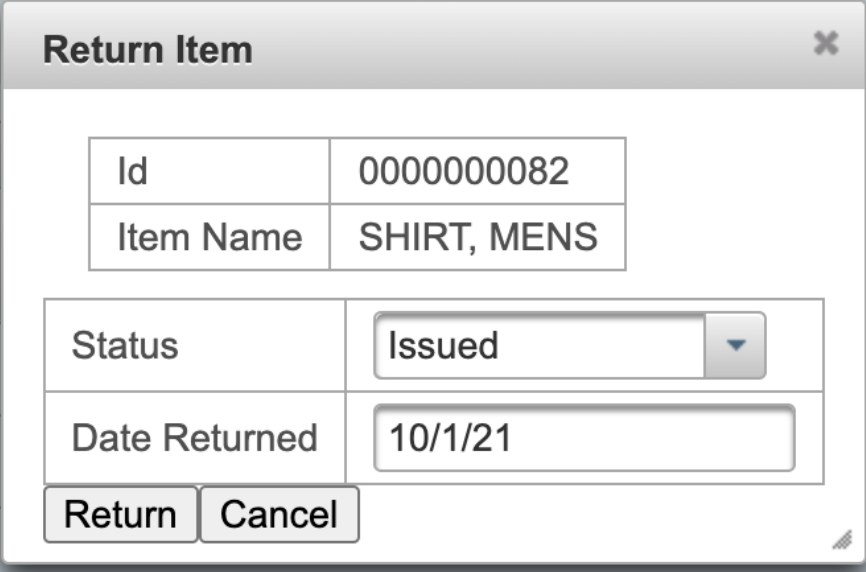
Receive Inventory Item	
Item Number	0000000088
Item Name	JACKET, MENS
Qty Received	1
Description	
<input type="button" value="Receive Any Item"/> <input type="button" value="Cancel"/>	

After this is brought up and you make sure that everything is correct, select **Receive Any Item** and you will have officially received your first item into our inventory! Along with having to issue items out, you will have to receive items more due to the number of orders we get of uniforms.

## Returning items from Cadets

When having to return items from cadets, you will need to go back into **Manage Issued Items** and **Select Cadet**, finding the cadet you need as per usual (If you forgot how to get to this page, scroll up to "Issuing Cadets New Uniforms" to relearn how to do so.) After selecting your cadet, scroll down to find all the items that were issued to them, afterwards find the item you wish to return, and select

Return to bring up this menu.

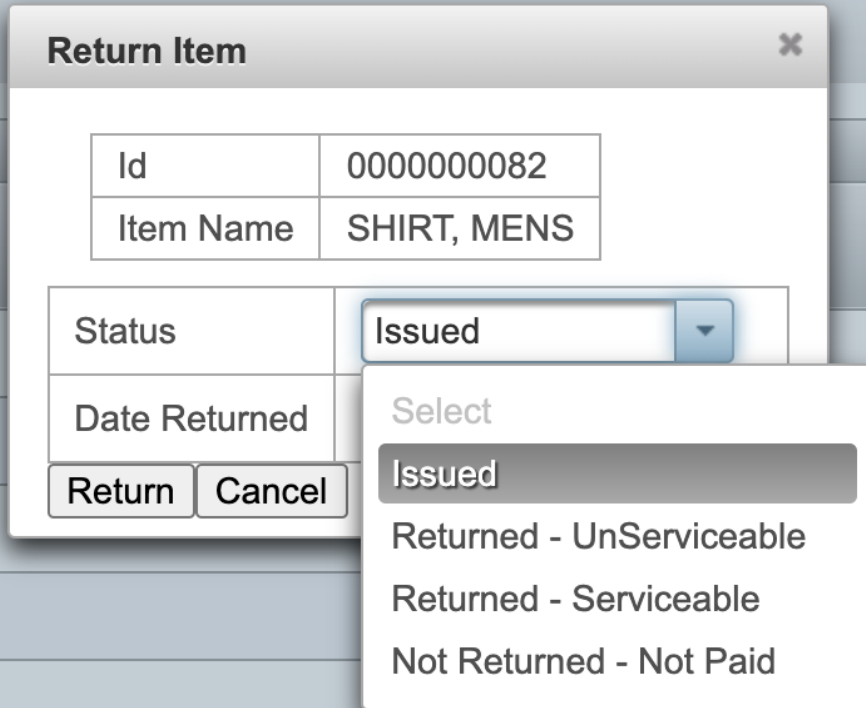


The image shows a dialog box titled "Return Item" with a close button (X) in the top right corner. It contains a table with the following data:

Id	0000000082
Item Name	SHIRT, MENS
Status	Issued
Date Returned	10/1/21

At the bottom of the dialog, there are two buttons: "Return" and "Cancel".

The important part about this menu is the **Status** of your item, once you have clicked on it you will see 4 different options to select from.



The image shows the same "Return Item" dialog box as above, but with the "Status" dropdown menu open. The dropdown menu displays the following options:

- Select
- Issued
- Returned - UnServiceable
- Returned - Serviceable
- Not Returned - Not Paid

The "Issued" option is currently selected and highlighted in the dropdown menu.

When the status is **Issued**, that means the item is not in our inventory and is instead on the **Hand Receipt** of the cadet you selected. Clicking on **Returned – Unserviceable** will remove the item from the cadet but will **NOT** return the item into our inventory (Note this option is ONLY for items such as destroyed accountable uniform items or items the SASI or ASI designates as **non-usable** items.) On the 3<sup>rd</sup> option, **returned – Serviceable**, the item will be removed from the cadet's possession and added back into our inventory as it will be able to be used again. Finally, for the last option, you will **NEVER** use it unless told so by the SASI or ASI as it deals mostly with the loss of an accountable uniform item.