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ABOUT THE COVER

The cover painting by Charles F. Marie depicts combat troops performing "mission essential maintenance only." The MEMO concept is a proposal to increase operational readiness and availability and is explained in the article beginning on page 2.

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Army Logician's mission is to provide timely, authoritative information on Army and Defense logistics to the Active Army, Army National Guard, Army Reserve, civilian employees of the Army, and the public. Its purpose is to increase knowledge and understanding of logistics and to assist in achieving the Army's information goals.

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LOGISTICS MANAGERS--

DO--

- Follow orders.
- Define problems.
- Know and keep management objectives.
- Know your organization's procedures.
- Plan your actions.
- Maintain cost, schedule, and performance control.
- Know people with whom you deal—above, below, and laterally.
- Review and analyze deeply and often.
- Challenge your people.
- Communicate above, below, and laterally and keep your boss informed.
- Maintain visible evidence of productivity and progress.
- Work within your management structure.
- Record your actions.
- Lead the way.

DON'T--

- Forget your management mission and objectives.
- Lower standards to finish a job.
- Bypass those who need to know what you are doing.
- Refuse to hear opposite views.
- Ignore danger signals.
- Postpone needed decisions.
- Lie or obscure the truth.
- Buy unnecessary data or services.
- Make needless changes.
- Hoard money, supplies, or equipment.
- Lose your sense of humor.
- Become discouraged.
- Write when personal contact is more effective.
- Omit developing alternatives.
- Fail to make your people part of the action.



