

Area: Administration	SME:	DATE:
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Responsibility (A3): Maintain and update NBC-related publications.

Steps / Procedures	Local POC	Remarks/References
*Most publications are available to download from the internet.		
*However, if internet capabilities are not an option:		
*Check on publication account status	CO NBC Off; BN NBC Off/NCO; S1; Local DOIM	AR 25-30; Unit Pubs SOP
*Do you have a sub-account within the unit		
*Where do your pubs come from		
*Do you have access to pubs/forms electronically		
*Order all needed pub and forms using DA Form 17	CO NBC Off; BN NBC Off/NCO; S1; Local DOIM	AR 25-30; Unit Pubs SOP
*Track pubs request using the DA Form 17, enter current status' for outstanding requisitions.	CO NBC Off; BN NBC Off/NCO; S1; Local DOIM	AR 25-30; Unit Pubs SOP
*Ensure that you have one TM –10 for each piece of authorized NBC equipment.	CO NBC Off; BN NBC Off/NCO; S1; Local DOIM	AR 25-30; Unit Pubs SOP
*Ensure you have at least one TM –20 for each piece of authorized NBC equipment in the NBC Room.		