COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

AFI 25-101, 25 October 2000, is supplemented as follows below. This supplement applies to Air Mobility Command (AMC) and AMC-gained Air Force Reserve Command (AFRC), except as noted. This supplement provides guidance and procedures for WRM managers at all levels of command to attain and sustain WRM to support national strategy reflected in the Defense Planning Guidance and the *USAF War and Mobilization Plan (WMP)*. This supplement also establishes standard procedures and assigns program management actions. Send comments and suggested improvements on AF Form 847, **Recommendation For Changes of Publication**, through channels to HQ AMC/LGX, 402 Scott Drive, Unit 2A2, Scott AFB IL 62225-5308. This supplement supersedes all other AMC supplements concerning WRM program guidance and procedures.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed. The revision aligns and updates AMC-unique WRM guidance with the revised AFI 25-101 guidance.

1.7.2. HQ AMC/LGX is the AMC WRM Program Manager (WRMPM) and will appoint the WRM Officer (WRMO) and/or NCO from HQ AMC/LGXW, War and Mobility Plans Branch.

1.7.3. HQ AMC WRMO/NCO is responsible for planning, programming, organizing, implementing, controlling, evaluating and coordinating the program. The WRM managers in the command assist the WRMO in this effort. The HQ AMC WRMO/NCO will:

1.7.3.1.1. (Added) Ensure WRM managers are appointed in all HQ AMC directorates with WRM responsibilities.

1.7.3.2.1. (Added) Recommend approval or disapproval of waivers to this instruction.

1.7.3.2.2. (Added) Resolve conflicts between this supplement and other publications.

1.7.3.4. WRM Review Board: The HQ AMC WRMPM will conduct an annual review board to discuss policy, funding, on-hand assets, condition, and overall readiness. The WRMPM briefs the results to the AMC Readiness Board at least annually, or more often if needed to resolve problem areas.

1.7.3.4.1. (Added) The WRM Review Board should include, but not be limited to, representatives from the following areas:

Chairman (LGX or Deputy)	Services (SVX)
Logistics Plans (WRMO/NCO)	Supply (LGSWS)
Civil Engineer (CEXR)	Transportation (DOZE/LGTR)
Maintenance (LGXWM)	Budget Officer (FMBO)
Munitions (LGMJM)	Operations Plans (DOXP)

1.7.3.5.1. (Added) Coordinate on AMC OPLANs and OpOrds which require usage of WRM assets.

1.7.3.6.1. (Added) The AMC WRMO/NCO will assign in writing the AMC host bases for non-Air Force locations.

1.7.3.9.1. (Added) Review and evaluate wartime planning factors used for WRM requirements to ensure such factors are complete, accurate, and properly interpreted.

1.7.3.13. (Added) Evaluate or coordinate on proposed additions to WRM commodities to ensure they meet AFI 25-101 criteria.

1.7.3.14. (Added) Participate in the development of WRM support for new weapon systems.

1.7.3.15. (Added) Ensure WRM requirements in support of USAF and AMC war plans are calculated. This includes projection of outyear requirements for use in programming storage, equipment, manpower, and funding support for these requirements.

1.7.3.16. (Added) Ensure total wartime support requirements are reduced to minimum levels by application of peacetime resources and various host nation support programs.

1.7.3.17. (Added) Coordinate on changes to WRM Allowance Standard (AS) documents and participate in annual reviews.

1.7.3.18. (Added) Review and coordinate on the AMC WPARR and changes.

1.7.3.19. (Added) Participate in the determination of wartime subsistence requirements.

1.7.3.20. (Added) Review and evaluate any planning or programming document which includes WRM and/or impacts the AMC WRM program. The WRMO reviews the AMC Program Objective Memorandum (POM) input to ensure WRM-related issues have been included in the POM and are justified. If WRM-related issues have been excluded, the WRMO will bring the matter to the attention of the appropriate AMC agency. The WRMO will participate in the budgeting process with respect to WRM and is the primary point of contact regarding WRM-related segments of the military construction program. AFRC/ LGXX will receive, review, coordinate, and submit POM inputs for all AFRC host bases.

1.7.3.21. (Added) Approves, disapproves, or coordinates peacetime use of WRM.

1.7.3.22. (Added) Perform WRM staff assistance visits, when requested.

1.7.3.23. (Added) Provide guidance and assistance to resolve reported WRM limiting factors to include elevation to HQ USAF.

1.7.3.24. (Added) Review and evaluate base-level WRM Review Board minutes, as required.

1.7.3.25. (Added) Coordinate on command-to-command, Inter/Intraservice Agreements (ISAs), and Memorandums of Understanding (MOUs) that address WRM.

1.7.3.26. (Added) Monitor Status of Resources and Training System (SORTS) reports for WRM, as applicable.

1.7.3.27. (Added) Recommend changes to USAF WRM program to HQ USAF and/or AFMC, as appropriate.

1.7.3.28. (Added) Establish and maintain a MAJCOM-wide WRM management training program. AMC training will include review of WRM source documents (e.g. WAA, WCDO, WPARR, etc.), LOGFAC, budget, and outload planning. Units will budget for a minimum of one individual to attend AMC training on an annual basis.

1.7.3.29. (Added) Coordinate with HQ AMC/DOX for preparation of AMC's Wartime Aircraft Activity (WAA).

1.7.4.1. (Added) Review Base Support Plans (BSPs) and other plans for adequacy of planning to use WRM.

1.7.5.1. (Added) Coordinate on all manpower actions directly related to WRM management.

1.13.3. The Chief of Wing Plans (XP) will normally be the WRMPM and manage the WRM program unless otherwise designated by the installation commander. The WRMPM will:

1.13.3.1. Appoint, in writing, the WRMO/NCO from the Logistics Plans Office (XPL or LGX) as applicable. Forward a copy to HQ AMC/LGXW and a copy to the respective NAF's LGX.

1.13.3.2. Managers are assigned, as applicable, in supply, fuels, maintenance, transportation, services, munitions, civil engineering, and any other base activity responsible for storing or maintaining WRM assets.

1.13.3.2.1. (Added) Ensure base-level WRM managers are knowledgeable of WRM policy, procedures, and publications affecting WRM program management.

1.13.3.2.2. (Added) Coordinate with tenant organizations on base WRM matters to ensure understanding of WRM program objectives.

1.13.3.2.3. (Added) Ensure WRM matters are included in the agenda of other base-level boards, committees, and working groups.

1.13.3.3.1. (Added) Ensure WRM monitors and alternates are appointed.

1.13.3.4.1. (Added) Pursue initiatives to preposition authorized WRM commodities at, or as close as possible, to their point of wartime use.

1.13.3.4.2. (Added) Ensure base OPLANs address the use of WRM commodities.

1.13.3.4.3. (Added) Ensure WRM limiting factors are identified and forwarded to HQ AMC when higher headquarters resolution is required.

1.13.3.4.4. (Added) Review WRM inspection reports and unit replies to ensure corrective and preventive actions are adequate.

1.13.3.4.5. (Added) Coordinate with the LG on the appointment of a maintenance functional manager to ensure scheduled inspections/maintenance requirements are completed for WRM assets and to coordinate status of same to base supply.

1.13.3.4.6. (Added) Coordinate with the LG to ensure the maintenance training program considers WRM maintenance requirements.

1.13.3.9. (Added) Request waivers to this supplement when required.

1.13.4. The installation WRMO/NCO is responsible for the day-to-day management of the installation's WRM program..

1.13.4.1.2. Formal training for WRMMs will be conducted within 30 days of appointment.

1.13.4.1.2.1. (Added) Training should include WAAR, WCDO, WPARR, and TPFDD format, budget submissions, inspections and storage requirements, program management and responsibilities, peacetime use procedures, and other items as determined by the WRMO/NCO.

1.13.4.4.1. (Added) The WRMO/NCO is responsible for ensuring installation WRM managers receive information pertinent to their functional area. This may be in the form of a written supplement, workbook, or annual WRM board meetings.

1.13.4.5.1. (Added) Establish and be a member of the WRM Review Board that meets at least annually. The WRMO will schedule the meetings and publish the agenda and minutes of the meeting.

1.13.4.6.1. (Added) Review base plans to determine if WRM-related areas are addressed.

1.13.4.6.2. (Added) Review expenditure per sortie factors and consumable factors for accuracy to ensure effective prepositioning.

1.13.4.7.1. (Added) Ensure quantity, location, and type of WRM assets meet planned wartime requirements.

1.13.4.7.2. (Added) Ensure products are entered into appropriate database (i.e., Automated Fleet Information System [AFIS] or Air Force Equipment Management System [AFEMS], to assure effective management of WRM assets.

1.13.4.7.3. (Added) Ensure WRM planning documents are evaluated for alternative methods of filling requirements. If available, the WRMO will coordinate non-requisition requests through HQ AMC/LGXW.

1.13.4.7.4. (Added) Coordinate on AF Form 601, **Equipment Action Request,** for WRM equipment.

1.13.4.8.1. (Added) The designated host bases for non-Air Force locations are tasked to provide WRM management support to include constant coordination with the off-base organization, annual site visits, WRM outload planning, arranging maintenance for in-place assets, budgeting for WRM funding, etc.

1.13.4.11.1. (Added) WRM storage facility construction must be coordinated with unit CEP with an info copy to HQ AMC/LGX and the appropriate NAF/LGX.

1.13.4.12.1. (Added) Ensure outload plans include the wartime delivery of WRM equipment and supplies from storage locations or joint-use organizations to the planned operating location. (See AFI 10-404,

Chapter 19.) Ensure documents are coordinated through base supply, transportation, and the appropriate organization for proper management and maintenance of WRM assets.

1.13.4.14. Ensure the WRMPM is aware of discrepancies noted during the inspections and corrective actions taken. The WRMO/NCO will maintain records in accordance with AFI 37-138, *Records Disposition – Procedures and Responsibilities*, to reflect the accomplishment of WRM surveillance inspections. Inspection records as a minimum include identification of primary and alternate managers, last inspection report, comments (as required) to reflect status of pending corrective actions, and Estimated Completion Date (ECD). Documentation of inspection/serviceability is maintained for each WRM functional area: vehicles; Aerospace Ground Equipment (AGE); Petroleum, Oil, and Lubricants (POL); munitions; pallets/nets; Tanks, Racks, Adapters, and Pylons (TRAP); and so forth as applicable to the base WRM program. Records disposed IAW AFI 37-138, Volume II. See Attachment 7 for sample inspection report.

