



DEPARTMENT OF THE ARMY  
HEADQUARTERS, 1ST BRIGADE COMBAT TEAM  
101ST AIRBORNE DIVISION (AIR ASSAULT)  
FORT CAMPBELL, KENTUCKY 42223

AFZB-KA-CDR

22 September 2021

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy Letter 8 – Command Maintenance

1. PURPOSE: This memorandum provides guidance for how the Brigade will conduct Command Maintenance and operationalizes our approach to sustained equipment readiness.

2. DIRECTIVES:

a. Command Maintenance will be conducted on the first duty day of each week between the hours of 0930 – 1200.

b. Battalions will hold a formation prior to 0930 within the unit's motorpool.

c. Battalions will not schedule battle rhythm events within the Command Maintenance window (0930 – 1200) in order to ensure leaders are present and providing direction for maintenance efforts.

d. If training prevents a unit from conducting Command Maintenance on the first duty day of the week, the Battalion will ensure that Command Maintenance is conducted on the first day of their recovery period.

e. The Brigade Commander will chair an Executive Brigade Maintenance Meeting quarterly, and Battalion Commanders will be required to brief their unit's maintenance status at this executive brief.

3. ADDITIONAL GUIDANCE:

a. The primary focus of Command Maintenance will be the wheeled fleet and ground support equipment (GSE). After 1200, Battalions can shift the priority of maintenance to another category of equipment based on their internal weekly maintenance focus schedule.

b. Battalion Executive Officers, in coordination with the Battalion Maintenance Tech, will be responsible for establishing priorities of work for Command Maintenance. Soldiers not actively conducting Preventative Maintenance Checks and Services (PMCS) of vehicles can, but are not limited to, the following activities: area

AFZB-KA-CDR  
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beautification, 10-level maintenance on vehicles, support to the maintenance section for SSA pick-up, and maintenance oriented training.

c. Battalions will establish a maintenance leader development program focused on Company grade leaders. Battalion Maintenance Techs are the proponent for developing this program, and the intent is to educate leaders at the squad, platoon and Company level on their role in the maintenance process. Battalion Maintenance Techs will brief these training plans at the Brigade maintenance meeting.

d. Battalions will conduct communications checks and PMCS of all vehicle mounted communications platforms weekly. At a minimum, Battalions will conduct PMCS on all vehicle mounted Joint Battle Command Platform (JBCP) systems. JBCP PMCS consists of starting the system and establishing a satellite connection (enables software updates), sending a free text message, and receiving a free text message.

e. Battalions will select a percentage of their wheeled fleet (percentage is at the Battalion Commander's discretion) to be exercised via road march to validate FMC status. At a minimum, the vehicles selected for road march should be aligned with the semi-annual 10-mile road test requirement for Non-Combat Oriented Maintenance Plan (NCOMP) vehicles.

4. The POC for this policy is the Brigade Executive Officer, MAJ Bryan Blackburn, at 540-760-6311 or [bryan.j.blackburn.mil@mail.mil](mailto:bryan.j.blackburn.mil@mail.mil).

I AM BASTOGNE!



KEVIN R. SHARP  
COL, IN  
Commanding

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