

UNIT POINT-OF-CONTACT CHECKLIST

General Information:

- Orders appointing investigation board.
- Blood/urine samples from all personnel involved.
- Witness information: Name, rank, telephone number. (Keep personnel segregated until they can be interviewed).
- Secure work area with access to commercial/DSN telephone, and SIPR/NIPR for voice and data.
- CID/MP/Casualty Reports/SIRs.
- Individual medical records/autopsy results as applicable.
- Individual personnel records for all involved in accident—
 - ORB or ERB (Including BN Commander & Command Sergeant Major).
 - Training folders (individual, unit).
 - Individual counseling records.
- ECOD initiated through support maintenance.
- Access to laser printer and color printer.
- Transportation to accident site by air (for overhead photos) and/or ground.
- Name and location of flight surgeon, bodies, injured.
- Weather statement (signed by forecaster).
- Unit and parent organization SOPs to include:
 - Training and Standardization.
 - Administrative.
 - Maintenance.
 - Shop standards.
 - Crew rest.
 - Safety.
 - Crew selection.
 - Risk Management worksheets and SOP.
 - Defense Readiness Reporting System – Army (DRRS-A)/Unit Status Reports
- Directive/policy letters/supplements to regulations that pertain to—
 - That particular operation.
 - Assignment of tasks/missions.
 - Field manuals/training circulars.
- Safety meeting minutes/council meeting minutes/OHR file/last ARMS results, unit hazard log.
- 1:50,000 map which includes location of accident site.
- Survey of mishap site/wreckage (if requested by board).
- UICs/office symbols and chain-of-command addresses from unit through Army Command (MACOM).
- Name, grade, phone number of safety officer.
- Collateral officer's name, unit, and telephone number.

- Unit organization chart and installation phone book.
- Unit and installation pre-accident plan and quarterly AARs of testing.
- Unit training schedule that covers the activity.
- Copies of past 2 QTB briefings for unit and METL.
- MEDEVAC information (if utilized). Include LOG, Triage sheet, name all personnel involved.
- Duty logs from unit and higher, base operations logs, MEDE VAC log, fire station logs, range control, etc.
- Unit ARTEP manual/mission training plan (MTP).
- Access to interpreter (if required).

Aviation Specific:

- Collect individual flight records and ATM records for all personnel involved. Close out flight records.
- ATC tapes (from initial contact through -1 hours) and any available radar data.
- Recovery team for aircraft (on-call).
- Inventory of aircraft (if destroyed).
- Installation supplement to AR 95-1 (as required).

Ground Specific:

- OF 346 / 346-E Operator's Permit.
- DA Form 348-E/348 Operator's Qualification Record.

NOTE: Ensure all equipment used in the operation is secured and available for the investigation board (i.e. ropes, field gear, parachute, etc.)

Aviation Maintenance Records:

E-form equivalents may be used as forms and records are updated to ULLs, ELAS, etc., and E-Pubs may be used in lieu of hard copy manuals.

- Aircraft logbook.
 - DA Form 2408 5
 - DA Form 2408 12
 - DA Form 2408 13, 13-1, 13-2, 13-3
 - DA Form 2408 14
 - DA Form 2408-18
 - Weight and balance records.
- Historical records.
 - Six month file (DA Form 2408-13).
 - DA Forms 2408 15, 16, 17, and 18.
 - Oil analysis records.
 - DA Forms 2404 retained on file.
 - DA Forms 2407 Maintenance Work Orders.

- Equipment Improvement Report (EIR), Quality Deficiency Report (QDR) or Product Quality Deficiency Report if appropriate (SF 368).
 - Oil analysis records and samples sent.
 - Fuel analysis.
- 10 Operators Manual (with all current changes).
- Checklist.
- ATM and any unit supplemental tasks.
- 23 maintenance repair manual.
- 23P parts manuals.
- TM series 1-1500-204-23-1 thru 10.
- TM 1-1500-328-23.
- Units last flying hour report for that type aircraft.
- Operations Information.
 - PPC.
 - Briefing forms/composite risk assessment.
 - Flight plan.
 - Planning weather DD175.
 - Weight and Balance DD365-4.
- Aviation Life Support Equipment (ALSE) maintenance records, helmets, vests, radios, LPU, etc.
- NVG maintenance records and TMs.
- Copy of maintenance contract (if aircraft is under contract maintenance).

Ground Maintenance Records:

- DA Form 5988-E/2404, Daily Inspection Worksheet.
- DA Form 5988-E/2404 retained on file (Latest schedules service).
- DA Form 5988-E/2408-14, Deferred Maintenance Worksheet.
- DA Form 2407/5504/5990-E, (Maintenance Request Form work order).
- DA Form 5989-E Maintenance request register.
- DA Form 2408-20, 5991-E Oil Analysis Record if applicable.
- DA Form 314, AWCMF-450 Prevention Maintenance Record.
- DA Form 2406, AWCMF-456 Materiel Condition Status Report.
- Calibration Records.
- DA Form 5987-E/1970 Motor Vehicle Dispatch.
- DA Form 2401/5982-E, Dispatch Log.
- Equipment Logbook.
- 10 Operator's Manual.
- 20 Organizational Maintenance Manual.
- "P" Parts Manual.
- DA Form 5992-E, 2408-9 Equipment Periodic usage.
- All associated equipment components for technical inspection.