## Attachment 5 – Detailed Meeting Requirements

**Meetings held at Warner Robins ALC include, but are not limited to:**

Four (4) Daily Meetings, one in each Maintenance Group

4 DREPs – Site Manager and/ or work center leads attend

One (1) Twice Weekly Meeting

1 DREP – Site Manager and/ or work center leads attend

Nine (9) Weekly Meetings: Some are at the Maintenance Group and some are at the Work Center Level

1 Vending machine Proof of Concept meeting – Site Manager attends

6 DREPs – Site Manager and/ or work center leads attend

2 weekly Audits with DLA, COR, and USAF – Site Manager and/ or work center leads attend

1 status call with DLA Troop Support – Site Manager attends

**Meetings held at Oklahoma City ALC include, but are not limited to:**

Sixteen (16) Weekly Meetings: Some are at the Maintenance Group and some are at the Work Center Level

12 DREPs – Site Manager and/ or work center leads attend in which managers and/or leads attend

1 Vending machine Proof of Concept meeting – Site Manager attends

1 status call with DLA Troop Support – Site Manager attends

2 status meetings with USAF mechanics – Site Manager attends

One (1) Material Status Meetings every three (3) weeks

1 status meeting with USAF mechanics – Site Manager attends

**Meetings held at Ogden ALC include, but are not limited to:**

Eight (8) Material Status Weekly Meetings:

5 White Boards – Site Manager and/ or work center leads attend

2 DREPs – Site Manager and/ or work center leads attend

1 status call with DLA Troop Support – Site Manager attends

Three (3) Monthly Meetings:

2 DREPs – Site Manager attends

1 Vending machine Proof of Concept meeting – Site Manager and/ or work center leads attend

Two (2) Material Status Meetings that are held as needed on an indefinite basis

2 status calls that only Supportability Analysts attend