

**DEPARTMENT OF THE ARMY
51ST TRANSPORTATION COMPANY (PLS)
UNIT 30020
APO AE 09166**

AETV-SCS-TB

28 MAY 2002

MEMORANDUM FOR 51st Transportation Company Soldiers

SUBJECT: Policy Letter #8, Unit Level Maintenance (ULM)

1. **PURPOSE.** To ensure all soldiers of the 51st Transportation Company understand my intent for ULM.
2. **APPLICABILITY.** All soldiers assigned to 51st Transportation Company.
3. **BACKGROUND.** Our equipment must be capable of withstanding rigorous use for sustained periods in austere environments. Our ability to operate and maintain our equipment to standard is essential to mission accomplishment. The ULM program is a certification program, encompassing a training plan to ensure unit leaders and supervisors thoroughly understand proper maintenance procedures.
4. **POLICY.**
 - a. The first step in any maintenance program is to correctly and accurately inspect equipment in accordance with standardized preventive maintenance checks and services (PMCS) procedures. The ULM program will ensure supervisors know, understand, and perform PMCS. Vehicle commanders who can do a proper PMCS on their vehicle demonstrate to their subordinates that PMCS is essential at all levels.
 - b. To ensure that supervisors are qualified to conduct and oversee PMCS, 3d COSCOM Maintenance Assistance and Instruction Teams (MAIT) has given a one week training session to the NCOs of 51st Trans. The NCOs are now certified, and thus able to teach subordinates on the proper methods for PMCS. Supervisors must perform, to standard, all PMCS checks for vehicles and equipment under their supervision. All training must be scheduled and results documented.
 - 1) Certification program will consist of both a hands-on and a written assessment of the supervisor's maintenance training.
 - 2) Completion of this training should also be annotated on the individual's Equipment Operators Qualification Record (SF Form 346-E) or the Operator's Permit (OF Form 46).
 - 3) MAIT certified ULM cadre can conduct annual refresher training for personnel assigned to the company.

4) All ULM training will be recorded in the remarks block of the Equipment Operator's Record in the Unit Level Logistics System (ULLS-G).

c. MAIT instructors certify company cadre. Company cadre are responsible for training the remainder of the unit. My goal is for 100% of supervisors to be trained on ULM. The minimum certification requirements are listed below:

1) Two hours of instruction on proper PMCS of small arms, NBC, commo, power generation, trailers, ULLS-G, wheeled vehicles, and safety.

2) Passing grade of 70% on written test

3) Leaders will track and report completion of training to the maintenance technician, who will inform the commander.

5. SUPERSESSION. This command policy memorandum supersedes all other 51st Trans Co ULM Policies.

6. EXPIRATION. This policy memorandum expires 28 MAY 2002.

KRISTEN A. NELSON
CPT, TC
Commanding