

5 OCTOBER 2003

Logistics Staff



**WAR RESERVE MATERIEL (WRM) PROGRAM
GUIDANCE AND PROCEDURES**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the AFDPO WWW site at:
<http://www.e-publishing.af.mil>

OPR: 62 LRS/LGRSP (Darren Hunter)

Certified by: 62 MSG/CC
(Col Joseph C. Crownover III)
Pages: 7
Distribution: F

This instruction outlines the WRM program, establishes standard procedures and assigns program management actions. This instruction applies to all 62 AW and tenant unit agencies with WRM responsibilities. **AFI 25-101, 25 October 2000 is supplemented as follows:**

1.13.3. The 62 Mission Support Group Commander (62 MSG/CC) is the War Reserve Materiel Program Manager (WRMPM).

1.13.3.3. Each unit responsible for maintaining WRM assets must appoint a WRM monitor (**Attachment 6 (Added)**). Contingency Planning and Training (62 LRS/LGRRP) will train newly appointed WRM monitors within 30 days upon receipt of the appointment letter. WRM training will be conducted annually.

2.4.1. 62 LRS/LGRRP will conduct annual Surveillance Visits. The War Reserve Materiel Officer/Non-commissioned Officer (WRMO/WRMNCO) will coordinate the visit with the WRM monitors prior to the unit inspection.

2.4.1.1. (Added) WRM surveillance reports will be sent to the unit within 5 days after the inspection. Units with discrepancies must document the corrective actions and send the memo signed by their commander back to 62 LRS/LGRRP within 15 days from the date of the inspection.

2.5.1. **General.** The WRM Review Board will meet annually in March or more often if required.

2.5.3. The WRMO/WRMNCO assigned to 62 LRS/LGRRP will conduct the Review Board briefing.

2.8.1.1. (Added) Off-site WRM storage locations for McChord AFB are: Corpus Christi Naval Air Station, Texas, 301 TCCP, Supply Office and Whidbey Island Naval Air Station, Washington, CVWP/Det 1, 366 OG, Air Transportation Liaison Office. Items stored at these locations are listed annually in the HQ Air Mobility Command (HQ AMC) War Plan Additive Requirements Report (WPARR) and/or War Con-

sumables Distribution Objective (WCDO) for McChord AFB. The point of contact for these documents is War and Mobility Plans (HQ AMC/LGXW).

4.1.7.1. Upon receipt of the management notices from the Air Force Equipment Management System (AFEMS), HQ AMC/Plans and Programs, Logistics Supply (HQ AMC/LGX/LGS) or Customer Service Center Section (62 LRS/LGRSC) will contact 62 LRS/LGRRP with the new WPARR requirements. Customer Service Center Section (62 LRS/LGRSC) will provide the **1RB-581/USE CODE A- Review Listing in Unit Task Code/ Prime Stock Number Sequence** items to the WRMO/WRMNCO quarterly in Mar, Jun, Sep, and Dec and 30 days after receipt of new WPARR requirements. 62 LRS/LGRRP will review the new requirements and notify the applicable units. The new authorizations will be loaded against the applicable WRM account within 60 days. If a new account needs to be established, the unit must contact 62 LRS/LGRSC to establish the account, appoint an equipment custodian, receive equipment custodian training and send a WRM appointment to 62 LRS/LGRR as soon as possible (**Attachment 6 (Added)**).

4.2.1. Upon receipt of the WCDO, 62 LRS/LGRRP will review the requirements and forward 1 copy to the Flightline Service Center Section (62 LRS/LGRDMF). 62 LRS/LGRDMF will load the new requirements IAW the WCDO Foreword and will provide 62 LRS/LGRRP with an **R07-Quarterly report/listing of WCDO supply WRM authorizations and assets** within 30 days of receipt of WCDO.

4.4.3. WRM Monitors will submit an annual Pallet and Net status letter to 62 LRS/LGRRP NLT 15 September each year (**Attachment 8 (Added)**). Pallet requirements will be determined using the **AFWUS-Air Force Wide Unit Type Code Availability and Tracking Summary**. The WRMO/WRMNCO along with the installation pallet and net office (62 APS/TRKP) will consolidate all operational and WRM pallet and net requirements and submit them to HQ AMC, Exercise Plans, (HQAMC/LGX/DOZE), NLT 30 September each year.

