

6 MARCH 2001

Logistics Staff



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

"HOLDOVER"

"The basic publication has changed; impact on supplemental information is under review by the OPR. Users should follow supplemental information that remains unaffected."

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the AFDPO WWW site at:
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OPR: HQ AETC/LGXXW
(SMSgt Robert Bejarano)
Supersedes AFI 25-101/AETC Sup 1,
4 March 1998

Certified by: HQ AETC/LGX (Mr Samuel Lanham)

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AFI 25-101, 25 October 2000, is supplemented as follows:

This publication applies to the ANG units with the exceptions noted in paragraphs **1.13.2.3.**, **4.4.8.**, and **4.4.9. (Added)** This publication does not apply to Air Force Reserve Command (AFRC) units. Maintain and dispose of records created as a result of prescribed processes in accordance with AFMAN 37-139, *Records Disposition Schedule* (will become AFMAN 33-322, Volume 4).

SUMMARY OF REVISIONS

Establishes the LG as the War Reserve Materiel Program Manager (WRMPM) (paragraph **1.13.2.3.**), requests an e-mail address (paragraph **1.13.3.1.**), requests a copy of the minutes without any time constraints (paragraph **2.5.4.**), establishes a new report format for annual WRM pallet and net requirements (paragraph **4.4.3.**), report name was changed and submission of report was changed to a fiscal calendar (paragraph **4.4.8.**), ANG units will coordinate with ANG/LGX instead of LGT (paragraph **4.4.9. (Added)**), and new requirements identified (paragraphs **5.4. (Added)**, **6.2.4.**, **7.1.4.1.**, and **7.1.4.1.1.**). A bar (|) indicates revision from the previous edition.

1.13.2.3. For wings organized under the combined plans (XPL) concept, the installation commander/designee will appoint the host LG or XP as the WRMPM. The LG is the WRMPM (ANG units only).

| 1.13.3.1. Ensure the memorandum also contains an e-mail address.

2.5.4. Provide HQ AETC/LGXXW a copy of the WRM Review Board minutes.

4.4.3. Calculate WRM pallet and net requirements in accordance with Air Education and Training Command War and Mobilization Plan, Volume III (AETC WMP-III), Mobility/Deployment Annex A. To support AETC WMP-III personnel baggage tasking, use the computation methodology of one pallet set required for each UTC of 21 or more personnel up to 60 passengers. For example, a UTC of 287 personnel equates to 4.78 pallet sets rounded off to the next whole number; therefore, a UTC is authorized 5 pallet sets. This guidance does not apply to UTCs with less than 21 personnel. HQ AMC (reference DoD 4500.9-R-1, Volume II, *Management of System 463L Pallets, Nets and Tie-Down Equipment*) will handle UTCs of 20 people or less as listed in OPlan Time Phased Force and Deployment List. See **Attachment 6 (Added)** for the Annual Installation WRM Pallet and Net Requirements (RCS: AETC-LGXXW(A)0102) sample report format (does not apply to ANG units). Submit report no later than 30 September of each year to HQ AETC/LGXXW. This report is designated emergency status code C-3. Continue reporting during emergency conditions, delayed precedence. Submit data requirements as prescribed, but they may be delayed to allow the submission of higher precedence reports. Submit by nonelectronic means, if possible.

4.4.8. Submit the Quarterly WRM Pallet and Net Report (RCS: AETC-LGXXW(Q)0101) to HQ AETC/LGXXW no later than the fifth duty day of each quarter (in January, April, July, and October). This report is designated emergency status code C-3. Continue reporting during emergency conditions, delayed precedence. Submit data requirements as prescribed, but they may be delayed to allow the submission of higher precedence reports. Submit by nonelectronic means, if possible. Reporting is based on the fiscal year. See **Attachment 7 (Added)** for sample report format (not applicable to ANG). ANG units will forward quarterly report to ANG/LGX.

4.4.9. (Added) Coordinate with HQ AETC/LGXXW regarding pallets and nets in identifying excess for redistribution or turn-in for depot repair. ANG units will coordinate with ANG/LGX.

