BY ORDER OF THE COMMANDER,
SEVENTH AIR FORCE

PACAF INSTRUCTION 25-101

SEVENTH AIR FORCE
Supplement 1

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Logistics Staff

WAR RESERVE MATERIEL (WRM) PROGRAM GUIDANCE AND PROCEDURES

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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PACAFI 25-101, 18 January 2002, is supplemented as follows:

This supplement applies to all personnel managing WRM commodities assigned, attached, or associated to units in Seventh Air Force.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

This supplement is a complete rewrite of the previous version. Due to the number and scope of the changes, it is necessary to read the entire document to gain a complete understanding of its contents. Headings have been added for each area to make it easier to locate sections and cross reference to PACAFI 25-101. Procedural differences have been identified between Main Operating Bases (MOB) and Collocated Operating Bases (COB).

1.38.1.3. WRM Functional Cross Talk Conferences. 7 AF functional managers will schedule and organize semiannual cross talk conferences. The purpose is to share, discuss, and resolve WRM issues related to their respective function. The goal is to enhance the readiness capability of the peninsula and offset continuity problems associated with the high turnover rate of WRM monitors. Funding for conference attendees will come from the individual units; units should budget for at least two cross talks in each functional area.

1.38.3. Deploying units must submit their WRM requirements to the operating location by the mid-planning conference for the exercise. MOBs/COBs will determine which requested assets they are able to support and forward listings identifying releasable WRM assets to 607 ASUS/LGP and respective 7 AF functional managers for each applicable commodity. Additionally, each MOB/COB will submit a listing

for each deploying unit of WRM assets the base is unable to support. 607 ASUS/LGP will attempt to source these non-supported requests from across the peninsula and provide data to 607 ASUS/LGX.

1.39.4. (Added) 607 ASG/CC assumes Wing Commander WRM management duties for the COBs.

1.40.5. 607 ASG/CC will designate in writing the 7 AF, 607 MMS, Det 1/Det 2, and 607 SPTS WRMO/NCO. MOBs/COBs will send a copy of their WRMO/NCO appointment letters to 607 ASUS/LGP.

1.40.8. 607 ASG/CC will conduct a semiannual WRM Review Board for 7 AF; all peninsula WRMO/NCOs are required to attend.

1.41.1. The COB WRMO/NCO is the COB focal point for the daily management and oversight of WRM assets at each 7 AF COB.

1.41.3. This instruction is the base supplement for all COBs.

1.41.4. MOB WRMOs will coordinate WRM matters with the WRM program element managers (PEMs), WRM monitors, HQ PACAF WRM Functional Managers, and the Command WRMO. The 7 AF WRMO will coordinate WRM matters with COB WRMOs, HQ PACAF/LGX, and Command WRMO. NAF functional managers will coordinate with the functional areas at the COBs and the 7 AF WRMO on WRM issues.

1.41.9. COB WRMOs will ensure WRM monitors are appointed in writing at each COB.

1.41.19. WRM Program Management (WRMPM) responsibilities for unit inspections have been delegated to 607 SPTS Commander and 607 MMS Detachment Commanders for the COBs.

1.41.20. 7 AF WRMO will be the focal point for quarterly WRM Readiness Reporting for COBs. Functional managers at 607 ASUS will obtain information and provide inputs as directed by the 7 AF WRMO.

1.41.26. The 7 AF WRMO is responsible for establishing semiannual WRM Review Boards and will include data from COBs and MOBs.

1.41.34. (Added) COB WRMOs will ensure WRM Maintenance contracts are current and reviewed on a quarterly basis. If contract modifications are required, the WRM monitor will submit changes to the respective 607 ASG Functional who is the Alternate Contracting Officer Representative (ACOR). The respective ACOR will review and coordinate the modification with the Contracting Officer Technical Representative (COTR) and 607 MMS or 607 ASUS staff, as required. Info copies of submitted changes will be forwarded to the 7 AF WRMO.

1.41.35. (Added) The COB WRMO will provide a monthly COB Status Report (CSR) to 607 ASUS/LGP by the 10th of each month. (See **Attachment 1**)

1.41.36. (Added) 607 ASUS functional managers will submit USFK Form 169s, or equivalent, IAW USFK 55-35 Wartime Movements Program for the COBs. The POC for the program is 607 ASUS/LGTT.

1.41.37. (Added) There are no logistics plans personnel assigned to Kimhae. Until a logistics plans technician is assigned to Kimhae, the Taegu WRMNCO shall incorporate monthly visits to Kimhae as part of WRM management for both COBs.