1.13.4.16.1. (Added) Upon receipt of the WCDO, the WRMO/NCO/WRMM must conduct an analysis to evaluate the resources needed at their location based upon the current wartime aircraft activity projected. The WAAR will be received at the same time as the WCDO and a validation of both must be conducted simultaneously. Ensure that all personnel involved with this review first read the WCDO/WAAR foreword. (Printing instructions at **Attachment 10 (Added)** and **Attachment 11 (Added)**.)

1.13.4.16.2. (Added) Review your WAAR by each line of activity. Then look at your WCDO totals and compare the quantities required by day with the sortie information obtained in the WAAR. The most important phase of this evaluation is talking to your functional managers. They are the experts and know if the commodities appear reasonable based upon the information provided. Gather the operations, supply, munitions, and all other WRM managers at your location to review these documents.

1.13.4.16.3. (Added) Supply: Evaluate consumable quantities. Determine if there is adequate storage, etc. The WRMO/NCO must provide a copy of the WCDO to the COS for loading WCDO levels no later than 7 days after receipt. Supply must update all WCDO detail records to reflect current authorizations within 30 days of receipt of a new WCDO from the WRMO/NCO. They are responsible for reviewing all detail numbers prior to realigning the "W" details to agree with the new WCDO. (There are exceptions for loading some items on the SBSS, e.g., LOX, fuels, and rations.)

1.13.4.16.4. (Added) Munitions: Evaluate consumable quantities. Determine if there is adequate storage, etc. The WRMO/NCO must provide a copy of the munitions WCDO to the MASO for loading WCDO levels no later than 7 days after receipt. The MASO must update all WCDO detail records to reflect current authorizations within 30 days of receipt of a new WCDO from the WRMO/NCO. The authorized quantity is listed under the accumulated total for each Item Identification Code (IIC) listed.

1.13.4.16.5. (Added) Fuels Superintendent: Evaluate the daily fuel consumption rates and tank buildup requirements (IMP).

1.13.4.16.6. (Added) Services: Review ration requirements for self-sustaining units, SIOP commitments, and aircrews.

1.13.4.16.7. (Added) CE: Review WRM storage and construction requirements and notify the WRMO/NCO of storage limitations that preclude stocking of WCDO assets at your location.

1.13.4.16.8. (Added) CE: After the WRMO notifies the CES of facility requirements (para 1.13.4.11), the CES will (through the Facility Board process) prioritize projects for WRM storage with the other installation requirements.

1.13.4.17. Be the initial point of contact for peacetime use of WRM and advise the WRMPM on the appropriateness of each requested use.

1.13.4.18. (Added) Be the initial point of contact for waivers to this supplement.

1.13.4.19. (Added) Maintain and update a WRM continuity folder. Folder should include the items detailed in the WRM management checklist. See **Attachment 9 (Added)**.

1.13.4.20. (Added) Monitor manpower actions related to WRM management.

1.13.4.21. (Added) Participate in initiatives to reduce WRM authorizations through application of joint-use procedures or host nation support programs.

1.13.4.22. (Added) Participate in initiatives to preposition WRM commodities at, or as close as possible to, their point of intended use.

1.13.4.23. (Added) Ensure the appropriate maintenance functional manager provides continuous up-to-date status on the maintenance of WRM and on-going WRM maintenance problems.

1.13.4.24. (Added) Monitor WRM limiting factors identified to HQ AMC.

1.13.4.25. (Added) Review and coordinate on all agreements, MOUs, and plans, which address WRM.

1.13.5. WRM Managers (WRMM) will ensure each organization storing/maintaining WRM appoints the WRMM in writing to the WRMO/NCO. WRMMs will attend orientation and formal WRM training; have access to policy directives, instructions, regulations, and guides; attend WRM Review Boards; and accompany the WRMO/NCO on surveillance visits within their functional area. Use of continuity folders similar to the WRMO folder is encouraged.

2.3.1.10. Ensure WRM base stock fund requirements are identified to the base Stock Fund Manager.

2.3.1.19. (Added) Do not preposition less than Quantity Unit Pack (QUP) quantities at non-Air Force locations, unless justified by cost analysis. Such small quantities should normally be stored at the host Air Force location, when in-place vendors cannot satisfy the requirements. Do not preposition vendor-supplied consumables when wartime delivery times can be met. If an adequate generating capability exists at the consumption site, do not preposition consumables that can be generated as needed, such as LOX, GOX, nitrogen, etc.

2.3.1.20. (Added) Forward a copy of all surveillance/inspection reports that relate to or deal with supply WRM management to the WRMO/NCO.

2.3.1.21. (Added) Ensure all WRM assets are properly marked and stored.

2.3.1.22. (Added) Ensure the WPARR is printed and distributed to the WRMO/WRMNCO.

2.3.2.10. (Added) Aerial Port Squadron Commander will:

2.3.2.10.1. (Added) Monitor overall 463L pallet and net program for the base. Ensure submission of 8701 report for operational and WRM pallets and nets and maintains reports IAW applicable regulations, AFIs, supplements, and technical orders.

2.4.1. The WRMM will accompany the WRMO/NCO on all WRM surveillance visits. The inspections must include 100% of present inventory each year. Forward the current report by 30 June to HQ AMC/ LGXW and info the applicable NAF/LGX. When assets are not on-hand, the report should include details of how the requirements will be met (vendor supplied, on-site generation, off-site storage, etc.) The WRMO/NCO will:

2.4.1.1. (Added) Review written letters of appointment for WRMM.

2.4.1.2. (Added) Verify security clearance of individuals receiving the WAAR and WCDO.

2.4.1.3. (Added) Ensure managers have access to applicable directives and regulations.

2.4.1.4. (Added) Ensure required quantities of WRM are on hand/budgeted for, or on order if shortages exist and funds are available.

2.4.1.5. (Added) Ensure WRM is marked and stored properly.

2.4.1.6. (Added) Ensure TOC/TCTO kits, tool bits, and pieces are on hand/on order.

2.4.1.7. (Added) Ensure documentation pertaining to peacetime use or other transactions are on file.

2.4.1.8. (Added) After each surveillance visit, the WRMO/WRMNCO will provide a written report of the visit through appropriate commanders to the chief of the function visited. (See **Attachment 7 (Added)**.)

2.5. WRM Review Boards: The purpose of the WRM Review Board is to initiate, accomplish, and/or direct actions necessary to ensure the WRM program can provide the logistical capability necessary to accomplish the wartime mission of the base and its supported units and locations.

2.5.2.18.1. (Added) Representation should include all areas referenced in AFI 25-101 and also at least the following areas:

Chairman (WRMPM)	Logistics Group Commander
Logistics Plans (WRMO/NCO)	Aerial Port Commander
Tenant units authorized WRM	

2.5.3.6.1. (Added) Emphasize actions taken to satisfy shortages and redistribute excesses.

2.5.3.7.1. (Added) Focus on problem areas and identified deficiencies. Provide a brief synopsis of action recommended and/or taken to relieve the problem/deficiency. This will include areas such as IG inspections, surveillance visits, and audits. Also show examples of outstanding program management when applicable.

2.5.3.8.1. (Added) Provide board members a review of expenditures and balances. Review installation WRM budget and POM submission. Discuss effect on wartime mission if appropriate WRM funding is not allocated.

2.5.3.10.1. (Added) Recap the use of WRM since the previous board. Identify the user, period of use, reason for use, and assets that were used. Also include the condition of assets upon return.

2.7. Excess WRM: HQ AMC/LGS will provide disposition instructions to the Chief of Supply. HQ AMC/LGT will provide disposition instructions to the Chief of Transportation for vehicles.

2.9.4.3.7. Fuels Mobility Support Equipment (FMSE): A group of primarily WRM air transportable fuels assets designed to support refueling operations at bare bases and provide emergency backup for fixed infrastructure at main operating bases. Examples of assets included as FMSE are the R-25 dispensing systems (which includes bladders but not liners), PMU27 dispensing systems, R-22 transfer pump, FFU-15E filter system, and the Aerial Bulk Fuels Delivery System (ABFDS). FMSE is sourced to augment existing collocated operating base capability or to establish bare-base operations.

3.1.1. Maintenance Responsibilities: Organizations designated to store WRM have a responsibility to ensure the assets are serviceable. If inspection and/or maintenance capability is beyond that of the storing organization, then WRM will be inspected and maintained by the organization possessing the capability. WRM will be inspected and maintained by the organization inspecting and maintaining peacetime assets which are the same as, or similar to, the WRM assets. Organizations responsible for the inspection and/or maintenance of WRM will ensure a process is established within their existing system for this purpose. This system will include the following as a minimum:

3.1.1.1. (Added) Identification of WRM requiring maintenance.

3.1.1.2. (Added) Establishment of priorities.

3.1.1.3. (Added) Training of maintenance personnel if a WRM item is not the same as or similar to peace-time items being maintained by these personnel.

3.1.1.4. (Added) Application of the quality assurance or quality control program.

3.1.1.5. (Added) Application of a corrosion control program.

3.1.1.6. (Added) Analysis of base capability to maintain WRM and the identification of workloads beyond base capability.

3.1.1.7. (Added) Inclusion of WRM in maintenance planning and scheduling documents.

3.1.1.8. (Added) Coordination between the storing and maintenance activities.

3.1.1.9. (Added) Identification of WRM requiring TCTO compliance to include ordering of TCTO kits, tagging, and scheduling.

3.1.1.10. (Added) Requisition of repair parts.

3.1.1.11. (Added) Identification of WRM monitors in the maintenance organization.

3.1.1.12. (Added) Maintenance of required records, forms, and status boards.

3.1.1.13. (Added) Identification of manpower required to inspect and maintain WRM.

3.1.1.14. (Added) Periodic inspection of WRM will be at intervals specified in applicable TOs, technical manuals, or other directives for the same or similar item. Frequency will be increased if climatic or environmental conditions require it.

