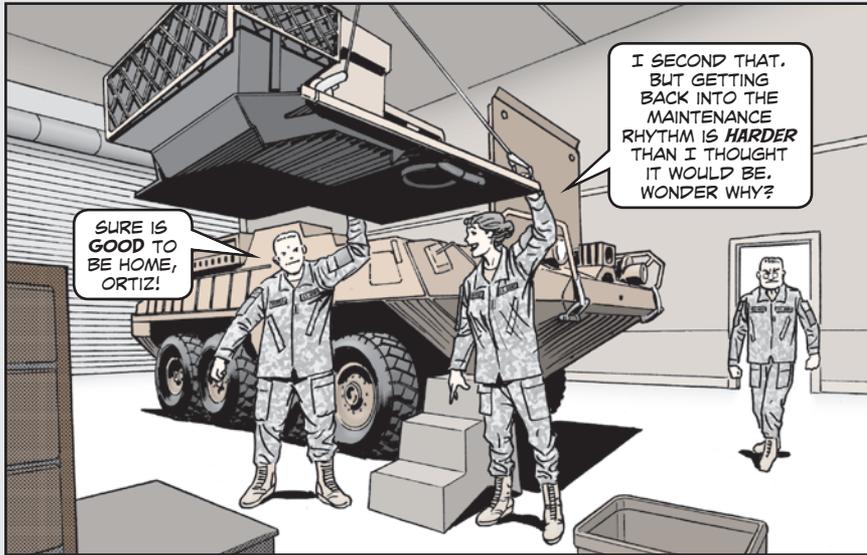
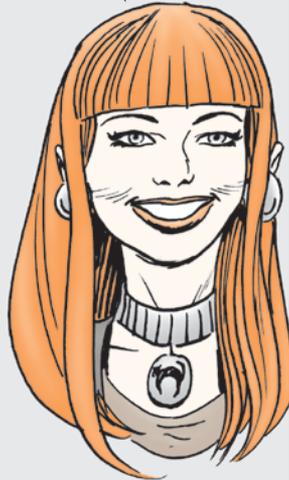


# SPOTLIGHT ON BRIGADE MAINTENANCE MEETINGS



HERE ARE SOME SUGGESTIONS 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 on time so that critical class IX parts can be placed on the evening logistics package (LOGPAC).
- **Location.** Choose a regular meeting place so everyone knows where to meet. 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 need to brief, such as the number of systems on hand versus the number of systems fully mission capable, and the number and status of deadlined systems.
- **Attendees.** The brigade combat team (BCT) executive officer (XO) should chair 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:

- battalion maintenance officer
- materiel management center rep
- brigade S-4 or rep
- brigade support battalion shop officer
- logistics assistance officers
- combat service support automation management officer
- BCT Army Oil Analysis Program rep
- each battalion or task force XO or shop officer
- separate company XOs and/or motor sergeants
- supply support activity (SSA) officer in charge



TO MAKE SURE EVERYONE IS PREPARED, HOLD A **PRE-MAINTENANCE** MEETING WITH...



THE **PRE-MAINTENANCE MEETING** IS THE TIME TO...



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<https://www.logsa.army.mil/psmag/archives/PS2014/734/734-50-53.pdf>

