

Area: Field Operations	SME:	DATE:
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Responsibility (F5): Maintain basic loads of NBC items in coordination with the supply sergeant.

Steps / Procedures	Local POC	Remarks/References
<p>*Inventory all items on hand according to MTOE/CTA.</p> <p>*Make sure that all equipment has proper manuals and Basic Issue Items (BII) (to include batteries).</p> <p>*Identify basic load items to supply sergeant, ensure that these items are on hand and/or replaced when consumed or reached shelf-life.</p> <p>*Ensure that adequate storage is available with suitable environment conditions.</p>	Co NBC Off; BN NBC Off/NCO; Supply NCO	FMs; MTO&E/ TDA; Supply Update; TMs
<p>*Requisition all required/authorized NBC shelf life items with appropriate lead time. Order repair parts and cleaning supplies as they are consumed in order to maintain your 10% stockage level.</p>	Co NBC Off; BN NBC Off/NCO; Supply NCO	FMs; MTO&E/ TDA; Supply Update; TMs
<p>*Obtain Document Register numbers from supply and TAMMS/PLL Clerk</p> <p>*Annotate information on appropriate unit NBC charts.</p>	Co NBC Off; BN NBC Off/NCO; Supply NCO	FMs; MTO&E/ TDA; Supply Update; TMs
<p>*Track all requisition numbers using appropriate supply status codes</p>	Co NBC Off; BN NBC Off/NCO; Supply NCO	FMs; MTO&E/ TDA; Supply Update; TMs