

Area: Logistics	SME:	DATE:
Responsibility (L2): Ensure that supply sergeant and prescribed load list (PLL) clerk requisition NBC related items. Maintain document numbers for all requisitioned items.		
Steps / Procedures	Local POC	Remarks/References
*Requisition all required/authorized NBC equipment, repair parts, cleaning supplies, office related supplies (GSA)	Co NBC Off; BN NBC Off/NCO; Supply NCO	FMs; MTO&E/TDA; Supply Update; TMs
*Obtain Document Register numbers from supply and TAMMS/PLL Clerk	Co NBC Off; BN NBC Off/NCO; Supply NCO	FMs; MTO&E/TDA; Supply Update; TMs
*Prepare and maintain a chart for tracking all requisition numbers using appropriate supply status codes *Check with supply on status codes weekly.	Co NBC Off; BN NBC Off/NCO; Supply NCO	FMs; MTO&E/TDA; Supply Update; TMs
*Items dropped off system need to be placed back on order.		
*Allow enough lead time to place equipment/supply requisitions needed to arrive prior to training and other events.	Co NBC Off; BN NBC Off/NCO; Supply NCO	FMs; MTO&E/TDA; Supply Update; TMs