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This checklist reflects command requirements for War Reserve Materiel Programs at all levels to prepare for and conduct internal reviews. This checklist applies to the Air National Guard (ANG) when published in the ANGIND 2.

1. References have been provided for each critical item. See AFI 25-101, *War Reserve Materiel (WRM) Program Guidance and Procedures,* Attachment 1, for a listing of abbreviations and acronyms. Critical items have been kept to a minimum, and are related to public law, safety, security, fiscal responsibility, and/or mission accomplishment. Compliance with non-critical items is not rated, these items help gauge the effectiveness/efficiency of the function.

2. This publication establishes a baseline checklist. The checklist will also be used by the Command IG during applicable assessments. Use the attached checklist as a guide only. AFSPC checklists will not be supplemented. Units may produce their own standalone checklists as needed to ensure an effective and thorough review of the unit's WRM program. Units are encouraged to contact the Command Functional OPR of this checklist to recommend additions and changes deemed necessary. See Attachment 1.

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Attachment 1

WAR RESERVE MATERIEL (MAJCOM/WING/UNIT) CHECKLIST

Table A1.1. Checklist.

SECTION 1: MAJCOM Logistics PlansMISSION STATEMENT (MAJCOM): To support the AFSPC mission by providing programming and guidance to prepare command and tenant units to meet their wartime additive requirements.			
1.1. CRITICAL ITEMS:	**YES**	**NO**	**N/A**
1.1.1. Does the OPR ensure the command non-munitions and munitions WCDO is produced and distributed to base WRMOs? (AFI 25-101, para 1.7.3.12.)			
1.1.2. Does the OPR budget for the storage, maintenance and reconstitution of all Air Force WRM within the MAJCOM's area of responsibility? (AFI 25-101, para 1.7.3.10.)			
1.1.3. Does the storing OPR provide the WPARR, Part 2, to the host Logistics Plans Office? (AFI 25-101, para 4.1.7.1.1.)			
1.2. NON-CRITICAL ITEMS:			
1.2.1. Does the OPR coordinate programming requirements for WRM storage facility construction and maintenance with MAJCOM/CEP? (AFI 25-101, para 1.7.3.11.)			
1.2.2. Does the OPR ensure plans include the wartime delivery of WRM commodities from storage to the planned operating location? (AFI 25-101, para 1.7.4.)			
1.2.3. Does the WRM Pallet and Net Monitor revalidate and revise pallets and net requirements annually? (AFI 25-101_AFSPCSUP1, para 4.4.9.1.) (*War Reserve Materiel (WRM) Program Guidance and Procedures)*			
1.2.4. Does the Pallet and Net Monitor, using inputs from AFSPC bases, compile and submit quarterly reports to HQ AFSPC/LGTR? (Reports must arrive NLT 15 Jan/Apr/Jul/Oct. (AFI 25-101_AFSPCSUP1, para 4.4.9.2.)			
1.2.5. Has the Command WRMPM appointed a command WRMO/NCO? (AFI 25-101, para 1.7.3.)			
SECTION 2: MAJCOM Maintenance Division			
2.1. **CRITICAL ITEMS:**	**YES**	**NO**	**N/A**
2.1.1. Is the command munitions functional manager the WRM commodity manager for the WRM Munitions and does he develop the command PEC 28030 WRM ammunition budget? (AFI 21-201, para 33.4.) (*Management and Maintenance of Non--Nuclear Munitions)*			

