

Appendix 1

Dispatch Folder Checklist

USMILGP

Support Operations Office

1. Maintain the dispatch folder in the vehicle with all the forms listed below.
2. The forms in the dispatch folder shall be turned into the office at the end of each month (NLT the first 5 days of the new month).
3. Worn dispatch folders shall be replaced at the Dispatch Office.
4. The Dispatch folder shall only contain documents listed below. Do not file other documents in the vehicles folder.

Num	Description	On Hand (Mark X)	Observations
1	Folder		
2	DA Form 5987-E and DA Form 5988-E		
3	Adequate Use Card for the USMILGP Vehicle (Colombian Document)		
4	Transportation Log to list daily missions		
5	Preventive Maintenance Checks (In Spanish)		
6	Preventive Maintenance Checks (In English)		
7	Fuel Log		
8	Preventive Maintenance Log		
9	Tire Air Pressure Guide		
10	USMILGP Policy Letter 15		
11	SF 91 Accident Report		
12	DA Form 1970 (Manual Dispatch)		
13	List of RSO Approved Hotels		
14	Radio Communication Codes (OPSEC)		
15	Push to Talk List of all the drivers/dispatchers		
16	Smith System 5 Keys for Safe Driving		