1.42.18. (Added) Provide supply training as needed for assigned WRM monitors. Training will be specific and tailored to WRM management in Korea. Training will include as at a minimum, all supply listings and products (e.g., R07, Q07, R14, D23, D18, D04, etc.) that assist the WRM monitor with his/her assigned duties.

1.42.19. (Added) Provide AFEMS training to WRM monitors.

1.52. Due to organization size and structure, COB WRM monitors will also serve as WRM Program Element Managers (PEMs).

1.52.2. Functional Managers on 607 ASUS staff will function as alternate WRM monitor for one-deep positions at COBs.

1.52.22. (Added) 607 ASUS functional managers will, upon request from COB WRMO, coordinate augmentation of QAP duties at locations where the primary QAP is absent due to leaves, TDY, or PCS. Funding for TDY to conduct QAP duties will come from the COB requiring assistance.

1.53.7.3. (Added) Each WRM monitor will maintain a continuity book that contains, at a minimum, the items in **Table 1.1.** for their area. Continuity books may contain additional information as deemed appropriate or as directed by functional manager.

Table 1.1. WRM Continuity Book Contents

LOG PLANNER (Mandatory)	WRM MONITOR (Mandatory)	OPTIONAL
WRM monitor appointment letter	Monthly walk-through inspections for the last six months	Technical Order Distribution Management Training
WRM working group meeting minutes	WRM functional area checklist	Monthly and quarterly budget breakdown to include funded and unfunded request
WRM training guides	Current supply listings as applicable (i.e., Q07, R07, R14, D23, D04, D18) or location of documents.	Supply Block I, II, and III training certificates
Established annual budget	Last WRM SAV report pertaining to specific functional area	Follow up actions on WRM items on order and or excess to unit needs
WRM peacetime usage requests	Budget submittals yearly	Acceptance and in-processing inspection (IPI) procedures for assigned assets if applicable.
WRM SAV reports		TCTO status on all equipment on-hand
WRM instructions		T.O. account inventory listing
		AF Form 2005 copies for all current requisitions and 60 day follow-up actions for items not received
		RDOs, TCTOs, and requested for assistance documentation
		Historical data pertaining to functional responsibility

1.53.11. The COB WRMO/NCO will accomplish WRM monitor training at COBs.

1.53.12. The monthly CSR will be used by 607 ASUS functional managers to provide inputs for the Quarterly WRM Readiness Report. WRM monitors will ensure that all required information is included in the CSR.

2.21.3. 607 ASUS will conduct an annual SAV at all COB locations during the first two quarters of the fiscal year and conduct a second follow-up SAV, if required, and mission and budget permits. MOB WRMPMs can request a 7 AF WRM Non-Munitions SAV by contacting the 607 ASG/CC. MOB SAVs will be conducted on an “as available basis.”

2.21.4. The 607 ASG/CC will request PACAF SAVs for COBS through the CWRMO. The 7 AF WRMO will schedule 7 AF WRM SAVs by coordinating with the COB WRMO/NCO and MOB WRMOs.

2.21.9.11. (Added) WRM continuity books.

2.21.11.1. (Added) COBs will provide status of PACAF and 7 AF SAV observations in monthly CSR, format provided by 607 ASUS/LGP.

2.21.11.2. (Added) 607 ASUS/LGP will maintain visibility of unresolved observations noted during PACAF and 7 AF SAVs based on inputs from 607 ASUS functional managers.

2.25.2.1. 7 AF WRMO will provide training to all WRM Review Board members and PEMs within 607 ASG.

2.25.2.2. 7 AF WRMNCO will provide training to the 607 ASUS staff.

2.25.3.2. AFEMS training will be provided by the senior supply representative at the COBs and documented in WRM Continuity Book.

2.25.5. (Added) 607 ASUS functional managers will ensure newly assigned COB personnel attend functional cross-feed conferences to receive functional-specific WRM training.

2.26.2. COB WRM Monitors will function as quality assurance/control personnel during unit inspections.

2.26.5. All WRMO/NCOs will schedule semiannual unit inspections during the calendar year.

2.26.9.1. The report will be signed by the appropriate squadron/detachment commander, identified in para **1.41.19.** within 10 duty days for COBs and forwarded to the COB WRM Monitors.

2.26.10.1. The COB WRM Monitor will forward a written reply, through their WRMO/NCO, to their squadron/detachment commander within 15 duty days of receipt. Updates on any open items at a COB will be sent to the squadron/detachment commander every 30 days until all open items have been resolved.