CRITICAL ITEMS CONTINUED:	YES	NO	N/A
2.1.2. Does the munitions functional manager develop and publish procedures for requesting WRM assets? (AFI 21-201, para 33.9.)			
2.1.3. Does the munitions functional manager develop and publish munitions realignment, call forward and retrograde plans to position assets? (AFI 21-201, para 4.5.2.)			
2.2. NON-CRITICAL ITEMS:	YES	NO	N/A
2.2.1. Does the command munitions functional manager review unit PEC 28030 requirements for accuracy, adequacy and completeness? (AFI 21-201, para 33.6.3)			
2.2.2. Once the command munitions functional manager reviews PEC 28030 requirements, does he send a consolidated input to the MAJCOM FMB? (AFI 21-201, para 33.6.3)			
SECTION 3: MAJCOM Supply Division (LGS)			
3.1 CRITICAL ITEMS	YES	NO	N/A
3.1.1. Does the fuels functional OPR distribute the IMP? (AFI 25-101_AFSPCSUP1, para 1.7.3.1.1.2.)			
3.1.2. Does the fuels functional OPR coordinate with HQ AFSPC/LGX to ensure IMP and WCDO requirements are consistent? (AFI 25-101_AFSPCSUP1, para 1.7.3.1.1.2.)			
3.1.3 Does the supply functional OPR update approved equipment requirements in AFEMS (AFSPC 25-101, para 4.1.7.)			
3.2. NON-CRITICAL ITEMS:	YES	NO	N/A
3.2.1. Does the supply/fuels functional OPR assist HQ AFSPC/LGX in performing WRM staff assistance visits? (AFI 25-101_AFSPCSUP1, para 1.7.3.1.1.4.)			
3.2.2. Does the supply functional OPR review Allowance Standards for required WRM authorizations? (AFI 25-101_AFSPCSUP1, para 1.7.3.1.13.)			
SECTION 4: MAJCOM Transportation Division (LGT)			
4.1. CRITICAL ITEMS:	YES	NO	N/A
4.1.1. Does the transportation functional OPR review and validate WRM vehicle requirements in the WPARR, Part 1, in conjunction with HQ AFSPC/LGX and ensure the validated WPARR, Part 1, WRM vehicle requirements, are identified correctly on the Vehicle Authorization List (VAL) with proper use codes? (AFI 25-101_AFSPCSUP1, para 1.7.3.1.2.7.)			
4.1.2. Does the MAJCOM Functional Manager for pallets and nets revalidate and revise operational pallet and net requirements annually? (AFI 25-101_AFSPCSUP1, para 4.4.10.2.)			

4.2 NON-CRITICAL ITEMS:	**YES**	**NO**	**N/A**
4.2.1. Does the MAJCOM Functional Manager serve as maintenance manager for all WRM vehicles, and coordinate on manpower matters affecting the maintenance of WRM vehicles? (AFI 25-101_AFSPCSUP1, para 1.7.3.1.2.1.)			
SECTION 5: MAJCOM Directorate of Services (SV)			
5.1. CRITICAL ITEMS:	**YES**	**NO**	**N/A**
5.1.1. Does the services functional OPR determine AFSPC WRM subsistence requirements to Headquarters Air Force Services Agency Food Services Branch (HQ AFSVA/SVOHF)? (AFI 25-101_AFSPCSUP1, para 1.7.3.1.3.1.)			
5.1.2. Does the Services functional OPR ensure the subsistence requirements are properly budgeted and requisitioned, in conjunction with HQ AFSVA/SVOHF? (AFI 25-101_AFSPCSUP1, para 1.7.3.1.3.1.)			
5.2. NON-CRITICAL ITEMS:	**YES**	**NO**	**N/A**
5.2.1. Does the functional OPR ensure AFSPC units develop and implement a WRM Meal, Ready-to-Eat (MRE) rotation plan? (AFI 25-101_AFSPCSUP1, para 1.7.3.1.3.3.)			
5.2.2. Does the functional OPR coordinate with HQ AFSPC/LGX on all requests for withdrawal and peacetime use of WRM MRE rations that require MAJCOM approval? (AFI 25-101_AFSPCSUP1, para 1.7.3.1.3.4.)			
SECTION 6: WINGMISSION STATEMENT (WING): To support AFSPC and combatant missions by meeting wartime additive requirements.			
6.1. CRITICAL ITEMS:	**YES**	**NO**	**N/A**
6.1.1. Does the WRMPM conduct a WRM Review Board at least annually and review WRM authorizations, on-hand status, asset condition, training, support requirements, surveillance reports to include corrective actions and timelines, and overall readiness? (AFI 25-101, para 1.13.3.)			
6.1.2. Does the WRMO/NCO validate all WRM documents for accuracy of data: WCDO, WPARR, VAL, IMP and the Regional Funded Rations Requirement letter? (AFI 25-101_AFSPCSUP1, para 1.13.4.6.)			
6.1.3. Have wartime transportation/movement procedures for WRM assets been identified in the BSP? (AFI 25-101_AFSPCSUP1, para 1.13.4.12.)			
6.1.4. Has the WRMO/NCO established an initial and recurring WRM training program? (AFI 25-101, para 1.13.4.1.)			
6.1.5. Has the WRMO/NCO conducted annual surveillance visits? (AFI 25-101, para 1.13.4.14.)			