5.2.3. The WRM triangle should have sides no larger than 8 inches or be sized according to the triangle's location (for example, 10K forklift). Place a visible WRM triangle on the item or placard.

5.2.4. The WRM triangle should have sides no larger than 8 inches or be sized according to the triangle's location (for example, refueling vehicle). Place a visible WRM triangle on the item or placard.

5.4. (Added) In addition to vehicles and aerospace ground equipment (AGE), mark assets (or storage area if unable to mark the assets, for example, 463L pallets and nets) identified in table 3.1 with a WRM triangle to prevent inadvertent usage.

6.2.4. Ensure all WRM peacetime requests are coordinated through the WRMO/NCO before WRMPM releases the assets. For 463L pallets and nets only, in direct support of JCS tasking (MTW/SSC/NEO, etc.) and indirect support (Steady State Aerospace Expeditionary Force (AEF) tasking, Joint and Air Force exercises, training events, competitions (Readiness Challenge), unit exercises, etc.) release coordination is not required. Assets are tracked in the Air Force Equipment Management System.

7.1.4.1. Submit annual financial plans (FinPlan) inputs in January for the following fiscal year.

7.1.4.1.1. Notify HQ AETC/LGXXW of unfunded WRM requirements in January to be identified in the Budget Execution Report (BER).

Attachment 6 (Added)

**SAMPLE ANNUAL INSTALLATION WRM PALLET AND NET REQUIREMENTS
(RCS: AETC-LGXXW(A)0102) FORMAT**

MEMORANDUM FOR HQ AETC/LGXXW

(date)

FROM: 123 FTW/XPL

1234 Randolph Ave

Randolph AFB TX 78150

SUBJECT: Annual Installation WRM Pallet and Net Requirements (RCS: AETC-LGXXW(A)0102)

1. The following information reflects Randolph AFB's annual WRM pallet and net requirements:

<u>Pallet</u>	<u>Top Net</u>	<u>Side Net</u>
5	5	10

2. If you have any questions, POC is MSgt Doe, DSN 123-4567.

JOHN J. JONES, Capt, USAF
Chief, Logistics Plans

Attachment 7 (Added)**SAMPLE QUARTERLY WRM PALLET AND NET REPORT
(RCS: AETC-LGXXW(Q)0101) FORMAT**

MEMORANDUM FOR HQ AETC/LGXXW

(date)

FROM: 123 FTW/XPL

1234 Randolph Ave

Randolph AFB TX 78150

SUBJECT: Quarterly WRM Pallet and Net Report (RCS: AETC-LGXXW(Q)0101) (1st Quarter)

1. The following information reflects Randolph AFB's current WRM pallet and net status:

a. Unit Type Code (UTC)	Pallets	Authorized/On Hand	
		Top Nets	Side Nets
3FABC	27 / 30	27 / 32	54 / 60
XFFAG	1 / 1	1 / 1	2 / 2
4F9AC	1 / 1	1 / 1	2 / 2
QFEAD	2 / 2	2 / 2	4 / 4
QFEBC	5 / 5	5 / 5	10 / 10
QFEBR	1 / 1	1 / 1	2 / 2
TOTAL:	37 / 40	37 / 42	74 / 80
b. Serviceable on hand last quarter:	38	37	74
c. Serviceable on hand this quarter:	40	42	80
d. Repairable on hand:			
Depot Level:	0	0	0
Base Level:	0	0	0
e. Quantity received from contractor:	0	0	0
f. Quantity received from other commands:	0	0	0
g. Other gains:	0	0	0
h. Quantity shipped to contractor:	0	0	0
i. Quantity condemned:	0	0	0
j. Quantity shipped to other commands:	0	0	0
k. Other losses:	0	0	0

l. Remarks: Comments concerning changes (for example, authorized, on hand, shipped to another base) to the report.

2. If you have any questions, POC is MSgt Doe, DSN 123-4567.

JOHN J. JONES, Capt, USAF

Chief, Logistics Plans

DOUGLAS C. BECKWITH, Colonel, USAF
Deputy Director of Logistics