

**BY ORDER OF THE SECRETARY
OF THE AIR FORCE**



AIR FORCE INSTRUCTION 25-101

27 AUGUST 2019

**PACIFIC AIR FORCES
Supplement**

24 JULY 2020

**SEVENTH AIR FORCE
Supplement**

12 MAY 2021

***Certified Current, 21 March 2025
Logistics***

WAR RESERVE MATERIEL (WRM)

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available for downloading or ordering on the e-Publishing website <http://www.e-publishing.af.mil/www.e-Publishing.af.mil>

RELEASABILITY: There are no releasability restrictions on this publication

OPR: AF/A4LX

Certified by: AF/A4L
(Brig Gen Linda S. Hurry)

Supersedes: AFI25-101, 14 January 2015

Pages: 94

OPR: PACAF/A4R

(PACAFSUP)

Certified by: PACAF/A4R
(Col Richard L. Smith)

Supersedes: AFI25-101_PACAFSUP,
5 September 2012

Pages: 94

OPR: 7AF/A4RX

(7AFSUP)

Certified by: 7AF/A4
(Colonel Mark J. Vitantonio)

Supersedes: AFI25-101_PACAFSUP_
7AFSUP, 24 March 2021

Pages: 94

This instruction implements Air Force Policy Directive (AFPD) 25-1, *War Reserve Materiel*. The Air Force War Reserve Materiel (WRM) program is aligned with the National Security Strategy. It applies to individuals at all levels, including Regular Air Force, Air Force Reserve, and Air National Guard. This publication may be supplemented at any level, but all Supplements must be

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(PACAF) AFI 25-101, War Reserve Materiel is supplemented as follows: This publication supplements Air Force Instruction (AFI) 25-101, *War Reserve Materiel (WRM)*. It provides guidance and procedures for managers to attain and sustain WRM levels to support the National strategy reflected in the Strategic Planning Guidance and the *USAF War and Mobilization Plan (WMP)* and identifies requirements specific to the Pacific Air Forces Command (PACAF). Units have up to 90 days after the effective date of this supplement to comply with requirements. This supplement does not apply to the Air National Guard (ANG) or Air Force Reserve Command (AFRC), but does apply to the Air Force Reserve members assigned to PACAF units or activities. The authority to waive wing/unit level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. See AFI 33-360, *Publications and Forms Management*, for a description of the authorities associated with the Tier numbers. Tier 2 waiver authority is delegated to HQ PACAF/A4 for this publication. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the Publication OPR for non-tiered compliance items. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) AFI 33-322, *Records Management and Information Governance Program*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Refer recommended changes and questions about this publication to the OPR using Air Force Form 847, *Recommendation for Change of Publication*; route AF Forms 847s from the field through the appropriate functional chain of command. IAW with the Paperwork Reduction and DoD policy, ensure that reports of information collections that are collected and/or compiled and transmitted from the general public are cleared and licensed by the Office of Management and Budget prior to collection. Information that is collected from other DoD components or Federal agencies must be approved by DoD and licensed with a report control symbol. This publication may be supplemented at any level, but all supplements must be routed to the OPR of this publication for coordination prior to certification and approval. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

(7AF) AFI 25-101, 27 August 2019 and AFI 25-101_PACAFSUP, 24 July 2020 are supplemented as follows: This supplement describes 7 AF procedures for use in conjunction with the basic AFI 25-101 and AFI 25-101_PACAFSUP. It applies to 607 ASOG and all 7 AF staff agencies with a stake in management, accountability, storage and use of WRM. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through Major Command (MAJCOM) publications/forms managers. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*, and disposed of IAW the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

SUMMARY OF CHANGES

This instruction has been substantially revised and needs to be completely reviewed. The title of this instruction has changed from AFI 25-101, *Air Force War Reserve Materiel (WRM) Policies and Guidance*, to AFI 25-101, *War Reserve Materiel (WRM)*. This revision introduces new force presentation terminology (force generation sets/modules), mandates use of standard unit type codes (UTC) for pre-positioned war reserve materiel (PWRM) posturing, adds WRM posturing codes, revises tiering IAW AFI 33-360, *Publications and Forms Management*, corrects Air Force Materiel Command (AFMC) organizational structure, and adds new process and procedure related compliance items (e.g., mission support requests, government purchase card, defense travel system).

(PACAF) This instruction has been substantially revised and needs to be completely reviewed. The title of this instruction has changed from AFI 25-101, *Air Force War Reserve Materiel (WRM) Policies and Guidance*, to AFI 25-101, *War Reserve Materiel (WRM)*. This revision introduces joint inventories and mandates Care of Supplies in Storage (COSIS) inspections for WRM Readiness Spares Packages. It also addresses the storing command's supplemental WRM vehicle rotation policy and realigns Fleet Management responsibilities for units in Korea.

(7AF) This document is substantially revised and must be completely reviewed. Major changes include realignment of WRM Program Manager function from 7 AF/A4 to 607 ASOG/CC for all Co-located Operating Bases (COBs) Suwon, Gimhae, GwangJu and Daegu Air Bases. It also addresses COBs unique management processes consistent with the function related with the duties assigned to an installation WRMO/NCO/Manager. This revision is renumbered to align with AFI 25-101 and new AFI 25-101/PACAF Supplement.

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Chapter 1

WAR RESERVE MATERIEL (WRM)

Section 1A—Overview

1.1. Overview. AF WRM consists of enterprise-managed, dynamically-positioned equipment, vehicles and consumables, to support operations across the full range of military operations and to reduce the time required to achieve an operational capability or produce an operational effect. PWRM is strategically located to ensure a timely response in support of combatant commander requirements during the initial phases of an operation. PWRM includes starter stock and swing stock intended for use until sustainable logistical lines of communication are established.

1.2. Security Classification Guidance.

1.2.1. Classified WRM planning and authorization documents are protected IAW AFI 16-1404, *Air Force Information Security Program*.

1.2.2. Operations plan time phased force deployment data elements are classified by the combatant commander's time phased force deployment data letter of instruction and security classification guide.

1.2.3. Personnel Security Clearance Requirements. Personnel assigned to one of the following WRM roles require, as a minimum, a "SECRET" security clearance. **(T-1). Note:** A "TOP SECRET" security clearance may be required to access some operations plans.

1.2.3.1. Command War Reserve Materiel Officer (CWRMO).

1.2.3.2. Command War Reserve Materiel Non-Commissioned Officer (CWRMNCO).

1.2.3.3. Installation War Reserve Materiel Program Manager (WRMPM).

1.2.3.4. Installation War Reserve Materiel Officer (WRMO).

1.2.3.5. Installation War Reserve Materiel Non-Commissioned Officer (WRMNCO).

1.2.3.6. Unit War Reserve Materiel Manager (WRMM).

Section 1B—Force Presentation

1.3. Force Presentation.

1.3.1. WRM equipment is presented as force generation sets and force generation modules in UTCs.

1.3.1.1. Force generation sets are composed of equipment, vehicles, consumables, munitions, and medical UTCs. Force generation sets are WRM operational capability packages. **Note:** Medical and munitions WRM are managed IAW functional area guidance.

1.3.1.2. Force generation modules are composed of multiple force generation sets pre-positioned in support of combatant commanders. **Note:** Force generation modules are WRM force modules.

1.3.2. MAJCOMs will posture PWRM equipment using standard UTCs to the maximum extent possible.

1.3.3. UTCs postured as WRM may be presented as force generation sets (e.g., Basic Expeditionary Airfield Resources (BEAR), Fuels Support Equipment (FSE), Rapid Airfield Damage Recovery (RADR), common support equipment, medical, force protection).

1.3.4. PWRS (consumables) includes aircraft fuel tanks, suspension and release equipment, bulk petroleum products, rations, medical supplies, and munitions.

1.4. Pre-Positioned War Reserve Capabilities (PWRC).

1.4.1. The AF groups PWRC in force generation sets to provide mission oriented operational capability packages or force modules aligned with the air and space expeditionary task force modules described in AFI 10-401, *Air Force Operations Planning and Execution*, and this instruction.

1.4.2. Force Generation Sets. Force generation sets provide aerospace ground equipment, vehicles (general and special purpose), and munitions support equipment to support initial combat operations. Force generation sets are composed of multiple UTCs that provide a specific operational capability. (Establish the Base, Generate the Mission, and Operate the Base)

1.4.3. BEAR Force Generation Set. The BEAR force generation set provides personnel support, infrastructure, and flight line support at forward operating sites. There are three general types of support in the BEAR force generation set.

1.4.3.1. Personnel Support. Personnel support sets support personnel deployed to forward operating sites (e.g., tents, messing, hygiene sets, environmental control units, heaters). (Establish the Base)

1.4.3.2. Infrastructure Support. Infrastructure support sets provide general base operating support (e.g., power, water, waste disposal, and expeditionary shelters or facilities). (Establish the Base)

1.4.3.3. Flight Line Support. Flight line support sets provide additional general aviation related support capabilities at forward operating sites supporting aircraft operations (e.g., aircraft arresting barriers, expeditionary airfield lighting systems, large area maintenance shelters). (Establish the Base)

1.4.4. FSE Force Generation Set. The FSE set provides ground and aircraft fuels support. **Note:** Fuels operational readiness capability equipment provides the capability to receive, store, and issue petroleum products or support aircraft generation where fixed systems do not exist or require augmentation. (Establish the Base/Generate the Mission)

1.4.5. RADR Force Generation Set. RADR equipment provides airfield recovery capabilities. (Operate the Base/Establish the Base)

1.4.6. Common Support Equipment Force Generation Sets. Common support equipment force generation sets include aerospace ground equipment, munitions equipment, and vehicles (general and special purpose) UTCs pre-positioned as WRM to support initial combat or contingency operations. (Establish the Base/Operate the Base/Generate the Mission)

1.4.7. Expeditionary Medical Support Force Generation Set. Expeditionary medical support force generation sets provide medical support at forward operating locations. **Note:** Medical support packages require expeditionary combat and base operating support. (Establish the Base/Operate the Base)

1.4.8. Force Protection Force Generation Set. Force protection equipment and supplies pre-positioned as WRM to provide base defense and force protection. (Establish the Base/Operate the Base)

1.5. Pre-Positioned War Reserve Stocks (PWRS).

1.5.1. PWRS supports all space expeditionary task force modules to include sustainment. **Note:** Standard UTCs aren't used to posture or position PWRS. (Establish the Base/Operate the Base)

1.5.2. WRM Categories/Class of Supply. WRM is categorized by functional area or class of supply. (See [Attachment 6](#))

Section 1C—Organizational Relationships

1.6. Organizational Relationships.

1.6.1. Office of the Under Secretary of Defense for Acquisition and Sustainment (OUSD/A&S). OUSD/A&S establishes policy and develops implementing guidance on all matters relating to WRM, to include PWRR.

1.6.2. Joint Staff. The Chairman of the Joint Chiefs of Staff provides oversight of service WRM programs and validates the combatant command's PWRR.

1.6.3. Combatant Commands. Combatant commands identify their PWRRs (assigned and apportioned) used to plan combatant commander's theater, campaign, and operation plans or contingency operations support.

1.6.4. Headquarters AF/Director of Logistics (AF/A4L), through the Logistics Operations, Plans, and Programs Division (AF/A4LX), is the AF office of the primary responsibility and advocate for the WRM program.

1.6.5. Air Component Commands.

1.6.5.1. Provide AF support to combatant commanders. **NOTE:** AFI 13-103, Table 1, *AFFOR Staff Operations, Readiness and Structures*, describes AF forces organizational relationships, roles, and responsibilities.

1.6.5.2. Identify PWRRs, through theater working groups, for their supported combatant commands.

1.6.5.3. **(Added-PACAF)** For PACAF, Air Components include HQ PACAF as the Component MAJCOM, and 7AF as Component-Numbered Air Force (CNAF). Air Component planners will determine all theater WRM requirements for forces assigned (operationally controlled) to PACAF. As Component-MAJCOM, HQ PACAF will aggregate and manage WRM requirements for the theater.

1.6.5.3.1. **(Added-7AF)** For COBs, the 607 ASOG WRMO/Manager will assist 7 AF Program Managers in determining requirements for 607 MMS.

- 1.6.5.3.2. **(Added-7AF)** 7AF/A4C/A1 is the Program Manager and OPR for identifying WRM XFW* BEAR UTC authorizations in support of Korea-based operations; remote/ in-person participation in the PACAF WRM Theater Working Group (TWG) process is required.
- 1.6.5.3.3. **(Added-7AF)** 7AF/A4M, is the Program Manager and OPR for identifying CSE WRM HBW*, HFU*, HFW*, HGW*, HMW*, HSW* and HYW* UTC authorizations in support of Korea-based operations; remote/ in-person participation in the PACAF WRM TWG process where OPLAN UTC requirements are determined is required.
- 1.6.5.3.4. **(Added-7AF)** 7AF/A4R, Fuels, is the Program Manager and OPR responsible for identifying WRM Fuels Support Equipment (FSE) JFD* UTC authorizations in support of Korea-based operations; remote/ in-person participation in the PACAF WRM TWG process where OPLAN UTC requirements are determined is required.
- 1.6.5.3.5. **(Added-7AF)** 7AF/A4R, Vehicle Management, is the Program Manager and OPR responsible for identifying WRM UFM* UTC authorizations in support of Korea-based operations; remote/ in-person participation in the PACAF WRM TWG process where OPLAN UTC requirements are determined is required.
- 1.6.5.3.6. **(Added-7AF)** 7AF/A4C, Civil Engineer Division, is the Program Manager and OPR responsible for identifying WRM 4FW* UTC authorizations in support of Korea-based operations; remote/ in-person participation in the PACAF WRM TWG process where OPLAN UTC requirements are determined is required.
- 1.6.6. Non-Air Component MAJCOM and Numbered Air Forces.
- 1.6.6.1. MAJCOMs and Numbered Air Forces not identified as air component commands are administrative headquarters (See AFI 13-103 for additional information).
- 1.6.6.2. Non-air component commands will supplement AFI 25-101 to document any command unique WRM related organizational structure, roles, responsibilities, processes, and procedures.
- 1.6.7. AFMC manages and procures WRM by commodity type or class of supply through its centralized management centers and their primary support units as outlined in [Attachment 6](#).
- 1.6.7.1. Air Force Sustainment Center (AFSC).
- 1.6.7.1.1. 635th Supply Chain Operations Wing (635 SCOW).
- 1.6.7.1.2. 441st Vehicle Support Chain Operations Squadron (441 VSCOS).
- 1.6.7.1.3. 440th Support Chain Operations Squadron (440 SCOS).
- 1.6.7.2. Air Force Installation and Mission Support Center (AFIMSC).
- 1.6.7.2.1. Air Force Security Forces Center.
- 1.6.7.2.2. Air Force Services Activity.
- 1.6.7.2.3. Air Force Civil Engineer Center (AFCEC).
- 1.6.7.3. AF Life Cycle Management Center (AFLCMC).

1.6.7.3.1. Support Equipment & Vehicles Program Office (AFLCMC/WNZ).

1.6.7.3.2. Global Ammunition Control Point (AFLCMC/EB/W).

1.6.8. Installation Level Roles.

1.6.8.1. WRM Program Manager (WRMPM). The Mission Support Group Commander or equivalent should be the WRMPM.

1.6.8.1. **(PACAF)** WRM Program Manager (WRMPM). The Mission Support Group Commander or equivalent will be designated the WRMPM as follows:

1.6.8.1.1. **(Added-PACAF)** Main Operating Bases. The Mission Support Group Commander (MSG/CC).

1.6.8.1.2. **(Added-PACAF)** Joint Base Pearl Harbor Hickam, HI. 647th Air Base Group Commander (647ABG/CC).

1.6.8.1.3. **(Added-PACAF)** Joint Base Elmendorf Fort Richardson AK. 673rd Logistics Readiness Group Commander (673LRG/CC).

1.6.8.1.4. **(Added-PACAF)** Collocated Operating Bases (COB) in Korea. 607th Air Support Operations Group (607 ASOG/CC).

1.6.8.1.5. **(Added-PACAF)** Diego Garcia, British Indian Ocean Territory (BIOT). 36th Mission Support Group Commander (36 MSG/CC).

1.6.8.2. WRMO/WRMNCO.

1.6.8.2.1. Assigned to the Logistics Readiness Squadron/Plans and Integration Section.

1.6.8.2.1. **(PACAF)** Assigned to the Logistics Readiness Squadron/Plans and Integration Section with the following exception:

1.6.8.2.1.1. **(Added)** For Korea COBs, the 607th ASOG appointed War Reserve Materiel Officer (WRMO)/War Reserve Materiel Non-commissioned Officer (WRMNCO), or WRM Managers, will accomplish the installation level tasks and responsibilities.

1.6.8.2.2. Appointed by the WRMPM.

1.6.8.3. WRM Manager. Appointed by the unit commander to manage the unit's WRM.

Section 1D—Requirements Determination

1.7. Requirements Determination.

1.7.1. PWRRs are the basis for pre-positioning WRM in support of national priorities and combatant commander requirements across the full range of military operations. PWRRs are:

1.7.1.1. Sized, acquired, managed and positioned in support of operational plans.

1.7.1.2. Calculated annually, or as needed, to meet combatant commander requirements and mitigate shortfalls when requirements exceed assets.

1.7.1.3. Identified by air component commands during theater working groups for their area of responsibility.

1.7.2. The PWRRs determination process:

1.7.2.1. Supports global strategy development and capability/gap analysis.

1.7.2.2. Identifies PWRRM shortages and excess capability.

1.7.2.3. Drives acquisition and modernization (research and development) decisions.

1.7.3. WRM strategic and operational planning is conducted IAW AFI 10-401, AFMAN 10-409-O, *Support to Adaptive Planning*, and this instruction.

1.7.4. WRM that exceeds PWRRs is designated as contingency retention stock IAW AFI 23-101, Air Force *Materiel Management*, and AFMAN 23-122, *Materiel Management Procedures*.

1.7.5. PWRRS requirements for fuels, munitions, and miscellaneous consumable items are computed using the Logistics Feasibility Analysis Capability (LOGFAC).

1.8. Theater Working Group.

1.8.1. The 635 SCOW/WRM Management (WM) will:

1.8.1.1. Conduct theater working groups to identify air component command PWRRs. **(T-1)**.

1.8.1.2. Conduct theater working groups annually or “as required” basis. **(T-1)**. Theater working groups will be convened:

1.8.1.2.1. For new or revised operation plans. **(T-1)**.

1.8.1.2.2. Prior to the program objective memorandum to inform the planning, programming, budgeting and execution processes. **(T-1)**.

1.8.2. Air component commands will host working groups for their area of responsibility.

1.8.3. Theater working group participants will:

1.8.3.1. Review logistics planning factors and air component command assumptions. **(T-1)**.

1.8.3.2. Use integrated security constructs and strategic planning guidance to analyze wartime and contingency operations. **(T-1)**.

1.8.3.3. Review combatant and air component command theater, campaign, and operation plans to identify preferred forces and planned forward operating sites. **(T-1)**.

1.8.4. Air component, MAJCOM, and AFIMSC functional area managers validate baseline PWRRs.

1.8.5. MAJCOMs will ensure the command’s UTC Availability list reflects PWRRM UTCs.

1.8.6. The 635 SCOW will review and revise WRM authorization documents, as required. **(T-1)**.

Section 1E—Planning, Programming, Budgeting and Execution

1.9. Financial Planning, Programming, Budgeting and Execution.

- 1.9.1. AFMC will centrally manage WRM financial planning, programming, budgeting and execution processes.
- 1.9.2. Air component commands initiate the planning process by submitting unconstrained PWRRs to the AFSC.
- 1.9.3. The AFSC consolidates and prioritizes PWRRs for submission to AF/A4P to initiate programming actions.
- 1.9.4. Budgeting and execution are accomplished at all organizational levels.

Section 1F—Readiness

1.10. Readiness Reporting.

- 1.10.1. Defense Readiness Reporting System. Defense Readiness Reporting System unit administrators will ensure WRM assets are included in their monthly readiness assessments IAW AFI 10-201, *Force Readiness Reporting*. **(T-1)**.
- 1.10.2. Air and Space Expeditionary Force UTC Reporting Tool. Units storing and maintaining UTCs postured as WRM in the UTC availability list will report UTC readiness IAW AFI 10-244, *Reporting Status of Air and Space Expeditionary Forces*. **(T-1)**.
- 1.10.3. Ad Hoc Reports. The 635th SCOW/WM, MAJCOMs, and air component commands will prepare and submit WRM readiness reports, as required. **(T-1)**.

1.11. (Added-PACAF) Air and Space Expeditionary Force UTC Reporting Tool (ART) Management.

