



**DEPARTMENT OF THE ARMY**  
977<sup>th</sup> MILITARY POLICE COMPANY  
223 CUSTER AVE  
FORT RILEY, KANSAS 66442-5700

AFZN-BEA

23 June 2010

MEMORANDUM FOR 977<sup>TH</sup> MILITARY POLICE COMPANY

SUBJECT: CBRN Standard Operating Procedure (SOP)

1. REFERENCES.

- a. AR 40-63, 01 JAN 1986
- b. AR 350-1, 18 DEC 2009
- c. AR 1-201, 04 APR 2008
- d. DA PAM 738-750, 01 AUG 1994
- e. FR REG 725-1
- f. FR REG 735-1

2. PURPOSE. To establish policies and procedures for CBRN operations as well as define responsibilities appointed CBRN personnel.

3. SCOPE. This SOP applies to all personnel assigned or attached to the 977<sup>th</sup> Military Police Company.

4. GENERAL. CBRN Equipment is vital to the mission of our unit and must be properly maintained at all times. A special emphasis will be placed on preventative maintenance and care of all CBRN equipment.

5. RESPONSIBILITIES.

a. Commander:

- (1) Appoint, on orders, a CBRN OIC and NCOIC.
- (2) Ensure all personnel are in compliance with the policies and procedures outlined in this SOP.
- (3) Ensure training is being conducted in CBRN defensive measures.
- (4) Ensure selected CBRN control personnel are trained IAW FORSCO< supplement AR 350-41.

b. CBRN Control Personnel:

- (1) Control Party will consist of a CBRN qualified officer (OIC) and a qualified NCO (NCOIC) as well as one enlisted alternate.

- (2) All non-74D/74A personnel assigned to the Control Party must attend the two-week Fort Riley Chemical Defense Course.
- (3) 74Ds that have not completed CBRN BNCOC must also attend the two-week Fort Riley Chemical Defense Course. Those that have completed BNCOC do not need to attend the Fort Riley Chemical Defense course.
- (4) Control Party will identify personnel to train units in maintenance, operation, and tactical uses of CDE assigned to their section. When available, school slots will be opened up to these personnel.
- (5) Units will identify a primary and alternate operator for all authorized CDR equipment. Operators will be trained from each section, squad, team, and/or platoon to which the CDE is assigned by the MTOE.
- (6) Certificate of Training will be signed by the Commander and will be used as proof of qualification on the M22 Automatic Chemical Agent Alarm (ACADA). A Memorandum for Record (MFR) signed by the appointed CBRN OIC or NCOIC may be used in lieu of certificates. Copies of both will be maintained in by the CBRN NCOIC in the unit CBRN book.

c. OIC:

- (1) Advise the Commander on all CBRN activities/issues.
- (2) Provide supervisor input to the CBRN NCOIC on all CBRN related activities/issues.
- (3) Provide oversight to the Company CBRN Training Program.
- (4) Ensure that the outlined standards of CBRN operations are being adhered to.
- (5) Assist in developing training plans for the Company CBRN Training Program.
- (6) Ensure CBRN inspections are being conducted and that all CBRN equipment is being maintained IAW the FR CBRN Inspection Checklist.

d. NCOIC:

- (1) Operate and maintain the unit CBRN shop.
- (2) Maintain all CBRN equipment and ensure its' mission readiness.
- (3) Perform all organizational level (20 level) services on company CBRN equipment.
- (4) Procure and maintain required publications, maintenance forms, references, lesson plans, and inspection sheets.
- (5) Advise the CBRN OIC in any change in status of any piece of CBRN equipment.
- (6) Assist leaders in preparation of CBRN training. Assess and report all training results to the OIC.

AFZN-BEA

SUBJECT: CBRN STANDARD OPERATING PROCEDURE

- (7) Serve as CBRN NCOIC for all decon and recon/markings operations.
- (8) Ensure that at least two personnel from each platoon/section in the company are properly certified and licensed on the M22 (ACADA). Maintain a copy of these certificates on file IAW this SOP.
- (9) Ensure every piece of CBRN equipment has one primary and one alternate operator and that they are trained on its' use and operation.
- (10) Assist OIC in the performance of his/her duties and act on his/her behalf in his/her absence.
- (11) Maintain and organize the required documentation for all CBRN equipment, users, inspections, training, and maintenance on file IAW the ARMIS system.
- (12) Coordinate with the company S4 IOT procure all necessary expendable equipment, replacement/repair parts, and shortages.

e. Alternate:

- (1) Assist the OIC and NCOIC in duties as outlined above and act as the NCOIC in his/her absence.

6. PROCEDURES.

a. In-Processing:

- (1) All incoming personnel will in-process the unit CBRN shop NLT 5 days after arrival for sizing, fitting, and the M41 PATS Machine for verification of seal.
- (2) Soldiers will sign for the assigned mask using the DA Form 2062.
- (3) Upon completion either the OIC, NCOIC, or the Alternate will sign the soldier's in-processing checklist.
- (4) IAW FR REG 735-1e no soldier in an MTOE unit will be without an assigned protective mask for more than seven days. If no masks are available they will be requisitioned IAW FR REG 725-1; except when authorized by the unit Commander due to temporary shortages.

b. Out-Processing:

- (1) All out-processing soldiers will ensure their assigned mask has been cleaned and sanitized prior to turn in.
- (2) The NCOIC will inspect the maintenance form (5988-E) to ensure the mask has been PMCSed prior to turn in.
- (3) NCOIC will correct any deficiencies above operator level maintenance prior to re-issuing the mask.
- (4) Upon accepting a mask the NCOIC returns the soldiers DA 2062 and signs the out-processing sheet.