6.2.4. The 62 MSG/CC is the releasing authority for WRM for periods up to 30 days.

6.3.5. All requests for indirect mission support of WRM must have a peacetime use request letter (**Attachment 7 (Added)**). The requester will send the letter to the storing agency for recommended approval or disapproval; it will then be forwarded to the WRMO for action.

7.2.2. All units requiring WRM funds will provide their budget submission to 62 LRS/LGRRP no later than 30 May for the next fiscal year.

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 25-101 War Reserve Materiel Program Guidance and Procedures, 25 October 2000 WCDO Foreword - Provides supplemental information including unit-level instructions on WCDO implementing and processing actions.

Abbreviations and Acronyms

1RB-581/USE CODE A—Review Listing in Unit Task Code/ Prime Stock Number Sequence

AFEMS—Air Force Equipment Management System

AFWUS—Air Force Wide Unit Type Code Availability and Tasking Summary

R07—Quarterly report/listing of WCDO supply WRM authorizations and assets

WCDO—War Consumables Distribution Objective

WPARR—War Plans Additive Requirements Report

WRM—War Reserve Materiel

WRMO—War Reserve Materiel Officer

WRMNCO—War Reserve Materiel Noncommissioned Officer

WRMPM—War Reserve Materiel Program Manager

Attachment 6 (Added)
WRM APPOINTMENT LETTER



DEPARTMENT OF THE AIR FORCE

Your Office

Address

DATE

MEMORANDUM FOR 62 LRS/LGRRP

FROM: Your unit

SUBJECT: Appointment of War Reserve Material (WRM) Monitors

1. The following individuals are appointed as WRM Monitors for the (your unit):

<u>RANK/NAME</u>	<u>OFFICE</u>	<u>PHONE</u>	<u>CLEARANCE</u>
------------------	---------------	--------------	------------------

Primary:

Alternate:

2. This information is covered by the Privacy Act of 1974 and is for official use only.

3. This letter supersedes previous memo, same subject.

Commander's Signature _____

cc: Individual

Attachment 7 (Added)

PEACETIME USE REQUEST LETTER



DEPARTMENT OF THE AIR FORCE
62d Logistics Readiness Squadron (AMC)
McChord AFB, WA 98438-1327

DATE

MEMORANDUM FOR 62 LRS/LGRP

FROM:

SUBJECT: War Reserve Materiel (WRM) Peacetime Use Request

1. The information below is provided to request the peacetime use of WRM assets.

- a. Requester's Rank/Name: _____
- b. Office symbol: _____
- c. Phone number: _____
- d. Fax number: _____
- e. Number and type of WRM requested: _____

- f. Fund cite: _____
- g. Pickup date and time: _____
- h. Drop off date and time: _____
- i. Justification: _____

Requester's Signature

1st Ind, 62 Storing Agency/CC
Recommend Approval/Disapproval

Storing Agency CC's Signature

2nd Ind, 62 LRS/LGRP
Recommend Approval/Disapproval

WRMO/WRMNCO Signature

3rd Ind, 62 MSG/CC
Approved/Disapproved

WRMPM's Signature

Attachment 8 (Added)
PALLET AND NET REPORT



DEPARTMENT OF THE AIR FORCE

Your Office

Address

DATE

MEMORANDUM FOR 62 LRS/LGRRP

FROM: Your unit

SUBJECT: WRM Quarterly Pallet and Net Report

1. TOTAL AUTHORIZED PALLET AND NETS PER UTC:

UTC: FFGRL

Pallets: 4 Top Nets: 4 Side Nets: 8

UTC: FFZ99

Pallets: 5 Top Nets: 5 Side Nets: 10

2. TOTAL SERVICEABLE ON-HAND THIS QUARTER:

Total Pallets: Total Top Nets:

Total Side Nets:

3. UNSERVICEABLE ON-HAND THIS QUARTER:

Total Pallets: Total Top Nets:

Total Side Nets:

ROBERT R. ALLARDICE, Colonel, USAF
Commander, 62d Airlift Wing