- 1.11.1. **(Added-PACAF)** PACAF/A4REX will pull an ART report from AEF On Line on/about the 20th of the month; post the product to the PACAF/A4REX WRM SIPR SharePoint and advise PACAF FAMS of the posting; intent is two-fold: (1) enable their review of UTC assessment comments to ensure causal factors contributing to Yellow/ PMC and Red/ NMC conditions are clearly stated; and (2) coordinate with the WRM enterprise and unit War Reserve Materiel Manager (WRMM)/ Custodian to improve availability.
- 1.11.2. **(Added-PACAF)** Essential CC Comments. WRMOs/WRMNCOs in concert with the WRMM (or custodian, as appropriate) and EAE help shape CC Remarks by ensuring Commanders are provided clear understanding of causal factors impacting UTC availability/ readiness for their Comments. Following are examples that build upon guidance in AFI 10-244, *Reporting Status of Air and Space Expeditionary Forces*:
 - 1.11.2.1. **(Added-PACAF)** Equipment Vacant. PACAF-unique expression; purpose of which is to identify UTCs where zero (0) equipment items are on-hand; the “Vacant” statement is to be followed by the number of equipment items authorized; Estimated Ship Date, from soonest to furthest; and amplifying remarks, as appropriate. An exemplar CC Remarks expression for a Vacant UTC would be: Vacant. 57/0/ 20364 - 21364;

1.11.2.2. **(Added-PACAF)** Equipment Shortage. If UTC is NMC or PMC due to equipment shortages. CC Remarks will state so and include Authorized and On hand quantities and certify the shortages have firm requisitions. An example of CC Remarks for Equipment Shortages would be: UTC is PMC due to equipment shortages. Auth/On hand: 30/10. 20 Firm requisitions with DUO/DUI.

1.11.2.3. **(Added-PACAF)** Equipment Unserviceable- Maintenance (Mx). Equipment item unavailable due to scheduled/ unscheduled maintenance. Identify Nomenclature; NSN; Estimated time to return the equipment item to serviceable status (ETIC) in days (less than 30 days/ more than 30 days); Causal factors impacting returning the asset to serviceable condition, i.e., Manpower, Facilities, Weather, Funding, if/ as applicable, and action taken to mitigate. An example of CC Remarks for Equipment Unserviceable MX would be: Equipment Unserviceable MX; Maintenance Platform, 1730015554367; >30; Manpower (directed overtime)/ Funding (\$40K UFR submitted)

1.11.2.4. **(Added-PACAF)** Equipment Unserviceable due to Reconstitution. Equipment item unavailable due to reconstitution. Identify Nomenclature; NSN, IMSR/ DMS event name, i.e., Cobra Gold, Valiant Shield, Beverly Shield, etc; Estimated time to return the equipment item to serviceable status (ETIC) in days (less (<) than 30 days/ more than (>) 30 days); Estimated Reconstitution Cost; Causal factors impacting returning the asset to serviceable condition, i.e., Manpower, Facilities, Weather, Funding, etc. An exemplar CC Remarks expression for Equipment Unserviceable Reconstitution would be: Equipment Unserviceable Reconstitution. Maintenance Platform, 1730015554367; Valiant Shield; >30; \$120K; Manpower (no directed overtime)/ Facilities (no available maintenance area)/ Funding (\$40K UFR submitted).

1.11.2.5. **(Added-PACAF)** ART Report Review. The WRMO/WRMNCO will conduct a monthly review of ART-reported UTC assessments with WRMMs; document assessment and maintain for two years. Purpose of the review is to validate reported availability against empirical data and to ensure detailed information is provided explaining why a UTC is assessed other than Green. For example, a “Green” UTC that has a low fill rate or is missing Critical Items. Causal factors driving Yellow/ Red assessment will be at the authorization/NSN level, with get well date and steps taken to mitigate impact. Ideally, this should be done prior to posting of the current month ART, based on the previous month ART report. **(T-2)**.

1.11.2.5.1. **(Added-7AF)** For COBs, the 607 MMS WRMO/NCO will conduct a monthly review of ART-reported UTC assessments with ART Monitor, EAE personnel, and applicable WRMMs.

Chapter 2

ROLES AND RESPONSIBILITIES

Section 2A—Headquarters Air Force

2.1. Deputy Chief of Staff, Logistics, Engineering, and Force Protection (AF/A4). AF/A4 will ensure combat support, sustainment, and readiness through planning, programming, budgeting, and developing written policy and guidance related to AF logistics, civil engineering and force protection.

2.1.1. Director of Logistics (AF/A4L). AF/A4L will be responsible for managing the AF WRM; developing long-term enterprise level logistics operations strategy, concept of operations, tactics, techniques, and procedures; and ensuring WRM objectives are consistent with Department of Defense strategic planning guidance.

2.1.1.1. Logistics Operations, Plans and Programs Division (AF/A4LX). AF/A4LX will:

2.1.1.1.1. Develop and publish WRM policy and guidance.

2.1.1.1.2. Provide inputs to the war mobilization plan as required.

2.1.1.1.3. Identify WRM in base support plans IAW AFI 10-404, *Base Support and Expeditionary (BAS&E) Site Planning*.

2.1.1.1.4. Oversee WRM postured and pre-positioned as standard UTCs IAW AFI 10-401, AFI 10-403, *Deployment Planning and Execution*, and this instruction.

2.1.1.1.5. Acts as the AF WRM functional area manager for BEAR IAW AFI 10-401.

2.1.1.2. Logistics Readiness Division (AF/A4LR). AF/A4LR will:

2.1.1.2.1. Provide transportation related policy and guidance IAW AFI 24-series publications.

2.1.1.2.2. Provide materiel management related policy and guidance IAW AFI 23-series publications.

2.1.1.2.3. Advocate for WRM funding for materiel management and transportation PWRM.

2.1.1.3. Maintenance Division (AF/A4LM). AF/A4LM will:

2.1.1.3.1. Support and assist with weapon systems acquisitions to include identifying initial PWRRs.

2.1.1.3.2. Act as the AF functional area manager and subject matter expert for aerospace ground and common support equipment IAW AFI 21-101, *Aircraft and Equipment Maintenance Management*, AFI 23-101, and AFI 10-401.

2.1.1.4. Nuclear Weapons, Missiles and Munitions Division (AF/A4LW). AF/A4LW will act as the AF functional area manager and subject matter expert for conventional munitions IAW AFI 10-401 and AFMAN 21-201, *Munitions Management*.

2.1.2. Director of Resource Integration (AF/A4P). AF/A4P will review WRM requirements and defend budget requests through corporate resource panels, the AF Council, the Office of Secretary of Defense, the Office of Management and Budget, the Joint Chiefs of Staff prior to submission for congressional review and enactment. **Exception:** Excludes munitions (28030) and medical (28038) program element codes.

2.1.2.1. Weapon System Sustainment Division (AF/A4PY). AF/A4PY will:

2.1.2.2. Through WRM program element monitor, prepare and manage the WRM program objective memorandum request for submission to the AF corporate structure. Program element codes 28031 (WRM) and 41135 (BEAR).

2.1.2.3. Work closely with the 635 SCOW/WM and AFLCMC/WNZ program office to develop and submit WRM funding requirements to include unfunded requests or other out-of-cycle opportunities.

2.1.3. The Director of Civil Engineers (AF/A4C). AF/A4C will act as the functional area manager and subject matter expert for civil engineer WRM capabilities (e.g., BEAR and RADR).

2.1.4. Director of Security Forces (AF/A4S). AF/A4S will act as the functional area and subject matter expert for force protection WRM capabilities.

2.2. Director of Services (AF/A1S). AF/A1S will develop policy for operational and WRM subsistence items IAW AFMAN 34-240, *Appropriated Fund (APF) Food Service Program Management*.

2.3. Weapons Requirements Division (AF/A5RW). AF/A5RW, in coordination with AF/A4LW, will manage munition requirements IAW AFD 21-2, *Munitions* and AFMAN 21-201.

2.4. Director of Current Operations (AF/A3O). AF/A3O will:

2.4.1. Provide policy, guidance, and oversight for air, space, and cyberspace operations, and sourcing of AF capabilities and personnel to support joint operations and represents AF operations to the Department of Defense and other government agencies.

2.4.2. Publish operations planning and UTC management policy and guidance. (AF/A3OD)

2.4.3. Act as the AF manpower and equipment force packaging system and logistics detail manager IAW AFI 10-401. (AF/A3OD)

2.4.4. Act as the war planning and execution system portfolio manager IAW AFI 10-401. (AF/A3OD)

2.5. Force Structure Analyses (AF/A9F). AF/A49 will use analytic scenarios, OPLANs, and other analytic studies to inform planners of emerging strategies and future force considerations used to assist in the development of middle to far term WRM programming actions.

2.6. Air Force Medical Operations Agency. The Air Force Medical Operations Agency will manage medical WRM IAW AFMAN 41-209, *Medical Logistics Support*, AFI 41-106, *Medical Readiness Program Management*, AFI 41-201, *Managing Clinical Engineering Programs*, AFMAN 41-216, *Defense Medical Logistics Standard Support (DMLSS) Users Manual*.

2.7. Assistant Secretary of the AF (Acquisition)/Global Power (SAF/AQP). SAF/AQP will manage program element code 28030 (munitions).

Section 2B—Major and Air Component Commands

2.8. Air Force Materiel Command (AFMC).

2.8.1. AFSC.

2.8.1.1. AFSC Roles and Responsibilities. The AFSC will:

2.8.1.1.1. Provide sustainment and logistics readiness support to combatant commanders.

2.8.1.1.2. Serve the AF, supporting its commands for the readiness of Logistics and Sustainment activities around the world.

2.8.1.1.3. Advocate for the provisioning of logistics operations, supply chain management, and depot maintenance/modification.

2.8.1.1.4. Act as the LOGFAC system administrative and executive manager. (AFSC/LG)

2.8.1.1.5. Act as the manpower and equipment force packaging system responsible agency for BEAR and force generation set UTCs IAW AFI 10-401. (AFSC/LG)

2.8.1.2. 635th Supply Chain Operations Wing (635 SCOW).

2.8.1.2.1. 635 SCOW Roles and Responsibilities. The 635 SCOW will:

2.8.1.2.1.1. Manage WRM equipment and consumables. **(T-2).** (See [Attachment 6](#) for additional guidance related to class of supply or organizational management roles)

2.8.1.2.1.2. Centrally manage, plan, program, budget, and execute funds in program element codes 28031 (WRM) and 41135 (BEAR). **(T-1).**

2.8.1.2.1.3. Work with CWRMO or CWRMNCO to develop and prioritize budget disconnects, initiatives and offsets during the program objective memorandum process. **(T-2).**

2.8.1.2.1.4. Provide draft WRM related program objective memorandum submissions to AFMC/LGX/LGO for submission to AF/A4PY program element monitor. **(T-2).**

2.8.1.2.1.5. Work with and advocates for funding requirements with the 441 VSCOS. **(T-2).**

2.8.1.2.1.6. Program for all initial and replacement stock fund requirements. **(T-2).**

2.8.1.2.1.7. Provide funds execution reports to AFMC/A4, AF/A4LX, and AF/A4PY quarterly. **(T-2).**

2.8.1.2.1.8. Request and compile budget submissions from MAJCOM and air component commands. **(T-2).**

- 2.8.1.2.1.9. Allocate funds to MAJCOM and air component commands. **(T-2).**
- 2.8.1.2.1.10. Fund and manage WRM related temporary duty travel IAW Joint Travel Regulations and Department of Defense Instruction (DoDI) 5154.31, Volume 5, *Commercial Travel Management*. **(T-0).** **Note:** Major commands will identify their approving officials to the 635 SCOW/WM via memorandum. **(T-1).**
- 2.8.1.2.1.11. Manage the government purchase card program IAW AFI 64-117, *Government Purchase Card Program*. **(T-1).**
- 2.8.1.2.1.12. Manage WRM second destination transportation funds IAW AFI 65-601V1, *Budget Guidance and Procedures*, AFI 24-602, Volume 2. **(T-1).**
- 2.8.1.2.1.13. Execute initial stock fund obligation authority for use code “D” budget code “9” equipment used to purchase WRM consumables, War Consumables Distribution Objective (WCDO), and readiness spare package (RSP) IAW AFI 23-101 and AFMAN 23-122. **(T-1).**
- 2.8.1.2.1.14. Provide WRM and consumable related equipment readiness reporting IAW AFI 10-201, AFI 10-244, and this instruction. **(T-1).**
- 2.8.1.2.1.15. Recommend WRM related policy, process, and procedure changes to higher headquarters. **(T-1).**
- 2.8.1.2.1.16. Recommend global positioning strategy for PWRM swing stocks. **(T-1).**
- 2.8.1.2.1.17. Conduct and co-chair theater working groups to identify air component command PWRRs. **(T-1).**
- 2.8.1.2.1.18. Coordinate with MAJCOM and air component commands, 441VSCOS and 440 SCOS to redistribute or dispose of WRM vehicles and equipment. **(T-1).**
- 2.8.1.2.1.19. Approve indirect mission support requests. **(T-1).**
- 2.8.1.2.1.20. Serves as the AF representative for the Joint Standardization Board-Expeditionary Shelters & Basing Equipment organization. **(T-2).**
- 2.8.1.2.1.21. Ensure the 635th Materiel Management Group (635 MMG) accomplishes biennial UTC reviews for WRM only UTCs IAW AFI 10-401. **(T-1).**
- 2.8.1.2.1.22. Oversee BEAR and FSE modernization and standardization. **(T-1).**
- 2.8.1.2.1.23. Coordinate with Air Education and Training Command, Air Mobility Command, AFCEC, and functional area managers to develop and update training requirements, devices, and media as required. **(T-1).**
- 2.8.1.2.1.24. Develop and publish supplemental guidance or operating instructions for subordinate units. **(T-2).**
- 2.8.1.2.1.25. Provides tailoring recommendations for WRM only UTCs to supported air component commands during contingency and wartime operations IAW AFI 10-401. **(T-1).**

2.8.1.2.1.26. Review, validate, and submit WRM equipment allowance standard changes IAW AFI 23-101. **(T-1).**

2.8.1.2.1.27. Manage WRM RSPs IAW AFI 23-101. **(T-1).**

2.8.1.2.1.28. Coordinate with 441 VSCOS and 440 SCOS to redistribute or dispose of WRM vehicles and equipment. **(T-2).**

2.8.1.2.2. 635th Materiel Maintenance Group (635 MMG). The 635 MMG will:

2.8.1.2.2.1. Store and maintain BEAR and FSE. **(T-2).**

2.8.1.2.2.2. Act as the pilot unit for BEAR and FSE UTCs IAW AFI 10-401. **(T-1).**

2.8.1.2.2.3. Manage BEAR and FSE UTCs IAW AFI 10-401. **(T-1).**

2.8.1.2.2.4. Deploy personnel to provide technical expertise and assistance required to erect and maintain deployed BEAR and FSE, if required. **(T-2).**

2.8.1.2.2.5. Provide technical expertise, guidance and procedures for standardization of storage and maintenance, and modernization of BEAR and FSE. **(T-2).**

2.8.1.2.2.6. Develop, coordinate, and submit BEAR and FSE RSP authorization document changes and updates to 635 SCOW/WM. **(T-2).**

2.8.1.2.2.7. Provide expertise on traffic management, packing, preservation, receipt, redistribution, and disposition of BEAR and FSE IAW AFI 24-602, Volume 2, *Cargo Movement*. **(T-1).**

2.8.1.2.2.8. Coordinate and provide feedback to the 635 SCOW/WM on all technical order (TO) reviews, validations, and verifications IAW TO 00-5-3, *AF Technical Order Life Cycle Management*. **(T-1).**

2.8.1.2.2.9. Participate in forward operating site or location site surveys IAW AFI 10-404, if requested. **(T-2).**

2.8.1.2.3. 441st Vehicle Support Chain Operations Squadron (441 VSCOS). The 441 VSCOS will:

2.8.1.2.3.1. Manage WRM vehicles (general and special purpose) IAW AFI 24-301, *Ground Transportation*, and AFI 24-302, *Vehicle Management*. **(T-1).**

2.8.1.2.3.2. Act as the enterprise authority for all vehicle procurements. **(T-2).**

2.8.1.2.3.3. Submit prioritized requirements to the 635 SCOW. **(T-2).**

2.8.1.2.4. The 440th Support Chain Operations Squadron (440 SCOS) manages WRM equipment IAW AFI 23-101. **(T-1).**

2.8.1.2.5. The 435th Supply Chain Operations Squadron (435 SCOS) will provide Supply Management Activity Group-Retail management support. **(T-2).**

2.8.1.2.6. The AF Petroleum Office will provide fuels management support for FSE, bulk fuels, and packaged petroleum products to the 635 SCOW/WM and AFLCMC/WNZ IAW AFI 23-201, *Fuels Management*, and AFI 23-101. **(T-1).**

2.8.1.3. 448th Supply Chain Management Wing (448 SCMW). The 448 SCMW will:

2.8.1.3.1. Manage WRM pallets and nets IAW AFI 24-605, *Air Transportation Operations (Non-Aerial Port)*. **(T-1)**.

2.8.1.3.2. Include WRM equipment requirements in appropriate allowance standards and authorization documents IAW AFI 23-101. **(T-1)**.

2.8.2. Air Force Installation and Mission Support Center (AFIMSC).

2.8.2.1. AFIMSC Roles and Responsibilities. The AFIMSC will:

2.8.2.1.1. Provide globally integrated combat support.

2.8.2.1.2. Ensure personnel are trained and mission ready.

2.8.2.2. AF Civil Engineer Center (AFCEC). The AFCEC will:

2.8.2.2.1. Provide functional area management and subject matter expertise for civil engineer capabilities (e.g., BEAR and RADR IAW AFI 10-401).

2.8.2.2.2. Act as the UTC pilot unit for RADR IAW AFI 10-401.

2.8.2.2.3. Develop training standards and curriculum for the Silver Flag exercise sites for training personnel on the erection, maintenance, disassembly and repackaging of selected BEAR systems.

2.8.2.2.4. Act as the AF representative to the Joint Standardization Board-Expeditionary Shelters and Basing Equipment organization.

2.8.2.2.5. Develop BEAR and RADR contingency planning factors, infrastructure requirements, and conceptual planning guidance.

2.8.2.2.6. Develop and publish procedural guidance (32-series publications) pertaining to civil engineering capabilities (e.g., RADR, BEAR, emergency management, chemical biological radiological and nuclear, explosive ordnance disposal, and camouflage, concealment and deception).

2.8.2.2.7. Provide technical assistance in evaluating functional aspects of manufacturer proposals and products for the BEAR program.

2.8.2.2.8. Plan, program, execute, and oversee research, development, test, and evaluation for civil engineer capabilities.

2.8.2.2.9. Conduct capability based assessments, capability analysis, gap analysis, and solutions analysis for civil engineering capabilities.

2.8.2.3. The Air Force Services Activity (AFSVA) will manage PWRM rations IAW AFMAN 34-240.

2.8.2.4. The AF Security Forces Center (AFSFC) will act as the functional area manager, subject matter expert, and pilot unit for force protection capabilities IAW AFI 10-401.

2.8.3. Air Force Life Cycle Management Center (AFLCMC). As the single center responsible for total life cycle management, procures WRM to support of AF weapon systems.

2.8.3.1. AFLCMC/Support Equipment & Vehicles Program Office (AFLCMC/WNZ). AFLCMC/WMZ will:

2.8.3.1.1. Procure and field WRM equipment.

2.8.3.1.2. Coordinate with the 635 SCOW/WM and AFIMSC primary support units (e.g., AFCEC, AFSVA, and AFSFC) on the development of new systems and modifications to existing systems and sub-systems.

2.8.3.2. AFLCMC, Munitions Division (AFLCMC/EBH/W). AFLCMC/EBH/W will:

2.8.3.2.1. Through the Global Ammunition Control Point, act as the AF munitions manager IAW AFMAN 21-201.

2.8.3.2.2. Manage the standard air munitions package, the afloat prepositioning fleet, and the continental United States depot storage program AFMAN 21-201.

2.9. Air Mobility Command. Air Mobility Command will:

2.9.1. Act as the strategic airlift force coordinator for United States Transportation Command, identify PWRRs in support of strategic airlift.

2.9.2. Through the Air Force Expeditionary Center, provide Deliberate Crisis Action Planning and Execution Segments (DCAPES) and Logistics Feasibility Analysis Capability (LOGFAC) courses.

2.10. Air Force Special Operations Command. Air Force Special Operations Command will act as the AF special operation's force coordinator for United States Special Operation Command.

2.11. Pacific Air Force. Pacific Air Force will act as air component command for United States Pacific Command.

2.12. United States Air Forces in Europe/Air Forces Africa. United States Air Forces in Europe/Air Forces Africa will act as the United States European Command and United States Africa Command PPWRs.

2.13. Air Force Global Strike Command. Air Force Global Strike Command will act as the air component command for United States Strategic Command and identifies AF Global Strike Command PWRRs.

2.14. Air Education and Training Command. The Air Education and Training Command will:

2.14.1. Provide logistics plans and readiness officer formal training.

2.14.2. Work with the AFCEC, AFSVA, and the 635 SCOW/WM to validate technical school training requirements for BEAR and fuels operational readiness equipment.

2.15. Air Component Command/A4. Air component/A4s will:

2.15.1. Designate a CWRMO or CWRMNCO in writing.

2.15.2. Chair the annual air component command WRM review board.

2.15.3. Sustain and manage PWRM stored within its area of responsibility (e.g., manpower, storage facilities, periodic maintenance, inspection, and serviceability).