3.1.1.14.1. (Added) Equipment inspections and reconstitution actions will count toward the inventory objective.

3.1.1.15. (Added) If a WRM item inspection interval is not prescribed by TO, TM, or other directive, the following applies:

3.1.1.15.1. (Added) Condition inspections will be performed each quarter. A condition inspection is a visual inspection. Containers will be opened to ensure equipment is serviceable. All items should be checked during each condition inspection, however, 25% is the minimum inspection required.

3.1.1.15.2. (Added) Serviceability inspections will be done each year as part of the inventory of WRM. During a serviceability inspection, WRM items will be functionally tested, if possible, to ensure they are ready to perform their wartime mission. Serviceability inspections will be done by the functional user or by the base function that has the capability to perform them.

3.1.1.15.3. (Added) Mechanical items will be started to ensure motors, electrical components, seals, etc., function properly.

3.1.1.15.4. (Added) Records of condition and serviceability inspections to include corrective actions taken will be kept by the equipment custodian, with a copy sent to the WRMO and WRMM. For mechanical items, the records will be stored with the equipment in the records jacket.

3.1.2. Maintenance Scheduling and Priorities: Maintenance activities will schedule WRM for inspection and/or maintenance in the same manner as similar peacetime assets. Scheduling of WRM will include:

3.1.2.1. (Added) Inclusion of WRM in maintenance scheduling meetings.

3.1.2.2. (Added) Scheduling the flow of assets from the storage location to the maintenance shop, if required. The storing activity will arrange for the pickup and delivery of assets to and from the maintenance activity based on the maintenance production schedule.

3.1.2.3. (Added) Accomplishment and distribution of AFTO Form 350, **Reparable Item Processing Tag**, or other forms, if required.

3.1.2.4. (Added) Establishment of procedures to control WRM assets while in maintenance to ensure the assets return to WRM storage.

3.1.5. (Added) Maintenance and storage of WRM munitions will be accomplished IAW item technical orders, AFI 21-201, and the AMC supplement to AFI 21-201.

4.1.1. HQ AMC functional managers identify worldwide WPARR requirements consistent with supporting the current OPLANs supporting the National Military Strategy. AMC uses the WPARR to request pre-positioning for airlift support, thus reducing AMC organic airlift requirements during the critical early stages of contingency or OPLAN execution.

4.1.2. Part One of the AMC WPARR reflects AMC requirements stored, maintained, and reported by other MAJCOMs. Part Two reflects requirements stored and maintained by AMC bases at specific locations for AMC use.

4.1.4. The categories of items AMC considers under the WPARR are 463L equipment (K-loaders, forklifts), AGE, vehicles (for airlift and bridge refueling), Base Operating Support (BOS) items such as fuel trucks, AMBUSES, general purpose vehicles, and water trucks.

4.1.4.1. (Added) AMC 463L equipment requirements are determined during the Worldwide MHE Conference that is attended by all MAJCOMs. The MHE requirements are incorporated into the WPARR. For AMC AGE, a computer routine identifies WPARR candidates from the 2MRC OPLAN TPFDDs. This list is then sent to the functional managers for validation and approved requirements are incorporated into the WPARR. AMC functional managers also establish BOS requirements for AMC bases based upon worst-case scenarios.

4.1.7.1.1. WPARR timelines: AMC WPARR Part One is due to supporting MAJCOMs by 15 June. The validated requirements from the supporting MAJCOMs are due back to AMC for input into AFEMS (becomes a Part Two for theaters) by 30 June. The AMC WPARR Part Two for AMC bases is passed to AMC bases through AFEMS by 15 August. AMC bases must complete a joint use review and assign updated use codes by 15 September.

4.1.7.1.2.1. (Added) Vehicle requirements are also identified to the supporting MAJCOMs using the WPARR Part One. The supporting MAJCOM conducts a joint use review but does not report back to

AMC for entry into AFEMS. The supporting MAJCOM Transportation Fleet Manager will update the Vehicle Authorization Listing (VAL) in their MAJCOM Module of OLVIMS-O and transmits the data to AFEMS and their supporting bases. HQ AMC/LGTV will ensure the vehicle portion of the AMC WPARR Part Two for AMC bases is loaded on the VAL, transmitted to AFEMS, and passed to AMC bases by 15 August.

4.1.7.1.2.2. (Added) HQ AMC/LGSWS will distribute the WPARR to the base Equipment Management Sections in base supply NLT 15 August. Upon receipt, load all requirements (additions, changes, and deletions) in the SBSS. Conduct a joint use review with the WRMO and maintenance activity. Once all requirements are loaded, forward an updated copy of the R23, consolidated custody receipt listing, to HQ AMC/LGSWS NLT 15 September.

4.2.2.1. (Added) The AMC WCDO Foreword is available from the AMC WRM homepage. Uniform Resource Locator (URL) is **https://amclg.scott.af.mil**.

4.3.1. WRM Vehicles: The WRM module of OLVIMS must be used to manage the WRM vehicle fleet. Update OLVIMS each time a WRM vehicle is used. Conduct a quarterly reconciliation of WRM vehicle status between Fleet Management, Vehicle Maintenance (MC&A), and Operations Supervision. Fleet Management will review WRM vehicle use and condition for those units with integrated WRM vehicles during the annual unit assistance visits.

4.3.1.1. (Added) Establish procedures for the withdrawal of WRM vehicles and recall of joint-use vehicles to support outload and contingency plans, document procedures, and maintain in Fleet Management.

4.3.1.2. (Added) WRM vehicles will be exercised and inspected monthly (with exception of integrated vehicles). WRM vehicle records will be maintained in the WRM OLVIMS module.

4.3.1.3. (Added) Maintain records for each WRM vehicle release using the dispatch module of OLVIMS.

4.3.1.4. (Added) WRM fuels vehicles will be integrated with the base fleet to ensure serviceability.

4.3.2. Only mission essential General Purpose (GP) vehicles will be included in the AMC Part One. Rental/lease agreements should be used to meet WRM GP vehicle requirements.

4.4.2.1. (Added) 463L SYSTEM: At AMC bases, the WRMO/NCO, in coordination with the pallet and net monitor, will compute WRM pallet and net requirements. Pallet and net requirements will be computed using the most current edition of the Air Force Wide Unit Type Code Availability and Tasking Summary (AFWUS). When computing requirements, use only the most stringent tasking requirements, conventional or SIOP. Allow one pallet, two side nets, and one top net for each pallet reflected in the UTC LOGDET, and one baggage pallet, two side nets, and one top net for every 20 people. Add one pallet, two side nets, and one top net per 350 weapons deployed. Add one pallet, two side nets, and one top net per 160 cases of small arms ammunition deployed.

4.4.2.2. (Added) WRM pallet and net requirements for AMC units located at non-AMC bases will be included in the host unit's pallet and net requirements compilation. WRM pallet and net requirements for AMC units/detachments on non-AF installations will be included in the parent AMC unit's pallet and net requirements compilation.

4.4.4.1. (Added) Host logistics plans offices will forward the WRM pallet and net requirements memo to HQ AMC/DOZE NLT 30 Sep of each year, with an info copy to HQ AMC/LGXW. Memos will be formatted as specified in the annual HQ AMC/DOZ message.

4.4.8.1. (Added) Pallet and Net Reporting: At AMC bases with an aerial port, the Aerial Port Commander will appoint an installation pallet and net monitor. At AMC bases without an aerial port, the Transportation Commander will appoint the pallet and net monitor. This person will act as the office of primary responsibility for compiling and completing the RCS: MTC-DR (M&Q) 8701. The host logistics plans office will provide WRM asset status to the base pallet and net monitor. The AMC host pallet and net monitor will forward the installation pallet and net report (RCS:8701) to HQ AMC/DOZE, with an info copy to HQ AMC/LGXW. The pallet and net monitor will ensure pallet and net reporting is as accurate and complete as possible and completed no later than the 15th of each reporting month (January, April, July, and October) with a copy to the installation WRMO. Utilize the reporting format specified in DoDI 4500.9-R-1, Volume II, *Management of 463L Pallets, Nets, and Tie-down Equipment.*

4.4.8.2. (Added) AFRC units will follow instructions in AFRCI 10-101 for pallet and net reporting.

4.4.8.3. (Added) NOTE: Primary references for these responsibilities were taken from DoD 4500.9-R-1, AFI 25-101, TO 35D33-2-2-2, and TO 35D33-2-3-1.

4.4.9. (Added) The following publications as supplemented, should be used to develop appropriate unit management procedures for WRM 463L pallets/nets:

4.4.9.1. (Added) DoD 4500.9-R-1, Volume II, *Management of System 463L Pallets, Nets, and Tie-Down Equipment*.

4.4.9.2. (Added) AFM 23-110, *Air Force Equipment Management System Policy and Procedures*.

4.4.9.3. (Added) AFI 25-101, *War Reserve Materiel (WRM) Program Guidance and Procedures*.

4.4.9.4. (Added) AFRCI 10-101 for AFRC units only.

4.4.9.5. (Added) TO 35D33-2-2-2 - 463L, *Air Cargo Pallets.*

4.4.9.6. (Added) TO 35D33-2-3-1 - 463L, *Air Cargo Pallet Nets*.

4.7.2.1. HQ AMC functional area managers will compute WRM rations requirements annually for stand-alone UTCs by multiplying the number of people in the UTC by three and then by the number of days of self support specified by the supported theater OPLAN. The requirements are in addition to the WCDO requirements in para **4.7.2.1.**

4.7.2.2. (Added) WRM rations requirements for SIOP support UTCs will be computed by multiplying the number of people in the UTC by three, with the result being multiplied by the number of days support specified in the UTC MISCAP. The final result will be rounded to the next higher Quantity Per Unit Pack (QUP) and the total by unit provided to HQ AMC/SVXX by classified memo.

4.7.2.3. (Added) The AMC WRMO will provide WCDO rations requirements to HQ AMC/SVXX within 30 days of WCDO release, either by classified memo or by providing a copy of the WCDO.