2.28.2.17. All locations will keep the last PACAF SAV and 7 AF SAV reports.

2.28.7. (Added) 607 ASUS/LGS and COB LGS offices will have access to the following WRM management products available in hard copy and electronically:

D040 WRM EXPENDABLES AUTHORIZATIONS (HARVEST EAGLE)

M30 DUE OUT VALIDATION LISTING

M36 OBLIGATED DUE OUT LISTING

Q07 WRM REQUIREMENTS OF BUDGET CODE 1 AND 9 LISTING

Q09 ALLOWANCE SOURCE CODE LISTING (EXCESS)

R07 WCDO/WRM NON-MUNITIONS LISTING

R14 CUSTODIAN AUTHORIZATION/RECEIPT LISTING (CA/CRL)

R23 CONSOLIDATED CUSTODY RECEIPT LISTING

R34 SPECIAL SPARES LISTING

IMP INVENTORY MANAGEMENT PLAN (FUELS)

L16 EQUIPMENT EXCESS LISTING

L47 SPECIAL REQUIREMENT INDICATOR LISTING

R01 PRIORITY REQUIREMENTS REPORTS

ACC-202 POSSIBLE EXCESS DUE-IN LISTING

L34 SERVICEABLE EXCESS LISTING

3.4.5.10. (Added) Ensure inventory matches quantities on-hand.

3.4.5.11. (Added) Ensure excesses are clearly defined and segregated.

3.4.5.12. (Added) Monthly walk-through inspections will be documented with discrepancies noted and corrective action taken.

3.4.7. At COBs, MAGNUM personnel will accompany the AGE QAP during contractor surveillance on munitions trailers.

3.4.9.3. (Added) Follow procedures in T.O. 00-20-2 and AFI 21-101 when documenting AGE cannibalization actions. A log will be utilized when CAMS is not available.

3.10.2. (Added) When maintenance capability shortfalls cannot be resolved at the COB, the COB commander will request assistance from 7 AF WRMO.

3.12.1.2. At the COBs, QAPs are the Quality Assurance Branch.

5.17.1. WRM AGE will also be marked with a 1-inch black stencil that identifies the comp code and/or MAJCOM that the asset is supporting. In addition, outload WRM AGE will be marked with a 1-inch black stencil that identifies the three-digit POB code. These markings will be placed near the WRM triangle.

6.2.6. (Added) To provide a step-by-step flowchart of the peacetime use of WRM process (see **Attachment 2**).

6.6.4. (Added) 607 ASG/CC is the approval authority for release of WRM assets stored at COBs that do not fall under HQ USAF/ILXX (paragraphs 6.6.2) or HQ PACAF/LGX (paragraph 6.6.3).

6.6.5. (Added) 607 ASG/CC is the approval authority for release of WRM vehicles on the Korean peninsula that do not fall under HQ USAF/ILXX (paragraphs 6.6.2) or HQ PACAF/LGX (paragraph 6.6.3).

6.6.6. (Added) 607 ASUS/LGMG will coordinate any base-to-base movement of WRM AGE, after approval from appropriate authority.

6.7.3.11. (Added) Units requesting WRM from any COB location must provide a completed Military Inter-Departmental Purchase Request (MIPR). WRM will not be released until funding documents have been received at the COB that stores the asset.

6.12.3. 607 ASUS/LGT will coordinate on all vehicle requests. Requests for vehicles will include all information identified in para 6.7, para **6.12.3.**, and para **9.21.2.**

6.21.2. WRM monitors will send a letter to the LGX office when WRM has been returned to storage in serviceable condition and all associated reconstitution efforts have been completed to include reconstitution costs.

6.21.3. (Added) All locations will forward copies of their WRM Reconstitution Logs to 607 ASUS/LGP by the first Tuesday of every month. 607 ASUS/LGP will in turn forward those logs to HQ PACAF/LGXW.

7.10.1.1. COB WRMOs will consolidate next fiscal year's annual WRM budget requirements and provide to 607 ASUS/LGP NLT 15 Feb or sooner if a budget call is announced. As soon as the 7 AF WRMO receives the proposed budget it will be disseminated to 607 ASUS functional managers, 607 MMS/CC, and 607 SPTS/CC for comments.

7.11.1. WRM funds will be distributed to COBs by the 7 AF WRMO in coordination with the 607 ASG/FM, 607 MMS/CC and 607 SPTS/CC.

7.13.2. The 7 AF WRMO will serve as the PEC 28031 Resource Advisor (RA) and the COB WRMOs will serve as the COB Cost Center Managers (CCCM). The 7 AF WRMO will monitor the expenditure of WRM funds and ensure they are equitably allocated while the COB Cost Center Manager is responsible for expenditure of WRM monies at their COBs. The 7 AF WRMO is responsible for expenditure of WRM monies within 607 ASUS.