2.15.4. Identify PWRRs for their area of responsibility during theater working groups.

2.16. CWRMO or WRMNCO. The CWRMO or WRMNCO will:

2.16.1. Identify air component command PWRRs IAW DoDD 3110.07, *Pre-Positioned War Reserve Materiel (PWRM) Strategic Policy*.

2.16.1.1. Ensure units determine storage requirements and identify shortfalls through appropriate installation or base facility management processes.

2.16.1.2. Attend and identify command PWRRs during theater working group(s).

2.16.1.3. Evaluate the logistics impact and cost of proposed bed down changes, and directs appropriate planning document updates.

2.16.1.4. Ensure MAJCOM/A3 postures PWRM on subordinate unit's UTC availability list IAW AFI 10-401 and this instruction.

2.16.2. Ensure PWRM is included in operations, campaign, and theater support plans, UTC availability list, and other applicable planning documents IAW AFI 10-401.

2.16.3. Manage PWRM IAW AFI 23-101 and AFMAN 23-122.

2.16.4. Supplement command WRM guidance, processes, and procedures as required.

2.16.5. Conduct WRM staff assistance visits, as required.

2.16.6. Provide WRM training, guidance, and assistance to command functional area managers and subordinate units.

2.16.7. Report PWRM readiness, serviceability, and availability IAW AFI 10-201 and AFI 10-244.

2.16.8. Manage the command's WRM funds.

2.16.8.1. Consolidate and forward subordinate unit fund's requests to the 635 SCOW/WM.

2.16.8.2. Compile and prioritize command funds programming disconnects, initiatives, and offsets for submission to 635 SCOW/WM.

2.16.8.3. Provide funds requirements forecasts to AFMC, when requested.

2.16.8.4. Use project and advice codes IAW AFI 23-101.

2.16.8.5. Distribute WRM funds to subordinate units.

2.16.8.5.1. **(Added-PACAF)** All WRM funds are distributed through 635 SCOW/FM.

2.16.9. Attend DCAPES and LOGFAC in residence training, if required.

2.16.9.1. **(Added-PACAF)** In-residence LOGFAC course attendance requires completion of the pre-requisite Computer Based Training (CBT). LOGFAC CBT is located on and accessed through the Air Mobility Command gateway on the Advanced Distributed Learning Service (ADLS).

2.16.10. Use the War Consumable Distribution Objective (WCDO) to manage WRM consumables.

2.16.11. Conduct an air component command WRM Review Board annually.

2.16.12. Identify and posture standard UTCs on the command's UTC availability list for subordinate units IAW AFI 10-401. **Note:** Posture WRM UTCs using the appropriate posturing code (e.g., WG (swing stocks) or WS (starter stocks)).

2.16.13. Develop, coordinate, and submit WRM authorization document changes and updates to 635 SCOW/WM IAW AFI 23-101.

2.17. Air Component Command, MAJCOM, or AFIMSC Functional Area Managers. Air Component Command, MAJCOM and AFIMSC functional area managers will:

2.17.1. Identify and validate functional area PWRRs IAW DoDD 3110.07.

2.17.2. Provide functional area manager and subject matter expert support to CWRMO or CWRMNCOs.

2.17.3. Supplement WRM functional area related guidance, processes, and procedures as required.

2.17.4. Participate in air component command WRM review boards and theater working groups.

2.17.5. Validate and recommend corrective action for WRM readiness reports IAW AFI 10-201, AFI 10-244, and this instruction.

2.17.5.1. **(Added-PACAF)** PACAF/A4RE is the Functional Area Manager (FAM) and OPR for managing BEAR UTC availability (UTA) authorizations for WRM XFW* UTCs; PACAF/A4C and A1R have OCR responsibility in helping to validate OPLAN BEAR Infrastructure and Personnel Support requirements in support of the PACAF WRM Theater Working Group process where OPLAN UTC requirements are determined. This group is also responsible to the PACAF/A4 for monitoring ART-reported UTC readiness, vetting assessments, and providing strategic guidance and assistance to meet operational.

2.17.5.2. **(Added-PACAF)** PACAF A4MM, is the Functional Area Manager (FAM) and OPR responsible for managing WRM UTC availability (UTA) authorizations for WRM CSE UTCs, HBW*, HFU*, HFW*, HGW*, HMW*, HSW* and HYW* in support of the PACAF WRM Theater Working Group process where OPLAN UTC requirements are determined; PACAF/A4MY and A4REX have OCR responsibility. This group is also responsible to the PACAF/A4 for monitoring ART-reported UTC readiness, vetting assessments, and providing strategic guidance and assistance to advance UTC availability.

2.17.5.3. **(Added-PACAF)** PACAF/A4REP, Fuels, is the Functional Area Manager (FAM) and OPR responsible for managing WRM UTC availability (UTA) authorizations for the WRM Fuels Support Equipment (FSE) JFD* UTC suite in support of the PACAF WRM Theater Working Group process where OPLAN UTC requirements are determined; PACAF A4REX has OCR responsibility. This group is responsible to the PACAF/A4 for monitoring ART-reported UTC readiness, vetting assessments, and providing strategic guidance and assistance to advance UTC availability.

2.17.5.4. **(Added-PACAF)** PACAF/A4REV, Vehicle Management, is the Functional Area Manager (FAM) and OPR responsible for managing WRM UTC availability (UTA) authorizations for the WRM Vehicles UFM* UTC suite in support of the PACAF WRM Theater Working Group process where OPLAN UTC requirements are determined; PACAF/A4REV works with the 735th Supply Chain Operations Group (SCOG) 441 Vehicle Support Chain Operations Squadron (VSCOS) to execute this responsibility. PACAF/A4REX has OCR responsibility. This group is responsible to the PACAF A4 for monitoring ART-reported UTC readiness, vetting assessments, and providing strategic guidance and assistance to advance UTC availability thru collaboration with the Air Force Installation and Mission Support Center (AF IMSC).

2.17.5.5. **(Added-PACAF)** PACAF/A4C, Civil Engineer Division, is the Functional Area Manager (FAM) and OPR responsible for managing WRM UTC availability (UTA) authorizations for the WRM 4FW* UTC suite in support of the PACAF WRM Theater Working Group process where OPLAN UTC requirements are determined; PACAF/A4REX has OCR responsibility. This group is responsible to the PACAF A4 for monitoring ART-reported UTC readiness, vetting assessments, and providing strategic guidance and assistance to advance UTC availability thru collaboration with the Air Force Installation and Mission Support Center (AF IMSC).

Section 2C—Installation Roles and Responsibilities

2.18. Installation Commander. The installation commander will be responsible for the installation WRM program. **(T-1). Note:** If the host installation does not have any WRM requirements, tenant units with PWRM requirements will establish and manage their own WRM program. **(T-1).**

2.19. Mission Support Group Commander (or equivalent). The Mission Support Group Commander will:

2.19.1. Oversee the installation's WRM program. **(T-3).**

2.19.2. Act as the installation WRMPM. **(T-3).**

2.19.2.1. **(Added-PACAF)** Ensure all personnel with equity in the host wing program are aware of the overall WRM concept as the program changes.

2.19.2.2. **(Added-PACAF)** Determine and ensure positive action is taken to correct any deficiencies in the installation WRM program.

2.19.2.3. **(Added-PACAF)** Ensure accuracy and timeliness of all WRM reports.

2.19.2.4. **(Added-PACAF)** Ensure positive application and control of Joint Use (JU) WRM and other WRM assets.

2.19.3. Approve WRM financial plans and budgets. **(T-3).**

2.19.4. Chair the annual installation WRM Review Board. **(T-3).**

2.19.5. **(Added-PACAF)** Provide the PACAF/A4 WRM Logistics Performance Indicators (LPI) briefings focused on WRM asset readiness posture. LPI briefings will be at least annually or as scheduled by PACAF/A4. **(T-2).**

2.20. War Reserve Materiel Officer or on-Commissioned Officer (WRMO/WRMNCO). The WRMO or WRMNCO will:

2.20.1. Manage the installation's WRM program. (T-1).

2.20.1.1. **(Added-7AF)** For COBs, the 607 MMS/Contracting Officer Representative (COR) will ensure the WRM Maintenance contract is current and reviewed on a semi-annual basis. If contract modifications are required, the WRM Managers (WRMMs) will submit changes to the 607 MMS WRMO/NCO and the 607MMS/COR. The 607 MMS WRMO/NCO will forward changes to 607 ASOG WRMO/Manager.

2.20.1.2. **(Added-7AF)** For COBs, the 607 MMS/COR will conduct a Quarterly COR meeting participated (as a minimum) by 607 MMS/CC, 607 ASOG/MMS WRMO/NCO/Manager, and contractor program manager. Meeting agenda is to capture performance accolades and issues with the WRM contract and facilitate emphasis of program objectives/pending tasks that may have significant impact on the program.

2.20.2. Complete Advanced Distributed Learning Service WRM program management and LOGFAC computer based training courses. (T-2). Note: These courses are located on and accessed through the Air Mobility Command gateway on the Advanced Distributed Learning Service.

2.20.3. Maintain WRM authorization documents. (T-1).

2.20.3.1. **(Added-PACAF)** Maintain a current continuity book (hard copy or electronic). The continuity book will include contents as listed in [Table 2.1](#) and will have separate unclassified and classified sections. If a document is not kept with the applicable tab, annotate where the document is located (i.e., Tab 19 – Base Support Plan: stored in Safe, file 2.5.1.). **(T-2).**

Table 2.1. (Added-PACAF) Continuity Book.

Tab	Description
1	WRMO/WRMNCO Letter of appointment
2	WRM Manager (WRMM) Letters of appointment
2a	WRMM Record of Training
3	List of WRM Review Board Members and squadron commanders (who manages one or more WRM commodity)
3a	WRM Review Board and squadron commander record of training/orientation
4	WRM Review Board Meeting Minutes (last four)
5	Unit Surveillance Visit Reports, and Replies (last four)
6	Program Review/Staff Assistance/IG Visit Reports (last two SAVs)
7	WPARR
7a	Defense Property Accountability System (DPAS) Custodian Inventory Report
7b	LIMS-EV Master Vehicle Report (MVR), Current Month
7c	R34, Special Spares Listing, Current Month
7d	R07, War Consumable Distribution Objective (WCDO)/WRM Munitions List, Current Month
8	IMSRs and Supporting Documentation (last two years)
9	Budget and Financial Information (i.e., Resource Management System Training)
10	Facilities (Storage Requirements/Shortfalls, Military Construction Projects, Facility Utilization Board meeting minutes, etc.)
11	Miscellaneous
12	TPFDD
13	WCDO
14	Base Code List
15	Comp Code List
16	ART Report Review
17	Base Support Plan Part II Classified – WRM Allocation and Dispersal Plans (In-place, inbound, and outbound movements)

2.20.3.1.1. **(Added)** Validate all WRM documents for accuracy of data; War Consumables Distribution Objective, War Plans Additive Requirements Report, WRM UTC Requirements Document (WURD), MVR, and the Subsistence Authorization Letter. Ensure WRM requirements are fully addressed in plans. These documents will be maintained by the WRMO/WRMNCO and available for review.

2.20.3.1.1. **(7AF)** For COBs, 607 MMS WRMO/NCO will maintain WRM continuity book in conjunction with 607 ASOG WRMO/Manager IAW AFI25-101_PACAFSUP, Table 2.1.

2.20.3.1.1.1. **(Added-7AF)** For COBs, the 607 ASOG WRMO/Manager will chair all reconciliation meetings, along with the 607 MMS WRMO/NCO and applicable WRMM's to validate all WRM documents for accuracy of data.

2.20.3.2. **(Added-PACAF)** Ensure proper distribution of the WCDO and War Plan Additive Requirement Report (WPARR) to the applicable WRMMs. Validate WRM authorizations are correctly loaded in DPAS and ILS-S. Assets must be available and maintained in serviceable condition, or on requisition. After the WCDO and WPARR authorizations are loaded, the WRMO/WRMNCO will maintain the following reports that are provided by the LRS Materiel Management Activity **(T-2)**:

2.20.3.2.1. **(Added-7AF)** For COBs, the 607 MMS Supply WRMM will provide all the Materiel Management Reports to the 607 MMS WRMO/NCO and WRMMs monthly as required.

Table 2.2. (Added-PACAF) Materiel Management Reports.

SYSTEM	REPORT
ILS-S	R07 – WCDO/WRM Munitions List
N/A	Q07 – WRM Requirements Provided by WRM GMO
DPAS	Custodian Inventory Report (Use Code D and C)
ILS-S	R31 – Due Out Status Listing
ILS-S	R34 - Special Spares Listing

Table 2.2. (7AF) WRM Due-in/Due-out Listing.

2.20.4. Coordinate with the functional WRMMs to identify alternate and local sources of supply (e.g., host nation support, commercial, operational contract support). **(T-2)**.

2.20.5. Ensure PWRM is included in the Base Support Plan and Expeditionary Site Plan. **(T-2)**.

2.20.5.1. **(Added-PACAF)** Participate in development of the Base Support Plan (BSP) to ensure WRM capabilities and resources are captured in the BSP IAW AFI 10-404. Base Support and Expeditionary (BAS&E) and the BSP catalog used to develop the Part I and Part II Chapters of the BSP. **(T-2)**.

- 2.20.5.1.1. **(Added-7AF)** For COBs, the 607 ASOG/MMS WRMO/NCO/Manager and WRMMs will review the Time Phased Force and Deployment Data (TPFDD), MVR, WPARR, WURD, and WCDO to determine if their location has mal-positioned WRM requiring outload. The 607 ASOG WRMO/Manager will forward requirements as required, IAW USFKR 55-35, *Wartime Movements Program*, to 7 AF/A4R. 7 AF/A4R will submit requirements to USFK for inclusion into the USFK Wartime Movement Plan (WMP). Copies of the WMP will be kept by the 607 ASOG/607 MMS WRMO/NCO/Manager and 7 AF/A4R.
- 2.20.5.1.2. **(Added-7AF)** For COBs, the 607 ASOG/MMS WRMO/NCO/Manager and WRMMs will participate in Site Surveys and Base Support Planning conferences to ensure WRM impacts are fully addressed. The 607 ASOG WRMO/Manager will serve as the Functional Data Manager for Part II of Chapter 22 (WRM) for 607 MMS.
- 2.20.6. Compile unit WRM financial requirements for WRMPM approval and submission to the CWRMO or CWRMNCO. **(T-2).**
- 2.20.6.1. Authorized WRM expenditures.
- 2.20.6.1.1. Individual equipment and temporary duty for travel required for WRM management, inspection, inventory, and asset rotation when approved by the WRMO.
- 2.20.6.1.2. Costs of contract labor, maintenance, repair, reconstitution and storage of WRM assets.
- 2.20.6.1.3. Equipment and vehicle maintenance tools, supplies, spare parts, and packaged petroleum products required to inspect and repair WRM assets. **Exception:** If a similar use code A or B asset is on hand requiring the same level of maintenance, tools required to maintain a WRM asset are be purchased using the organization's operations and maintenance funds.
- 2.20.6.1.4. Budget code 8 (Materiel Support Division) and budget code 9 (General Support Division) WRM shortages when not for initial buy or when assets cannot be charged to a using organization.
- 2.20.6.1.5. Costs of WRM support obtained through support agreements.
- 2.20.6.1.6. Equipment (budget code 9) required for direct support of WRM, if no similar peacetime asset is available.
- 2.20.6.1.7. Costs in support of units whose sole mission is support and management of WRM Assets.
- 2.20.6.1.8. Tie-down straps, pallet couplers, net racks, dunnage and unit level maintenance for units that possess organic pallets.
- 2.20.6.1.9. Purchase of unique containers and racks for the movement and storage of WRM assets (e.g., BEAR, FSE)
- 2.20.6.1.10. For repair and maintenance of integrated WRM equipment and vehicles.

2.20.6.1.11. **(Added-PACAF)** Target amounts that a WRMO/WRMNCO can plan on receiving for their specific WRM program can be found at the PACAF WRM SharePoint site in the WRM Finance Center. In general, funds are not automatically distributed: for Supply purchases, submit Form 1269, ILS-S Load Sheet to 635 SCOW/WM to identify the PFMR account to receive funds. For GPC purchases, submit a current FY Line of Accounting (LOA) to 635 SCOW/FM with the amount to be loaded. Every effort will be made to follow the quarterly distribution schedule laid out in the budget execution plan.

2.20.6.1.11.1. **(Added-7AF)** For COBs, the 607 ASOG WRMO/Manager will submit Excel Load Sheet to 635 SCOW/WM/FM to identify the PFMR account to receive funds. For GPC purchases, submit a current FY Line of Accounting (LOA) to 635 SCOW/WM/FM with the amount to be loaded. They will also be responsible for approving all temporary duty for WRM management.

2.20.6.1.12. **(Added-PACAF)** Unfunded requirements (UFR) should exist only after ALL targeted funding that a unit will receive has been obligated towards WRM sustainment or is of significant deviation to the annual budget plan to cause a request that will not be covered. Unfunded requests can be submitted at any time to the Command War Reserve Materiel Officer (CWRMO) and should be submitted using the latest UFR form located at the 635th SCOW/WM SharePoint site; link can be found on the PACAF WRM SharePoint site. **(T-2)**

2.20.6.1.12.1. **(Added-7AF)** For COBs, the 607 ASOG WRMO/Manager will be responsible for submitting unfunded requests to the Command War Reserve Materiel Officer (CWRMO) and 635 SCOW/WM/FM for 607 MMS.

2.20.6.2. Prohibited WRM Expenditures.

2.20.6.2.1. Maintenance and repair of joint-use assets.

2.20.6.2.2. Costs for conferences, meetings, seminars, school, visits, negotiations and site surveys or other travel not in direct support of WRM.

2.20.6.2.3. Mobility equipment (use code "A") such as, tie down straps, pallet couplers, deployable dunnage, and containers.

2.20.6.2.4. Deployment bags, individual protective equipment, spares or repair costs.

2.20.7. Conduct an installation WRM Review Board annually. **(T-3). Exception:** Air reserve components boards are biennial. **(T-2).**

2.20.7. **(PACAF)** Conduct and document an installation WRM Review Board (WRMRB) semiannually. **(T-2).**

2.20.7.1. **(Added-PACAF)** WRMRB meeting minutes will be forwarded to the CWRMO/CWRMNCO.

2.20.7.2. **(Added-7AF)** For COBs, the 607 ASOG WRMO/Manager will conduct and document semi-annual WRMRB for Korea COBs.

2.20.8. Conduct and document annual WRM surveillance visits using the recommended surveillance visit report ([Attachment 3](#)). **(T-3).**

2.20.8. **(PACAF)** Conduct and document semiannual WRM surveillance visits using the recommended surveillance visit report (**Attachment 3**) on each organization having a storage and maintenance role with the WRM program. **(T-2)**.

2.20.8.1. **(Added-PACAF)** The WRMO/WRMNCO will solicit help from other base agencies as required, to assist with functions where they are not the functional expert. For example, requesting a QA specialist to assist with inspecting AGE serviceability or a Materiel Management specialist to assist with accountability and validating supply products. **(T-2)**

2.20.8.1.1. **(Added-7AF)** For COBs, the 607 ASOG WRMO/Manager will solicit assistance from outside agencies to conduct semi-annual WRM surveillance visits.

2.20.8.2. **(Added-PACAF)** At a minimum the surveillance visit will include but is not limited to:

2.20.8.2.1. **(Added-PACAF)** Review WRMM appointment letters and ensures WRM initial and recurring training has been accomplished. **(T-2)**.

2.20.8.2.2. **(Added-PACAF)** Ensure WRMMs have access to policy directives, instructions, regulations, guides and technical orders. **(T-2)**.

2.20.8.2.3. **(Added-PACAF)** Ensure required quantities of WRM are serviceable, on-hand, on-order. **(T-2)**.

2.20.8.2.4. **(Added-PACAF)** Ensure WRM is properly marked and stored. **(T-2)**.

2.20.8.2.5. **(Added-PACAF)** Review inspection/serviceability documents for assets requiring periodic inspections and/or functional checks. **(T-2)**.

2.20.8.2.6. **(Added-PACAF)** Ensure TOC/TCTO kits, tool bits and pieces are on hand/on order. **(T-2)**.

2.20.8.2.7. **(Added-PACAF)** Ensure documentation pertaining to WRM use or other transactions, such as issue to the inspection activity, is on file. **(T-2)**.

2.20.8.2.8. **(Added-PACAF)** Verify that the Funded Level Rations Requirements letter is on-hand to support wartime requirements. **(T-2)**.

2.20.8.2.9. **(Added)** Ensure data accuracy between supply reports (R07, and R34) DPAS Custodian Inventory Report, WURD, ART and WRM authorization documents (WPARR, WCDO). **(T-2)**.

2.20.8.2.10. **(Added)** Ensure WRMM checklist is locally developed using the applicable functional Mission Performance Checklist, AFIs, Technical Orders (TO), etc. **(T-2)**.