4.7.2.4. (Added) WRM rations to support non-WCDO aircrew requirements will be computed by multiplying the number of aircraft supported in the UTC MISCAP by the number of people in the aircrew. This result will be multiplied by three, with the resulting number being multiplied by the number of days of support specified in the UTC MISCAP. The final result will be rounded to the next higher QUP. The Ration, Cold Weather, is the preferred item for aircrew support, however, the Meal, Ready to Eat, is an acceptable substitute.

4.7.2.5. (Added) AMC KC-135 aircraft performing SIOP missions will deploy with the ration quantities specified in AMCR 10-450, Volume III. These quantities are included in the WRM rations requirements memo provided by HQ AMC/LGXW to HQ AMC/SVXX.

4.8.1. Joint Use Procedures: Maximum use of equipment authorized for peacetime purposes (use code B) should be considered for joint use to support requirements reflected in the WPARR.

4.8.1.1. (Added) Do not consider mobility assets (use code "A") for joint use applications. Use code "B" assets should not be joint-used if a continuing wartime requirement for the asset by the owning organization will prevent use of the asset by a wartime organization. Movement of serviceable joint use assets off base will be controlled IAW the provisions of AFI 25-101, Chapter 6, and para 6.3.3.1 below.

4.10. (Added) Medical WRM: At AMC bases, Medical WRM will be managed IAW AFMAN 23-110, Volume 5, *Air Force Medical Materiel Management System*.

5.2.2.1. (Added) Storage Policy: WRM assets without maintenance records or shelf-life requirements should be tagged with DD Form 1574, **Serviceable Tag - Materiel**, or AFTO 244/245, **Industrial/Support Equipment Record**, and properly annotated with condition and last inspection date.

5.2.4.1. (Added) Integrated WRM special purpose vehicles and MHE will be marked with an easily identifiable solid black WRM triangle. Size and location are locally determined.

5.2.5. (Added) Units will use the least costly method available to satisfy WRM requirements. These methods include rotating stocks at host locations, on-site acquisition at non-Air Force locations, contingency or emergency contracting actions, etc. When the local base contracting office is determined to be the best source, units will use the acquisition method recommended by the base contracting officer. The end objective is to have the required WRM supplies and equipment available when and where needed at the minimum cost to the Air Force.

5.2.5.1. (Added) Emergency contracting arrangements are authorized to minimize actual expenditure of Air Force funds for WCDO asset acquisition and maintenance. Use of emergency contracting plans are highly encouraged at non-Air Force locations when a contractor will guarantee delivery within WCDO time periods. Emergency contracting plans to satisfy WRM requirements may also be used at Air Force bases when the normal source of supply is local contracting and time requirements can be met. The WRMO/NCO will provide candidate requirements to the local contracting office for evaluation and possible inclusion in the plan. Some examples of candidates are meals, fuel, deicing fluid, oil, oxygen, and nitrogen.

5.2.5.2. (Added) The preferred sources for assets to satisfy WRM requirements at non-Air Force locations are commercial airline carriers or airport vendors. On-site storage of Air Force assets at non-Air Force locations should be the second choice, but can cause severe management and fiscal problems for the host bases. If vendor supplied or on-site storage is not available, WRM assets will be stored at the closest AMC host base. The host base will maintain a WRM outload plan detailing how and when the assets will be moved to the planned operating base. Also consider issuing an IMPAC credit card to deployment commanders (or representatives) for purchase of unplanned consumables and services at non-Air Force locations.

5.2.6. (Added) Marking of WRM commodities other than equipment:

5.2.6.1. (Added) Use a bin label (R/D38/GV837, Ref. AFM 23-110, Vol. II, Part Two, Chapter 6, Attachment B-38) and placard to mark consumables (except munitions). The sign or placard will include the

solid black triangle and the statement "WRM - DO NOT ISSUE BELOW (indicate WRM level from WCDO)."

5.2.7.2. (Added) For the purpose of WRM marking, a sign is defined as a free-standing informational marker affixed to a post, pole, stake, or stanchion. A placard is an informational marker attached or affixed to an item, group of items, or facility. Materials used for signs and placards will be durable to reduce frequent replacement due to fair wear and tear and exposure to the weather (does not apply to munitions). Use a sign that is easily viewed and comparable in size to the asset stored (use common sense).

6.2.1. At AMC installations, the WRMPM has the authority to release WRM stored for AMC use in less than 30 day increments for no more than 180 days per fiscal year. If requirements for WRM exceed 180 days in a fiscal year, consider establishing peacetime (use code "B") authorizations and obtaining peace-time assets. WRM assets (except vehicles) are purchased using WRM funds and cannot be converted to joint-use assets without HQ USAF approval. All requests to use AMC WRM outside of AMC must be coordinated through the applicable NAF and HQ AMC/LGXW. Use requests for WRM stored for use by other MAJCOM units must be coordinated through the applicable NAF and HQ AMC/LGXW, who will then coordinate with the using MAJCOM to obtain release approval.

6.2.4.3. Chief of Transportation, in coordination with the WRMO/NCO, must approve all WRM vehicle releases. Fleet Management will retain on file all documentation associated with vehicle releases.

6.8.1.1. (Added) Requesting units must include fund cite for transportation and reconstitution, as well as following guidelines as established in this AFI. Lending units must ensure procedures are followed so that WRM is returned to serviceable condition as soon as possible. This includes receiving necessary informa-tion from the requester, tracking and maintaining status, and receiving equipment on a timely basis. WRMMs will notify the WRMO/NCO when assets are serviceable and back in storage.

7.1.2.1. The AMC WRMO serves as the HQ AMC Program Element Monitor (PEM) for budget Program Element Codes (PEC) 28031 (non-munitions) and as CO-PEM for 28030 (munitions).

7.1.4.1.1. WRMOs will identify WRM BER requirements in January and May, or as required by the base FM office. Forward one copy of the BER to HQ AMC/LGXW.

7.1.4.3. (Added) The WRMO/NCO is the Resource Advisor for PECs 28030 and 28031 funds and is responsible for coordinating, compiling, analyzing, and submitting an annual budget to the installation budget office. Use the format in **Attachment 8 (Added)**. Send a copy to HQ AMC/LGXW annually by 30 June, with an info copy to the appropriate NAF. Include unfunded requirements.

7.1.4.3.1. (Added) For AFRC Host Bases: Host wing XPLs will forward the annual WRM budget with justification by 30 June to AFRC/LGXX IAW (**Attachment 8 (Added)** of this supplement).

7.1.4.3.2. (Added) Identification of Initial Buy Items. The Base Supply Stock Fund Manager will provide SBSS shortages to the HQ AMC GSD manager at least annually (NLT 15 April) using the automated General Support Operation Program (AGSOP). The base WRMO will identify WRM budget code nine items not listed on SBSS annually to HQ AMC/LGXW NLT 15 April. These are WCDO and WPARR items not loaded on supply detail records.

7.2.4.4. (Added) Whenever possible, use shop code "WR" to record expenditures for WRM support.

7.2.6.1. Exception: WRM funds may be used to repair joint use assets which became inoperable while filling WRM requirements. The WRMM must submit the specifics to the WRMO/NCO for validation.

7.2.6.3.1. (Added) Exception: WRM funds may be used to purchase dunnage for WRM pallet storage (three pieces per ten pallets).

8.8.1.1. (Added) WAAR Further Explained: This document is known by several names. The War and Mobilization Plan Vol 4 (WMP-4) is the document that is approved by HQ USAF and published by Air Staff and distributed to MAJCOM level planners. The WAA is a general term used for the wartime aircraft activity document in its entirety. The WAAR is an extract/report that is produced for a specific unit.

8.8.1.2. (Added) The WAAR extract for each unit documents the wartime aircraft activity planned at your installation to support the current OPLANs supporting the National Military Strategy.

8.8.1.3. (Added) Units undergoing aircraft MDS conversions will be provided a new WAAR when the HQ USAF WAAR, reflecting the new MDS, is approved and released at MAJCOM level. New documents cannot be produced based upon proposed or current conversions still in progress. A unit has to be officially identified as undergoing an MDS change before we can make any changes to the WAAR.

8.8.1.3.1. (Added) Inform HQ AMC/LGXW when you have a change in MDS; for example, C-141A to C-17A. This is especially important if the consumables are no longer compatible with the new airframe.

8.8.1.4. (Added) Distribution of the WAAR is dependent upon completion/validation of the document at MAJCOM and Air Staff. Slippage of the Joint Strategic Capabilities Planning (JSCP) publication date will delay WAAR update.

8.8.3.7. (Added) Air refueling requirements.

8.8.5.1. (Added) An updated WMP-4 is normally available in the August-September timeframe. Since AMC activity is driven by approved TPFDDs, AMC will not update the WMP-4 until after a TPFDD is declared "transportationally feasible."

8.8.6.1. (Added) If you discover an error (or what you suspect is an error) to AMC-related inputs to the Wartime Aircraft Activity Report, you need to bring it to the attention of HQ AMC/DOXO and HQ AMC/LGXW.

8.9.13. (Added) Rations. Rations calculations are based upon normal aircrew size with one meal per member per sortie. During execution, augmented crews or extended sortie duration will increase these requirements.

