

Area: Administration	SME:	DATE:
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Responsibility (A4): Maintain mask status chart.

Steps / Procedures	Local POC	Remarks/References
*Construct a unit mask chart with the following columns: Mask Number # Name Mask assigned to Mask Size/Type Mask Lot # Filter Type/Lot # Date Fitted Date Tested Optical Inserts Y/N	BN NBC Off/NCO	Higher HQ's Inspection Checklist; Unit SOP
*Maintain NBC Protective Mask Roster *Ensure it is update at all times	BN NBC Off/NCO	Higher HQ's Inspection Checklist; Unit SOP
*Add newly assigned personnel during in-processing of NBC Room *Issue assigned protective mask with all required items, TM –10, and new DA From 2404 *Ask personnel in-processing if the require optical inserts. If the answer is yes, do they have them, if not, annotate it on Mask Roster and inform personnel to report it during medical screening or go to Optometry and obtain them.	BN NBC Off/NCO	Higher HQ's Inspection Checklist; Unit SOP