2.20.8.2.11. **(Added)** The report will be signed by the WRMPM and forwarded to the applicable unit commander within 30 days. **(T-2)**.

2.20.8.2.12. **(Added)** An information copy will be forwarded to the applicable group level commander when the inspected unit is not assigned under the WRMPM's organization. **(T-2)**.

2.20.8.3. **(Added-PACAF)** Surveillance Report replies from the inspected unit commander will be forwarded to the WRMPM with courtesy copy to the WRMO, NLT 30 days after receipt of the surveillance report. The following format will be used for each discrepancy. **(T-2)**.

2.20.8.3.1. **(Added-PACAF)** Item number.

2.20.8.3.2. **(Added-PACAF)** Brief description of discrepancy.

2.20.8.3.3. **(Added-PACAF)** Description of corrective and preventive action taken.

2.20.8.3.4. **(Added-PACAF)** OPEN or CLOSED.

2.20.8.3.5. **(Added-PACAF)** Estimated Completion Date if action is still open.

2.20.8.3.6. **(Added-PACAF)** OPR.

2.20.8.3.7. **(Added-7AF)** For COBs, the 607 MMS/CC will provide monthly updates as determined by WRMPM.

2.20.9. Provide WRM training to unit WRMMs. **(T-3)**.

2.20.9.1. **(Added-PACAF)** Establish WRM training program and ensure newly appointed WRMPM, WRMMs and WRMRB members receive training. Personnel with WRM duties need to know the applicable policies and procedures, how the program is locally managed, details of their assigned responsibilities, and how to perform the tasks. Training will be developed locally. **(T-2)**

2.20.9.1.1. **(Added-PACAF)** WRMPM and WRMRB Members. Provide WRM Orientation training to newly assigned WRM Program Manager and WRMRB members within 30 days of appointment. The orientation will be conducted by the WRMO/WRMNCO who is also responsible for scheduling attendance at the orientation. The orientation will address the WRM program and related responsibilities of the newly appointed individual(s). The orientation may take the form of a formal briefing, desktop briefing, or office visit. If alternate board members are designated they will also receive this training. **(T-2)**

2.20.9.1.1.1. **(Added-7AF)** For COBs, the 607 ASOG WRMO/Manager will provide WRM Orientation training to newly assigned WRM Program Manager, 607 MMS/CC, 607 MMS WRMO/NCO, and WRMRB members within 30 days of appointment.

2.20.9.1.2. **(Added-PACAF)** WRMM initial and recurring formal training will be locally developed explaining the base level program and specific responsibilities of the WRMM(s). The WRMO/WRMNCO will schedule this training. The WRMO/WRMNCO will maintain training records for each WRMM indicating date of appointment and dates of initial and recurring training.

2.20.9.1.2.1. **(Added-7AF)** For COBs, the 607 MMS WRMO/NCO is responsible for providing WRMM initial and recurring formal training explaining the base level program and specific responsibilities of the WRMM(s).

2.20.9.2. **(Added)** Training must be documented and include the following as applicable to the unit:

- 2.20.9.2.1. **(Added)** R07 (Consumables).
- 2.20.9.2.2. **(Added)** Q07 (Budget Code 9 Shortages).
- 2.20.9.2.3. **(Added)** DPAS Custodian Inventory Report.
- 2.20.9.2.4. **(Added)** R34 (Special Spares).
- 2.20.9.2.5. **(Added)** D04 (Daily Document Register).
- 2.20.9.2.6. **(Added)** D11 (Daily PFMR/OCCR Update and Reconciliation).
- 2.20.9.2.7. **(Added)** WPARR (War Plans Additive Requirements Report).
- 2.20.9.2.8. **(Added)** WCDO (War Consumables Distribution Objective).
- 2.20.9.2.9. **(Added)** TPFDD (Time Phased Force and Deployment Data).
- 2.20.9.2.10. **(Added)** WRM Use Request, Returned to Storage Notification Process.
- 2.20.9.2.11. **(Added-7AF)** WRM Due-in/Due-out Listing.
- 2.20.9.3. **(Added)** Solicit the assistance of the LRS Materiel Management Activity if needed to provide training on interpreting Supply documents.
 - 2.20.9.3.1. **(Added-7AF)** For COBs, the 607 MMS supply personnel will provide assistance to the 607 MMS WRMO/NCO during initial WRMM training on interpreting Supply documents.
- 2.20.10. Ensure WRM is managed IAW functional area publications and this instruction. **(T-1)**.
 - 2.20.10.1. **(Added-PACAF)** Implement and disseminate WRM policy and procedural guidance to WRM managers. Publish a supplement, as locally determined, amplifying WRM program management, usage, storage, accountability, inventory, and inspection/maintenance requirements.
- 2.20.11. Report installation PWRM readiness, accountability, availability, and serviceability (e.g., Integrated Maintenance Data System). **(T-1)**.
- 2.20.12. **(Added)** Storage requirements must be reviewed upon receipt of the WPARR. Increases in storage space will be addressed at the next WRMRB meeting and submitted to the Facilities Utilization Board. **(T-2)**.
 - 2.20.12.1. **(Added-7AF)** For COBs, 607 MMS/CE will conduct the Facilities Utilization Board.
- 2.21. Logistics Readiness Squadron Commander or equivalent.** The Logistics Readiness Squadron Commander (or equivalent) will:
 - 2.21.1. Appoint the installation WRMO and WRMNCO from the Logistics Readiness Squadron/Plans and Integration Section. **(T-1)**.
 - 2.21.1.1. **(Added-PACAF)** Individuals will be appointed in writing. Appointment letter will include individual's full name, rank, security clearance, duty phone number, organization/office symbol and will be endorsed by the unit security manager.

2.21.1.1.1. **(Added-7AF)** For COBs, the 607 ASOG/CC, as the WRMPM for COBs, will designate in writing the 607 MMS WRMO/NCO.

2.21.2. Appoint WRMM(s) in each area within the Logistics Readiness Squadron that stores and maintains WRM. **(T-1).**

2.21.2.1. **(Added-PACAF)** Appoint WRMM(s) in writing and forward a copy of the appointment letter to the WRMO/WRMNCO. Appointment letter will be endorsed by the unit security manager

2.21.2.1.1. **(Added-7AF)** For COBs, 607 MMS/CC will appoint COB WRMMs.

2.21.3. Manage WRM IAW AFI 23-101, functional area publications, and this instruction. **(T-1).**

2.21.3.1. **(Added-PACAF)** The Materiel Management Activity will:

2.21.3.1.1. **(Added-PACAF)** Provide newly appointed WRMMs with Limited Inspector and Precious Metals Recovery Program (PMRP) training.

2.21.3.1.2. **(Added-PACAF)** Conduct and document a Care of Supplies in Storage (COSIS) inspection for each WRM RSP annually.

2.21.3.1.3. **(Added-PACAF)** COSIS reports will be provided to the unit inspected and the installation WRMO/WRMNCO. **(T-2)**

2.21.3.1.4. **(Added-PACAF)** Conduct a joint inventory of WRM RSPs with the appointed WRMM in the frequency required IAW AFI 23-101.

2.21.4. Identify local sources of supply for WCDO requirements, if available. **(T-1).**

2.22. Munitions Squadron Commander or equivalent (MUNS/Commander). The Munitions Squadron Commander (or equivalent) will:

2.22.1. Appoint WRMM(s) as required. **(T-1)**

2.22.1.1. **(Added-PACAF)** Appoint WRMM(s) in writing and forward a copy of the appointment letter to the WRMO/WRMNCO. Appointment letter will be endorsed by the unit security manager.

2.22.2. Manage WRM munitions and associated equipment (e.g., trailers, forklifts) IAW AFMAN 21-201, *Munitions Management*. **(T-1).**

2.23. Force Support Squadron Commander/Director (FSS/Commander). The Force Support Squadron Commander (or equivalent) will manage pre-positioned WRM rations IAW AFMAN 34-240. **(T-1).**

2.23.1. **(Added-7AF)** For COBs, the 607 MMS Services WRMM will coordinate with PACAF/A1RS and the 607 ASOG WRMO/Manager on rotation of WRM subsistence stocks to be consumed in the following calendar year. This formal letter will include recommendations for utilization/rotation of MREs.

2.24. Medical Group Commander. The Medical Group Commander will manage medical PWRM IAW AFI 41-106, AFMAN 41-209, AFI 41-201, and AFI 41-216. **(T-1).**

2.25. Unit Commander. The unit commander will:

- 2.25.1. Manage PWRM IAW applicable functional area guidance and this instruction. **(T-1).**
- 2.25.2. Appoint unit WRMM(s). **(T-1).**
 - 2.25.2.1. **(Added-PACAF)** Appoint WRMM(s) in writing and forward a copy of the appointment letter to the WRMO/WRMNCO. Appointment letter will be endorsed by the unit security manager.
- 2.25.3. Report unit PWRM readiness IAW AFI 10-201, AFI 10-244, and this instruction. **(T-1).**

Section 2D—Unit Level**2.26. War Reserve Materiel Manager (WRMM).** The WRMM will:

- 2.26.1. Manage the unit's PWRM. **(T-1).**
- 2.26.2. Develop and submit WRM budget requirements to the installation WRMO or WRMNCO. **(T-2).**
- 2.26.3. Participate in the installation's WRM Review Board. **(T-3).**
- 2.26.4. Attend initial and recurring training. **(T-2).**
 - 2.26.4.1. **(Added-PACAF)** Coordinate with the LRS Materiel Management Activity to schedule and attend Limited Inspector and PMRP training.
 - 2.26.4.2. **(Added-PACAF)** Be appointed as a shelf-life monitor by the organizational commander IAW AFI 23-101. **(T-2).**
- 2.26.5. Inspect, maintain, mark, document, inventory, and store WRM IAW applicable instructions to include specific TOs, functional area instructions, AFI 23-101, and this instruction. **(T-1).**
- 2.26.6. Ensure equipment condition, maintenance, and management is accomplished in the Accountable Property System of Record (e.g., Integrated Maintenance Data System (aerospace ground equipment), Defense Property Accounting System (common support equipment)) IAW AFI 23-101 and AFI 21-101, *Aircraft and Equipment Maintenance Management*. **(T-1).**
- 2.26.7. **(Added-PACAF)** Must be familiar with the products outlined in [paragraph 2.20.9.2.2](#), as it applies to the WRMM's function.
- 2.26.8. **(Added-PACAF)** Maintain a Continuity Folder. The folder will include the contents listed in [Table 2.1](#), as applicable and other unique data relevant to the unit.
 - 2.26.8.1. **(Added-7AF)** for COBs, the following documents are mandatory and will be located in the COB WRMMs continuity book/e-book: Block III supply training certificate; WRM functional area checklist; current supply listing as applicable; monthly walk-through inspections for the last twelve months.
- 2.26.9. **(Added-7AF)** For COBs, the following status reports are required to be sent to 607 ASOG/MMS WRMO/NCO/Manager and 7 AF/A4 respective Program Manager NLT 10th of each month: Fuels report (CSR) Tank status report, RAP tracker report, CSE status report.

2.26.9.1. **(Added-7AF)** For COBs, the monthly status report will include the following minimum data: National Stock Number, Nomenclature, authorized/on-hand quantities, fill/mission capability rates, and additional remarks as needed (i.e. field number, DODIC, etc).

2.26.9.2. **(Added-7AF)** Supply reports (D23, M30, R07, DPAS, etc.) will be reviewed at least monthly prior to submittal of monthly asset serviceability report. In addition, unserviceable equipment must be coded accordingly in DPAS/ILS-S for accurate readiness reporting.

Chapter 3

PROGRAM MANAGEMENT

Section 3A—Governance Structure.

3.1. WRM Steering Group(s).

3.1.1. AFMC will establish a chartered WRM governance structure. **NOTE:** The charter will identify principal and associate members, steering group objectives, roles, and responsibilities.

3.1.2. The WRM Steering Group will:

3.1.2.1. Be strategically aligned with the Logistics Board.

3.1.2.2. Meet annually.

3.2. WRM Working Group(s).

3.2.1. The 635 SCOW will establish chartered WRM working group(s). **(T-1). NOTE:** Working group charters will identify principal and associate members, working group objectives, roles, and responsibilities. **(T-2).**

3.2.2. The WRM Working Group will:

3.2.2.1. Address all aspects of the WRM program. **(T-2).**

3.2.2.2. Be chaired by the 635 SCOW/WM. **(T-2).**

3.2.2.3. Meet annually. **(T-2).**

3.2.2.4. Report to the WRM Senior Steering Group. **(T-2).**

3.3. WRM Review Boards.

3.3.1. Air Component Command WRM Review Board. The air component command WRM review board will:

3.3.1.1. Provide oversight, guidance, and direction for the command's WRM program in support of the combatant commander's wartime mission.

3.3.1.2. Be chaired by the command/A4 (or equivalent).

3.3.1.3. Be aligned with the Logistics Board.

3.3.1.4. Validate and approve PWRRs for inclusion in operation plans and PWRM in support of the combatant command theater campaign plans.

3.3.1.5. Review requirements and authorizations versus on-hand assets (to include condition).

3.3.1.6. Review command-wide and installation issues.

3.3.1.7. Assess the command readiness.

3.3.1.8. Review and advocate for resource requirements (e.g., manpower, funding, storage facilities).

3.3.1.9. Identify any WRM related shortfalls and limiting factors.

3.3.1.10. Membership: The following organizations will be principle members of the Air Component Command WRM review board:

3.3.1.10.1. Installation WRMPMs.

3.3.1.10.2. Other primary and associate members approved by the command/A4.

3.3.1.10.2.1. **(Added-PACAF)** HQ PACAF Division Chiefs (or representatives) and Command WRM Managers from the following functional areas are members of the PACAF WRMRB:

3.3.1.10.2.1.1. **(Added-PACAF)** HQ PACAF/A1R.

3.3.1.10.2.1.2. **(Added-PACAF)** HQ PACAF/A4C.

3.3.1.10.2.1.3. **(Added-PACAF)** HQ PACAF/A4M.

3.3.1.10.2.1.4. **(Added-PACAF)** HQ PACAF/A4R.

3.3.1.10.2.1.5. **(Added-PACAF)** HQ PACAF/A4S.

3.3.1.10.2.1.6. **(Added-PACAF)** HQ PACAF/A4X.

3.3.2. Installation WRM Review Board. The Installation WRM review boards will:

3.3.2.1. Provide oversight, guidance, and direction for the installation's WRM program. **(T-2)**. **NOTE:** The air component command/A4 will identify installations required to conduct installation review boards.

3.3.2.1.1. **(Added-PACAF)** All PACAF installations are required to conduct and document the installation WRMRB. **(T-2)**.

3.3.2.2. Be chaired by the installation's WRMPM. **(T-2)**.

3.3.2.2. **(PACAF)** Be chaired by the designated WRMPM IAW [paragraph 1.6.8.1](#) and sub paragraphs. **(T-2)**.

3.3.2.3. Validate installation pre-positioning objectives. **(T-2)**.

3.3.2.4. Review planning documents. **(T-2)**.

3.3.2.5. Assess installation WRM's readiness. **(T-2)**.

3.3.2.6. Identify installation level WRM shortfalls and limiting factors. **(T-2)**.

3.3.2.7. Review inspections, audits, surveillance visit results, corrective actions taken, and estimated completion dates. **(T-2)**.

3.3.2.8. Review WRM use. **(T-2)**.

3.3.2.9. Review facility and storage issues. **(T-2)**.

3.3.2.10. Review orientation and formal training status. **(T-2)**.

3.3.2.11. Review out load and movement planning. **(T-2)**.

3.3.2.12. Identify theater prepositioning objectives for each installation. **(T-2)**.

3.3.2.13. Membership: The following will be principle members of the installation WRM review board:

- 3.3.2.13.1. Group commanders. **(T-1).**
- 3.3.2.13.2. Squadron commanders (with WRM equity). **(T-1).**
- 3.3.2.13.3. Installation planners and subject matter experts. **(T-1).**
- 3.3.2.13.4. Comptroller or budget analyst. **(T-1).**
- 3.3.2.13.5. WRMMs. **(T-1).**
- 3.3.2.13.6. Munitions Accountable Systems Officer. **(T-1).**
- 3.3.2.13.7. Other primary and associate members approved by the WRMPM. **(T-1).**
- 3.3.2.13.8. **(Added)** Action items generated as a result of the installation WRMRB will be initiated within 10 work days by the applicable unit. **(T-2).**

3.4. Other WRM Management Teams.

- 3.4.1. Joint Standardization Board-Expeditionary Shelters & Basing Equipment committee meets to discuss soft wall, rigid wall and hybrid military tactical shelters, shelter design and shelter ancillary equipment technology.
- 3.4.2. The Joint Expeditionary Basing Working Group identifies Joint acquisition and engineering opportunities.

Section 3B—Mission Support

3.5. Indirect Mission Support.

- 3.5.1. WRM may be used to support Joint and AF exercises, training events, competitions, and unit exercises during peacetime. **Note:** Indirect mission support is not a “diversion” of PWRM.
- 3.5.2. If available, requesting units will use alternate sources of support prior to requesting the use of WRM. **(T-1).**
 - 3.5.2.1. Peacetime operating stocks.
 - 3.5.2.2. Commercial-off-the-shelf items.
 - 3.5.2.3. Contractor support.
 - 3.5.2.4. Host nation support.
 - 3.5.2.5. Acquisition and cross-servicing agreements.
 - 3.5.2.6. Commercial sources of supply.
 - 3.5.2.7. Non-AF resources.
- 3.5.3. Storing units will:
 - 3.5.3.1. Approve indirect mission support requests for the peacetime use of WRM using the criteria prescribed in **Table 3.1**. **NOTE:** Indirect mission support requests routing form available on the 635 SCOW/WM website. **(T-1).**
 - 3.5.3.2. The 635 SCOW is the approval authority for:
 - 3.5.3.2.1. Extended periods of time (greater than 120 days).

3.5.3.2.2. Non-AF entities.

3.5.3.2.3. PWRM that is not available or stored in the requestor's area of responsibility. To the 635 SCOW/WM for approval using the **(T-1)**.

3.5.3.3. Submit all indirect mission support requests with funding documents for repair and reconstitution costs. **(T-1)**. The initial funding cost is calculated as 10% of the cost of the asset(s) or identified based on historic exercise and deployment costs with 635 SCOW/WM pre-approval. **(T-2)**. **Note:** Indirect mission support requests release and approval is contingent upon receipt of funding documentation from the using organization(s).

3.5.3.3.1. Use AF Form 616, *Fund Cite Authorization (FCA)*, to provide funding for intra-AF transactions IAW AF AFI 65-601, Volume 1. **(T-1)**.

3.5.3.3.2. Use Defense Department Form 448, *Military Interdepartmental Purchase Request*, for non-AF units or organizations. **(T-1)**.

3.5.3.3.3. Use Form 1-3a, *Acquisition and Cross-Servicing Agreement (ACSA)/Mutual Logistics Support (MLS) Order Form*, for foreign services support (generated by Acquisition Cross-Servicing Agreement Global Automated Tracking and Reporting System or available on Acquisition Cross-Servicing Agreement SharePoint website) IAW AFI 25-301, *Acquisition and Cross-Servicing Agreements (ACSA)* and this instruction. **(T-1)**.

3.5.3.3.4. **(Added-7AF)** For WRM, use of predetermined cost will be assessed based on historical data cost for all Indirect/Direct Mission Support Requests, predetermined cost are pre-approved by the 635 SCOW (Attachment 8).

3.5.3.4. Requestor(s) will prepare, sign, and forward the request through the WRMO or WRMNCO to the appropriate approval authority not later than fifteen (15) duty days prior to intended use date. **(T-1)**.

3.5.3.4.1. **(Added-7AF)** For COBs, 607 MMS Logistics Plans Office will forward signed Indirect/Direct Mission Support Requests to 607 ASOG WRMO/Manager NLT five duty days prior to intended use date for 607 ASOG/CC approval and ten duty days prior to intended use date for Command WRMO/635 SCOW Prepositioned War Reserve Materiel Program Integration Office (PIO) approval.

3.5.3.5. Users are responsible for packing and crating, transportation to and from the employment site, Temporary duty costs for personnel deploying with the assets, contractor costs as applicable, reconstitution and repair of assets, RSP costs, etc. **(T-1)**.

3.5.3.5.1. **(Added-PACAF)** Prior to AGE shipment and/or use, the using organization will support storing organization with manpower and/or resources to ensure equipment is serviceable and prepped IAW applicable TOs or manufacturer's technical guidance.

3.5.3.6. Using organizations will track transportation of WRM from the storage location to the point of use and back to the storage location. **(T-1)**.

3.5.3.7. All units responsible for storing WRM will document direct and indirect WRM use using the WRM usage log located on the 635 SCOW/WM SharePoint. **(T-1)**.

3.5.3.8. The installation commander will approve or disapprove WRM support for civilian authorities IAW AFI 10-801, *Defense Support of Civilian Authorities*. **(T-1)**.

Table 3.1. Indirect Mission Support Approval Authority Matrix.