Attachment 1 (Added)

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

NOTE: The following references are used for WRM management and WRM commodities:

DoD 4500.9-R-1, *Management and Control of the DoD Intermodal Container System*

AFMAN 10-401, Volume I, *Operation Plan and Concept Plan Development and Implementation*

AFI 21-201, *Management and Maintenance of Non-Nuclear Munitions*

AFMAN 23-110, Volume I, Part I, Chapter 14 and 20, *Basic Air Force Supply Procedures*

AFMAN 23-110, Volume II, Part II, Chapter 2, *Chief of Supply Organization and Responsibilities*

AFMAN 23-110, Volume II, Part II, Chapter 22, *Equipment Management*

AFMAN 23-110, Volume II, Part II, Chapter 26, *War Reserve Materiel*

AFMAN 23-110, Volume II, Part II, Chapter 32, *Contingency Processing*

AFMAN 23-110, Volume II, Part II, Chapter 33, *Munitions Supply Procedures*

AFMAN 23-110, Volume II, Part II, Chapter 34, *Base Fuels Operating Procedures*

AFMAN 23-110, Volume IV, Part I, Chapter 15 and 16, *Air Force Equipment System Policy and Procedures*

AFI 23-201, *Fuels Management*

AFMAN 24-307, *Procedures for Vehicle Maintenance Management*

AFPD 25-1, *War Reserve Materiel*

AFI 25-101, *War Reserve Materiel Program Guidance and Procedures*

AFI 31-401, *Information Security Program Management*

AFI 37-138, *Records Disposition—Procedures and Responsibilities*

AFI 65-601, VI, *Budget Guidance and Procedures*

AFMAN 91-201, *Explosives Safety Standards*

TO 00-20B-5, *USAF Motor Vehicle Equipment Inspection*

TO 00-25-249, *Maximum Repair Allowances, Replacement Codes, and Priority Buy Program for USAF Vehicles*

TO 1-1-3, *Inspection and Report of Aircraft Integral Tanks and Fuel Cells*

TO 11A-1-10, *General Instruction - Munitions Serviceability Procedures*

TO 35D33-2-2-2, *463L Air Cargo Pallets*

TO 35D33-2-3-1, *Air Cargo Pallet Nets*

TO 36-1-3, *Painting, Marking, and Lighting Required for USAF Vehicles*

TO 36-1-5, *Processing of Motor Vehicles for Storage and Shipment*

TO 36-1-23, *Serviceability Standards - USAF Vehicles Maintenance*

TO 36-1-52, *Preparation and Corrosion Treatment of Vehicles*

A-K005C-KLE-AB-MAB, *WRM Base Code Listing* (S)

RCS: HAF-ILS(SA)8245, *Current War Plans Additive Requirements Report (WPARR)* (U)

WRM Composition Codes Identification Listing, Short Title, *WRM VII-I, Part Two* (U)

Terms

Alternate Storage Location (ASL)—Storage location other than the Planned Operating Base.

Bare Base—An open area of enough size to support aircraft but with no facilities other than a runway, taxiway, and aircraft parking area to support the landing forces and a source of water that can be made potable.

Budget Execution Report (BER)—Base and MAJCOM's submission of unfunded requirements during fiscal year. (Submitted for sourcing of dollars.)

Command War Reserve Materiel Officer (CWRMO)—The officer in HQ AMC responsible for the management of War Reserve Materiel within AMC. This individual will be an officer assigned within Logistics Plans Division, HQ AMC/LGXW.

Command War Reserve Materiel Noncommissioned Officer (CWRMNCO)—The NCO(s) in HQ AMC responsible for assisting the WRMO with management of War Reserve Materiel within AMC. This individual will be a NCO assigned within Logistics Plans Division, HQ AMC/LGXW.

Contingency —Any situation, short of general war, that could require US military response.

Contingency Base Operation Integrated Product Team (CBOIPT)—The IPT is the single focal point for all Air Force bare base systems functional area issues. Implements policy and guidance and works issues assigned to ACC. Investigate and prioritize bare base systems issues and recommend solutions. Coordinate and implement functional area issues on bare base systems management, operation, employment, training, programming, and funding. Ensure all functional area bare base systems requirements are identified, validated, and documented.

Equipment Authorized/In-Use Detail (EAID)—A record of all equipment that requires formal supply property accountability.

Equipment Use Codes—Used by supply to identify requirements in the supply system on EAID:

(A) - Mobility Authorization and Asset
(B) - Base Support Equipment (Peacetime)
(C) - Joint Use Asset (Peacetime and War)
(D) - Pure WRM Authorizations

Installation Commander—The individual with the overall responsibility to ensure the readiness of assigned WRM.

Installation Pallet and Net Monitor—The installation manager for operational and WRM pallets and nets. Controls, maintains, and reports pallets and nets IAW applicable regulations, supplements, and

technical orders.

Inventory Management Plan (IMP)—A document reflecting the total aviation fuels Prepositioned War Reserve Requirements (PWRR) and the Primary Operating Stock (POS) computed by using activity requirements and levels. PWRR requirements are based on USAF approved war missions (WMP-4) as reflected in the War Consumables Distribution Objective (WCDO) document. NOTE: One barrel=42 US gallons.

Limited Base (LB)—An austerely manned base with no operational tactical forces, but which may possess a small force for special operations (weather surveillance, special purpose aircraft, and so forth). With personnel and materiel augmentation, base is capable of sustaining operations for deployed forces. It has facilities for communications, air traffic control, navigational aids, maintenance, supply, munitions, weather, medical services, billeting, messing, transportation, and operational support.

Main Operating Base (MOB)—A base with all essential buildings and facilities to support in place forces. Intermediate maintenance capability can be expanded to support specific weapon systems deployed to the base.

Primary Operating Stock (POS)—The supplies on hand and required for normal day-to-day operations.

Planned Operating Base (POB)—A base/location that has planned wartime requirements.

Self-Sustaining Unit—A stand-alone unit requiring no, or minimal, support.

Starter Stock—The only assets authorized to support OPLAN/CONPLAN taskings at your base and the only items to be loaded/authorized on W-Details. WRM Starter Stocks are those assets prepositioned to enhance combat closure times and lower the level of needed transportation resources during the early stages of a conflict. Assets should be prepositioned at or near the Planned Operating Base (POB).

Swing Stock—Assets are sourced by the MAJCOM, not the unit. WRM Swing Stocks are positioned to support multiple theaters. They are prestocked to support the force after peacetime operating stocks and starter stocks are used or until the end of the scenario, or until the production base can meet the need, whichever occurs first.

Vehicle Use Codes—Used by transportation to identify assets in the supply system on EAID:

(J) - Mobility Asset
(K) - Vehicle Support Asset
(L) - Joint Use Asset
(M) - WRM Asset

War Plans Additive Requirements Report (WPARR)—The WPARR (RCS: HAF-ILS(SA)8245). Report lists equipment requirements/authorizations for all major commands scheduled to operate at or through a base during wartime.

War Reserve Materiel (WRM)—WRM is materiel needed in addition to peacetime assets to support the wartime activity stated in HQ USAF approved plans and programs and as outlined in AFI 25-101, *War Reserve Materiel Program Guidance and Procedures*.

War Reserve Materiel Manager (WRMM)—Functional experts that store and maintain WRM.

War Reserve Materiel Noncommissioned Officer (WRMNCO)—The Logistics noncommissioned officer within the plans office at each base assigned the responsibility for monitoring and assisting the

WRMPM in the management of the WRM program.

War Reserve Materiel Officer (WRMO)—The Logistics officer within the plans office (or equivalent) at each base assigned the responsibility for monitoring and assisting the WRMPM in the management of the WRM program.

Attachment 6 (Added)

RECOMMENDED PUBLICATIONS/DOCUMENTS

DoD 4500.9-R-1, *Management and Control of the DoD Intermodal Container System*

AFI 10-403, *Deployment Planning and Execution*

AFI 10-404, *USAF Base Support Planning*

AFI 21-201, *Management and Maintenance of Non-Nuclear Munitions*

AFMAN 23-110, Volume II, Part II, Chapters 22 and 26*, USAF Standard Base Supply System, Equipment Management and War Reserve Materiel* (as supplemented)

AFMAN 23-110, Volume IV, Part I, Chapters1-6, *AF Equipment System Policy and Procedures*

AFMAN 23-110, Volume IV, Part I, Chapters 15 and 16, *Air Force Equipment System Policy and Procedures* (as supplemented)

AFPD 25-1, *War Reserve Materiel*

AFI 25-101 - *War Reserve Materiel Program Guidance and Procedures*

TO 35D33-2-2-2, *463L Air Cargo Pallets*

TO 35D33-2-3-1, *Air Cargo Pallet Nets*

WRM Base Code Listing (S)(A-K005C-KLE-AB-MAB)

Current War Consumables Distribution Objective (WCDO) (Classified)

Current War Plans Additive Requirements Report (WPARR), RCS: HAF-ILS(SA) 8245

Current Wartime Aircraft Activity Report (WAAR) (WMP-4 Extract) (Classified)

Inventory Management Plan (IMP) (Base Fuels)

Most recent USAF, AMC, and intermediate headquarters inspection, audit, and staff assistance visit reports will be maintained IAW AFI 37-138

WRM Composition Codes Identification Listing, Short Title: WRM VII-I (U)

Attachment 7 (Added)

SAMPLE INSPECTION REPORT

NOUN	NSN	QTY	CONDITION
Deicer	1730-00-555-6205	1 ea	Serviceable. Two years old, very good condition, P.E. accomplished last month.
WBEL	3930-00-332-9203	2 ea	1 unserviceable (see atch status report), 1 operational, scheduled for P.E. & paint 1 Aug 01.
25K	3930-01-128-7535	3 ea	All three marginally operational (see status report last 6 months), scheduled for depot in 01, unable to comply due to contractor problems.
1/2 ton P/U	2320-00-540-1428	4 ea	Arranged with "Joe's Rental."
Stairs, Truck	1730-00-295-0863	2 ea	Good, joint use to reserve unit on base.
Pallets	1670-00-820-4896	34 ea	1 unserviceable (8701, 1 Apr 01), remainder are serviceable.
Side Nets	1670-00-969-4103	68 ea	Good.
Top Nets	1670-00-996-2780	34 ea	Missing one (8701, 1 Apr 01), remainder are serviceable.
Lube oil, turb	9150-00-985-7099	313 qt	Good (working arrangement with local airport).
Deicing fluid	6850-00-58-1248	100 dr	Shelf life has expired, all drums are extremely corroded and require clean-up.
MREs	8970-00-149-1094	16 bxs	Good.

Attachment 8 (Added)

SAMPLE BUDGET SUBMISSION

(*All numbers, including APPN and Cost Codes, are for sample purposes only. These numbers will change depending on situational needs.)

