

Appendix A

Responsibilities of NBC Personnel

This appendix addresses the responsibilities of the company chemical NBC, battalion personnel, brigade personnel, and division chemical section. The duties outlined are minimum operational duties. They are listed to help chemical personnel and their supervisors and commanders better understand the capabilities and uses of chemical personnel. Additional duties the commander may assign should not detract from accomplishing these primary duties first.

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COMPANY CHEMICAL NCO

The company chemical NCO position calls for an MOSC 54B20 soldier. This NCO works in company operations where he is immediately available to the **company commander as the primary advisor for all NBC matters. The NCO supports combat readiness** by training first-line supervisors, so they can train individual soldiers in NBC- related tasks. NBC NCOS also advise on, conduct, monitor, and evaluate NBC training within the company. This NCO also **demonstrates proper techniques for operation and maintenance of NBC equipment and analyzes unit training needs.**

Intelligence

- Receive, prepare, correlate, and disseminate information on enemy NBC attacks.
- Ensure key personnel have received an appropriate, **specific NBC threat briefing pertaining to their mission.** Also, make sure that all newly assigned personnel receive an unclassified NBC threat briefing.

Training

- Advise on methods to integrate NBC defense into all aspects of unit training.
- Assist in establishing and reviewing unit-level mission-essential tasks. Provide recommendations to ensure battle tasks can be performed under NBC conditions.
- Train first-line supervisors to provide proper, informed training to individual soldiers.
- Train and ensure continued proficiency of unit NBC defense equipment operators.
- Forecast NBC training ammunition requirements.

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Evaluation

- Conduct periodic evaluations of unit NBC preparedness through the conduction of individual and unit NBC defense tests.
- Ensure that appropriate sections, squads, or platoons have personnel trained to operate and maintain the assigned NBC defense equipment.
- Use the results of platoon drills, common task tests (CTT), Army Training and Evaluation Programs (ARTEPs), and other evaluations to improve NBC readiness.

Readiness

- Report NBC equipment status as required by higher headquarters.
- **Help the company supply sergeant determine authorizations and forecast NBC equipment to support training.**
- **Help the company supply sergeant maintain status of shelf-life items and rotate them as required.**
- **Ensure all contingency NBC equipment is included for in unit load plans.**

Logistics

- Supervise operator/crew maintenance of NBC equipment.
- Ensure that supply sergeant and prescribed load list (PLL) clerk requisition NBC-related items. Maintain document numbers for all requisitioned items.
- Inventory and report status of NBC equipment as required by higher headquarters.
- Help unit leaders fit, package, and issue individual chemical defense equipment.
- Recommend the use of funds to replace shortages, expendables, and items consumed in training based upon authorizations contained in appropriate publications.
- Coordinate turn-in of unserviceable NBC equipment.
- Ensure radiacmeter calibration and/or certification is current.

Administration

- Maintain and update the NBC annex to the unit SOP.
- **Maintain close coordination with battalion chemical officer/NCO. Keep them abreast of NBC-related activities.**
- **Maintain and update NBC-related publications.**
- **Maintain mask status chart.**
- **Ensure all soldiers are screened for optical inserts.**

- **Maintain list of personnel exempt from CS exposure.**

Field Operations

- Supervise use of NBC equipment, including protective gear.
- **Provide commander with unit OEG.**
- **Receive, prepare, correlate, and disseminate information on enemy and friendly NBC attacks.**
- **Monitor or supervise immediate, operational, and thorough decon operations.**
- **Make recommendations to the commander on decon and smoke support.**
- **Maintain basic loads of NBC items in coordination with the supply sergeant.**
- Supervise use of unit NBC defense personnel.
- Advise on the use of flame.

BATTALION PERSONNEL

Maneuver battalion personnel consist of the chemical officer (lieutenant), a battalion chemical NCO (staff sergeant), and a decon specialist (specialist 4). Each nonmaneuver battalion has a chemical staff NCO (sergeant first class) and a decon specialist. In addition, a battalion staff officer is appointed as additional- duty NBC officer. The battalion chemical section trains personnel and helps plan NBC operations. These soldiers supervise technical aspects of battalion and subordinate unit NBC operations. They also help subordinate company chemical NCOs. They recommend to the S4 use of funds for NBC equipment or supplies. They must periodically report authorizations and on-hand and on-requisition status. Also, they must know budgeting and forecasting principles.