CRITICAL ITEMS CONTINUED:	YES	NO	N/A
6.1.6. Has the WRMO/NCO ensured WRMM have a security clearance that provides proper access to the required WRM documents? (AFI 25-101_AFSPCSUP1, para 2.4.1.2.)			
6.1.7. Has the WRMO/NCO ensured WRMM have access to policy directives, instructions, regulations and guides? (AFI 25-101_AFSPCSUP1, para 2.4.1.3.)			
6.1.8. Has the WRMO/NCO ensured WRM is marked and stored properly? (AFI 25-101_AFSPCSUP1, para 2.3.6.8.)			
6.1.9. Does the WRMO ensure storing organizations inspect and maintain assigned WRM vehicles? (AFI 25-101_AFSPCSUP1, para 3.1.1.)			
6.1.10. Does the installation WRMO/NCO review and consolidate WRM pallet and net figures into the quarterly 8701 report to HQ AFSPC/LGXP with an info copy to HQ AFSPC/LGTR? (AFI 25-101_AFSPCSUP1, para 4.4.3.5.)			
6.1.11. Has the installation WRMO/NCO consolidated all 463L requirements for units on the installation and submitted them to the HQAFSPC/ LGX office via the *Installation WRM Pallet and Net Requirements* letter? (AFI 25-101, Para 4.4.2.)			
6.1.12. Does the WRMO provide a copy of the WCDO to the COS and Munitions within 30 days of receipt? (AFI 25-101, para 8.2.5.1.)			
6.1.13. Is the corrected copy of the R07 or CAS reports signed by the COS and wing commander and forwarded to HQ AFSPC/LGX within 60 days of receipt? (AFI 25-101_AFSPCSUP1, para 8.2.5.1.)			
6.1.14. Does the base munitions flight chief or MASO manage the unit's munitions portion of the WCDO? (AFI 21-201, para 2.9.1.8.)			
6.1.15. Does the munitions flight chief provide the OG and LG with an initial status briefing on the new WCDO and follow-on briefings as directed? (AFI 21-201, para 33.3.4.)			
6.2. NON-CRITICAL ITEMS:	YES	NO	N/A
6.2.1. Has the LG or XP been designated as the WRM program manager to ensure the objectives for planning, programming, budgeting, acquisition, distribution, storage and maintenance of WRM commodities are accomplished? (AFI 25-101_AFSPCSUP1, para 1.13.1.2.)			
6.2.2. Has the WRMO/NCO provided to all newly assigned WRM Review Board and WRMPM orientation training within 30 days of appointment? (AFI 25-101, para 1.13.4.1.1.)			
6.2.3. Has the installation WRMPM appointed a WRMO and a WRMNCO within the Logistics Plans office or equivalent function and provided the full name, rank, security clearance, office symbol, duty telephone number and E-mail address of each new WRMO and WRMNCO to HQ AFSPC/LGX? (AFI 25-101, para 1.13.3.1.)			

NON-CRITICAL ITEMS CONTINUED:	YES	NO	N/A
6.2.4. Has the WRMO/NCO ensured documentation pertaining to indirect mission support or other transactions are on file? (AFI 25-101_AFSPCSUP1, para 2.4.1.5.)			
6.2.5. Has the WRMO/NCO reviewed WRMM appointment letters? (AFI 25-101_AFSPCSUP1, para 2.4.1.1.)			
SECTION 7: UNIT			
7.1. CRITICAL ITEMS:	YES	NO	N/A
7.1.1. Do WRMM have access to policy directives, instructions, regulations and guides? (AFI 25-101_AFSPCSUP1, para 1.13.6.1.)			
7.1.2. Do all WRMM have at least a current SECRET security clearance? (AFI 25-101, para 1.13.3.)			
7.1.3. Do WRMM ensure WRM assets are stored and maintained IAW current directives and other guidance? (AFI 25-101_AFSPCSUP1, para 1.13.5.)			
7.1.4. Do the WRMM ensure corrective action for any discrepancies noted during surveillance visits receive immediate attention? (AFI 25-101_AFSPCSUP1, para 1.13.6.3.)			
7.1.5. Does the WRM manager control, maintain and report unit WRM pallets and nets to the WRMO IAW regulations, supplements and referenced technical orders? (AFI 25-101_AFSPCSUP1, para 4.4.12.1.)			
7.1.6. Does the unit develop and submit budget forecasts per MAJCOM direction for PEC 28030 WRM ammunition budget? (AFI 21-201, para 33.6.1.)			
7.1.7. Do base functional areas identify unfunded WRM requirements with justification to the WRMO for presentation to the WRM executive review board? (AFI 21-201, para 33.7.1.)			
7.2. NON-CRITICAL ITEMS:	YES	NO	N/A
7.2.1. Have unit commanders possessing WRM appointed WRMM in writing to the Logistics Plans Office? (AFI 25-101, para 1.13.5.)			
7.2.2. Do the unit WRMM submit a corrective action plan for each discrepancy to the base WRMO within 10 working days of the visit? (AFI 25-101_AFSPCSUP1, para 1.13.6.4.)			
7.2.3. Do the unit WRMM attend WRM Review Boards? (AFI 25-101_AFSPCSUP1, para 1.13.6.5.)			