Commodity	Approval Authority	Duration and/or Requestor	Issue Instructions	Funding	Remarks
WCDO (Non-Munitions)	CWRMO ¹	Indefinite	Integrated Logistics System Supply	Using Organization	AF Form 616
WRM Equipment ² (BEAR, FSE, Common Support Equipment, Vehicles) ^{2,3}	WRMPM	60 days (AF Only)	Transfer to Using Org Process Deployment Indicator (D or I)	Using Organization	AF Form 616
	CWRMO	120 days (AF Only)	Transfer to Using Org Process Deployment Indicator (D or I)	Using Organization	AF Form 616
	635 SCOW/WRM Management	121 or more days (AF Only)	Transfer to Using Org Process Deployment Indicator (D or I)	Using Organization	AF Form 616
	AF /A4LX	Indefinite (Non-AF)	Process Deployment Indicator (D or I)	Using Organization	Defense Department Form 448
		Indefinite (Foreign Nation)	Process Deployment Indicator (D or I)	Using Organization	Form 1-3a
Note 1: May be delegated to next lower level of command. Note 2: The installation WRMO or WRMNCO will release WRM suspension and release equipment for indirect mission support. (T-2). Note 3: The 441 VSCOS will coordinate on 635 SCOW/WM Indirect Mission Support Request vehicle requests. (T-2).					

3.6. Direct Mission Support.

3.6.1. Authority for WRM use in support of direct mission taskings is based on the Secretary of Defense approved execution orders or global force management allocation plan annexes IAW AFI 10-401.

3.6.2. Emergency and special project codes are used to fund WRM direct mission support and reconstitution.

3.6.3. Storing and using units will track all costs for contingencies and exercises. **(T-1)**. This data will be used to:

3.6.3.1. Bill and reimburse units for replenishment.

3.6.3.2. Request supplemental appropriations.

3.6.3.3. Record un-programmed costs for budget preparation.

3.6.3.4. Update WRM usage log on the 635 SCOW/WM SharePoint website.

Section 3C—Deployment

3.7. Deployment.

3.7.1. Storing units will either retain WRM on accountability records and code deployed WRM with the appropriate deployment indicator or transfer the deployed WRM to the user when WRM is released in support of direct mission support IAW AFI 23-101. **(T-1)**.

3.7.2. Deployment of WRM is authorized under the following conditions:

3.7.2.1. If an exercise is scheduled for less than 90 days.

3.7.2.2. Pending establishment of a supply account at gaining location.

3.7.2.3. Pending inventory and acceptance of RSP(s) at gaining location.

3.7.3. BEAR Deployments.

3.7.3.1. Storing units will deploy UTCs with the applicable AFTTP. **(T-1)**.

3.7.3.2. The AFTTP will be included in the first increment of each UTC deploying. **(T-1)**. **NOTE:** UTC AFTTP are also available on the 635 MMG SharePoint website.

3.7.4. The storing unit will submit an End-of-Deployment/Reconstitution Report (**Attachment 4**) to their CWRMO or CWRMNCO and the 635 SCOW/WM. **(T-1)**.

Section 3D—Transfer

3.8. Transfers.

3.8.1. Storing units will transfer WRM and RSP IAW AFI 23-101. **(T-1)**.

3.8.2. Supported units will:

3.8.2.1. Assign a kit serial number (3000 through 3999) for type spares code “H” IAW AFI 23-101. **(T-1)**.

3.8.2.2. Coordinate all support requirements in advance with the 635 SCOW/WM. **(T-1)**.

3.8.3. The 635 SCOW/WM will track all WRM transfers until the gaining base receives the assets. **(T-1)**.

3.8.4. Storing units will ensure transfers between Department of Defense components, allied forces, and federal civil agencies are accomplished IAW AFI 23-101. **(T-1)**.

3.8.5. Storing and supported units will inventory transferred RSPs IAW AFI 23-101. **(T-1)**.

Section 3E—Sustainment

3.9. Sustainment.

3.9.1. The supported organization will be responsible for all WRM maintenance to include funding and ordering replacement parts. **(T-1)**. **Note:** The supported organization will identify all maintenance beyond its repair capability to the storing command. **(T-1)**.

3.9.2. The expeditionary base civil engineer, or equivalent organization, will take possession of and be responsible for BEAR deployed to forward operating sites. **(T-1)** **Note:** See Air Force Handbook (AFH) 10-222, *Civil Engineer Base Development*, for additional information related to BEAR usage and management at forward operating sites.

3.9.3. Deployed BEAR or expeditionary Logistics Readiness Squadron materiel management personnel will be responsible for storing, managing, issuing, and accounting for BEAR RSPs at forward operating sites IAW AFI 23-101. **(T-1)**.

3.9.4. During force rotations, the using organization will transfer accountable assets from redeploying to deploying equipment custodians or accountable officers prior to redeploying unit's departure IAW AFI 23-101. **(T-1)**.

Section 3F—Redeployment and Reconstitution

3.10. Redeployment.

3.10.1. For redeployment of BEAR, the expeditionary installation commander will submit a request for a reconstitution team to the 635 MMG through the 635 SCOW/WM. **(T-1)**.

3.10.2. The closure base civil engineer will:

3.10.2.1. Be responsible for synchronizing base closure actions to meet base closure timelines. **(T-1)**.

3.10.2.2. Establish a BEAR base closure team to identify requirements and coordinate actions required to close the base. **(T-1)**. The BEAR base closure team should include functional experts from; but not limited to, the following areas:

3.10.2.2.1. Logistics Readiness Squadron (Supply/Transportation/Logistics Plans).

3.10.2.2.2. Civil engineer (real property and environmental).

3.10.2.2.3. Legal.

3.10.2.2.4. Defense Logistics Agency/Defense Reutilization and Marketing System.

3.10.2.2.5. Communications.

3.11. Reconstitution.

3.11.1. Supported organizations will return all WRM in serviceable condition to the storing unit or allocate funds to repair or replace deployed assets. **(T-1)**.

3.11.1.1. **(Added-PACAF)** For AGE reconstitution, the using organization will support storing organization with manpower and/or resources to ensure equipment is returned in a serviceable condition IAW applicable TOs or manufacturer's technical guidance.

3.11.2. The storing WRMO or WRMNCO will establish a local process for returning WRM to storage. **(T-1)**. The process will address:

3.11.2.1. Receipt procedures. **(T-1)**.

3.11.2.2. Serviceability inspection. **(T-1)**.

3.11.2.3. Record and document processing and update. **(T-1)**. **Note:** The supported organization will provide requisition documentation for any parts or accessories that are on order. **(T-1)**.

3.11.2.4. End-of-deployment reporting and reconstitution actions ([Attachment 4](#)). **(T-1)**.

3.11.2.4.1. **(Added-7AF)** For COBs, 607 MMS WRMM(s) will be responsible for signing of reconstitution letters generated by local contractors once all assets are reconstituted. Also, WRMM(s) will submit Return to Service Letters to 607 MMS WRMO/NCO for inclusion to WRM usage log located on the 635 SCOW/WM SharePoint website.

3.11.2.4.2. **(Added-7AF)** For COBs, the 607 MMS WRMMs will validate/sign submit Return to Service Letters (RTS) to 607 MMS WRMO/NCO within 30 days of return of assets.

3.11.2.4.3. **(Added-7AF)** If predetermined cost does not cover the reconstitution costs, additional costs associated with use will be assessed to the borrowing unit.

3.11.3. 635 SCOW/WM will:

3.11.3.1. Provide redeployment, reconstitution, and disposition instructions to the supported and storing commands prior to commencement of redeployment operations. **(T-1)**.

3.11.3.2. Identify need for and fund the deployment of the 635 SCOW/WM Redistribution Property Assistance Team, if required. **(T-1)**.

3.11.3.3. Facilitate redeployment of WRM in support of the WRM global management strategy, as required. **(T-1)**.

3.11.4. The supported and storing organization representative(s) will:

3.11.4.1. Document the return of WRM using the WRM usage log within 90 days of redeployment operations. **(T-1)**.

3.11.4.2. Track the reconstitution estimated completion date and status for any asset returned to storage that is not "fully mission capable." **(T-1)**.

3.11.4.3. Submit an indirect mission support request return to storage letter upon completion of redeployment operations and reconstitution actions (See [Attachment 4](#)) to the 635 SCOW/WM to include receipts and documentation for all repairs and reconstitution actions. **(T-1).**

Section 3G—Excess Management

3.12. Excess Management. Storing units will:

3.12.1. Manage excess WRM IAW AFI 23-101. **(T-1).**

3.12.2. Use the Enterprise Solution-Supply system automated WRM RSPs package excess redistribution tool unless excluded by the 635 SCOW/WM IAW AFI 23-101. **(T-1).**

3.12.3. Return excess WRM suspension and release equipment to peacetime operating stocks IAW AFI 23-101. **(T-1).**

3.12.4. Retain excess WRM pending 635 SCOW/WM disposition determination. **(T-1).**

3.12.5. Assign composition codes H000, D004, and W004 to excess WRM IAW AFI 23-101. **(T-1).**

3.12.6. Manage contingency retention stocks IAW AFI 23-101. **(T-1).**

Section 3H—Transportation Planning

3.13. Transportation Planning.

3.13.1. WRM transportation planning is a shared responsibility between the storing and supported command(s).

3.13.2. The supported air component command will identify transportation movements from an alternate storage locations to the planned operating bases in the supported command's operation plan Time Phased Force Deployment Data, base support plans, and alternative planning document(s).

3.13.3. The air component command will or MAJCOM will be posture WRM UTCs on the storing unit's UTC Availability list as either "WS" for starter stocks or "WG" for mal-positioned and swing stocks and identified in the supported command's time phased force deployment data, base support plans, and alternative planning document(s).

3.13.4. Air component commands will ensure all WRM transportation (intra- or inter-theater) movement requirements are loaded into DCAPEs or other applicable planning systems IAW AFI 10-401.

3.14. 463L System Support Equipment and Intermodal Container Management.

3.14.1. Pallets and Nets.

3.14.1.1. Storing units will ensure pallets and nets used to move WRM are managed as operational assets IAW AFI 24-605. **(T-1).**

3.14.1.2. AMC/A4T is the Department of Defense operational manager for the 463L system. **NOTE:** Storing units will purchase and manage of couplers, straps, chains and devices IAW AFI 24-605. **(T-1).**

3.14.1.3. Unit commanders will appoint a pallet and net manager IAW AFI 24-605. **(T-1)**.

3.14.1.4. Pallet and net managers will use the Global Asset Reporting Tool to manage pallets and nets IAW AFI 24-605. **(T-1)**.

3.14.2. Containers. The 635 SCOW/WM will:

3.14.2.1. Serve as the WRM Container Control Officer for accounts FA4512 & FA4603. **(T-1)**.

3.14.2.2. Assist and liaisons with command container control officer and AFMC/A4RT for the management of containers IAW AFI 24-602, Volume 2. **(T-1)**.

3.14.2.3. Ensure container control officers and container managers have access to the Army Container Asset Management System. **(T-1)**.

3.14.2.4. Oversee the Army Container Asset Management System for container movement, inventory, condition, inspection dates, and status (empty, loaded). **(T-1)**.

3.14.2.5. Coordinate with the program management office for delivery and tracking information. **(T-1)**.

3.14.3. Command container control officers or container manager will:

3.14.3.1. Request container disposition and redistribution from the 635 SCOW/WM for action and coordination.

3.14.3.2. Contact AFMC/A4RT and Army Intermodal Distribution Platform Management Office.

3.14.3.3. Coordinate efforts with AFMC/A4RT, General Services Activity, AFs Central, United States AFs Europe, Pacific Air Force, 635 MMG, and other applicable agencies and contractors.

3.14.3.4. Approve disposal, transfer, and redistribution of any container with approval from the AFMC/A4RT, and/or Army Intermodal and Distribution Platform Management Office. **(T-1)**.

3.14.4. Storing units will:

3.14.4.1. Maintain accountability for assigned containers. **(T-1)**.

3.14.4.2. Appoint a container control officer or container manager; in writing, IAW AFI 24-605, AFI 24-602, Volume 2. **(T-1)**. The container control officer or container manager will:

3.14.4.2.1. Inspect containers and contents when received and update applicable accountable systems. **(T-1)**.

3.14.4.2.2. Examine and inspect containers for serviceability by certified and appointed inspectors every 30 months from the fifth year from date of manufacture or after any major repairs. **(T-1)**.

3.14.4.2.3. Manage containers using the Army Container Asset Management System IAW Defense Transportation Regulation (DTR) 4500.9-R Part VI, *Management and Control of Intermodal Containers and System 463L Equipment*. **(T-0)**.

3.14.4.2.4. Budget for container maintenance. **(T-1).**

3.14.4.2.5. Notify the 635 SCOW/WM 60 to 90 days prior to inspection due dates. **(T-1).**

3.14.4.2.6. Conduct and complete the Department of Defense mandated biennial International Organization for Standardization container inventory. **(T-1).**

3.14.4.2.7. Mark containers IAW AFI 24-602, Volume 2. **(T-1).**

Section 3I—Modernization

3.15. Modernization Overview.

3.15.1. The 635 SCOW/WM will manage WRM modernization in collaboration with functional area managers, subject matter experts, and supported commands. **(T-1).**

3.15.2. Functional area users will submit modernization proposals to the WRM working group. **(T-1).**

3.15.3. The WRM working group will review and validate the modernization initiatives and submit approved proposals through the corporate structure. **(T-2).**

3.15.4. AF/A4P and AF/A4L will:

3.15.4.1. Act as the WRM advocate during corporate structure program objective memorandum development.

3.15.4.2. Ensure approved modernization proposals are incorporated into the appropriate program objective memorandum submission for AF/CS planning choices.

3.15.5. Functional area representatives and functionally oriented centralized management agencies will serve as the subject matter experts and primary points of contact for all modernization efforts.

3.15.6. AFCEC will act as the subject management expert for both BEAR and RADR IAW AFI 10-210, *Prime Base Engineer Emergency Force (BEEF)* and this instruction.

3.15.7. The AFSVA will act as the subject matter expert for personnel messing and feeding capabilities IAW AFMAN 34-240.

3.15.8. The Air Force Petroleum will act as the:

3.15.8.1. Primary subject matter expert for fuels support equipment.

3.15.8.2. OPR for fuels support equipment modernization.

Chapter 4

MATERIEL MANAGEMENT

Section 4A—Allowance and Authorization Review Process

4.1. Allowance and Authorization Review Process.

4.1.1. The 635 SCOW will:

4.1.1.1. Ensure WRM equipment allowance and authorization reviews are accomplished IAW AFI 23-101. **(T-1).**

4.1.1.2. Publish the WRM UTC Requirements Document. **(T-2).**

4.1.1.3. Forward the WRM UTC Requirements Document to the supported and supporting CWRMO or CWRMNCO no later than 15 August annually. **(T-2).**

4.1.2. The supported air component CWRMO or CWRMNCO and functional area managers will review and provide changes, additions, and deletions to the 635 SCOW/WM no later than 1 October annually to identify combatant command requirements.

4.1.3. The 635 SCOW/WM will analyze air component command WRM UTC Requirements Document submissions to create a draft, consolidated War Plan Additive Requirement Report (WPARR) which is forwarded to the supported and supporting air component commands no later than 1 November annually. **(T-2).**

4.1.3.1. The WPARR is the authorization document for WRM equipment requirements.

4.1.3.2. The supported and supporting air component CWRMO or CWRMNCO review and validate the draft WPARR and forward any requested changes to the 635 SCOW/WM no later than 15 December annually.

4.1.4. The 635 SCOW/WM will publish the final WRM UTC Requirements Document and WPARR no later than 15 January annually. **(T-2).**

4.1.5. The 635 SCOW/WM will use the final WPARR to update WRM equipment allowance standard allowances IAW AFI 23-101. **(T-1).**

4.1.6. After the WRM UTC Requirements Document, WPARR, and allowance standard updates are complete, the MAJCOM/A3s will posture standard UTCs as WRM in the UTC availability list IAW AFI 10-401 using WRM posturing codes (e.g., “WG” for swing stocks and “WS” for starter stocks).

4.1.6.1. The 635 SCOW will resolve WRM UTC Requirements Document and WPARR impasses. **(T-2).**

4.1.6.2. Disputed UTCs or authorizations will be removed from the WRM UTC Requirements Document and WPARR and worked separately as out-of-cycle requirements. **(T-2).**

Section 4B—Common Support Equipment**4.2. Common Support Equipment.**

- 4.2.1. Storing units will manage WRM equipment IAW AFI 23-101. **(T-1).**
- 4.2.2. MAJCOMs and air components will use the UTC Availability list to posture and pre-position WRM equipment UTCs for their subordinate units.
 - 4.2.2.1. Starter stocks are posturing code “WS.”
 - 4.2.2.2. Swing stocks are posturing code “WG.”
- 4.2.3. Air component commands will identify unconstrained PWRM equipment UTC requirements to the 635 SCOW/WM.
- 4.2.4. Major command/A3s submit validated WRM equipment UTCs to AF /A3OD to update the UTC Availability list no later than 30 September annually.
- 4.2.5. The 635 SCOW will:
 - 4.2.5.1. Requisition PWRM IAW AFI 23-101. **(T-1).**
 - 4.2.5.2. Provide a prioritization list to the AFLCMC for appropriation 3080 (Investment) requirements funded by program element codes 41135 or 28031. **(T-2).**
 - 4.2.5.3. Submit a program objective memorandum disconnect to AF/A4PY for equipment requirements that exceed available or projected funding. **(T-1).**

Section 4C—Vehicles (General and Special Purpose)**4.3. Vehicles (General and Special Purpose).**

- 4.3.1. The Fleet Management and Analysis office will manage general and special purpose vehicles IAW AFI 24-301 and AFI 24-302.
- 4.3.2. Special purpose vehicles may be managed by applicable functional area instructions.
- 4.3.3. Storing or using units will process all WRM vehicle authorization additions, changes, or deletions through 441 VSCOS IAW AFI 24-302. **(T-1).**
- 4.3.4. The Master Vehicle Record list reflects the appropriate WRM use code.
 - 4.3.4.1. “M” = WRM.
 - 4.3.4.2. “L” = Joint Use.
- 4.3.5. The UTC availability reflects the appropriate WRM posturing code.
- 4.3.6. Fleet Management and Analysis office will ensure WRM vehicles are:
 - 4.3.6.1. Maintained separately from the peacetime vehicle fleet. **(T-2).**
 - 4.3.6.2. Rotated into the active base support fleet (where like-vehicle peacetime authorizations exist) to ensure equipment dependability and equal use. **(T-2).**
 - 4.3.6.3. Deployed (prepared for shipment) and released for use IAW AFI 24-302. **(T-1).**

4.3.6.4. Managed and documented using the Defense Property Accountability System IAW AFI 24-302. **(T-1).**

4.3.7. The WPARR is used to update the vehicle allowance standards and the Defense Property Accountability System vehicle authorizations.

4.3.8. **(Added-PACAF)** Quarterly, the Fleet Management and Analysis Office will conduct comparative analysis of integrated WRM vehicle utilization. Purpose of the analysis is threefold: (1) identify instances/ trends of excessive use of WRM vehicles as compared to like-use daily use vehicles, by organization and type vehicle; (2) identify causal factors contributing to excessive use of the integrated WRM asset and (3) identify measures to mitigate excess use of integrated WRM vehicles. Results of the analysis will be briefed at the installation WRMRB. **(T-2).**

Section 4D—Use Codes

4.4. Use Codes.

4.4.1. A use codes is a one-letter supply data element used to identify the intended use of vehicles and equipment items.

Table 4.1. Equipment Use Codes.

Code	Description
A	Mobility equipment authorized for deployment in support of forward operating sites
B	Base Support equipment authorized for use at home station. Note: All use code “B” equipment on an installation (includes tenant units) can be considered for joint use
C	Joint-Use equipment. Joint-use equipment (formerly use code “B”) that is not required by the peacetime user in wartime that can be used to fill a wartime requirement
D	WRM authorized to support wartime equipment requirements.

Table 4.2. Vehicle Use Codes.

Code	Description
J	Mobility vehicle authorized for deployment in support of forward operating sites.
K	Base Support vehicle authorized for use at home station. Note: All use code “K” vehicles on an installation (includes tenant units) can be considered for joint use.
L	Joint-Use vehicle. A joint-use vehicle (formerly use code “K”) that is not required by the peacetime user in wartime that can be used to fill wartime requirement
M	WRM vehicle authorized to support wartime equipment requirements.

4.4.2. The Fleet Management and Analysis office will rotate use code “M” vehicles with active fleet vehicles, where possible, every 12 months to ensure WRM fleet serviceability. **(T-2)**.

4.4.3. The storing command will:

4.4.3.1. Develop and publish a supplemental WRM vehicle rotation policy. **(T-2)**.

4.4.3.2. Ensure vehicles being rotated into or out of storage must be in TO 36-1-191 condition and current on all inspections.

4.4.4. The using unit will maintain joint use equipment (use code “C”) and vehicles (use code “L”) using the unit’s operation and maintenance funds. **(T-1)**.

