

Area: Logistics	SME:	DATE:
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Responsibility (L3): Inventory and report status of NBC equipment as required by higher headquarters.

Steps / Procedures	Local POC	Remarks/References
*Prepare and maintain chart or listing of all assigned and authorized NBC equipment and required ancillary items IAW your DA Form 2062, equipment TM's.	Co NBC Off; BN NBC Off/NCO; Supply NCO	CTA; FMs; MTO&E/ TDA; TMs; Supply Update
*Provide all monthly USR information related NBC equipment to BN NBC NCO as required	Co NBC Off; BN NBC Off/NCO; Supply NCO	CTA; FMs; MTO&E/ TDA; TMs; Supply Update
*Conduct a monthly inventory of NBC room using current permanent H/R (DA Form 2062), all Temporary H/Rs (DA Form 3161s) used for turn and issue of supplies and equipment and all copies of requisitions (DA Form 2765-1s) with updated status codes.	Co NBC Off; BN NBC Off/NCO; Supply NCO	CTA; FMs; MTO&E/ TDA; TMs; Supply Update
*Conduct semi-annual permanent H/R (DA Form 2062) update, this reconciles all Temporary H/Rs (DA Form 3161s) used for turn and issue of supplies and equipment.	Co NBC Off; BN NBC Off/NCO; Supply NCO	CTA; FMs; MTO&E/ TDA; TMs; Supply Update