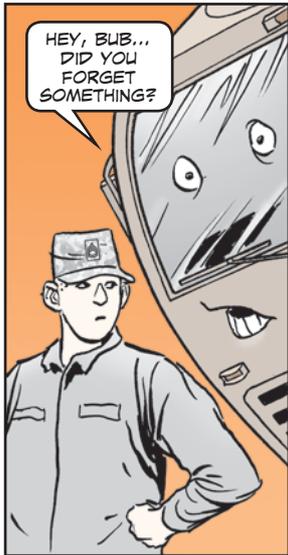


# MAINTENANCE MEETINGS KEEP UNITS ROLLING

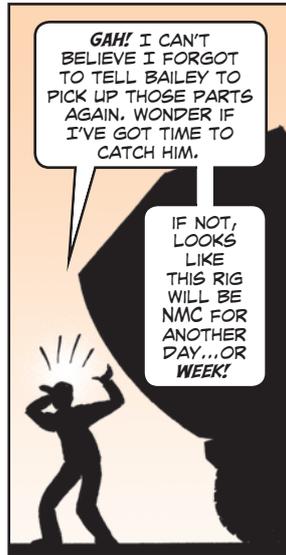


HEY, BUB... DID YOU FORGET SOMETHING?



WHAT?

OH, #!@%!



GAH! I CAN'T BELIEVE I FORGOT TO TELL BAILEY TO PICK UP THOSE PARTS AGAIN. WONDER IF I'VE GOT TIME TO CATCH HIM.

IF NOT, LOOKS LIKE THIS RIG WILL BE NMC FOR ANOTHER DAY...OR WEEK!



PLANNING AND COORDINATION ARE **ALWAYS** BETTER DONE UP FRONT, SERGEANT.

HOLDING REGULAR MAINTENANCE MEETINGS PUTS EVERYONE ON THE SAME PAGE, AND CAN SAVE TIME AND HEADACHES IN THE LONG RUN.



WHEN LEADERS MAKE MAINTENANCE A HIGH PRIORITY, IT BECOMES A PRIORITY FOR UNITS, TOO.

HOW CAN UNITS FOCUS ON THIS GOAL?

ONE WAY IS TO HOLD REGULAR BRIGADE MAINTENANCE MEETINGS.

HERE ARE SOME TIPS FOR HOLDING EFFECTIVE MAINTENANCE MEETINGS...



- **Time.** Meeting time should be set based on supply and maintenance data processing windows, so everyone has the most current 026 report (maintenance summary.) Try to use a 026 printout that's less than 8 hours old. The meeting should also finish in time so that critical class IX parts can be placed on the evening logistics package (LOGPAC).
- **Location.** Choose a regular meeting location so attendees know where to meet each time. It's a good idea to hold the meeting where attendees can conduct other business, like the brigade support area.
- **Agenda.** Post an agenda that supports the commander's priorities for the next mission, and focuses on building combat power. The agenda should include any info attendees will need to brief, such as the number of systems on hand versus the number of systems fully mission capable, and the number of circle X systems.
- **Attendees.** The brigade combat team (BCT) executive officer (XO) should chair all maintenance meetings. Then the commander's standards can be enforced on those who don't attend or who show up unprepared. The support operations officer should take action on shortcomings identified in the meeting.

**Other participants should include:**

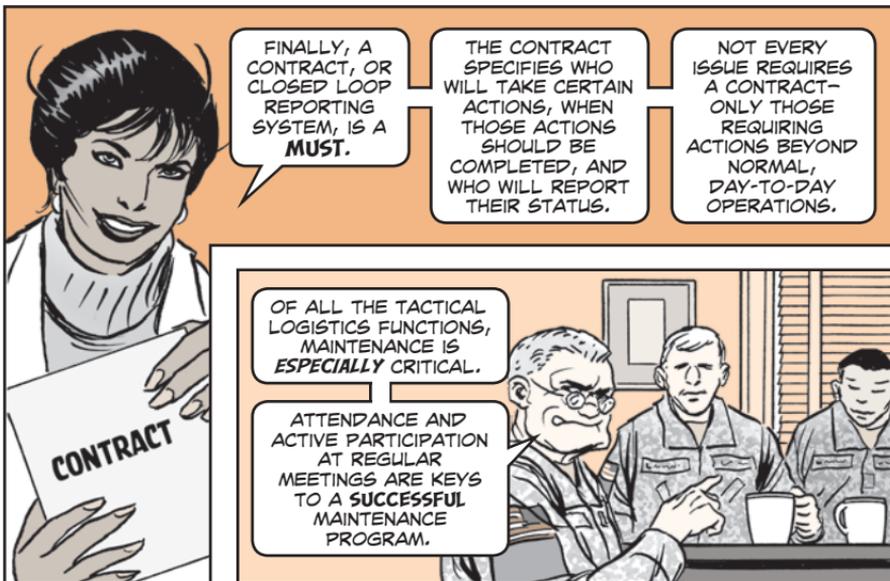
- Maintenance officer
- Materiel management center rep
- Brigade S-4 or rep
- Each battalion or task force XO or shop officer
- Separate company XOs or motor sergeants
- Supply support activity (SSA) officer in charge
- Brigade support battalion shop officer
- Logistics assistance officer
- Combat service support automation management officer
- BCT Army Oil Analysis Program rep

To make sure everyone is prepared, a pre-maintenance meeting should be held by:



The pre-maintenance meeting is the time to:

- scrub the O26 printout
- review the status on the nonstockage list of parts required
- identify critical class IX parts awaiting pickup
- identify required class IX parts available on the authorized stockage list
- review jobs that need support work orders
- identify units that need maintenance reinforcement.



FINALLY, A CONTRACT, OR CLOSED LOOP REPORTING SYSTEM, IS A **MUST.**

THE CONTRACT SPECIFIES WHO WILL TAKE CERTAIN ACTIONS, WHEN THOSE ACTIONS SHOULD BE COMPLETED, AND WHO WILL REPORT THEIR STATUS.

NOT EVERY ISSUE REQUIRES A CONTRACT—ONLY THOSE REQUIRING ACTIONS BEYOND NORMAL, DAY-TO-DAY OPERATIONS.

OF ALL THE TACTICAL LOGISTICS FUNCTIONS, MAINTENANCE IS **ESPECIALLY CRITICAL.**

ATTENDANCE AND ACTIVE PARTICIPATION AT REGULAR MEETINGS ARE KEYS TO A **SUCCESSFUL MAINTENANCE PROGRAM.**

*Note: Excerpted from an article by MAJ Eric A. McCoy, and reprinted with permission from the author.*