

Area: Readiness	SME:	DATE:
Responsibility (R3): Help the company supply sergeant maintain status of shelf-life items and rotate them as required.		
Steps / Procedures	Local POC	Remarks/References
*Research all associated authorization documents ie, MTO&E or TDA, equipment TM's, AR's, FM's, TB's, SB's	Co NBC Off BN NBC Off/NCO; Supply NCO	Supply update; FM's; MTO&E; TDA, Equipment TM's; TB's; SB's
*Prepare shelf life items chart depicting these items: Item name, date produced/manufactured, expiration date and reorder date (allow 3 to 6 months). *First in, first out.	Co NBC Off; BN NBC Off/NCO; Supply NCO	Supply update; FM's; MTO&E; TDA, Equipment TM's; TB's; SB's
*Track shelf life items by maintaining shelf life items chart.	Co NBC Off; BN NBC Off/NCO; Supply NCO	Supply update; FM's; MTO&E; TDA, Equipment TM's; TB's; SB's
*Place on order replacement shelf life items through supply in a timely manner (allow 3 to 6 months prior to expiration).	Co NBC Off; BN NBC Off/NCO; Supply NCO	Supply update; FM's; MTO&E; TDA, Equipment TM's; TB's; SB's
*Watch and check for supply update messages that extend expiration dates and shelf life.	Co NBC Off; BN NBC Off/NCO; Supply NCO	Supply update; FM's; MTO&E; TDA, Equipment TM's; TB's; SB's
*Properly discard all expired items in accordance with environmental regulations.	Co NBC Off; BN NBC Off/NCO; Supply NCO	Supply update; FM's; MTO&E; TDA, Equipment TM's; TB's; SB's