4.4.5. Joint Use Equipment.

4.4.5.1. The installation WRMO or WRMNCO will chair a joint-use meeting to review existing joint use equipment and identify use code “B” equipment authorizations that can be used to fill use code “D” requirement annually. **(T-2)**.

4.4.5.2. If a use code “B” requirement can be used to fill a use code “D” requirement, the installation WRMO or WRMNCO will prepare and submit a Joint-Use Determination Worksheet ([Attachment 5](#)) to the CWRMO or CWRMNCO and 635 SCOW/WM, in turn, for approval. **(T-1)**.

4.4.5.3. The Consolidated Custody Receipt Listing (R23) lists all equipment items and should be used to identify use code “B” assets that may be available to fill use code “D” requirements.

4.4.6. Joint Use Vehicle.

4.4.6.1. The installation WRMO or WRMNCO will chair a joint-use meeting to review existing joint-use vehicle and identify use code “K” equipment authorizations available to fill use code “M” requirements annually. **(T-1)**.

4.4.6.2. The installation Fleet Management and Analysis office will:

4.4.6.2.1. Review the list and identify use code “K” vehicles available for joint-use. **(T-1)**.

4.4.6.2.2. Annotate the list to show vehicles available for joint-use (use code “K”). **(T-1)**.

4.4.6.2.3. Forward the annotated list to the 441 VSCOS within 30 days of list receipt. **(T-1)**.

4.4.6.2.4. Provide a copy of the annotated list to the installation WRMO or WRMNCO. **(T-1)**.

4.4.6.3. **(Added-PACAF)** JU vehicles will be recalled at least semiannually and will be inspected for serviceability and safety. Vehicles should be released after inspection unless they do not meet inspection criteria. Those vehicles not passing the inspection must be turned in for maintenance. **(T-2)**.

4.4.6.3.1. **(Added-7AF)** For COBs, 607 MMS WRMO/NCO and 607 MMS Vehicle Management will direct recall of joint use vehicles.

4.4.7. Upon receipt of the installation's annotated vehicle list, the 441 VSCOS will update applicable details in Defense Property Accountability System and Integrated Logistics System-Supply IAW AFI 24-302. **(T-1).**

4.4.8. The WRMO or WRMNCO will brief all joint-use status changes at the installation WRM Review Board. **(T-2).**

4.4.9. If a joint-use equipment or vehicle authorization is deleted and an unfilled base support requirement exists, change the joint-use code to the base support use code. **(T-1).**

4.4.10. The storing unit WRMM will notify the WRMO or WRMNCO when WRM equipment or vehicles are used at an off-base location and can't be recalled within 24 hours. **(T-2).**

Section 4E—Equipment and Vehicle Integration

4.5. Equipment and Vehicle Integration.

4.5.1. The Fleet Management and Analysis office will integrate tactical and special purpose vehicles, materiel handling equipment, and common-use equipment with the using organization's base support assets to the maximum extent possible to ensure serviceability. **(T-2).**

4.5.2. The installation WRMO or WRMNCO will ensure integrated assets are:

4.5.2.1. Marked as WRM. **(T-1).**

4.5.2.2. Coded as WRM (Use Code "D" for equipment and Use Code "M" for vehicles). **(T-1).**

4.5.2.3. Repaired or maintained using WRM funds. **(T-1).**

4.5.3. The installation WRMO or WRMNCO and Fleet Management and Analysis office will manage integrated vehicles IAW AFI 24-302. **(T-1).**

4.5.3.1. Send integration requests from the storing organization's commander to the installation WRMO or WRMNCO. **(T-1).**

4.5.3.2. The WRMPM will approve or disapprove WRM integration requests. **(T-1).**

4.5.3.3. Integration request letters will be kept on file by the installation WRMO/WRMNCO. **(T-1).**

4.5.3.4. The Fleet Management and Analysis office will ensure the maximum quantity (by type) does not exceed the quantity authorized on the Master Vehicle Report. **(T-1). Note:** Some types of construction vehicles may be listed on the organization's Custodian Authorization Custody Receipt Listing rather than a Master Vehicle Report.

4.5.4. **(Added-PACAF)** Support equipment will not be integrated for use with peacetime support equipment. It will be operated to extend the service life and maintain its readiness.

Section 4F—WRM Readiness Spares Packages (RSPs)

4.6. WRM Readiness Spares Packages (RSPs).

4.6.1. Storing units will manage WRM RSPs IAW AFI 23-101. **(T-1).**

4.6.1.1. **(Added)** Storing unit WRMMs will ensure an Enterprise Environment, Safety and Occupational Health Management Information System (EESOH-MIS) authorization is obtained for any/all hazardous assets for WRM RSPs IAW AFMAN 23-122 and AFI 32-7086. **(T-2).**

4.6.1.2. **(Added)** WRM RSPs and WCDO detail records will assigned warehouse locations IAW AFI 23-101. WRM RSPs and WCDO stored outside of the LRS will at minimum contain a building number as the location for inventory purposes.

4.6.1.3. **(Added)** WRM RSPs and WCDO are considered organizational supplies IAW AFMAN 23-122 when they are stored and managed outside of the LRS. If stored outside of the LRS, the storing organizational commander will ensure measures are implemented to prevent unauthorized usage of assets.

4.6.1.4. **(Added)** The storing unit commander will provide an MFR for all out-of-balances that do not meet Report of Survey criteria. The Materiel Management Activity will ensure the MFR meets the minimum requirements as outlined in AFMAN 23-122.

4.6.1.5. **(Added)** The LRS CC/AO will act as the base focal point to see that all base responsibilities for WRM RSPs are properly carried out IAW AFI 23-101. **(T-2)**

4.6.1.5.1. **(Added-7AF)** For COBs, the 607 MMS/CC will act as the base focal point to see that all base responsibilities for WRM RSPs are properly carried out IAW AFI 23-101, *Materiel Management Policy*.

4.6.2. WRM RSPs packages should only be authorized to support BEAR, FSE, and RADR equipment.

4.6.3. The storing unit will ensure time compliance TO changes are accomplished IAW AFI 23-101 and TO 00-5-15, *Air Force Time Compliance Technical Order Process*. **(T-1).**

4.6.4. Hazardous material (flammable, combustible, and chemical items) will not:

4.6.4.1. Be stored in RSPs while at WRM storage locations. **(T-1).**

4.6.4.2. Be returned when RSPs are reconstituted. **(T-1).**

4.6.5. Storing units will review RSPs at least 12 months prior to fielding new equipment assets. **(T-2).**

4.6.6. Major commands and air components should notify WRM storage locations at least 6 months in advance of the RSP review date.

Section 4G—PWRs Management

4.7. PWRs Management.

4.7.1. The AF considers PWRM consumed in use PWRs (e.g., bulk and packaged petroleum products, rations, medical supplies, munitions, WCDO consumable items).

4.7.2. Logistics Feasibility Analysis Capability (LOGFAC) System.

4.7.2.1. AFMC, through the AFSC Logistics Plans Office (AFSC/LG), is the LOGFAC system executive manager. The LOGFAC executive manager will:

4.7.2.1.1. Provide functional area program management. **(T-1).**

4.7.2.1.2. Oversee and manage LOGFAC system training. **(T-1).**

4.7.2.1.3. Assist AF/A3OD war planning and execution system program manager in maintaining and advocating for program funds. **(T-1).**

4.7.2.2. The LOGFAC system calculates PWRS using the War Mobilization Plan, Volume 4; *Wartime Aircraft Activity*, and Volume 5; *Basic Planning Factors & Data*, to generate the WCDO annually.

4.7.2.2.1. The War Mobilization Plan, Volume 4, provides a detailed summary of wartime aircraft activities by mission design series, mission, role, by planned operating base, and by day.

4.7.2.2.2. The War Mobilization Plan, Volume 5 provides approved planning factors by aircraft type and theater.

4.8. War Consumables Distribution Objective (WCDO). The WCDO is the primary authorization document for PWRS. It identifies PWRS by national stock number, by planned operating base, and by day.

4.8.1. CWRMOs and CWRMNCOs will:

4.8.1.1. Produce and distribute the WCDO to installations annually.

4.8.1.2. Provide a cover letter or foreword containing guidance for managing PWRS requirements and authorizations.

4.8.1.3. Ensure installations correctly load WCDO authorizations on base supply W-detail records.

4.8.1.4. Provide a copy of the WCDO to the subordinate units no later than seven (7) days after receipt.

4.8.2. Storing units will add, change, or delete WCDO authorizations IAW the WCDO foreword instructions. **(T-2).**

4.9. War Consumables Distribution Objective (WCDO) Commodities.

4.9.1. Munitions. AF/A5RW allocates available munitions to air component commands.

4.9.2. Air component commands will determine theater distribution requirements.

4.9.2.1. Bulk Fuels.

4.9.2.2. The Inventory Management Plan is the authorization document for pre-positioning of bulk aviation fuel quantities.

4.9.2.3. The installation Logistics Readiness Squadron/Fuels Flight will validate supportability of fuel requirements using the Inventory Management Plan to assess available storage and re-supply capability. **(T-2).**

4.9.3. Airborne Weapons (Guns, Gun Barrels and Spare Parts). The WCDO quantity reflects supportable operation plan starter authorizations.

4.9.4. De-icing Fluid. De-icing fluid is normally pre-positioned in bulk or 55-gallon drum quantities depending on location and storage capabilities.

4.9.5. Engine Oil. The engine oil objectives are based on engine TO's peacetime planning factors.

4.9.6. Film and Chemicals. Film and chemical requirements are standardized whenever possible to ensure compatibility between users.

4.9.7. Gaseous Oxygen. Pre-stock only quantities that cannot be furnished by a local source of supply within required War Mobilization Plan, Volume 4, aircraft deployment and employment timelines.

4.9.8. Liquid Oxygen. Liquid oxygen quantities are for planning purposes only to ensure the adequacy and supportability of on-base and off-base production capability to meet PWRs. **Note:** Where storing plants exist, total base requirements for wartime support, not just flight line demand, should be considered.

4.9.9. Liquid Nitrogen. Liquid nitrogen is pre-positioned for use in both liquid and gaseous form. Pre-positioning of liquid nitrogen for gaseous nitrogen servicing requirements should be accomplished only if local capability includes liquid to gaseous conversion.

4.9.10. Meals, Ready to Eat. The Funded Level Rations Requirements letter is the authorization document for WRM aircrew rations and meals ready to eat IAW AFMAN 34-240.

4.9.11. Suspension and Release Equipment. The Non-Nuclear Consumables Annual Analysis is the source document for determining wartime WRM suspension and release equipment. The 635 SCOW/WM will:

4.9.11.1. Publish an annual WRM suspension and release equipment requirements list. **(T-2).**

4.9.11.2. Coordinate with air component CWRMO or CWRMNCO and WRM suspension and release equipment managers to review upcoming fiscal year Non-Nuclear Consumables Annual Analysis to identify additions, deletions, or changes. **(T-2).**

4.9.11.3. Direct and execute all Non-Nuclear Consumables Annual Analysis movements in coordination with AFMC/A4MW and 416 SCMS (second destination transportation funds managers). **(T-2).**

Section 4H—Inspection, Maintenance, Storage, and Marking

4.10. General.

4.10.1. Storing units will ensure WRM equipment readiness and serviceability. **(T-1).**

4.10.2. WRM stored at a planned operating base may be stored and maintained by the organization possessing similar assets or centrally stored and managed by AF contractors.

4.10.3. The storing unit WRMM will:

4.10.3.1. Inspect and maintain WRM IAW applicable TOs or manufacturer's technical guidance. **(T-1)**.

4.10.3.2. Establish maintenance priorities consistent with non-WRM to include corrosion control, maintenance planning, scheduling, time compliance TO compliance, and requisitioning repair parts. **(T-2)**. **Note:** Repair parts should have the same priority as the end item to be repaired.

4.10.4. **(Added-PACAF)** Logistics Readiness and Maintenance activities with a quality assurance function will include WRM specific tasks on the base level Routine Inspection List (RIL). Quality Assurance Evaluators (QAEs) for contracted organizations shall follow the requirements established in their contract's Performance Work Statement (PWS) and the Quality Assurance Surveillance Plan (QASP).

4.10.4.1. **(Added-PACAF)** Assist the WRMO during WRM surveillance visits.

Section 4I—Inspection

4.11. Inspection.

4.11.1. The 635 MMG will accomplish BEAR inspections using applicable TOs and functional area instructions. **(T-1)**.

4.11.2. WRM Vehicles. The LRS/Fleet Management and Analysis office will:

4.11.2.1. Maintain vehicles IAW AFI 24-302 and TO 85A-03-1. **(T-1)**.

4.11.2.2. Ensure operational vehicles transferred to WRM are serviceable. **(T-1)**.

4.11.2.3. Not place vehicles under warranty in WRM if there is a peacetime operating stock authorization at the storage location. **(T-1)**.

4.11.2.4. Establish vehicle maintenance schedules, priorities and inspections IAW TO 36-1-191 and AFI 24-302, respectively. **(T-1)**.

4.11.3. WRM aerospace ground equipment will be:

4.11.3.1. Maintained IAW AFI 63-10120-101, *Integrated Life Cycle Management*, and applicable TOs. **(T-1)**.

4.11.3.2. Operated periodically to extend the service life and maintain its readiness. **(T-2)** **Note:** The level and frequency of use is established by AF/A4LM aerospace ground equipment functional area manager.

4.11.3.3. Managed using the AF Maintenance Information Systems IAW AFI 21-101. **(T-1)**. **Note:** AF Maintenance Information Systems includes the Core Automated Maintenance System-for Mobility (G081), Core Automated Maintenance System (G057), Integrated Maintenance Data System (G105), and the Reliability and Maintainability Information System (G099).

4.11.3.4. Stored and inspected IAW AFI 21-101. **(T-1)**.

4.11.3.5. Visually inspected quarterly. **(T-2)**.

4.11.3.6. Inspected annually (serviceability). **(T-2)**.

4.11.3.7. Checked during each condition inspection. **(T-2). Note:** Twenty five percent (25%) of the total assets is the minimum inspection requirement.

4.11.3.7.1. **(Added-PACAF)** Assets will be inspected IAW end-item technical orders or equivalent technical guidance provided by the manufacturer. When maintenance of asset is accomplished through contract services, the PWS will include appropriate technical order or guidance language on inspection criteria.

4.11.3.8. Scheduled for maintenance, if discrepancies are noted during inspection. **(T-2).**

4.11.3.9. Rotated with base support (use codes “A” and “B”) equipment to ensure equipment dependability and equal use. **(T-2).**

4.11.3.10. Maintained separately from the base support (use codes “A” and “B”) equipment. **(T-3).**

4.11.3.11. **(Added-PACAF)** WRM Powered-AGE will be inspected and maintained IAW specific equipment technical orders and work cards. This includes scheduled inspection intervals and inspection/maintenance criteria. Additionally, qualified maintenance technicians will perform functional checks, load checks (as applicable), and minor corrosion control treatment on serviceable powered-AGE every 180 days. Load checks on flight line generator sets must be sustained for a minimum of 15 minutes.

4.11.3.12. **(Added-PACAF)** At local discretion, assigned powered AGE WRM can be rotated with like daily-use AGE. When this option is exercised, the swapped pieces of WRM AGE and daily-use AGE must be fully serviceable and in like condition.

4.11.3.12.1. **(Added-7AF)** For COBs, all rotations of powered WRM CSE with like daily-use AGE will be coordinated with 607 ASOG/MMS WRMO/NCO/Manager.

4.11.3.13. **(Added-PACAF)** Non-powered WRM AGE will be inspected and maintained IAW specific equipment technical orders and work cards. This includes inspection intervals and inspection/maintenance criteria. Additionally, functional checks and minor corrosion control treatment will be accomplished by qualified personnel, every 180 days.

4.11.3.14. **(Added-PACAF)** At local discretion, non-powered Use Code D Common Support Equipment (CSE) assets can be rotated with like Use Code A (Mobility) or B (Base Use) assets; however, the asset being rotated in to the WRM Use-Code D inventory must be fully serviceable.

4.11.3.14.1. **(Added-7AF)** For COBs, all rotations of non-powered WRM AGE with like daily-use CSE will be coordinated with 607 ASOG/MMS WRMO/NCO/Manager.

4.11.4. Fire Extinguishers. Storing organizations will inspect and maintain fire extinguishers using manufacturer’s recommended standards or applicable TOs. **(T-1).**

4.11.4.1. **(Added-PACAF)** The installation fire department will ensure records are maintained on WRM fire extinguishers. The records will list the extinguisher by type, serial number, location, maintenance, hydrostatic test due dates, date of last inspection, and name of inspector. AF IMT 1071, Inspection/Maintenance Record, or automated methods will be used to document fire extinguisher maintenance/inspections. Applicable directives on the inspection of fire extinguishers are: NFPA Standard #10 (portable fire extinguishers); 13F4-401 and 13F4-4-111 (wheeled HALON 1211 type units); and appropriate manufacturers brochures on portable hand type Halon, Dry Chemical, and Water Fire Extinguishers.

4.11.4.1.1. **(Added-7AF)** For COBs, 607 MMS/CE (Fire WRMM) will ensure records are maintained on WRM fire extinguishers.

4.11.5. Aircraft External Fuel Tanks (Built-Up). Aircraft fuel tank inspection intervals and procedures are based on storage location and can be found in applicable 6J14 series TOs.

4.11.5.1. The fuel tank maintenance function will:

4.11.5.1.1. Conduct a monthly walk-through inspection of tank storage areas. **(T-2)**.

4.11.5.1.2. Conduct monthly walk-throughs inspects for damaged assets, shipping and storage containers, and missing or damaged protective coverings. **(T-2)**.

4.11.5.1.3. Correct discrepancies found during a walk-through immediately or schedule the tank for maintenance. **(T-3)**.

4.11.5.1.4. Fuel tanks are stored in approved shipping or storage containers IAW TO 85A-03-1, *Preservation, Packaging and Packing--External Aircraft Fuel Tanks/Cells*. **(T-1)**.

4.11.5.2. Units will develop a local program to monitor and track the inspection interval of WRM aircraft fuel tanks (built-up canisters) to include a procedure for reporting tank status. **(T-2)**.

4.11.6. **(Added)** Monthly Walk-Through Inspection: A monthly walk-through inspection will be performed by the storing organization's WRMM or by contractor personnel when services are contracted and specified in the PWS. The walk-through inspection will identify damaged containers, missing assets, or circumstances resulting in deteriorated storage capability that require immediate corrective action for support equipment, RSPs and WCDO. As a minimum, walk-through inspections will include the following **(T-2)**:

4.11.6.1. **(Added)** Physical damage. **(T-2)**

4.11.6.2. **(Added)** Visible corrosion. **(T-2)**

4.11.6.3. **(Added)** Proper storage. **(T-2)**

4.11.6.4. **(Added)** Missing protective covers. **(T-2)**

4.11.6.5. **(Added)** Missing hardware (filler caps, bolts, etc.). **(T-2)**

4.11.6.6. **(Added)** Complete/legible condition tags. **(T-2)**

4.11.6.7. **(Added)** Monitor shelf life items. **(T-2)**

4.11.7. **(Added)** Provide a detailed report identifying commodities inspected, including discrepancies and corrective action taken to the WRMO/WRMNCO no later than the 5th of each month. WRMMs will retain these reports for one year. **(T-2)**

4.11.7.1. **(Added-7AF)** For COBs, discrepancies will be identified to 607 ASOG/MMS WRMO/NCO/Manager.

Section 4J—Maintenance

4.12. Maintenance.

4.12.1. Aircraft Fuel Tanks. Aircraft fuel tank maintenance will:

4.12.1.1. Include built-up tanks in the base corrosion control program. **(T-2).**

4.12.1.2. Ensure corrosion maintenance and inspections is accomplished IAW TO 1-1-691, *Cleaning and Corrosion Prevention and Control, Aerospace and Non-Aerospace Equipment*. **(T-1).**

4.12.1.3. Not process tank canisters (non-built up) through maintenance on a periodic basis unless scheduled for corrosion control treatment IAW TO 85A-03-1. **(T-1).**

4.12.1.4. Give tank canisters the same priority as built-up tanks. **(T-2).**

4.12.1.5. Inspect tank canisters during the monthly walk-through inspection. **(T-2).**

4.12.1.6. Schedule canisters with pink or white humidity indicators, excessive corrosion, or punctures for maintenance immediately. **(T-2).**

4.12.2. Fuels Support Equipment (FSE).

4.12.2.1. Storing units will manage FSE IAW AFI 23-201. **(T-1).**

4.12.2.2. Storing commands will identify the number and type of FSE storage areas.

4.12.2.3. Short term storage is temporary storage of equipment projected for use within 18 months.

4.12.2.4. Long term storage is appropriate for equipment that is not projected for use within 18 months.

4.12.2.5. FSE should be stored indoors to the maximum extent possible. Provide some type of cover for FSE stored outdoors in short term storage. **Note:** Cover may be a fixed sunshade structure or individually fitted covers.