Intelligence

- Provide technical assistance to the S2 for analysis of the NBC threat and ensure the analysis is reflected in unit OPLANs and SOPS.
- **Receive, relay, and disseminate information on enemy NBC attacks.**
- **Help the S2 coordinate activities of any attached or assigned NBC recon elements. Recommend employment to unit commanders.**
- **Ensure that key personnel receive an appropriate, specific NBC threat briefing pertaining to their mission. Also, make sure other newly assigned personnel receive an unclassified NBC threat briefing.**

Personnel

- Serve as the professional developers for company chemical NCOs. Train company NCOs in MOS-related subjects and monitor assignments.
- Ensure full use of subordinate unit chemical personnel. Promote integration of nonchemical personnel into chemical activities.
- Maintain the status (name, rank, and departure) of company chemical NCOs. Report to higher headquarters chemical section as required.
- Provide technical information to help the S1 prepare casualty forecasts.

Training

- Coordinate and monitor battalion NBC defense training. Ensure the integration of NBC defense training in all aspects of training.
- Assist in establishing and receiving unit-level mission- essential task list. Provide recommendations to ensure battle tasks can be performed under NBC conditions.
- Evaluate individual and collective NBC training. Determine training needs and recommend training required to correct deficiencies.
- Project NBC training ammunition requirements in coordination with the S3 and S4.
- Train and supervise a crew from the battalion to conduct operational decon.

Evaluation

- Evaluate unit's ability to operate under NBC conditions.
- Use the results of platoon drills, ARTEPs, and other evaluations to improve NBC readiness.

Readiness

- Monitor NBC equipment status.
- Determine authorizations, forecast NBC equipment to support training and basic loads.
- Advise the S4 on shelf life and rotation of NBC stocks.
- Ensure that all contingency NBC equipment is included for in unit load plans.

Logistics

- In coordination with the S4, monitor for expenditure of funds provided for NBC defense equipment.
- Monitor outstanding requisitions and NBCDE

maintenance.

- Forecast and monitor inventories of NBCDE, as required by higher headquarters, in coordination with company chemical NCOs.
- Recommend the use of funds needed to replace shortages, expendable, and items consumed in training based upon authorizations contained in appropriate publications.
- Conduct periodic NBC equipment inspections.
- Supervise the NBCDE calibration program. Integrate it with the battalion's calibration program.

Administration

- Maintain the NBC annex to the battalion SOP.
- Maintain and update NBC-related publications.
- Maintain close contact with subordinate units and higher headquarters. Keep them abreast of NBC activities.

Field Operations

- Receive, correlate, and disseminate information on NBC attacks.
- Consolidate subordinate unit OEG and radiation status information. Report to higher headquarters as required.
- Perform MOPP analysis.
- Integrate NBC threat analysis into the IPB process.
- Organize and establish (as required) a battalion NBCC. Coordinate and supervise activities of radiological survey and monitoring teams and chemical detection teams.
- Recommend use of supporting decon, NBC recon, and smoke units.
- Coordinate decon missions conducted with or without support from a decon unit.
- Report NBC equipment and personnel shortfalls to higher headquarters.

BRIGADE

PERSONNEL

The brigade, DISCOM, and division artillery chemical sections consist of the chemical officer (captain) and an NBC staff NCO (sergeant first class). Cavalry regiments, separate brigades, and theater defense brigades have a larger NBC staff.

The brigade chemical officer works as a special staff officer under the staff supervision of the brigade executive officer. The brigade chemical officer/assistant S3 works under the supervision of the brigade S3. Through staff visits, coordination, and inspections of subordinate units, the brigade

chemical section serves as a focal point for NBC operations. It assists subordinate units in all NBC defense areas to improve NBC readiness. In other brigade-level organizations, NBC may have expanded roles. For example, a d DISCOM chemical section, in coordination with the G4, the division chemical officer, and the respective COSCOM, deals with stockage, unit pre-positioning, and resupply of chemical defense equipment.

