

# Logistics Officer

Suggested Manpower: 20-25 Total; surplus personnel should assist on Range during Individual Matches

The Logistics Officer has a primary responsibility of performing specific tasks and a secondary responsibility of assisting any staff officer who requires logistic help that cannot be performed by that staff. The primary responsibilities are as follows but can be added to by the Skirmish Director:

- ☐ Construction of new target frames
- ☐ Preparation of target materials
- ☐ Boxing and delivering all company and artillery match targets
- ☐ Mounting cardboard on frames for individual competition
- ☐ Distributing and maintaining main range and sutler row trash cans
- ☐ Disposing of used target materials
- ☐ Maintaining the barn during the skirmish week for all events
- ☐ Securing all storage areas after the completion of the skirmish

The Logistics Officer must work closely with the Property Manager regarding the proper use of equipment during a National Skirmish. This equipment includes but is not limited to the following:

- ☐ Tractors
- ☐ Target wagons
- ☐ Utility / trash trailers
- ☐ Drill presses for drilling ceramic tiles
- ☐ Hand drills and drill bits for drilling clay birds and cardboard
- ☐ Jigs for constructing frames and drilling cardboard
- ☐ Air compressor–nail gun for frame construction
- ☐ Air compressor–nail gun for mounting cardboard on frames
- ☐ Air compressor for cleaning frame holes on both ranges
- ☐ Golf cart for staff officer use
- ☐ Weed eaters / mowers

**Note:** The Logistics Officer must ensure that the entire workforce understands that all equipment / power tools are under the control of the Property Manager. There will be no modifications to or use of any piece of equipment or power tool without the permission of the Property Manager via the Logistics Officer.

The Logistics Officer must work closely with the National Logistics Officer regarding the proper target preparation process, the proper process of boxing and loading target boxes / cardboard onto wagons, and the proper process of constructing new frames. These are primary areas of concern for the Logistics Officer and must be completed correctly to ensure unforeseen errors do not present themselves later in the week.

The Logistics Officer must work closely with the National Range Officer / Range Officer and the Revolver Range Officer to get both ranges set up properly. The Revolver Range Officer will have the staff to do all work and will simply need materials delivered and collected. The main Range Officer will need a few workers from the Logistics staff to prep the main range, take old frames from the range to the revolver range and staging area for artillery use, set up new frames on the main range, deliver consoles and set up position markers. All of these tasks are performed under the direction of the Range Officer with the support of the Logistics Officer and Logistics staff.

The Logistics Officer must maintain contact with the Property Manager for the entire week. After the work weekend, the Logistics Officer will primarily take direction from the Skirmish Director / Adjutant but must maintain contact with the Artillery, Revolver Range and Main Range Officers to ensure that all needs on both ranges are completed.

The Logistics Officer must ensure that all needed materials are in their proper place and ready to go before the start of the National Skirmish. Once the skirmish begins, the Logistics Officer must simply keep track of the program schedule and ensure that all materials are delivered and collected at the proper time. These tasks must be completed in a fashion as to not delay the skirmish in any way.

While performing the primary tasks given, the Logistics Officer must be prepared to support any other Staff Officer if they need Logistic support. When this happens, and support is given, the primary logistical goal cannot be compromised.

Each day, the Logistics Officer must determine the manpower required to perform the tasks of that day. This will vary from day to day. After determining this, coordinate with the Adjutant to send any additional manpower to other staffs to help where needed—the main range almost always has people who could use a break. If additional manpower is not needed elsewhere, the Logistics Officer must maintain them on stand-by duty in the event they are needed.

The Logistic Officer is responsible for, but not limited to, the following tasks:

- ☐ Preparing and boxing all team match targeting under the direction of the National Logistics Officer.
- ☐ Staging the boxed targeting on wagons and covering with plastic to prevent weather damage, also under the direction of the National Logistics Officer.
- ☐ Preparing, boxing and delivering BB gun targeting under the direction of the National Youth Director.
- ☐ Constructing new frames and delivering them to the main range when the range is ready for setup.
  - The construction of the frames is performed under the direction of the National Logistics Officer / Property Manager.
  - The setup of the main range is completed under the direction of the National Range / Range Officers.
- ☐ Delivering trash cans to all main range entrances and sutlers row. Collecting and disposing of trash from these cans will need performed periodically during the week. This frequency will need to be monitored.

