

Area: Administration	SME:	DATE:
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Responsibility (A5): Ensure all soldiers are screened for optical inserts.

Steps / Procedures	Local POC	Remarks/References
<p>*During in-processing ask personnel if they require optical inserts. (Arrange for soldiers to have inserts with them during in-processing.)</p> <p>*If YES: Do they have them on-hand, supervise them mounting them into their protective mask.</p> <p>*If NO: Annotate it on Mask Roster as required but not on-hand and inform personnel to report it during medical screening or go to Optometry and obtain them.</p>	BN NBC Off/NCO; BN Aid Station or TMC	Higher HQ's Inspection Checklist; Unit SOP
<p>*During in-processing ask personnel date of last eye exam.</p> <p>*If more than 24 months since last exam schedule an exam.</p>	BN NBC Off/NCO; BN Aid Station or TMC	Higher HQ's Inspection Checklist; Unit SOP
<p>*Request an updated list from the hospital on all personnel assigned to verify those requiring inserts receive them.</p>	BN NBC Off/NCO; BN Aid Station or TMC	Higher HQ's Inspection Checklist; Unit SOP
<p>*Ensure you add newly assigned personnel requiring optical inserts status on the Mask Roster</p>	BN NBC Off/NCO; BN Aid Station or TMC	Higher HQ's Inspection Checklist; Unit SOP