Intelligence

- Provide technical help to the S2 for analysis of the NBC threat and ensure that PIR and threat information are reflected in unit OPLANs and SOPs.
- Help subordinate units in their threat analysis and evaluate/disseminate information to key and newly assigned personnel.
- Integrate NBC recon assets into unit recon and surveillance (R&S) plans.

Personnel

- Provide recommendations concerning assignment of chemical personnel.
- Help professional development of company and battalion chemical personnel.
- Ensure proper use of subordinate unit chemical personnel and promote integration of nonchemical personnel into chemical activities.

Training

- Monitor NBC defense training and integration of NBC defense tasks in all aspects of training.
- Determine training needs through staff visits and evaluations. Recommend training required to correct deficiencies.
- Assist in establishing and reviewing unit-level mission-essential task list. Provide recommendations to ensure battle tasks can be performed under NBC conditions.
- Project NBC training ammunition requirements in coordination with S3 and S4 representatives.
- Give technical staff help to subordinate units. Explain individual and collective training policies, procedures, and guidance.
- Plan and coordinate NBC training.
- Make sure ARTEP NBC common module tasks are included in all mission-related training and evaluations.
- Ensure achievement of at least minimum standards of proficiency by all individuals and units.
- Make maximum use of post or area NBC defense courses. Ensure quotas are provided to units needing

them most.

- Ensure medical training in a contaminated environment is included in exercises.

Evaluation

- Use results of ARTEP unit evaluations, internal and external ARTEP evaluations, and field training exercises (FTXs) to improve NBC readiness.
- Evaluate NBC readiness through the maintenance of NBCDE, use of funds, use of personnel, and quality of training provided.
- Monitor and evaluate subordinate unit NBC proficiency.

Readiness

- Help subordinate units determine authorizations and forecast of NBC equipment to support training and war reserve stockage.
- Help the S4 cross-level NBCDE to obtain the best overall NBC readiness posture.
- Inspect rotation of shelf-life items, load plans for NBC war reserve stocks, and deployment plans/SOPs related to NBC defense.
- Monitor and recommend input of NBC-related data into unit status reports. Correct deficiencies if possible.

Logistics

- Help S4 and maintenance personnel follow up outstanding requisitions and NBC equipment maintenance procedures and priorities.
- Conduct spot checks of subordinate unit NBC equipment on hand and on requisition.
- Ensure subordinate units forecast sufficient funds to replace shortages, expendable, and items consumed in training.
- Help plan to rotate forward pre-positioned stocks of NBCDE and decontaminants.
- Develop plans for equipping and training mission-essential civilians.

Administration

- Maintain the NBC annex to the brigade SOP.
- Maintain and update NBC-related publications.
- Maintain close contact with subordinate units and higher headquarters. Keep them abreast of NBC activities.

Field Operations

- Receive, prepare, correlate, and disseminate information on enemy NBC attacks.

- Consolidate battalion radiation status. Report to division as required.
- Provide recommendations concerning MOPP levels appropriate for enemy threat and tactical situation.
- Integrate NBC threat analysis into the IPB process.
- Establish and operate the brigade NBC subcollection center. Coordinate activities and reports with appropriate host nation territorial organizations.
- Perform vulnerability assessment.
- Recommend employment of supporting NBC recon, smoke, and decon units.
- Report NBCDE and personnel shortfalls to the division chemical section.
- Provide NBC input to plans, orders, and SOPs.
- Plan for the brigade chemical staff personnel to assume the mission of the division NBCC should division NBCC become nonoperational.

DIVISION CHEMICAL SECTION

The division chemical section is a part of the special staff section. It usually is under the staff supervision of the division chief of staff. See FM 3-101 for the organization of the division chemical section. The section helps the commander and staff by providing information, estimates, and recommendations on NBC matters. The members of this section help the principal staff officers prepare plans, orders, and reports. The division chemical officer recommends, plans, supervises, and coordinates the mission requirements. He performs these duties for the division chemical company and nondivisional chemical units (such as mechanized smoke or smoke/decon companies) assigned, attached, or OPCON to the division.