- Do not let the cans get completely full.
- The use of smaller trailers and 4 wheelers for this task is a better option than a tractor.
- Sutlers row cans need to be collected more often than most others—placing a small trailer at the west end of sutlers row between the building and the road and asking the sutlers to put their own trash on the trailer will help.
- ☒ Delivering and mounting cardboard on frames for individual competition.
  - This is performed under the direction of the Property Manager and coordinated with the Range Officers on directing the frames to be used.
  - Ensure that the nail gun operators understand how to operate the equipment and get the cardboard mounted properly. If the nails are set too deep or not deep enough, there can be issues with cardboard blowing off.
- ☒ Delivering and distributing targeting materials for all team matches. These tasks should be staged at the far end of the range well before needed and coordinated with the Range Officer, especially the Revolver Range Officer prior to Phase II of the Revolver Team Match.
  - Ensure that enough staff is used to distribute targeting at each position as quickly as possible.
  - Ensure that a staff member verifies that the correct number of boxes / pieces of cardboard are placed at each position.
  - It is a good idea to have a person ensure that competitors do not take items off the wagon.
- ☒ Collecting and disposing of used target materials. This task is performed by using a second tractor and wagon. This is performed at the same time as delivering new targeting for the next team event or at the completion of the last team event of the day.
- ☒ Setting up for the Membership Meeting on Friday evening
  - This may take place in the barn or at Memorial Park.
  - If in the barn, it must be cleared of any target wagons. Keep track of the weather to know if staff will be needed to put the wagons back in the barn after the meeting.
  - If at Memorial Park, sound and lighting systems will need to be transported and set up in that area.
- ☒ Clearing of the barn for the barn dance on Saturday evening. All setup and tear-down for the dance is to be performed by dance associated personnel—not your staff. Again, keep track of the weather to know what to do with target wagons.
- ☒ Maintaining of the barn at all times during the week.
  - Keep it as clean as possible.
  - Nobody but your staff is to be in the barn at any time unless they have the permission of the Property Manager and you have knowledge of that permission.
  - It is a very good idea to rope off an area in front of the barn to ensure enough room to get target wagons out without having cars moved.
- ☒ Breaking down both ranges when events are completed and transporting all equipment back to the proper storage location.
  - This should be performed at the earliest possible time for each range or portion of the range which will not be used again.
  - Coordinate this task with the Range Officers on both ranges.

- ☒ Securing all storage areas after the completion of the skirmish. This basically entails returning all items back to the location they were found and doing a final clean of the barn and barn area. Try to leave these better than when you started.
- ☒ Coordinating with the Costume Committee Chairperson to assist with setup of tents, tables, and sound system in Memorial Park.
  - These items should all be stored in the Hocker-Hughes Building.
  - **DO NOT HOOK UP AND TEST THE SOUND SYSTEM DURING A TEAM EVENT.** If doing so during individual competition, wait to check the system between relays.
- ☒ Creating a checklist of all items taken out of the barn that will need returned at the end of the Skirmish. Items such as entry road signs, temporary posts, and parking rope / signage will need to be taken down and stored back in the barn. Use this list to ensure all items are returned so the property manager does not have to do this after everyone is gone.

The Logistics Officer's report should include any suggestions for improvement and should also include a summary of problems encountered with the solutions.

# Logistics Officer's Schedule

## Saturday / Sunday – Work Party

- ☐ Get keys from the Adjutant
- ☐ Meet with the Skirmish Director, National Logistics Officer, National Range Officer and the Property Manager to set a plan for the weekend
- ☐ Prepare targeting for all Company Matches
- ☐ Construct and deliver new frames when main range is ready for them
- ☐ Prepare targeting for BB gun match
- ☐ Deliver BB gun frames to the revolver range
- ☐ Deliver consoles to the main range and revolver range
- ☐ Deliver and bag trash cans on main range and sutlers row (wait to bag if rain)
- ☐ Prepare for mounting cardboard on Wednesday morning for individual competition
- ☐ Assist the Artillery crew with artillery targeting if needed
- ☐ Provide manpower to the Range Officer for main range setup (the number will vary with the weather and the condition of the range)
- ☐ Provide transportation assistance to the Range Officer
- ☐ Provide transportation assistance to the Revolver Range Officer
- ☐ Provide transportation assistance to the Artillery Officer
- ☐ Provide any logistical assistance to any other staff requiring assistance
- ☐ Provide grass trimming assistance on the main range if needed and the manpower is available. This can be done on Monday / Tuesday
- ☐ If enough manpower is present for the work skirmish and the weather is good all work should be completed midday on Sunday
- ☐ Ensure all entrance road signs are installed
- ☐ Provide help to Provost and install parking signs / roped areas