APPN	CC#	Total	Base 1 (MOB)	Base 2 (Tenant)	Base 3 (GSU)
3400					
TDY	40900	6,000	6,000		
TRANS COSTS	46300	1,000	500	500	
PACKING/CRATING	46900				
CONTRACT STORAGE	47100	10,000		10,000	
FACILITIES REPAIR	52100	1,000	500		500
ENVIRONMENTAL	53400	3,000	1,000	1,000	1,000
MAINTENANCE	54100	1,500	1,000	250	250
CONTRACT MAINT	59200	5,000	4,500	250	250
SUPPLIES	60900	1,075	500	325	250
3400 TOTAL		28,575	14,000	12,325	2,250
TOTAL*		28,575	14,000	12,325	2,250

Budget Justification:

APPN 3400

CC #40900, TDY: This is required to support two people (one maintenance/supply and one logistician) TDY annually to our tenant unit and geographically separated units. It will also be used to attend one WRM conference and one WRM workshop annually.

CC #46300, Trans Costs: This is required to send two 25Ks to depot.

CC #47100, Contract Storage: Costs annually for contract storage of WRM, there is no other storage location on this installation. We submitted a requirement to the Facilities Board, Jan 01, for a new facility to fulfill this requirement.

CC #52100, Facilities Repair: WRM portion of annual facilities repair estimate.

CC #53400, Environmental: Costs for hazardous waste clean up on 100 drums of ethanol glycol (deicing fluid) that were stored outside. Arranged for subsequent drums to be stored inside (contract storage).

CC #54100, Maintenance: Costs for routine repair of on-hand WRM equipment.

CC #59200, Contract Maintenance: Costs for annual maintenance on deicer, equipment at reserve unit and GSU.

CC #60900, Supplies: Costs for parts, consumables (oil, gas, hydraulic fluid) required for inspections and repairs. Also includes costs for computer and copier paper ($50/yr) for this program.

Impact if Not Funded:

This will have a direct impact on our ability to support a contingency. Eighty-five percent of our present equipment will be deployed within the first 5 days of a contingency to support present planned scenario. WRM is required to support the continuing mission. Airflow through our responsible locations will increase nearly 50 percent during a wartime scenario, and identified WRM equipment and consumables must be in excellent condition in order to meet these demands. If not supported, WRM equipment and consumables will continue to deteriorate and our wing's readiness will suffer. *(NOTE: This kind of statement, although effective, may classify your document.)*

Unfunded Requirements:

The following items have been submitted as unfunded requirements:

Item	NSN	Qty	Cost Each	Cost Total

Attachment 9 (Added)

SAMPLE CHECKLISTS

The following checklists are taken from several sources. They are intended as samples only. WRMO/NCOs may tailor them to meet their WRM program.

ALL PURPOSE CHECKLIST	1 OF 24		PAGES	
NO. ITEM WAR RESERVE MATERIEL (WRM) MANAGEMENT CHECKLIST (Assign a paragraph number to each item. Draw a horizontal line between each paragraph)		YES	NO	N/A
1. Has the Chief of Wing Plans (XP) been appointed as the office of primary responsibility and therefore designated as the WRM Project Manager (WRMPM)?				
2. Does the WRMPM monitor all aspects of the WRM program to include procurement, storage, accounting, reporting, and maintenance of assets?				
3. Has an officer and or NCO within the Logistics Plans office (XPL) been appointed as the WRM officer/NCO?				
4. Is the WRMO/NCO serving as the focal point for WRM matters and ensuring that all personnel concerned are aware of the concepts and objectives of the WRM program?				
5. Does the WRMO/NCO ensure WRM policy and procedural guidance are properly interpreted and disseminated to applicable staff agencies including tenants authorized WRM?				
6. Does the WRMO/NCO continuity folder contain at least the following documents: a. AFI 25-101 and AMC Sup 1? b. Policy and guidance messages? c. Appointment letters?				

ALL PURPOSE CHECKLIST	2 OF 24 PAGES		
NO. ITEM WAR RESERVE MATERIEL (WRM) MANAGEMENT CHECKLIST (Assign a paragraph number to each item. Draw a horizontal line between each paragraph)	YES	NO	N/A
d. Record of training?			
e. WRM POCs?			
f. War Plans Additive Requirement Report (WPARR)?			
g. WRM Review Board Meeting minutes?			
h. WRM SAV reports and corrective actions?			
i. WRM budget plan?			
j. Reference/directions to the Wartime Aircraft Activity Report?			
k. Reference/directions to the Inventory Management Plan (IMP) extract?			
l. Past MAJCOM IG and NAF staff assistance reports?			
m. Vehicle Authorization List (VAL)?			
n. Reference/directions to the WCDO?			
o. Reference/directions to the applicable OPLANs and TPFDDs?			
p. Air Force Wide Unit Type Code Availability and Tasking Summary (AFWUS)?			
q. WMP-3 (AFRC only)?			

ALL PURPOSE CHECKLIST	PAGE	3	OF	24	PAGES		
NO.	ITEM GENERAL (Assign a paragraph number to each item. Draw a horizontal line between each paragraph)			YES	NO	N/A
	r. Reference/directions to Base Support Plan?					
	7. Are WRM managers assigned in writing in each function that has WRM management responsibilities (i.e.):					
	a. Supply (WCDO, POL)?					
	b. Transportation (Vehicles/Packing & Crating)?					
	c. Maintenance (AGE, Munitions, TRAP)?					
	d. Services (Rations)?					
	e. Civil Engineering (RRR, Special Equip)?					
	f. Other activities to include tenants?					
	8. Is the WRMO/NCO providing initial and follow-on monitor training?					
	9. Are procedures for wartime delivery of WRM commodities identified in Chapter 19 of the Base Support Plan (BSP)?					

ALL PURPOSE CHECKLIST	PAGE 4 OF 24 PAGES		
NO. ITEM WRM EXECUTIVE REVIEW (READINESS) BOARD (Assign a paragraph number to each item. Draw a horizontal line between each paragraph)	YES	NO	N/A
1. Does the WRM Review Board meet at least annually or more frequently as determined by the project officer?			
2. Are board members appointed from all functions listed in para 1.11.4.1?			
3. Is an agenda for the meeting prepared and distributed in advance of the meeting?			
4. Are "OPEN" items identified on the agenda?			
5. Are OPRs designated for each identified open item?			
6. Are WRM budget status, inspection deficiencies, asset condition and overall readiness, and agenda items briefed at the meeting?			
7. Are differences in requirement authorized and on-hand assets addressed?			
8. Are meeting minutes recorded?			
9. Are minutes published and distributed promptly following the meeting?			
10. Are results of WRM inspection visits reported?			

ALL PURPOSE CHECKLIST	PAGE 5 OF 24 PAGES		
NO. ITEM WRM STORAGE (Assign a paragraph number to each item. Draw a horizontal line between each paragraph)	YES	NO	N/A
1. Is WRM afforded at least the same quality of storage as peacetime operating stock (POS)?			
2. Is WRM segregated from POS except as necessary for serviceability of the asset?			
3. Are WRM bin labels/placards affixed to storage locations where WRM and POS are commingled?			
4. Are authorized WRM assets prepositioned at or close to the place of intended use?			
5. Are adequate storage facilities designated, acquired, or programmed to meet WRM inventory objective dates?			
6. Is leased/rental storage space considered when no other storage space is available?			
7. Where leased storage space is being used, was approval received from the Facilities Utilization Bboard (FUB) and the WRM Review Board?			
8. Is a support agreement available for WRM stored at another military service installation or USAF base?			
9. Is storage of WRM at host nation facilities documented in a written agreement?			
10. Are facility actions concerning the storage of WRM discussed at the FUB?			
11. Are security measures established based on the configuration of the storage facility and type of WRM stored?			

ALL PURPOSE CHECKLIST	PAGE 6 OF 24 PAGES		
NO. ITEM WRM STORAGE (Assign a paragraph number to each item. Draw a horizontal line between each paragraph)	YES	NO	N/A
12. Is PEC 28031 being used to pay for WRM storage? 13. Are WRM facilities issues addressed at the WRM Review Board? 14. Are WRM storage areas free from ground safety hazards?			

ALL PURPOSE CHECKLIST	PAGE	7	OF	24	PAGES		
NO. ITEM WRM TRAINING (Assign a paragraph number to each item. Draw a horizontal line between each paragraph)				YES	NO	N/A
1. Are newly-assigned board members given WRM orientation within 30 days of assignment?						
2. Does the orientation program include deputies and/or designated representatives?						
3. Are records kept for orientation training to include name, rank, DEROS, date of duties, and orientation given?						
4. Do WRM managers receive formal training within 30 days of appointment (90 days for AFRC units)?						
5. If required, do managers receive annual follow-on WRM training?						
6. Does the training consist of a formal presentation by the WRMO/ WRM NCO which includes: base-level WRM program and responsibilities of the managers?						
7. Are records kept for manager's formal training to include name, rank, DEROS, date assumed duties, office symbol, duty phone, date of training, and if applicable, test scores?						

ALL PURPOSE CHECKLIST	PAGE	8	OF	24	PAGES		
NO.	ITEM WRM BUDGET (Assign a paragraph number to each item. Draw a horizontal line between each paragraph)				YES	NO	N/A
1. Are O&M costs related to acquiring budget code 1 and 9 equipment (not initial buy) as well as costs for prepositioning, transporting, storing, inspecting, maintaining, reconstituting, and redistributing all categories of WRM, except munitions, charged to PEC 28031?							
2. Do base functional agencies identify non-munitions WRM requirements, develop detailed justification, and submit the same to the WRMO in sufficient time for review and consolation?							
3. Does the WRMO/NCO submit consolidated functional requirements to the WRM review board?							
4. Does the WRMO submit approved budget to base budget office with a copy to HQ AMC/LGXW?							
5. Are unfunded WRM requirements identified for funding consideration and briefed to the WRM Review Board for approval prior to submitting them to the base budget office?							
6. Does the WRMO/NCO attend the Financial Working Group to act as an advisor for WRM related matters?							
7. Does the WRMO/NCO receive timely PFMR manager inquiries, cost center reports, etc., to allow monitoring of funds expenditures?							
8. Is the status of WRM funding briefed at the WRM Review Board?							
9. Does the WRMO/NCO act as Resource Advisor for PEC 28031 and 28030 funds?							