Intelligence

- Help the G2 analyze and disseminate divisional NBC threat information.
- In coordination with the SWO, ensure NBC effective and chemical downwind messages are passed to subordinate commands.
- Receive, prepare, correlate, and pass information on enemy NBC attacks.
- Recommend use and collection tasks to the G2 for assigned or attached NBC recon elements.
- Help G2 evaluate captured NBC-related foreign material. Recommend urgency of evacuation for further exploitation.
- Ensure countermeasures developed in threat

analysis are incorporated into division plans and procedures.

- Provide technical assistance for interrogating enemy prisoners of war about NBC matters.

Personnel

- In coordination with the G1 and AG, provide recommendations for assignment of division chemical personnel.
- Coordinate professional development of subordinate command chemical personnel.
- Ensure full use of subordinate unit chemical personnel. Promote integration of nonchemical personnel into chemical activities.
- Actively participate in chemical personnel and unit force structure planning and programming.

Training

- Conduct MOS and NBC defense course training for command personnel. Monitor general status of NBC training throughout the command.
- Assist in establishing and reviewing unit-level mission--essential task list. Provide recommendations to ensure higher headquarters-approved battle tasks can be performed under NBC conditions.
- Promote total involvement of the chain of command in NBC training.
- Supervise and inspect subordinate command individual and unit NBC proficiency testing.
- Ensure that NBC training — including medical aspects in a contaminated environment—is routinely integrated into all training events.
- Ensure divisional and subordinate command NBC school programs of instruction are approved and meet minimum standards and requirements.
- Obtain training support available from host nation resources.
- Plan and integrate NBC training to maximize the use of critical NBC collective tasks found in ARTEP MTPs as well as soldiers' manual common tasks.
- Determine training needs through staff visits and evaluations. Recommend training required to correct deficiencies.

Evaluation

- Use the results of CTTs, internal and external ARTEP evaluations, and informal FTXs to improve NBC readiness.
- Evaluate NBC readiness through the maintenance of NBCDE, utilization of personnel, and quality of training provided.
- Provide the divisional G3 with an NBC inspector,

as required, for formal unit evaluations of all NBC areas during AGIs.

- Actively participate in preparation, coordination, and conduction of external ARTEP evaluations and ARTEP unit tests.

Readiness

- Receive, collate, and disseminate NBC readiness status as required by higher headquarters.
- Monitor NBC personnel, equipment, and training shortfalls and recommend policies and programs to improve readiness.
- Periodically inspect rotation of shelf-life items, load plans for NBC war reserve stocks, and deployment plans and SOPS related to NBC defense.
- Ensure NBC readiness is clearly shown in unit status reports.

Logistics

- Request funds early in the fiscal year to replace shortages, expendable, and items consumed in training. Monitor equipment status and make requests based upon needs of the command.
- Recommend plans and programs for forward deployed, pre-positioned stocks of NBCDE and decontaminants.
- Help develop and effect policies and plans related to NBC matters.
- Provide, through the divisional chemical company, an adequate decon plan for all assigned or attached units.
- Recommend improved procedures for replacement of chemical items of equipment.

Administration

- Ensure NBC-related publications are maintained and updated for section and IG use.
- Update NBC portions of divisional SOPS.
- Provide guidance on changes in doctrine, equipment authorizations, and new items of equipment to be fielded.

Field Operations

- Receive, prepare, correlate, and pass information on enemy NBC attacks, as the focal point of the division's NBCWRS.
- Monitor radiation status of subordinate units as required.
- Integrate NBC threat analysis into the IPB process.
- Establish and operate the division NBCC. Coordinate activities and reports.
- Recommend, plan, supervise, and coordinate mission requirements for the divisional chemical company and other NBC units assigned, attached, or OPCON.
- Perform vulnerability assessment.
- In coordination with operations personnel, logistics sections, and subordinate commands, allocate NBC equipment and personnel to those subordinate commands.
- Provide NBC estimates and input to combat plans and orders.
- Based upon tactical situations, recommend employment of organic and supporting chemical assets.