4.12.2.6. Storing units will:

4.12.2.6.1. Document FSE inspections IAW AFI 23-201. **(T-1).**

4.12.2.6.2. Conduct acceptance inspections (initial and redeployment) to include operational and functional inspections are required prior to being placed in storage or used. **(T-2).**

4.12.2.6.3. Visually inspected quarterly once accepted IAW AFI 23-201. **(T-1).**

4.12.2.6.4. Perform operational inspections and functional checks every 12 months for FSE in short storage IAW AFI 23-201 and applicable TOs. **(T-1).**

- 4.12.2.6.5. Prepare and inspect WRM cryo-containers IAW AFI 23-201. **(T-1)**.
- 4.12.2.6.6. Inventory and inspect (shelf life items) FSE RSPs IAW AFI 23-101. **(T-1)**.
- 4.12.2.6.7. Perform functional testing for non-integrated WRM fuels servicing trucks (R-11 and R-12) maintained in active storage at least once a month by vehicle maintenance personnel and every 14 days by fuels personnel. **(T-2)**.
- 4.12.3. Rapid Airfield Damage Recovery (RADR). Storing units will:
 - 4.12.3.1. Ensure RADR equipment is stored, maintained, and inspected IAW Air Force Tactics, Techniques, and Procedures 3-32, *Airfield Damage Assessment After Attack*. **(T-1)**.
 - 4.12.3.2. Store RADR indoors to the maximum extent possible. **(T-1)**. RADR stored outdoors should be provided some type of cover. **Note:** Cover may be a fixed sunshade structure or individually fitted covers.
 - 4.12.3.3. Inspect RADR equipment semi-annually IAW AFTTP, *Airfield Damage Assessment After Attack*. **(T-1)**.
 - 4.12.3.4. Perform RADR equipment operational inspections and functional checks IAW AFTTP 3-32 series publications and applicable TOs. **(T-1)**. **Note:** New and redeployed RADR requires an acceptance check to include operational inspections and functional checks prior to placement in or return to storage within 60-days of arrival. **(T-1)**.
 - 4.12.3.5. Perform functional tests for non-integrated RADR vehicles (e.g., loaders, dozers, and tele-handlers) semi-annually. **(T-3)**.
- 4.12.4. **(Added-PACAF)** There are three levels of inspection for WRM support equipment: visual, serviceability, and TO compliance.
 - 4.12.4.1. **(Added-PACAF)** Visually inspect WRM equipment quarterly. Open containers to allow inspection. Inspections can be done as part of the WRM surveillance visit, exercises, etc., or by the custodian, WRMM, or program element manager. All assets should be checked during each condition inspection; however, 25 percent is the minimum inspection requirement. Inspections will be documented in MIS and on appropriate equipment maintenance forms (e.g., AFTO Form 244, Industrial/Support Equipment Record). Assets with discrepancies will be scheduled for maintenance. **Note:** Chaff crates and containers only need to be opened if visual damage is apparent or the barrier paper is wet or torn, in which case specific inspection requirements in TO 12P3-2ALE-102 will be followed.
 - 4.12.4.2. **(Added-PACAF)** Perform WRM serviceability inspections annually. WRM equipment will be mechanically/electrically tested, as applicable, 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. **(T-2)**

4.12.5. **(Added-PACAF)** Racks, adapters, and pylons (RAP), Guns, Gun Barrels, and Components. The unit Armament Systems Superintendent, WRMM, or RAP Weapons QAE (through contract surveillance) share the responsibility with Supply to ensure all required maintenance actions are accomplished on assigned assets in a timely manner to meet Operational Plan (OPLAN) tasking. All references to guns in this paragraph include guns, barrels, and other gun components. Qualified maintenance technicians will inspect and repair these WRM consumables according to applicable T.O.s and this instruction.

4.12.5.1. **(Added-PACAF)** The Armament Superintendent, WRMM, or Weapons QAE (through contract surveillance) along with Supply will ensure required Technical Compliance Technical Orders (TCTO), maintenance actions, supply discipline, annual budget and quarterly WRM unfunded requirement submission processes are in-place to support maintenance of assigned assets. RAP WRMMs and Weapons QAE will review and have a working knowledge of the WCDO and how RAP assets support applicable OPLANs. Personnel responsible for maintaining RAP and gun assets or performing surveillance on contracted maintenance will ensure the following:

4.12.5.1.1. **(Added-PACAF)** Scheduling procedures. A report will be used for scheduling WRM equipment for maintenance. Scheduling will include identification of quarterly maintenance requirements by item type, serial number, storage location, and configuration. The quarterly schedule will be used to develop maintenance plans. These plans will include assets due inspection/maintenance during that period; assets scheduled in a previous period but not accomplished; unscheduled requirements; and requirements based on walk-through inspections. Scheduling will include corrosion control requirements, procedures for the flow of assets through the maintenance cycle, pickup and delivery schedules, coordination requirements, timing, forms to be used, tagging procedures, and assignment of OPRs for each task.

4.12.5.1.2. **(Added-PACAF)** Make every effort to ensure the assets are evenly flowed into the maintenance cycle.

4.12.5.1.3. **(Added-PACAF)** When a new weapon system comes on-line, the supporting WRM RAP and guns are normally provided in a new condition from the supporting Air Logistics Center (ALC) or contractor. Using the date of manufacture or date of receipt (if the manufacture date is unknown) ensure the assets are evenly flowed into the maintenance/inspection cycle.

4.12.5.2. **(Added-PACAF)** Status Reporting procedures. Supply and the WRMO will be informed on a monthly basis or more often if necessary, of the number of inspections scheduled, completed on schedule, and any problem areas. Additional status reporting requirements are:

4.12.5.2.1. **(Added-PACAF)** Submit a monthly asset serviceability report to your WRM NAF Functional area, through the WRMO/WRMNCO for submission to the PACAF Functional Manager and the CWRMO. This report must include: Nomenclature (NOUN), National Stock Number (NSN), Quantity (QTY) on hand and authorized, open maintenance actions (i.e., TCTOs/one time inspection (OTI)), cost value of items, condition of the item and status (parts on order, off-base requisition number, estimate delivery date of shipment and follow-up action), and remarks.

4.12.5.2.2. **(Added-PACAF)** The NAF RAP WRMM will provide a standardized reporting documentation format and approve any local forms used.

4.12.6. **(Added-PACAF)** Maintenance and tagging of RAP, guns, gun barrels and gun components.

4.12.6.1. **(Added-PACAF)** All RAP, guns, gun barrels, and component acceptance inspections will be performed using the complete inspection and maintenance criteria listed in the applicable commodity technical order.

4.12.6.1.1. **(Added)** A 10% annual inspection cycle will begin after the completion of the acceptance inspection.

4.12.6.1.2. **(Added)** RAP and Guns will be removed from barrier paper and inspected at least once every 10 years using a cycle of 10% per year (EXCEPTION: If containers have been damaged, deteriorated, or damage to contents is suspected, contents will be inspected immediately). Special emphasis will be placed on the following:

4.12.6.1.2.1. **(Added)** Ensure WRM barrels are inspected upon initial acceptance and sealed in barrier paper together with desiccant.

4.12.6.1.2.2. **(Added)** Ensure DD Form 1574 is correctly annotated. Care must be taken to ensure entries such as condition, status code, NSN, part number, date next inspection due, etc., are annotated. The current TCTO status will be reflected in the remarks block of the DD Form 1574.

4.12.6.1.2.3. **(Added)** An annotated DD Form 1574 will be secured to the asset and another completed DD Form 1574 will be affixed to the outside of the container.

4.12.6.1.2.4. **(Added)** Ensure AFTO Form 95, *Significant Historical Data* or automated history is correctly documented. AFTO Form 95 will be sealed in a waterproof package and stored in the same container with the asset but outside of the barrier paper. Annual review of AFTO Form 95 is not required for assets in extended storage. The form will be documented during the inspection process and reviewed for accuracy.

4.12.6.1.2.5. **(Added)** Ensure applicable TCTOs (active and rescinded) are properly annotated on AFTO Form 95, or automated history is correctly documented.

4.12.6.1.2.6. **(Added)** Ensure proper configuration of assets and availability of required accessories to conform to OPLAN requirements (e.g., a Triple Ejection Rack (TER) must have required sway brace pads and lugs).

4.12.6.1.2.7. **(Added)** Required accessories not installed on the asset will be sealed in a waterproof package and stored in the same container with the asset but outside of the barrier paper (i.e., TER rocket cables, Bomb Rack Unit (BRU)-57 munitions interface cables). **Note:** Sensing switch guards will not be installed on TERs.

4.12.6.2. **(Added-PACAF)** RAP packing guidance. All RAP WRM assets will be stored in wooden crates. Cardboard boxes are not conducive for long-term storage and will not be used. Before sealing RAP, guns, barrels and gun components in barrier paper and placing in the appropriate container, the following needs to be accomplished:

4.12.6.2.1. **(Added-PACAF)** Desiccant will be placed with the asset per the item TO, Specialized Packing Instruction (SPI), or other direction as applicable.

4.12.6.2.2. **(Added-PACAF)** Humidity indicator will be packed with each asset and secured with tape.

4.12.6.3. **(Added-PACAF)** Organizations responsible for maintaining RAP and gun assets will develop an extensive In-Progress Inspections (IPI) listing and a means of training, validating and documenting the IPI.

Section 4K—Storage

4.13. Storage.

4.13.1. Storing commands will be store WRM starter stocks at or near the wartime planned operating base to the maximum extent possible. **(T-1).**

4.13.2. If storage shortfalls exist at the planned operating base or if storage is unavailable and inaccessible at the planned operating base, WRM may be stored at an alternate storage location. Alternate storage locations will be determined in the following priority sequence: **(T-1).**

4.13.2.1. Storage at an AF or Department of Defense installation through a support agreement.

4.13.2.2. Host nation support.

4.13.2.3. Local contract storage or centrally stored.

4.13.3. Types of storage areas (in descending preferential order):

4.13.3.1. Climate-controlled facilities. (Preferred)

4.13.3.2. Non-climate controlled inside storage.

4.13.3.3. Outside storage (covered).

4.13.3.4. Outside covered storage (open and uncovered).

4.13.4. If storing units commingle WRM consumable assets with peacetime operating stocks (including bulk storage), storing units will:

4.13.4.1. Ensure shelf life items are inspected and rotated with peacetime operating stocks to the maximum extent possible IAW AFI 23-101. **(T-1).**

4.13.4.2. Use a bin label, placard, or other means available to clearly identify the WRM level. **(T-1).**

4.13.4.3. Segregate WRM from peacetime operating stocks. **(T-1).**

4.13.4.4. Ensure WRM is clearly marked. **(T-1).**

4.13.5. Integrated equipment will be stored by the organization maintaining like equipment. **(T-1).**

4.13.6. Long-term storage is preferred.

4.13.7. When storage shortfalls exist, the installation WRMO/WRMNCO or storing unit commander will:

4.13.7.1. Identify PWRM storage facility shortfalls to the host civil engineer squadron real estate branch IAW AFI 10-210. **(T-1).**

4.13.7.1.1. **(Added-7AF)** For COBs, the 607 MMS/CE will conduct Facility Utilization Boards. The 607 ASOG/MMS WRMO will attend the board, and address issues during the semi-annual WRMRB.

4.13.7.2. Use host service guidance to identify PWRM storage shortfalls requirements at non-AF locations. **(T-1)**

4.13.7.3. Ensure PWRM storage shortfalls that can't be resolved at the local level are forwarded to the storing command civil engineer and command WRMO for resolution. **(T-1).**

4.13.8. The installation WRMO or WRMNCO will be a member of the facilities utilization board. **(T-1).**

4.13.9. Vehicle Storage.

4.13.9.1. Storing units will maintain WRM vehicles required to support initial operational requirements in "active storage." **(T-2).**

4.13.9.2. Vehicles in inactive storage should be stored indoors.

4.13.9.3. Dense packing is preferred to maximize use of available floor space.

4.13.9.4. When inside storage for inactive vehicles isn't available, storing units will maintain vehicles in active storage. **(T-2).**

Section 4L—Marking

4.14. Marking.

4.14.1. The storing unit will:

4.14.1.1. Mark all WRM equipment (Use Code "D") and vehicles (Use Code "M") with a solid black triangle. See [Attachment 2](#) for WRM marking rules. **(T-1).**

4.14.1.2. Use a bin label and placard or sign to mark consumables. **(T-1).** **Note:** The sign or placard will include the solid black triangle and the statement "War Reserve Materiel - DO NOT ISSUE BELOW (WRM/WCDO Level)."**(T-1).**

4.14.1.2.1. A sign is defined as a freestanding, informational marker affixed to a post, pole, stake, or stanchion.

4.14.1.2.2. A placard is an informational marker attached or affixed to an item, group of items, or facility.

- 4.14.1.2.3. Materials used for signs and placards should be durable to reduce frequent replacement due to fair wear and tear and exposure to the weather.
 - 4.14.1.2.4. Signs should be prominently displayed and comparable in size to the stored asset. **(T-2).**
 - 4.14.1.3. **(Added-7AF)** WRM CSE will also be marked with a 1-inch black stencil that identifies the comp code. In addition, out load WRM CSE will be marked with a 1-inch black stencil that identifies the three-digit Planned Operating Base (POB) code. These markings will be placed near the WRM triangle.
 - 4.14.2. WRM bulk petroleum products are exempt from WRM marking.
 - 4.14.3. Storing units will ensure commodities are marked with an appropriate identification or condition tag, when applicable IAW AFI 23-101. **(T-1).**
 - 4.14.4. When equipment items are removed from WRM status, storing units will:
 - 4.14.4.1. Update the applicable use code IAW AFI 23-101. **(T-1).**
 - 4.14.4.2. Remove WRM markings. **(T-1).**
 - 4.14.5. Large WRM only storage compounds (e.g., 635 MMG) will mark each compound entrance with a black triangle. **(T-1).**
 - 4.14.5.1. The recommended size of the triangle is 18-27 inches or larger.
 - 4.14.5.2. The triangle will be on a placard of durable material able to withstand harsh weather conditions. **(T-2).**
 - 4.14.6. When equipment is shipped, the storing unit will mark WRM equipment and containers IAW [Attachment 2](#). **(T-1).**
- 4.15. Inventory.**
- 4.15.1. Storing units will inventory WRM IAW AFI 23-101. **(T-1).**
 - 4.15.1.1. **(Added-PACAF)** Inventories for WRM RSPs will be conducted jointly with the LRS Materiel Management Activity and appointed WRMMs. **(T-2)**

4.15.2. Shelf life and functional check items should not be stored in sealed containers.

4.15.2. **(PACAF)** Shelf-life and functional check items will not be stored in sealed containers.

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

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Prescribed Forms

(Added-PACAF) No Forms Prescribed

None.

Adopted Forms

(Added-PACAF) AFTO Form 91, *Limited Technical Inspection – Motor Vehicles*

(Added-PACAF) AFTO Form 95, *Significant Historical Data*

(Added-PACAF) DD Form 1574, *Serviceable Tag*

Form 1-3a, *Acquisition and Cross-Servicing Agreement (ACSA)/Mutual Logistics Support (MLS) Order Form*

AF Form 616, *Fund Cite Authorization (FCA)*

AF Form 679, *Air Force Publication Compliance Item Waiver Request/Approval*

AF Form 847, *Recommendation for Change of Publication*

AFTO Form 244/245, *Industrial Support Equipment Record*

DD Form 448, *Military Interdepartmental Purchase Request*

Abbreviations and Acronyms

AF—Air Force

AFCEC—Air Force Civil Engineer Center

AFH—Air Force Handbook

AFI—Air Force Instruction

AFIMSC—Air Force Installation and Mission Support Center

AFLCMC—Air Force Life Cycle Management Center

AFMAN—Air Force Manual

AFMC—Air Force Materiel Command

AFPD—Air Force Policy Directive

AFPET—Air Force Petroleum

(Added-7AF) AFRIMS—Air Force Records Information Management System

AFSC—Air Force Sustainment Center

AFSFC—Air Force Security Forces Center

AFSVA—Air Services Activity

AFTTP—Air Force Tactics, Techniques, and Procedures

BAS&E—Base Support and Expeditionary (BAS&E) Site Planning

BEAR—Basic Expeditionary Airfield Resources

CC—Courtesy Copy

CJCSI—Chairman of the Joint Chiefs of Staff Instruction

(Added-7AF) COBs—Co-located Operating Bases

(Added-7AF) COR—Contracting Officer Representative

CWRMNCO—Command War Reserve Materiel Non-Commissioned Officer

CWRMO—Command War Reserve Materiel Officer

DCAPES—Deliberate Crisis Action Planning and Execution Segments

DoDD—Department of Defense Directive

DoDI—Department of Defense Instruction

DTR—Defense Travel Regulation

FSE—Fuels Support Equipment

(Added-7AF) LOA—Line of Accounting

LOGFAC—Logistics Feasibility Analysis Capability

IAW—In Accordance With

MAJCOM—Major Command

MMG—Materiel Management Group

(Added-PACAF) MVR—Master Vehicle Report

N/A—Not Applicable

(Added-7AF) OPR—Office of Primary Responsibility

(Added-7AF) PIO—Program Integration Office

(Added-7AF) POB—Planned Operating Base

PWRC—Pre-Positioned War Reserve Capabilities

PWRM—Pre-Positioned War Reserve Materiel

PWRR—Pre-Positioned War Reserve Requirements

PWRS—Pre-Positioned War Reserve Stocks

(Added-PACAF) PWS—Performance Work Statement

(Added-PACAF) QASP—Quality Assurance Surveillance Plan

RADR—Rapid Airfield Damage Recovery

(Added-7AF) RDS—Records Disposition Schedule

RSP—Readiness Spares Package

(Added-7AF) RTS—Return to Service Letters

SCOW—Supply Chain Operations Wing

(Added-7AF) TPFDD—Time Phased Force Deployment Data

(Added-7AF) TWG—Theater Working Group

VSCOS—Vehicle Support Chain Operations Squadron

SCOS—Supply Chain Operations Squadron

TO—Technical Order

UTC—Unit Type Code

WCDO—War Consumable Distribution Objective

WM—War Reserve Materiel Management

(Added-7AF) WMP—Wartime Movement Plan

WPARR—War Plan Additive Requirement Report

WRM—War Reserve Materiel

WRMM—War Reserve Materiel Manager

WRMNCO—War Reserve Materiel Non-Commissioned Officer

WRMO—War Reserve Materiel Officer

WRMPM—War Reserve Materiel Program Manager

Terms

Unless otherwise noted—these terms and their definitions are for the purpose of this instruction.

AF Afloat Pre-Positioning Ships—Forward deployed merchant ships loaded with munitions to support the initial deployment of military forces.

Air Component Command—Component MAJCOM or Numbered Air Force that directly supports a combatant commander. (See AFI 13-103 for additional guidance)

Allowance Standard—Those items of equipment and supplies, not related to direct repair, required for initial setup and operation of a function as specified in the mission capability statement. These items will be authorized in WRM allowance standard, included in the war plans additive requirements report, accounted for on equipment authorization in-use details, and must be in sufficient quantity to sustain that function.

Alternate Storage Location—A location different than the reporting site or planned operating base.

Area of Responsibility—The geographical area associated with a combatant command within which a geographic combatant commander has authority to plan and conduct operations.

Basic Expeditionary Airfield Resources (BEAR)—BEAR consists of AF assets designed to provide minimum essential troop cantonment facilities (lodging, field feeding, showers, and latrines) and operational support (offices, shops, limited shop equipment, and runway matting). Units using this equipment are expected to deploy with mobility equipment and spares peculiar to their operation in sufficient quantities to allow self-support until resupply is established.

Campaign Planning—The process whereby combatant commanders and subordinate joint force commanders translate national or theater strategy into operational concepts through the development of an operation plan for a campaign.

Command War Reserve Materiel Officer (CWRMO)—The MAJCOM WRM officer or non-commissioned officer responsible for the management of WRM within the command.

Combat Support—The ability to field, base, protect, support, and sustain air, space, and cyberspace forces across the full range of military operations to achieve joint effects.

Contingency—A situation requiring military operations in response to natural disasters, terrorists, subversives, or as otherwise directed by appropriate authority to protect United States interests.

Contingency Retention Stocks—Stock above an item's approved acquisition objective requirements and economic retention stock limit, if a level of stock has been established, that is held to support specific contingencies.

Defense Logistics Agency—Responsible single manager for a wide variety of common items of subsistence, fuels, and supplies required by the military services.

Fuels Support Equipment—A group of air transportable fuels assets designed to support refueling operations at bare bases, or expands in-place refueling capability of an existing base.

Integrated Security Construct—Overlapping, detailed sets of planning scenarios and associated assessment tools used to identify long range military capability requirements.

Inventory Management Plan—The Inventory Management Plan identifies required inventory levels and bulk fuels storage data to support operating stock and PWRs. The inventory management plan further defines defense working capital fund petroleum operating stock and wartime stock level objectives for which to budget and fund. The inventory management plan serves as a basis for approval and programming for military construction projects by the Fuel Installation Planning and Review Board.

Joint Strategic Campaign Plan—A plan that provides guidance to the combatant commanders and the Joint Chiefs of Staff to accomplish tasks and missions based on current military capabilities.

