

ONCOMING POOW INVENTORY CHECKLIST

FOR THE WEEK OF _____ TO _____

- _____ 1. General cleanliness of Duty Office (responsibility of off-going POOW).
- _____ 2. Read VR-53 Duty Office Passdown Log (PDL).
- _____ 3. Inventory the following Duty Office Items:
 - (a) OPREP 3 folder, Pre-Mishap Folder, and POOW Watchstander Guide (blue binder, leave chits).
 - (b) Key locker.
- _____ 4. Verify vehicle key location and fuel status of duty vehicles.
- _____ 5. Read and sign POOW Logbook to assume the duty as POOW.
- _____ 6. Review Quick Reference Cards.
- _____ 7. Review today's Flight Schedule on Flight Schedule Clipboard.