AFZN-BEA  
SUBJECT: CBRN STANDARD OPERATING PROCEDURE

c. Optical Insert Program:

- (1) All incoming soldiers are screened through the NCOIC NLT 10 working days after arrival to determine the need for optical inserts. All soldiers needing inserts will be referred to the optometry clinic for screening IAW AR 40-63.
- (2) NCOIC will complete a memorandum requesting screening for optical inserts (Annex G). If the soldier has a prescription that is less than one year old they may be seen on a walk-in basis. If the prescription is more than one year old a memorandum is required.
- (3) After screening the soldier will advise the NCOIC on the results of screening.
- (4) Upon receiving the optical inserts the soldier will report to the CBRN shop to properly install the inserts in the mask.
- (5) NCOIC will maintain an optical insert status chart for all soldiers requiring inserts.
- (6) Departing personnel will remove their inserts prior to turning in their mask. It is the responsibility of the individual soldier to transport their inserts to their next duty station.

d. Shelf Life Items:

- (1) NCOIC will develop a system to track all shelf life items.
- (2) All items that have expired will be marked as "Training Use Only" after verification that expired items are authorized for retention. Items marked "Training Use Only" will be stored separately from contingency items.
- (3) NCOIC will maintain liaison between the unit Motor Sergeant or BN XO on all item's extensions, expirations, and current actions as identified on an AMCOM maintenance advisory message.
- (4) NCOIC will notify OIC and Commander of all shortages created by expired shelf life items NLT 12 HRS upon discovery of expiration.

e. Monthly Chemical Defense and Equipment Report:

- (1) NCOIC will generate and submit monthly report to OIC prior to turn in to Commander.
- (2) NCOIC will ensure accuracy of monthly report IOT acquire shortages through BN/Division excess.
- (3) NCOIC will maintain the reports for a minimum of six months.

f. Maintenance:

- (1) 5988-E will be used for all maintenance inspections. The 5988-E will be maintained IAW DA PAM 738-750 and the organizational level TM (-10 or -20) pertaining to that piece of equipment.

AFZN-BEA

SUBJECT: CBRN STANDARD OPERATING PROCEDURE

- (2) All 5988-Es with known deficiencies will be turned into the PLL clerk with proper NSN numbers so the PLL can order parts. The PLL will then return the form so the NCOIC can maintain the form on file.
- (3) All parts will be ordered through the PLL clerk and stored in the CBRN shop.
- (4) Platoons will perform monthly operator level maintenance on their assigned equipment using the proper TM's. Users will fill out a 5988-E after each inspection and turn in to the NCOIC.
- (5) After use each platoon will perform operator level maintenance on their masks and follow the procedures above for filing a 5988-E.
- (6) IAW DA PAM 738-750 all equipment requiring scheduled services will be tracked on the SAM-E computer located at the company motor pool. NCOIC will obtain 5988-E from motor pool, perform the scheduled service, order parts if necessary, and file the 5988-E.
- (7) When scheduled services are required to be performed on platoon equipment each platoon will provide an operator to assist NCOIC in maintenance.
- (8) All protective caps on the M22 ACADA will not be discarded. They will be maintained by the operator.

g. Warnings and Alarms:

(1) Local Warnings of Enemy Attack:

i. Warnings:

- a. Metal to Metal
- b. Arm/Hand Signals
- c. Radio/Voice
- d. Chemical Alarms

ii. MOPP-Levels will be used IAW FM 3-4 and STP 21-4.

iii. All Clear: Through chain of command channels.

iv. Warning of CBRN Contamination:

- a. CBRN NCOIC will report to OIC and Commander of any known hazardous areas and the degree of contamination.
- b. OIC and Commander will disseminate information to the rest of the unit via chain of command.

(2) CBRN Reports:

- i. All personnel must be capable of transmitting a CBRN 1 report through the CBRN Reporting System. CBRN personnel must understand the information and action required upon receipt of CBRN 2, 3, 4, and 5 reports.
- ii. Unmasking procedures will be conducted IAW FM 3-4 and STP 21-24.

h. Decontamination:

AFZN-BEA

SUBJECT: CBRN STANDARD OPERATING PROCEDURE

- (1) Individual soldiers are responsible for immediate self and equipment decontamination IOT continue mission.
- (2) Units will perform operational level decontamination under the supervision of OIC, NCOIC, or alternate. Units should only decontaminate equipment as necessary to accomplish the mission.
- (3) Terrain should not be decontaminated unless otherwise directed by OIC, NCOIC, or Commander.
- (4) When decontamination requirements exceed the unit's capabilities NCOIC will request DS/GS decontamination support through the appropriate channels. Attached/OPCON units will request support through the Group S3.

(5) Marking Contaminated Areas:

- i. Mark contaminated areas IOT protect individuals and units operating in the vicinity.
- ii. The Commander may elect not to post contaminated areas if a significant military advantage will be obtained by not marking them.
- iii. Commanders will periodically re-evaluate any area deemed as contaminated and adjust or remove markers if necessary.
- iv. Leave markers in place if the area is evacuated before the contamination becomes safe; unless the area is abandoned to the enemy.


i. Changes:

(1) Changes to this SOP can only be made by:

- i. Company Commander or higher commander
- ii. OIC
- iii. NCOIC

(2) NCOIC should be referenced prior to making any change.

7. POC for this SOP is SGT MORALES, ASHLY (NCOIC) at 785-239-2085 (office).

  
NATHAN A. OBERMEYER  
CPT, MP  
Commanding