ALL PURPOSE CHECKLIST	PAGE 9 OF 24 PAGES		

NO.   ITEM
                             WRM BUDGET
                             (Assign a paragraph number to each item. Draw a horizontal
                             line between each paragraph)
	YES	NO	N/A

10. Are O & M costs related to receiving, transporting, storing, inspecting, and maintaining munitions charged to PEC 28030? 11. Do base functional agencies identify munitions WRM requirements and submit them through the annual munitions buy budget process or the Non-nuclear Consumable Annual Analysis (NCAA) process as applicable?			

ALL PURPOSE CHECKLIST	PAGE 10	OF 24	PAGES		
NO.	ITEM PEACETIME USE OF WRM (Assign a paragraph number to each item. Draw a horizontal line between each paragraph)		YES	NO	N/A
1. Are peacetime use requests submitted through the WRMO for approval by the appropriate management level?					
2. Are peacetime uses incorporated into exercise scenarios?					
3. Are requests submitted to arrive at the approving authority at least 10 days prior to the usage start date?					
4. Has the WRMO established procedures for controlling peacetime use?					
5. Is peacetime use briefed at each WRM Review Board meeting?					
6. Is a summary of WRM currently in use or used since the last WRM Review Board attached to each set of WRM Review Board minutes?					

ALL PURPOSE CHECKLIST		PAGE 11	OF	24	PAGES
NO.	ITEM WRM UNIT INSPECTIONS (Assign a paragraph number to each item. Draw a horizontal line between each paragraph)	YES		NO	N/A

1. Are inspections of all WRM assets conducted at least annually or more often as necessary to ensure a reliable WRM program?
 	
2. Are current WRM checklists available to both the WRMO/WRM NCO and the unit WRM managers?
 	
3. Does the WRMO/WRM NCO:
 	
    a. Coordinate inspection date and time with the unit WRM manager to minimize schedule conflicts or interruptions?
 	
    b. Conduct inspections together with the unit WRM manager?
 	
    c. Conduct inspections accompanied by those that maintain or are the functional users of the WRM?
 	
    d. Have the functional user or experts demonstrate the serviceability of the assets?
 	
4. Does the WRMO/NCO prepare detailed inspection reports that identify the discrepancy/ies and provide recommended corrective action?
 	
5. Is the checklist used by the WRMO/NCO during the inspection the basis for the report?
 	
6. Are inspection reports sent to the unit WRM managers and their commanders within 5 days of the inspection date?
 	
7. Is a reply received by the WRMO/NCO within 15 days of the inspection for on-base units and 30 days for off-base units?				

ALL PURPOSE CHECKLIST	PAGE 12	OF	24	PAGES
NO. ITEM WRM UNIT INSPECTIONS (Assign a paragraph number to each item. Draw a horizontal line between each paragraph)	YES	NO		N/A
8. Does the reply include a brief description of the discrepancy, corrective and preventative actions, and whether the problem is OPEN or CLOSED?				
9. Is a copy of inspection results with WRM inventory sent annually in June to HQ AMC/LGXW with an info copy to the applicable NAF/LGX? (AFRC info appropriate headquarters)				
10. Are inspection results, to include discrepancies and kudos, contained in the agenda of the next WRM Review Board?				
11. Are file copies of the inspection report and the replies forwarded to the WRMPM with copy to the wing commander for their review prior to the next WRM Review Board?				

ALL PURPOSE CHECKLIST	PAGE 13 OF 24 PAGES		
NO. ITEM WRM MONITOR CHECKLIST (Assign a paragraph number to each item. Draw a horizontal line between each paragraph)	YES	NO	N/A

1. Have WRM managers and alternates been appointed in writing?
 	
2. Have the WRM managers and alternates received WRM training within 30 days of appointment and annually thereafter? (90 days for AFRC units)
 	
3. Does the WRM manager maintain a WRM continuity file?
 	
4. Does the continuity file contain the following information:
 	
  a. Current appointment letter?
 	
  b. Training certificate/letter?
 	
  c. Current surveillance visit checklists?
 	
  d. Copies of the last two surveillance visit reports with unit replies?
 	
  e. Copies of the last two WRM Review Board meeting minutes?
 	
  f. The unit's budget submission?
 	
  g. AFI 25-101, AMC Supplement, and local base supplement?
 	
  h. Miscellaneous WRM correspondence?
 	
  i. Maintenance inspection schedules?			

ALL PURPOSE CHECKLIST	PAGE	14	OF	24	PAGES

NO.	ITEM WRM MONITOR CHECKLIST (Assign a paragraph number to each item. Draw a horizontal line between each paragraph)	YES	NO	N/A
	j. CA/CRL, R14 and R23?			
	5. Does the unit WRM manager accompany the WRMO/NCO on their surveillance visits?			
	6. Does the unit WRM manager or alternate attend WRM Review Board meetings?			
	7. Does the WRM manager take appropriate action to correct deficiencies noted in surveillance visit or audit reports?			
	8. Has action been initiated on all open items noted during the WRM Review Board?			
	9. Does the WRM manager track and budget for the WRM in their area using PEM 28030/1?			
	10. Are WRM limiting factors identified to the WRMO/NCO wherever possible?			
	11. Do monitors ensure requests for peacetime use of WRM are valid before submitting to the WRMO?			
	12. Has WRM equipment been properly marked with the WRM triangle?			
	13. Is WRM equipment inspected IAW TO standards or at least annually for overall condition, corrosion, and serviceability?			
	14. Do monitors assist in the planning and procedural development of wartime delivery of WRM commodities to the point of intended use?			

ALL PURPOSE CHECKLIST	PAGE 15	OF	24 PAGES
NO. ITEM WRM SUPPLY MANAGEMENT CHECKLIST (Assign a paragraph number to each item. Draw a horizontal line between each paragraph)	YES	NO	N/A

GENERAL/WCDO
1. Is a current copy of the non-munitions WCDO and foreword available?
 	
2. Upon review of the WCDO, are suspected errors identified to the MAJCOM?
 	
3. Are consumables being rotated with peacetime operating stock (POS) prior to the shelf-life expiration date?
 	
4. If like POS are not available for rotation, are consumables being replaced before shelf-life expiration?
 	
5. Are WCDO requirements loaded on WRM details within 30 days of WCDO receipt?
 	
6. Are the below data elements verified during WCDO requirements upload:
 	
   a. Item Identification Code (IIC)?
 	
   b. National Stock Number (NSN)?
 	
   c. Authorized Quantities?
 	
   d. Unit of Issue?
 	
   e. Supportable Quantity?
 	
7. Are shortages identified after the WCDO has been uploaded?			

ALL PURPOSE CHECKLIST	PAGE 16	OF	24 PAGES	
NO. ITEM WRM SUPPLY MANAGEMENT CHECKLIST (Assign a paragraph number to each item. Draw a horizontal line between each paragraph)		YES	NO	N/A
GENERAL/WCDO 8. Are items identified as WCDO excesses being identified to base supply for redistribution action? 9. Has wartime movement data for consumables been included in Base Support Plans (BSPs)? 10. Are consumables collocated with POS? 11. Are "Do not issue below" levels established? 12. Are consumables stored by type, batch, lot, and pack date? 13. Are current R07 and R23 reports on hand? 14. Is the R18 report being forwarded to the ACC server NLT the 25th of each month? 15. Are consumables stored in a secure, dry area? 16. Are boxes and barrels stored on wooden pallets to prevent corrosion and for ease of movement? 17. Is the outside packages (box, barrel, etc.) free from corrosion? 18. Is there evidence of leakage present on outside containers? 19. Do containers appear to be in good condition with no evidence of major dents, cuts, or damage that may eventually cause leakage?				

ALL PURPOSE CHECKLIST	PAGE 17 OF 24 PAGES		
NO. ITEM WRM VEHICLE CHECKLIST (Assign a paragraph number to each item. Draw a horizontal line between each paragraph)	YES	NO	N/A

1. Does the Transportation Office maintain the following publications:
 	
   a. AFI 25-101?
 	
   b. AMC Sup 1 to AFI 25-101?			

2. Are the vehicle storage areas secure and well lit?			
3. Are WRM vehicles segregated from peacetime stock?			
4. Are WRM special purpose vehicles (firefighting, refueling, ambuses, and deicers) and Material Handling Equipment (MHE) integrated with organizational daily use fleet and used on a limited, rotational basis only?			
5. Have the vehicles all been stenciled with a black triangle to designate them as WRM?			
6. Has a vehicle dispersal plan been developed?			
7. Do the designated users use unit-unique vehicles?			
8. Has a vehicle rotation schedule been developed?			
9. Is the proper release authority obtained prior to peacetime use of WRM vehicles by outside organizations?			
10. Are appropriate operator inspection and trouble reports current and available for each WRM vehicle?			

ALL PURPOSE CHECKLIST	PAGE 18	OF 24 PAGES		
NO. ITEM WRM VEHICLE CHECKLIST (Assign a paragraph number to each item. Draw a horizontal line between each paragraph)		YES	NO	N/A
11. Are inspections performed at least monthly to insure serviceability?				
12. Are vehicles run at least monthly for 20-30 minutes to ensure serviceability?				
13. Are load lifting vehicles (forklifts, K-loaders, cranes, etc.) tested and exercised with sufficient loads during inspections?				

14. Do vehicles have:
 	
  a. Spare tire?
 	
  b. Jack?
 	
  c. Lug wrench?				

15. Do WRM vehicle operations personnel control keys for all stored WRM vehicles?				

16. Are WRM vehicles:
 	
  a. Clean and free of trash?
 	
  b. Engines able to start and run normally?
 	
  c. Safety items (seat belts, turn signals, flashers, wipers, etc.) operational?
 	
  d. Headlights, tail lights, back-up lights, and brake lights operational?				

ALL PURPOSE CHECKLIST	PAGE	19	OF	24	PAGES

NO.	ITEM WRM VEHICLE CHECKLIST (Assign a paragraph number to each item. Draw a horizontal line between each paragraph)	YES	NO	N/A
	e. Exhaust systems free of leaks and extensive corrosion?			
	f. Cooling systems free of leaks and filled with antifreeze?			
	g. Tires properly inflated and have at least 50% of original tread remaining?			
	h. Brake fluid reservoirs full?			
	i. Washed?			
	j. Scheduled maintenance actions accomplished?			
	k. Generally free from corrosion?			

