

Equipment Custodian duties

1. This Standard Operating Procedure establishes the responsibilities of the Honor Guard Primary and alternate equipment custodians.
2. The Equipment Custodian must attend at least 80% of practices unless TDY, on leave, etc. If TDY, on leave, etc., prompt notification must be given to the OIC and NCOIC. During his or her absence the alternate custodian will assume all assigned duties.
3. The Equipment Custodian is responsible for all uniform items, flags, flag stands, flag covers, weapons, sabers, saber frogs, saber chains, and slings.
4. The Equipment Custodian is also responsible for ensuring all weapons are clean quarterly through coordination with the NCOIC.
5. The Equipment Custodian will maintain a current record of the equipment inventory. Back up copies will be kept on hard drive (sharepoint).
6. The Equipment Custodian will accomplish an inventory quarterly and post on sharepoint.
7. The Equipment Custodian will give prompt notice to the NCOIC of a low balance of any uniform items or need for replacement equipment. He or she will also notify the NCOIC of any broken or stolen items. National stock numbers, part numbers, quantity and all other pertinent information will be provided.
8. The Equipment Custodian will only issue service dress items to individuals who have completed the required training and have been certified/recommended by the NCOIC or OIC.
9. The Equipment Custodian will pick up all uniform, equipment, and supplies from Military Clothing Sales.
10. The NCOIC upon approval from the OIC will appoint Equipment Custodians.