7.14.1. COB WRMOs may request movement of funds within their organization. Both COB and 7AF WRMOs will coordinate funding movements through 607 ASG/FM. The COB WRMO makes a request in writing to the 7 AF WRMO if there are not sufficient funds. Upon receipt, the 7 AF WRMO will review fund levels across all COBs and will make a recommendation to the Review Board members (607ASG/CC, 607MMS/CC, 607SPTS/CC and 607ASUS/CC, at a minimum). The final decision will be made by the 607 ASG/CC.

7.15.1.4. COB WRMO will ensure COB unfunded requirements are included in monthly CSR submitted by the 10th of each month (see **Attachment 1** for format).

8.13. Each COB LGS section will update and align authorizations within 30 days of receipt of new WCDO.

8.17.1. Upon receipt of the WCDO, the COB WRMO will develop minutes of WCDO review and forward copies to 607 ASUS/LGP/LGS.

8.29.2. 607 ASUS/LGSF will maintain a copy of the IMP for each COB location. 607 ASUS/LGSF will provide a copy of the new IMP to each COB LGSF representative to maintain for that location.

8.29.4. 607 ASUS/LGSF will, in conjunction with the 7 AF WRMO, decide what changes are required to the BSP based on the new IMP for COB locations.

8.46.1.1.1. Use of a quarterly schedule is optional for RAP at COB locations.

8.46.1.7.3. RAP QAPs at COBs will requisition TCTO kits for assigned RAP. The kits will be issued to and stored by the RAP functional area.

8.46.3.6.3. DD Form 1574 serviceable tags may be placed inside crates (outside barrier paper) with AFTO 95 in a waterproof package in lieu of attaching to item inside paper.

9.10.6. (Added) COBs will develop local procedures for WRM leased vehicle authorizations.

9.10.7. (Added) MOB/COBs will provide 7401 and 7402 reports to 607 ASUS/LGTO at 12 hour intervals during exercises/contingency spin-up activities. Use 7401 and 7402 report format provided by 607 ASUS/LGTV.

9.21.2. 607 ASUS/LGT will coordinate on all vehicle requests. Requests for vehicles will include all information identified in para 6.7, para **6.12.3.**, and para **9.21.2.**

10.5.2.2. Outload WRM will be loaded on a separate CA/CRL.

10.13.3.1. (Added) Within 30 days upon receipt of a new WPARR, the Chief of Supply at each COB location will hold a meeting with the applicable functional users and the COB WRMO/NCO.

10.13.3.2. (Added) COB/MOB LGX office in coordination with Chief of Supply will be responsible for documenting meeting minutes and forwarding an info copy to 607 ASUS/LGS/LGP.

10.13.3.3. (Added) The format for the meeting minutes is:

TO: 607 ASUS/ LGS/LGP

FROM: APPLICABLE COB

SUBJECT: WPARR MEETING MINUTES

1. *Meeting Attendees:*

2. *General Discrepancies i.e., POB codes, NSN, Unit of Issue*

10.16.4. All COB change requests will be coordinated with 7AF WRMO and sent to 607 ASUS/LGS.

10.47.5. 607 MMS/CEF will maintain records for all WRM fire extinguishers at all COB locations.

10.52. The 607 ASUS/LGTT will be responsible for packing and crating requirements of WRM assets at COB locations.

10.54.4.1. COB WRMO/NCO will submit annual pallet and net requirements to 607 ASUS/LGTR NLT 10 Sep. 607 ASUS/LGP will consolidate reports and forward the Annual Pallet and Net Requirements Letter to HQ PACAF/LGX for the COBs. MOBs forward their requirements directly to PACAF/LGXW.

11.10.1. All requests at COBs for peacetime use of WRM rations will be submitted to 607 ASUS/LGP/SVS.

12.7.12. (Added) Monthly **COB Status Report (CSR).** COB WRMO provides this report to 607 ASUS/LGP by the 10th of each month. Report is optional for MOBs. The format in **Attachment 1** is required. Additional information may be added to the CSR at the discretion of the WRMO.

Attachment 1

SAMPLE CSR

Section 1: Major WRM Projects (Narrative that describes and explains status)

Section 2: Aerospace Ground Equipment (AGE):
Authorized: On Hand: Fill Rate: Serviceable: Excess:
Remarks: NOTE: Remarks should provide amplifying info to include shortages have been requested, procedures taken on excesses.

