

**MICHIGAN DEFENSE FORCE STANDARD
OPERATING PROCEDURE 700-1**

Logistics

**Standard Operating
Procedures for
Brigade S4
(Logistics Officer)
Battalion S4 and
Company Clerk**

Joint Force Headquarters –
Michigan Department of Military and Veterans
Affairs
Lansing, MI
10 July 2021

UNCLASSIFIED

For The Adjutant General:



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History. This publication is a new formatted publication and supersedes all other applicable human resources procedures.

Summary. This SOP prescribes the policies and standards for the human resources procedures in the Defense Force. It also defines certain command responsibilities and policies. When not stated directly within this publication, applicable Army National Guard, Air National Guard, or State Defense Force guidance will be utilized.

Applicability. The SOP applies to all components, elements, detachments, units and personnel of the Defense Force, unless otherwise noted.

Federal and state law. In all cases where federal law is mentioned, the coinciding state statutes also apply.

Proponent and exception authority. The proponents of this SOP are the Defense Force commander and the Defense Force adjutant.

Supplementations. This SOP is the basis for all human resources practices

within the Defense Force. This SOP is based on federal and state law and applicable federal and state military regulations and will be enforced as regulations. Other supplements to this publication and establishment of command and local policies and forms not previously authorized by this command are prohibited without prior written approval from the Defense Force commander and / or adjutant.

Suggested Improvements. Suggested improvements which may be considered for this SOP should be forwarded in writing to the proponent agency of this regulation. Adjutant, Michigan State Defense Force, 3411 North Martin Luther King Junior Boulevard, Lansing, MI 48906.

Review / Revision: This SOP will be reviewed, at a minimum, every three years and applicable revisions made to it. When necessary, a rapid revision process may be applied and updates may be made sooner. If such rapid revision occurs within one year of the regularly scheduled review, that review will not occur unless deemed necessary by the adjutant.

Distribution. This publication is available in electronic form only and is intended for all components, elements, detachments, units and personnel of the Defense Force.

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Chapter 1 Purpose

The purpose of the Brigade (BDE) S-4 (Logistics) is to obtain the necessary equipment, supplies, and training needs for the Michigan Defense Force. The BDE S-4 submits to the State of Michigan (SOM) the purchase requests and reimbursement requests from subordinate units within the MIDF. The BDE S-4 arranges for the training facilities for Annual Training. The Battalion (BN) S-4 or Company Clerk arranges for the training facilities for their unit or units. The BDE S-4 causes to be produced and distributed the identification (ID) cards to members of the Force when necessary and appropriate.

Chapter 2 Scope

2-1. Purchase Requests

Submit to the SOM purchase requests from BDE Staff, BN staff, or Company Supply Clerk meeting the necessary criteria.

2-2. Expense Vouchers

Submit to the SOM expense vouchers to reimburse member(s) for approved purchases made for BDE, BN, or Company.

2-3. Annual Training

In conjunction with the BDE S-3 (Training) Annual Training plan obtain berthing, training supplies, and mess facilities to accommodate members attending.

2-4. Meals

Provide for the meals to be served to all members and guests attending Annual Training, following SOM guidelines.

Chapter 3 Responsibilities

3-1. Approved Purchase Request

The BDE S-4 completes and submits the necessary paperwork to the SOM for an approved purchase request.

3-2. Reimbursement

The BDE S-4 submits the documents for reimbursement to the SOM on a member(s) behalf.

3-3. Event Arrangements

The BDE S-4 arranges for areas, supplies, and meals for Annual Training.

3-4. Cleaning at AT

In conjunction with the BDE/BN CSMs will coordinate the cleaning and turn in of billets at Annual Training.

3-5. Inventory

The BDE S-4 maintains an inventory of all SOM MIDF tagged property.

3-6. Inventory

The BDE S-4 will conduct an annual inventory with the BN S-4's who in turn will check the inventory of each Company. Each Company Supply Clerk or designee will maintain an inventory. The annual inventory will be done with a visual inspection of the items to report on its condition to include lost, damaged, need to be replaced.

3-7. Budget

The annual budget in total will be reported to the BDE Commander NLT 30 November of the new FY. A breakdown will be given for Annual Training, Special Assignments (RSO), and to each Company with their total given to the BN Commander. It is each entities responsibility to keep track of all expenditures for its unit reporting total expenses to the BN Commander.

3-8. Accounting

The BDE S-4 will maintain a running account of purchases, reimbursements, and other expenses generated by the entire BDE for the current FY.