ALL PURPOSE CHECKLIST	PAGE 20	OF	24 PAGES	
NO. ITEM WRM AEROSPACE GROUND EQUIPMENT (AGE) CHECKLIST (Assign a paragraph number to each item. Draw a horizontal line between each paragraph)	YES	NO	N/A	

1. Has an initial acceptance inspection been performed within 60 days of receipt of equipment?

2. Do authorizations for WRM AGE on the CA/CRL match the WPARR?

3. Have authorizations that are not on hand been placed on order?

4. Are all authorizations on order in a firm due-out status?

5. Have procedures been established to schedule all WRM AGE equipment for inspections on a recurring basis?

6. Is AGE:

   a. Clean and free of trash?

   b. Engines able to start and run normally?

   c. Safety items (brakes, safety switches, etc.) operational?

   d. Lights (if applicable) operational?

   e. Exhaust systems free of leaks and extensive corrosion?

   f. Cooling systems free of leaks and filled with antifreeze?

   g. Tires properly inflated and have at least 50% of original tread remaining?

ALL PURPOSE CHECKLIST	PAGE	21	OF	24	PAGES		
NO.	ITEM WRM AEROSPACE GROUND EQUIPMENT (AGE) CHECKLIST (Assign a paragraph number to each item. Draw a horizontal line between each paragraph)				YES	NO	N/A
	h. Brake fluid reservoirs full?						
	i. Washed?						
	j. Scheduled maintenance actions accomplished?						
	k. Generally free from corrosion?						

ALL PURPOSE CHECKLIST	PAGE	22	OF	24	PAGES

NO. ITEM WRM PALLET AND NET CHECKLIST (Assign a paragraph number to each item. Draw a horizontal line between each paragraph)	YES	NO	N/A

1. Are Technical Orders (TOs) 35D33-2-2-2, "463L Air Cargo Pallets," and 35D33-2-3-1, "Air Cargo Nets," available?
 	
2. Are pallets inspected at the specified time intervals?
 	
   a. Are pallets stored in a dry, secure area?
 	
   b. Is either warehouse type conveyors, wooden dunnage of at least 3" thickness and a minimum of 88 inches long, sand bags or old 5-gallon gas cans available to stack pallets? A minimum of nine sandbags or nine gas cans arranged in three rows is acceptable.
 	
   c. Are all rings serviceable and show only minimal corrosion?
 	
   d. Are all pallets flat showing minimal warpage and corrosion?
 	
   e. Is dunnage set along the short dimension of the pallet with one in the center and one on each side?
 	
   f. Are empty pallets stacked no more than 40 high with adequate dunnage placed between each stack of 10 pallets?
 	
   g. Are empty pallets being stacked right side up?
 	
   h. Are all the rings in the lowered position?
 	
   i. On built-up pallets, are nets not cinched up tight to prevent stress and warpage?
 	
3. Are nets inspected at the specified time intervals?			

ALL PURPOSE CHECKLIST	PAGE	23	OF	24	PAGES

NO.	ITEM WRM PALLET AND NET CHECKLIST (Assign a paragraph number to each item. Draw a horizontal line between each paragraph)	YES	NO	N/A
	a. Are nets stored to prevent corrosion, mold, or breakage?			
	b. Are hooks serviceable and corrosion free?			
	c. Are no tears on webs more than 1/4" long?			
	d. Are net hardware components coated with water displacing corrosion prevention compound to preserve moving parts?			
	e. Can all sliding or moving parts (e.g., keepers) of nets be moved freely (no binding)?			
	4. Are both pallets and nets clean and free of debris?			

ALL PURPOSE CHECKLIST	PAGE 24	OF	24	PAGES
NO.	ITEM WRM, MEALS-READY TO EAT (MRE) CHECKLIST (Assign a paragraph number to each item. Draw a horizontal line between each paragraph)	YES	NO	N/A

1. Are the following directives available:
 	
  a. AFMAN 34-239?
 	
  b. AFMAN 34-240?				

2. Is there a letter of authorization on file at Services authorizing stockage of WRM rations?				
3. Is the storage area clean, dry, and well ventilated?				
4. Is warehouse temperature controlled at, or as near as possible to, 40 degrees to increase shelf life?				
5. Are heights of stacked rations controlled to prevent damaging bottom layers?				
6. Are pallets used to keep boxes off the floor?				
7. Are pallets positioned to allow a 6-inch space from the wall?				
8. Are MREs being issued according to date of pack?				
9. Has an expiration date of 72 months from the date of pack been established?				
10. Are replacement stocks ordered before existing stocks expire?				
11. Do boxes appear in good shape, without tears, rips, or moisture?				

Attachment 10 (Added)

PRINTING A WARTIME AIRCRAFT ACTIVITY REPORT (WAAR) OR WMP-4

1. Sign into GCCS.
2. Select the LOGFAC icon.
3. After LOGFAC comes up, enter "JCLW" in the response block. Press "Enter."
4. At the "WAAR Job Spawning Function" screen, tab down to the block next to "WMP4 STANDARD PRINT." Enter "X" in the block. Press "Enter."
5. The "WMP4 Standard Print" screen will come up.
a. Tab to the block following "Classification of report to be selected" and enter "S."
b. Tab to the block under "ID" and enter "C" for current year.
c. Tab to the block under "GEO" and enter your GEOLOC.
d. Tab to the block after "Select File (A/C/G)" and enter "A."
e. Tab to the block after "Exclude OPLANs (Y/N)" and enter "N."
f. Tab to the block following "Base Code - Enter 'X'" and enter "X."
g. Press the "Enter" key.
6. The "WAAR Job Spawning Function" screen will come up. Enter "MNTR" in the option block and press "Enter" key.
7. Job status screen will come up. Remain at screen until the line with your USER-ID on the left and "zuw4fn/tmp/LOGFA" disappears, then press the "Space" bar and then the "Enter" key.
8. You will go to the "LOGFAC Main Menu" screen. Leave LOGFAC active and bring file manager to the foreground.

9. Navigate through file manager to your directory titled "/h/USERS/global/YOUR USERID/Scripts/ logfac/print" and you should see a file named "wmp4_std_print." Left click on the file twice to open it. File should be your current WAAR. Close the file after verification by clicking on the upper left corner.

10. Bring LOGFAC to the foreground by clicking on the LOGFAC screen.

   a. Enter "LPRN" in the option block.

   b. "LOGFAC PRINT" screen will come up. Wait until the list of enable printers is completed and find your printer. If your printer doesn't show up, you can not print and must call your printer ID into AMC/LGXW so we can get it loaded into the LOGFAC printer list.

   c. Assuming your printer is listed, tab down to the block following "DESTINATION PRINTER" and enter your printer ID.

   d. Tab to the block following "FILE NAME" and enter "wmp4_std_print" as the file name.

   e. Tab to the block following "DIRECTORY PATH" and make sure "h/USERS/global/ YOUR USERID/Scripts/logfac/print" appears.

   f. Press "Enter," and your WAAR will go to the printer.

Attachment 11 (Added)

PRINTING A WAR CONSUMABLES DISTRIBUTION OBJECTIVE (WCDO)

1. Sign into GCCS.
2. Select the LOGFAC icon.
3. After LOGFAC comes up, enter "JCLO" in the response block. Press "Enter."
4. At the "WCDO Job Spawning Function" screen, tab down to the block next to "WCDO PRINT (STANDARD)". Enter "X" in the block. Press "Enter."
5. "WCDO STANDARD PRINT" screen will come up.
a. Tab to the block following "INCLUDE GROUND SUPPORT WCDO PRINT" and enter "N."
b. Tab to the block following "USE WMP4 (A/C/G)" and enter "A."
c. Tab to the block under "GEOLOC" and enter your GEOLOC in the block.
d. Tab to the block following "CURRENT YEAR/OUTYEAR 1 (C/1) and enter "C."
e. Tab to the block following "MUNITIONS/NON-MUNITIONS (M,N, or BLANK)" and leave blank.
f. Tab to the block following "PRINT ROLLUP TOTALS (Y/N)" and enter "Y."
g. Tab to the block following "ENTER 'X' FOR ACCUMULATIVE TOTALS ONLY" and leave blank.
h. Tab to the block following "PRINT OPLAN (Y/N)" and enter "Y."
i. Tab to the block following "PRINT TOTAL DOLLAR VALUE - GEOLOC (Y/N)" and Enter "Y" or leave blank (your choice).
j. Tab past the blocks following "SIMULTANEOUS OPLANS" and leave blank.

   k. Tab to the block following "BASE WCDO REPORT" and enter "X."

   l. Press the "Enter" or the "RETURN" key.

6. "WCDO Job Spawning Functions" screen will return. Enter "MNTR" in the option block at the top of the screen and press "ENTER."

7. The job status screen will come up. Remain at this screen until the line with your USER-ID on the left and "zu25fn /tmp/LOGFA" on the right disappears, then press the "Space" bar and then the "Enter" key.

8. You will go to the LOGFAC main menu screen. Leave LOGFAC active and bring file manager to the foreground.

9. Navigate through file manager to your directory titled "/h/USERS/global/YOUR USERID/Scripts/ logfac/print" and you should see a file named "wcdo_std_print." Left click on the file icon twice to open it. File should be your current WCDO. Close the file after verification by clicking on the upper left corner and selecting "Close."

10. Bring LOGFAC to the foreground by clicking on the LOGFAC screen.

   a. Enter "LPRN" in the option block.

   b. "LOGFAC PRINT" screen will come up. Wait until the list of enable printers is completed and find your printer. If your printer doesn't show up, you can't print and must call your printer ID into AMC/LGXW so we can get it loaded into the LOGFAC printer list.

   c. Assuming your printer is listed, tab down to the block following "DESTINATION PRINTER" and enter your printer ID.

   d. Tab to the block following "FILE NAME" and enter "wcdo_std_print" as the file name.

   e. Tab to the block following "DIRECTORY PATH" and make sure "/h/USERS/global/ YOUR USERID/Scripts/logfac/print" appears.

   f. Press enter, and your WCDO will go to the printer.

JAMES L. LEMONS,   Colonel, USAF
Deputy Director of Logistics