DEPARTMENT OF THE ARMY
HEADQUARTERS, 21ST THEATER SUPPORT COMMAND
UNIT 23203
APO AE 09263

REPLY TO
ATTENTION OF

AERGD

17 February 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: 21st Theater Support Command Policy Letter 14, Maintenance

1. References:

a. AR 385-55, Prevention of Motor Vehicle Accidents, 12 March 1987.

b. AR 600-55, The Army Driver and Operator Standardization Program, 31 December 1993.

c. AR 700-138, Army Logistics Readiness and Sustainability, 16 September 1997

d. AR 750-1, Army Materiel Maintenance Policy and Retail Maintenance Operations, 18 August 2003, as supplemented.

e. USAREUR Regulation 385-55, Prevention of Motor Vehicle Accidents, 26 January 2000.

f. AE 600-55, Driver and Operator Standardization Program, 24 July 2003.

g. HQ, 21st Theater Support Command (TSC) Policy Letter #22, Driver and Operator Standardization Program, 15 September 2003

h. Memorandum, HQ, 21st Theater Support Command (TSC) AERGD-L, subject: Memorandum of Instruction – Standardized Equipment Marking (See G4 Homepage at www.21tsc.army.mil/aergd for the latest version).

2. I expect maintenance to be one of your top priorities. Your unit level maintenance program starts with the execution of an effective Preventive Maintenance Checks and Services (PMCS) program. All equipment, not just rolling stock, will be maintained to standard in accordance with (IAW) reference 1c & 1d. I am directing that the Chief of Staff and/or the Assistant Chief of Staff G4 chair a monthly Materiel Management Review (MMR). This monthly forum will analyze and find resolution to the 21st Theater Support Command's (TSC) readiness issues. I expect commanders at the highest level of the chain of command to insure the proper personnel are in attendance to deal with supply and maintenance issues at the MMR. Commanders and leaders at all levels will place special emphasis in the following maintenance areas:

a. The operational readiness goal is 90 percent. Commanders should have maintenance plans in place that strive to meet that goal. Your Battlefield Operating System (BOS) fleets are of particular interest to me, these will be reported weekly. Any BOS assets failing the 90 percent goal will be immediately reported to the G4, Maintenance Chief.

b. Equipment will be checked for safety IAW reference 1a & 1e during PMCS. Safety faults will be annotated on DA Form 2404 / DA Form 5988-E with status symbol "X". The item number will be circled only if the fault is identified as Non-Mission Capable (NMC) in the appropriate Technical Manual (TM) PMCS table.

c. Instill in your soldiers a sense of "Pride of Ownership" by marking your equipment IAW reference 1h. It is our 21st TSC standard!

d. Ensure appropriate maintenance personnel are properly trained in the Army Maintenance Management System (TAMMS) procedures and data is accurately entered into the Unit Level Logistics System – Ground (ULLS-G) IAW the ULLS-G End Users Manual. The ULLS-G system will be secured to prevent unauthorized access through the use of password controlled access rights.

e. Ensure that units' Army Oil Analysis Program (AOAP) is IAW reference 1d. Ensure delinquency rates do not exceed five percent, and strive for excellence below two percent. Ensure there are no delinquent resamples returned to the AOAP Lab.

f. The Standard Army Maintenance Supply-2 Equipment Deadline Report, AHO-026, is the only report that will be used at maintenance meetings.

g. Ensure company commanders are aware of the status of their equipment at all times. Status of equipment deadlined over 30 days will be of special interest to the entire chain of command.

h. License soldiers/operators on the equipment they operate IAW ref 1b, 1f & 1g.

3. Recognize unit maintenance excellence through competition for awards such as the Army Award for Maintenance Excellence (AAME) and the Phoenix Award. Recognize personal excellence through unit level award programs. Examples include best operator, mechanic, motor sergeant, TAMMS clerk, Armorer, and Nuclear, Biological, and Chemical Room/supervisor of the quarter and year. I will recognize all brigade yearly winners at the annual HQ, 21st TSC AAME awards ceremony.

4 Proper utilization of the Maintenance Assistance and Instruction Team (MAIT) will contribute to our units increased materiel readiness. I expect Commanders to request assistance and instruction (A&I) from the MAIT based on a variety of needs identified through the Organizational Inspection Program (OIP), daily and/or periodic reports, personal observations and other viable assessment programs. The Chief, MAIT will contact all new Commanders and explain the MAIT program. A deploying unit commander's request will take precedence over all other requests.

a. Visits will be scheduled and conducted in accordance with paragraph 1c & 1d.

b. Significant MAIT trends will be briefed at the monthly Materiel Management Review and at the quarterly Safety Council meetings for command emphasis.

c. During mobilization periods, the MAIT priority of work is as follows:

(1) Assist deploying units prepare equipment and records.

(2) Assist with ensuring staged equipment meets and is maintained to standard.

(3) Augment USAREUR assistance team capabilities, if requested.

(4) Provide on-site training (i.e.; Safety, PMCS, etc.), if requested.

(5) Backfill Assistant Chief of Staff, G4 personnel shortages.

5. The point of contact is the G4, Chief, Maintenance Branch, 484-8105.

6. FIRST IN SUPPORT!

BENNIE E. WILLIAMS
Major General, USA
Commanding

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A (21st TSC Cir 25-30)