Chapter 4 Procedure

4-1. Purchase Requests

a. A purchase request must be submitted, by e-mail, and include the item name, item number (SKU), quantity, estimated cost, and website (e.g., Amazon.com) if available or known. These are to be submitted by BDE staff, BN S-4, Company Supply Clerk, or designee.

b. A purchase request by a Company over the amount of \$250 must be approved by the BN Commander. A purchase request by the BN Commander or BDE staff over the amount of \$500 must be approved by the BDE Commander before submission to the BDE S-4. This can be accomplished by copying the BN Commander or BDE Commander in the e-mail request with their authorization given in reply to the requesting unit and the BDE S-4.

4-2. Expense/Travel Vouchers

Expense/Travel vouchers are to be submitted to the BDE S-4 by BDE staff, BN S-4, Company Clerk, or designee once a month by e-mail. They must be accompanied with the appropriate receipts, if applicable. A travel voucher may contain more than one day's expenses, but a new form must be generated for each member requesting reimbursement. The member must be listed on the SOM vendor site as only ACH payments will be processed by the SOM.

4-3. AT Reservations

a. The BDE S-3 will collaborate with the BDE S-4 on specific areas needed including times and dates for Annual Training NLT December 15 of the year prior. This time frame will allow processing by the facility to be used and any further coordination between the S-4 and S-3 if needed.

b. No changes will be made to facilities reserved by the MIFD BDE S-4 after March 1.

c. It is understood that Camp Grayling and Fort Custer or other facilities may make changes to reservations as they deem necessary.

4-4 Inventory

The SOM will notify the BDE S-4 of the inventory they have listed for the MIFD. The BDE S-4 will break it down into BDE staff, special assignments, BNs, and Companies. This will be sent out to the appropriate unit for a visual inspection, accounting, and reporting.

4.5 Receipts

When exchanging equipment between Companies or BNs, the hand receipt system will be used.

MICHIGAN VOLUNTEER DEFENSE FORCE HAND RECEIPT FORM							
ITEM	UNIT	SERIAL #	Make	Description	SOM#	Value	Obtained
Generator	1				N/A		9-Jan-21
9-Jan-21		Issuer: Doreen Chapman MAJ		RECEIVER:			
Signatures:							

4.1 Sample Hand Receipt

OFFICIAL WORK STATION CITY & BLDG			PERMANENTLY ASSIGNED STATE CAR #				TRAVEL ADVANCE			ADVANCE AMOUNT	
EFFECTIVE DATE		DUE DATE	INTF	PDT	DMI	BANK ID	TRAVEL AUTH. ADV. ID			SUFFIX	SERVICE DATE
CONTACT PERSON Doreen Chapman		BUSINESS PHONE 517-243-0129			NATURE OF OFFICIAL BUSINESS (PURPOSE/DESCRIPTION)				PERIOD COVERED FROM: 1/9/21 TO: 1/31/21		
INSTRUCTIONS: FOR OUT-OF-STATE TRAVEL, ATTACH AN APPROVED REQUEST FOR OUT-OF-STATE TRAVEL AUTHORIZATION FORM *MILEAGE - REFER TO DEPARTMENTAL GUIDELINES OR PROCEDURES IN THE USE OF STANDARD OR PREMIUM MILEAGE RATES. *LODGING - INCLUDE TRAVEL AGENT CONFIRMATION NUMBER. SEE TRAVEL AGENT CONFIRMATION NUMBER FIELD AT BOTTOM OF PAGE.											
COMMENTS Supplies needed at Camp Grayling during Annual Training. These are not supplied by the Camp.											
DAY OF MONTH	TRAVEL DESCRIPTION (CITY, STATE POINT TO POINT AND ILLINE STATE ROUTE, VEHICLE #)	HOURS (AM/PM)		MILEAGE			LODGING FROM CHARGES	MEAL AMOUNTS		OTHER EXPENSE AMOUNT	DAY TOTAL
		DEPART	RETURN	PERSONAL MILES	STD. RATE	PREM. RATE		WITH RECEIPT	WITHOUT RECEIPT		
8/28	GFS										\$52.89
SUMMARY TOTALS						\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$52.89
INDEX (5)	PCA (5)	AOBJ (4)	GRANT OR PROJECT (6)	PH (2)	AG1 (4)	AG2 (4)	AG3 (6)	AGENCY USE		AMOUNT (\$ OR %)	
TOTAL (% Must = 100%)										0	
I certify all items of expense included above were incurred in the discharge of authorized official business and represent proper charges											
EMPLOYEE SIGNATURE				DATE		SUPERVISOR APPROVAL SIGNATURE				APPROVAL DATE	
(LODGING) TRAVEL AGENT CONFIRMATION NUMBER(S):											

Figure 4.2 Sample travel/expense voucher form

Definitions

BDE – Brigade

BN – Battalion

MIDF – Michigan Defense Force

S-4 – Logistics Officer at BDE or BN level

SOM – State of Michigan