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| <b>Area: Logistics</b> | SME: | DATE: |
|------------------------|------|-------|

**Responsibility (L6): Coordinate turn-in of unserviceable NBC equipment.**

| <b>Steps / Procedures</b>   | <b>Local POC</b>                             | <b>Remarks/References</b>              |
|---|--|--|
| *Do PMCS on equipment filling out DA Form 2404  | Co NBC Off;<br>BN NBC Off/NCO;<br>Supply NCO | Maint Update;<br>Supply Update;<br>TMs |
| *Prepare DA Form 2407 Work Request listing required information on equipment being technically inspected for turn-in.     |  |  |
| *Turn in equipment to Direct Support to be technically inspected (TI) for turn in. Turn in code condition will be given.  | Co NBC Off;<br>BN NBC Off/NCO;<br>Supply NCO | Maint Update;<br>Supply Update;<br>TMs |
| *Once equipment is received from Direct Support coordinate with supply for disposition.                                   | Co NBC Off;<br>BN NBC Off/NCO;<br>Supply NCO | Maint Update;<br>Supply Update;<br>TMs |
| *Track paperwork, keep your copy of DA Form 2407 Work Request semi-annual update of current permanent H/R (DA Form 2062). | Co NBC Off;<br>BN NBC Off/NCO;<br>Supply NCO | Maint Update;<br>Supply Update;<br>TMs |