

Area: Administration	SME:	DATE:
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Responsibility (A1): Maintain and update the NBC annex to the unit SOP.

Steps / Procedures	Local POC	Remarks/References
<i>(031-506-2032 Prepare NBC Annex to Unit SOP)</i>	CO NBC Off; BN NBC Off/NCO; Co Cdr/1SG	AR 350-41; FM 3-100; Unit MTP
*Obtain current higher and unit SOP, unit METL and Battle Tasks.		
*Review documents ensuring no change to unit mission has occurred.	CO NBC Off; BN NBC Off/NCO; Co Cdr/1SG	AR 350-41; FM 3-100; Unit MTP
*If unit mission, METL, or doctrine changes prepare a proposal for the unit NBC Annex to the SOP for review by command.	CO NBC Off; BN NBC Off/NCO; Co Cdr/1SG	AR 350-41; FM 3-100; Unit MTP
*Update NBC Annex with approved changes.	CO NBC Off; BN NBC Off/NCO; Co Cdr/1SG	AR 350-41; FM 3-100; Unit MTP