## Monday / Tuesday

- ☐ Use these days to finish any work not completed
- ☐ Meet with the Skirmish Director and all Staff Officers to ensure that all prep work has been completed and everything is ready for the skirmish
- ☐ Conduct a meeting with the Logistics staff and ensure that all hands are clear regarding their assigned tasks for the week
- ☐ Ensure that a system is in place dealing with staff arriving after these meetings
- ☐ Clean and organize the barn, if needed

## Wednesday

- ☐ Get radio from the Adjutant and review Communications Manual
- ☐ Conduct meeting with the Logistics staff
- ☐ 7AM: Mount all cardboard on both ranges
- ☐ 8AM: Have all staff not mounting cardboard attend the safety meeting conducted at the main tower
- ☐ Have a small staff on standby with cardboard mounting equipment to replace cardboard if needed. This will be more needed in bad weather or windy conditions.
- ☐ Perform a trash can / sutler trailer check and disposal if needed later in the day

- ☒ Have all hands without assigned tasks report to Range Support for safety duty

### **Thursday**

- ☒ Conduct meeting with the Logistics staff
- ☒ 7AM: Mount all cardboard on both ranges
- ☒ Have small staff on standby to replace cardboard if needed
- ☒ Have all hands without assigned tasks report to Range Support for safety duty
- ☒ Perform a trash can / sutler trailer check and disposal a couple times during the day

### **Friday**

- ☒ Conduct meeting with the Logistics staff
- ☒ 7AM: Mount all cardboard on main range only
- ☒ 7AM: Deliver revolver team targeting to the revolver range by 7AM
- ☒ If weather permits, the revolver targeting can be taken to the revolver range Thursday evening
- ☒ Pickup revolver range used materials, when time permits
- ☒ Follow the schedule and ensure all materials are delivered for each team match
- ☒ Have team targeting staged at the main range 2 hours before match start time
- ☒ Assist main range with cardboard removal and prep for team matches
- ☒ Begin delivering team targeting as soon as individual competition ends
- ☒ Begin used material pick up 10 minutes after each team match ends
- ☒ Perform a trash can / sutler trailer check and disposal a couple times during the day
- ☒ During the Mortar competition, prep the barn or Memorial Park for the membership meeting
- ☒ Coordinate with Costume Committee Chairperson for support needed

### **Saturday**

- ☒ 6:30AM: Deliver Carbine team targeting
- ☒ Perform a trash can / sutler trailer check and disposal a couple times during the day
- ☒ Begin used material pick up 10 minutes after Carbine match ends
- ☒ Begin frame setup and targeting delivery for Artillery as soon as Carbine match ends.
- ☒ Deliver and collect Artillery targeting between phase 1 and phase 2
- ☒ Deliver and collect Artillery targeting between phase 2 and phase 3
- ☒ Collect Artillery targeting after phase 3
- ☒ After each collection of targeting, deliver the targets to be scored by the Artillery Officer (the location can vary depending on the weather)
- ☒ Prep the barn for the barn dance
- ☒ Assist delivering awards for the ceremony in Memorial Park, if needed
- ☒ Ensure everything is ready for the Musket team match
- ☒ Coordinate with Costume Committee Chairperson for support needed

### **Sunday**

- ☒ 6:30AM: Deliver Musket team targeting
- ☒ During the Musket match, start barn clean up and prep for the end of the skirmish
- ☒ During the Musket match, all Revolver Range equipment can be taken back to the barn (if not already completed)

- ☐ Have phase II Musket targeting staged behind the fence at the right end of the range
- ☐ Begin delivering phase II Musket targeting as soon as phase 1 ends
- ☐ Begin used material pick up 10 minutes after phase 1 ends
- ☐ During phase II Musket, start tearing down right side of the range between relays
- ☐ Have all hands and vehicles on the main range before the completion of phase II Musket for tear down and clean up after phase II Musket
- ☐ Return all equipment to the barn
- ☐ Consoles and frames from position 1 through 25 stay on the range
- ☐ Empty all trash cans and return cans to the barn
- ☐ Secure the barn, storage areas and vehicles
- ☐ Return keys and radio to the Adjutant
- ☐ Ensure all items such as road signs and roped area equipment are taken down and returned to the barn for proper storage.