Section 3: WRM Vehicle Fleet Status:
Imbed 7401 Report (format provided by 607 ASUS/LGTV)

Section 4: Petroleum Oils and Lubricants (POL) On Hand Quantities
Type Fuel Authorized On Hand
Remarks:
Fuels Mobility Support Equipment (FMSE):
Authorized On Hand
Remarks:

Section 5: Rapid Runway Repair (RRR):
Imbed RRR Report (format provided by 607 MMS/CE)

Section 6: Bare Base Assets:
Imbed SORTS Readiness Report (format provided by 607 ASUS/LGS)

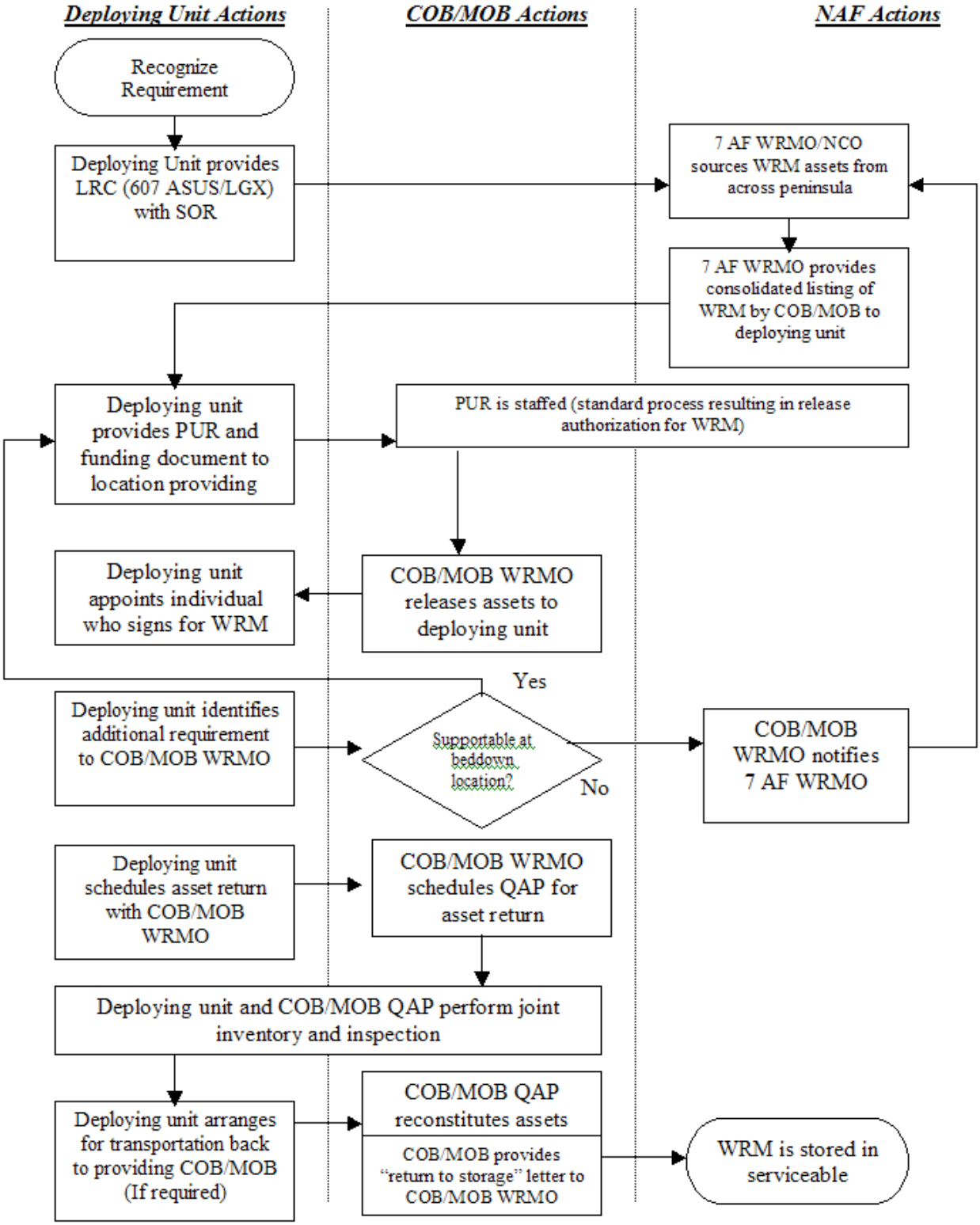
Section 7: Tanks:
Item Authorized On Hand Serviceable Excess Fill Rate %
Remarks:

Section 8: Racks Adapters and Pylons (RAP):
Item Authorized On Hand Serviceable Excess Fill Rate %
Remarks:

Section 9: Status of SAV Observations:
Imbed SAV Obs Spreadsheet (format provided by 607 ASUS/LGP)

Attachment 2

PEACETIME USE REQUEST PROCESS FLOWCHART



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