Joint-Use Equipment—Equipment authorized to support a peacetime function that ceases to exist in wartime allowing the equipment to satisfy a wartime requirement. Joint-use equipment can be used to satisfy WRM requirements vice ordering new equipment.

Mobility Equipment—Items and quantities of equipment required to be moved with a unit upon operational deployment.

Non-Nuclear Consumables Annual Analysis—The official AF document that serves as the basis for air munitions WRM planning and programming for seven consecutive fiscal years approved forces. The non-nuclear consumables annual analysis is an analytical process designed to quantitatively identify the most effective mix of conventional air munitions to be programmed for procurement and maintained in the worldwide WRM stockpile. Documents the calculations, assumptions and methodologies used to computing conventional air munitions theater requirements.

Operation Plan—Any plan for the conduct of military operations prepared in response to actual and potential contingencies. In the context of joint operation planning level 4 planning detail, a complete and detailed joint plan containing a full description of the concept of operations, all annexes applicable to the plan, and its time phased force deployment data. It identifies the specific forces, functional support, and resources required to execute the plan and provide closure estimates for their flow into the theater.

Peacetime Operating Stocks—The stock of materiel on hand at the unit or intermediate level to meet routine operations and training requirements. Peacetime operating stock can be used to meet wartime requirements.

Pre-Positioned War Reserve Capability (PWRC)—PWRC is unit type sets of equipment and stocks (ashore and afloat) strategically positioned to provide a warfighting capable force to the geographic combatant commander. (CJCSI 4310.01D)

Pre-Positioned War Reserve Materiel (PWRM)—PWRM is equipment strategically located to facilitate a timely response in support of combatant commander requirements during the initial phases of an operation. **NOTE:** PWRM is identified on the storing units UTC Availability list (CJCSI 4310.01D)

Pre-Positioned War Reserve Requirement (PWRR)—PWRR is the materiel requirement assessed through operational planning, identified for a specified force's requirement, and positioned at or near the point of use to support a specified plan or contingency. (CJCSI 4310.01D)

Pre-Positioned War Reserve Stock (PWRS)—PWRS is stockpiles of materiel (e.g., bulk fuels or rations) strategically positioned that provides sustainment to the capabilities required for military operations. (CJCSI 4310.01D)

Readiness Spares Package (RSP)—This is an air transportable package of readiness spares, repair parts, and related maintenance supplies required to support planned wartime or contingency operations of a weapon or support system for a specified period of time pending resupply. Support RSPs are designed to make the end item functional (i.e., cables for a secondary distribution center). RSPs are assets designed to repair end items in the field for up to 30 days until resupply can be established.

Reconstitution—Those actions that commanders plan and implement to restore units to a desired level of combat effectiveness, commensurate with mission requirements and available resources. Reconstitution operations include regeneration and reorganization.

Shortfall—The lack of forces, equipment, personnel, materiel or capability apportioned to and identified as a plan requirement, that would adversely affect the command's ability to accomplish its mission.

Starter Stock—Starter stock is PWRM in or near a theater of operations and are designed to last until resupply at wartime rates is established. **Note:** Identify starter stocks on the storing unit's UTC Availability list using posturing code "WS." (DoDD 3110.07)

Support Equipment—Powered and non-powered aerospace ground equipment; industrial plant equipment; vehicles; test, measurement and diagnostic equipment; nuclear and conventional munitions handling and test equipment; test equipment; ground photographic equipment; trainers; and special tools requiring scheduled inspections.

Sustainment—The provision of personnel, logistic, and other support required to maintain and prolong operations or combat until successful accomplishment or revision of the mission or of the national objective.

Swing Stock—Swing stock is PWRM ashore or afloat for meeting PWRRs of more than one contingency in more than one theater of operation. Use swing stocks to complement starter stocks as a follow-on source of supply in a regional contingency. **Note:** Identify swing stocks on the storing unit's UTC availability list using posturing code "WG." (DoDD 3110.07)

Theater Working Group—The event that determines global WRM requirements for the component commands.

Time Phased Force and Deployment Data—The computer-supported data base portion of an operation plan. It contains time-phased force data, non-unit-related cargo and personnel data, and movement data for the operation plan, including: in-place units, units to be deployed to support the operation plan with a priority indicating the desired sequence for their arrival at the port of debarkation, routing of forces to be deployed, movement data associated with deploying forces and the estimate of transportation requirements that must be fulfilled by common-user lift resources as well as those requirements that can be fulfilled by assigned or attached transportation resources.

Unit Type Code (UTC)—A Joint Chiefs of Staff developed and assigned code, consisting of five characters that uniquely identify a "type unit."

War Consumables Distribution Objective (WCDO)—The authoritative document identifying wartime requirements for critical aviation consumables to support the War Mobilization Plan, Volume 4, *Wartime Aircraft Activity*. Munitions, pre-positioning and by day requirements are identified by location and operation plan.

War and Mobilization Plan—The AF War and Mobilization Plan is the supporting plan to the Joint Strategic Campaign Plan. It extends through the six year defense program to provide for continuity in short and mid-range war and mobilization planning. Provides current policies and planning factors for the conduct and support of wartime operations. Establishes requirements for the development of mobilization and production planning programs to support sustained contingency operations of the programmed forces. Encompasses all functions as necessary to match facilities, manpower and materiel resources with planned wartime activity. Consists of five (5) volumes:

War and Mobilization Plan, Volume 1—Outlines basic war and mobilization policies.

War and Mobilization Plan, Volume 2—Provides plans listings and summaries.

War and Mobilization Plan, Volume 3—Gives force disposition and availability based on AF programs and the Joint Strategic Campaign Plan.

War and Mobilization Plan, Volume 4—Portrays (by operating location) planned aircraft activity that implements each approved aircraft deployment, employment, and support operation plan. The War and Mobilization Plan, Volume 4 arrays the War and Mobilization Plan, Volume 5 funded theater sorties down to individual units.

War and Mobilization Plan, Volume 5—Outlines basic planning factors and reflects sortie and flying-hour data for use in planning war and mobilization requirements. It represents the approved and funded AF position on sortie rates, duration, and flying-hour requirements by mission design series to support the AF programmed and mobilization force levels.

War Reserve Materiel (WRM)—WRM is mission-essential secondary items, principal and end items and munitions sufficient to attain and sustain operational objectives in scenarios authorized in the Secretary of Defense and Joint Strategic Campaign Plan scenarios. (DoDD 3110.07)

WRM Non—Commissioned Officer (WRMNCO)—The installation level Logistics Plans Non-Commissioned Officer appointed by the WRMPM to assist the WRMO in managing the installation's WRM program.

War Reserve Materiel Officer (WRMO)—The Logistics Readiness Officer or civilian at each base appointed by the WRMPM to manage the installation's WRM program.

War Reserve Materiel Program Manager (WRMPM)—Individual that manages the installation WRM program to ensure appropriate planning, programming (if applicable), budgeting, distribution, storage, and maintenance of their WRM.

Attachment 2

WRM STORAGE AND MARKING

A2.1. Storing units will mark WRM assets using the following rules. (T-1).

Table A2.1. WRM Storage and Marking.

	A	B	C	D
Rule	If the item or area being marked is:	Mark the item or area with a:	Located/ Positioned:	Recommended triangle size:
1	Building or enclosed storage shed containing only WRM ¹	Placard	On or near each unblocked building or shed entrance ²	12" – 16"
2	Open storage area containing only WRM and enclosed by a fence or wall ³	Placard	On or near each entrance to the area	12" – 16"
3	Open storage area containing WRM only and not enclosed by a fence or wall ⁴	Sign or Placard	Adjacent to and centered on at least one side of the WRM being stored	12" – 16"
4	Aircraft fuel tank rack	Placard	At least on each end of the rack	12" – 16"
5	Storage shop open on at least one side	Sign or Placard	At the center of the Open side(s)	12" – 16"
6	Open storage area containing WRM and non-WRM ⁵	Placard	Adjacent to and centered on at least one side of the WRM being stored	12" – 16"
7	Powered equip ⁶	Triangle ⁷	One triangle on two sides of piece of equipment ⁸	6" - 8"
8	Stack of boxes, crates canisters or drums (except fuel tank crates) ⁹	Sign or placard	Adjacent to and centered on at least one side of the stack	6" – 8"
9	Walk-in refrigerator ¹⁰	Stenciled triangle	Centered on the refrigerator door	6" – 8"
10	Stack/built-up 463L pallets	Sign or placard	Centered on at least two sides of the stack	6"- 8"

11	Vehicle (Not in storage IAW (Rule 1-3))	Placard	Front and Rear of Vehicle	6" – 8"
12	Liquid Oxygen/Nitrogen Tanks	Stenciled Triangle	On both of the rounded ends	4" – 6"
13	Tank crate ¹¹	Placard	Centered on one side of the crate, with the end with tank shipping info	8" – 12"
14	Cylinder or fire extinguisher	Triangle	Centered on Item	2" – 6"
15	Non-powered Aerospace Ground Equipment/Fuels Support Equipment	Triangle ¹²	On any available space	6" – 8"
16	Small Items	Triangle	Locally determined but must be visible	1" – 2"
17	Bin or similar storage location	Bin label or placard	On the bin or location	1" – 2"
18	Aircraft Battle Damage Repair trailer	Triangle	Note 13	Note 14

Note 1: Do not mark the outside of a building or enclosed storage shed containing both WRM and non-WRM; instead, mark each WRM storage area inside the structure according to the table. **(T-1).**

Note 2: Use only one placard. **(T-1).** If there is more than one entrance on a given side of the building or shed, place the placard near the center of the wall with the multiple entrances.

Note 3: An example is a supply open storage area designated by warehouse location(s).

Note 4: An example is a dispersed stack of AM-2 matting.

Note 5: Examples of open storage areas that may or may not be enclosed by a fence or wall are:

Note 5.1: A supply open storage area with designated warehouse location.

Note 5.2: A storage area for items such as RADR equipment.

Note 5.3: An area where vehicles are parked.

Note 6: Powered equipment is defined as any item, except a vehicle, powered by a diesel, gasoline or gas turbine driven engine. (e.g., powered aerospace ground equipment, FSE, ground power generators, water purification sets, laundry units, air compressors RADR and light sets).

Note 7: A placard will be used if it is difficult to affix a WRM triangle in a visible location. **(T-1).**

Note 8: One triangle will be on the side where the controls to operate the equipment are located and a second triangle be placed on the side left open for access by a forklift. **(T-1).**

Note 9: Boxes, crates, canisters or drums need not be individually marked. If circumstances warrant marking place a six to eight inch WRM triangle on two visible sides of the box or crate (do not place the triangle where it would be blocked from view). **(T-1).** Mark canisters or drums with a six to eight inch WRM triangle on each of the round ends. **(T-1).**

Note 10: If peacetime operating stocks of film are stored in the refrigerator, mark each WRM location inside according to rule 16. **(T-1).**

Note 11: Mark stacked tank crates stacked using rule eight. **(T-1).**

Note 12: It may be necessary to mark some items with a placard due to the size or shape of the items.

Note 13: There are two options when marking aircraft battle damage repair trailers.

Note 13.1: If the aircraft battle damage repair trailer is marked on the outside, the WRM triangle will be six inches or eight inches and placed on each trailer door. **(T-1).** **Note:** Non-WRM assets may be stored inside if the non-WRM assets is:

Note 13.1.1: Segregated in an area specifically for them.

Note 13.1.2: Placed in a storage container marked non-WRM.

Note 13.2: If the aircraft battle damage repair trailer is not marked on the outside, mark each WRM item stored in the trailer with a WRM triangle, sign or placard using rules in 7, 14, 16, or 17. **(T-1).**

Note 14: Affix a locally fabricated placard to each vehicle designating the WRM base code with placards. **(T-1).** **Note:** Magnetic signs or placards may be used.

Attachment 3

SURVEILLANCE VISIT REPORT

Figure A3.1. Surveillance Visit Report.

MEMORANDUM FOR *(UNIT VISITED)*

FROM: 123 LRS/LGRR

SUBJECT: War Reserve Materiel (WRM) Surveillance Visit to 123 CMS/MXX

1. Overview: The Logistics Readiness Squadron/Vehicle Management branch surveillance visit was conducted on 10 June 2002.

2. Surveillance visit participants list.

3. Inspection items. (Recommended)

a. Appointment letters.

b. WRM program instructions.

c. WRM - Authorized vs On hand.

(1) Vehicles or equipment: (List vehicles by type)

(2) Aerospace Ground Equipment: (Type/Quantity).

Nomenclature	Authorized	On Hand	Short		Unserviceable

d. Joint-use recall (If applicable).

e. Storage and marking.

4. Open discrepancies.

a. Example: Vehicle 000000999T is being used and not approved and documented on vehicle log (Vehicle observed being operated on base). (Open)

5. New or repeat discrepancies:

a. Example: 96-08 – Tow vehicle still being used without proper notification to this office. (Estimated Completion Date)

6. Closing comments.

//Signed//

WRMO/WRMNCO Name

Duty Title

cc: (Visited

Organization/Commander)

Attachment 4

RETURN TO SERVICE LETTER

Figure A4.1. Return to Service Letter.

MEMORANDUM FOR 635 SCOW/WM (CWRMO)

FROM: (Storing Unit)

SUBJECT: WRM Return to Service

1. The following WRM item(s) were returned to storage location from XXXXXXXXXX.

NSN/Reg Number	Nomenclature	U/I	Qty	Unit Price	Date Returned	(IMSR Only) Retainer Fee	Reconstitution Fees			
							Defense Property Accountability System	Hazmart	Government Purchase Card (GPC)	Total
2320012395371 / 91L00012	R-11	EA	1	14,897.00	19-Aug-15	1,489.70	920.00	50.00	0.00	970.00
2330010794053 / 89L00045	Trencher Tilt Trailer	EA	1	3,816.00	19-Aug-15	381.60	50.00	20.00	15.00	85.00
1710015499539	MAAS	EA	1	62,700.00	19-Aug-15	6,270.00	1,000.00	3,400.00	2,500.00	6,900.00
5410014945130	Shelter Dome , 8K	EA	1	21,900.00	19-Aug-15	2,190.00	0.00	0.00	0.00	0.00
5410015337365	ACH, NEW (LAMS)	EA	1	18,806.00	19-Aug-15	1,880.60	3,400.00	0.00	0.00	3,400.00
1730009131243	35T Axel Jack	EA	2	2,832.00	19-Aug-15	283.20	0.00	0.00		0.00
Total			7							11,355.00

2. Please direct any question to SMSgt John A Doe, 576-XXXX, john.doe@us.af.mil

JOHN A. DOE, SMSgt, USAF
ACC CWRMO

Attachment 5

JOINT-USE DETERMINATION WORKSHEET

Figure A5.1. Joint-Use Determination Worksheet.

FOR OFFICIAL USE ONLY (FOUO)

635 SCOW War Reserve Materiel/WM

Joint-Use Determination Worksheet

Step 1:

1. A joint-use review board is convened to approve or disapprove change requests.
2. Use the form below to submit WRM joint-use code changes to the 635 SCOW.
3. The form is submitted by the installation WRMO or WRMNCO and approved by the requesting installation WRMPM.

Reporting Stock Record Account Number	National Stock Number	Planned Operating Base	Unit Type Code	Current Use Code	Required Use Code	Auth Qty

Additional Remarks:

WRMPM: Email: _____ DSN: _____ Date: _____

Signature _____

Part II – Completed by the 635 SCOW/WMP

Supply System Update: _____

Use Code Validated: _____

Equipment Detail Number: _____

635th SCOW/WM Signature: _____

Questions may be submitted to 635 SCOW/WM via email 635SCOW.WM@us.af.mil.

Attachment 7 (Added-PACAF)

WRM VEHICLE MANAGEMENT

A7.1. (PACAF) WRM Vehicle Management.

A7.1.1. (PACAF) Management Policies

A7.1.1.1. **(PACAF)** This attachment describes the specific management policies and procedures required for WRM vehicles prepositioned in PACAF.

A7.1.2. (PACAF) Objectives.

A7.1.2.1. **(PACAF)** Provide sufficient guidance to Logistics Readiness personnel who store, inspect, maintain or otherwise care for WRM vehicles in PACAF.

A7.1.2.2. **(PACAF)** Provide a reference for all personnel that require WRM vehicles during wartime or contingencies.

A7.1.3. (PACAF) Total Fleet Concept.

A7.1.3.1. **(PACAF)** Vehicle support capability for wartime or contingency operations consists of peacetime operational fleet; assets gained from intra-theater (local) sources, and prepositioned WRM assets.

A7.1.3.2. **(PACAF)** The use of LIMS-EV Vehicle View and the Transaction Request Tool (TRT) are mandatory within PACAF. Applicable reports found in LIMS-EV and CRIS may be used in lieu of forms, letters and other documentation prescribed in this chapter.

A7.1.3.3. **(PACAF)** 7AF/A4R Transportation is the focal point for all WRM related vehicle issues associated with 7AF organizations, including Osan and Kunsan. Fleet Management responsibilities for Korea COBs will reside with the 607 MMS.

A7.1.4. **(PACAF)** Waivers. Waiver requests pertinent to vehicle management, conflicting with this instruction will be approved by the Command WRMO and/or Air Staff as appropriate.

A7.1.5. (PACAF) Prepositioning and Storage Concepts.

A7.1.5.1. **(PACAF)** WRM vehicles are prepositioned at Base of Planned Use (BPU) to the fullest extent possible to support wartime or contingency operations. BPU locations are identified in the BPU block on the MVR. Requests for BPU changes must be coordinated through the WRMO, unit commander or equivalent and approved by the WRMRB prior to submittal to PACAF/A4R and the CWRMO.

A7.1.5.2. **(PACAF)** WRM vehicles, excluding integrated WRM, will either be stored in “active” (ready-to-roll) condition or “inactive” (deep) storage. PACAF/A4REV (Vehicle Management) in coordination with local LRS’ and functional users will determine the appropriate mix of integrated, active and inactive stored vehicles.

A7.1.5.2.1. **(PACAF)** At Det 1, 36 MSG, Diego Garcia, the WRM vehicle fleet will be a mixture of inactive, active, and Joint Use (JU), as determined by Det 1, 36 MSG and PACAF/A4REV. Vehicles in inactive storage will not be released without proper approval IAW [Attachment 5](#).

A7.1.5.3. **(PACAF)** Active-stored vehicles are defined as critical to support base reception and immediate sortie generation. Composition of the active fleet will be based upon the needs of the initial incoming forces and immediate aircraft sortie generation requirements. These assets must be operationally ready to meet its wartime tasking. Dense-packing of active stored vehicles in covered facilities is the preferred method of storage. Storing WRM resources on K-loaders is not permitted. The use of semi-trailers to store WRM resources should be carefully evaluated to ensure landing gears will support the load over extended periods.

A7.1.5.4. **(PACAF)** Inactive vehicles must be stored in fully enclosed buildings. Dense packing is preferred to maximize use of available floor space. If facility limitations preclude enclosed storage of inactive vehicles then they must be maintained in active stored status until such time space becomes available. Once vehicles are placed in inactive storage, every effort will be made to minimize their use. Additional WRM storage requirements shall be identified and submitted to the installation WRMO to be addressed at the next WRMRB.

A7.1.5.5. **(PACAF)** Integrated vehicles, due to their design, must be used at a frequency sufficient to ensure serviceability. WRM requirements for refueling, fluid dispensing, crash, fire and rescue, deicers, airfield damage repair (ADR), latrine service trucks, Calivars, 463L Materials Handling Equipment (MHE), and specialized medical vehicles should be integrated to the fullest extent possible IAW this instruction. Local conditions and/or restrictions may require coordination between the Vehicle Management function and the functional user to integrate some vehicle types on a rotational basis. The maximum quantity, by type, will not exceed the quantity identified on the MVR. WRM integrated and active stored vehicles of the same type must be rotated at least every 12 months (unless rotated with peacetime assets) to ensure total fleet optimum aging. Non-integrated WRM fuels servicing trucks (R-9/R-11) maintained in active storage will be functionally tested at least once a month by vehicle maintenance personnel and every 14 days by Fuels Flight personnel. Monthly, one joint functional check should be conducted by Transportation and Fuel personnel.

A7.1.5.5.1. **(PACAF)** Costs associated with maintenance of integrated WRM vehicles will be funded on the same basis as other WRM vehicles.

A7.1.6. **(PACAF)** Authorizations. Total authorizations reflect the minimum vehicles required, by type to support the worst case OPLAN/contingency scenario for a specific base/location for in-place and augmentation/deployed forces. Vehicles can be added to the MVR as pure WRM after all other sources (lease, host nation support, JU, etc.) of vehicle support have been considered. An exception to this policy are those vehicles unique to a unit's mission and required to deploy as part of a UTC/OPLAN and/or notional tasking by higher headquarters. As a general rule, PACAF units will not deploy vehicles in support of OPLANs unless the assets are identified as use code "A" (mobility) on the PACAF MVR. Request to add mobility authorizations to the PACAF MVR must be justified through the requesting unit's fleet management office, and approved by the requesting organization's MSG/CC. For adding mobility authorizations to Korea COBs, requests will be forwarded to 7AF/A4 for approval. If approved, 7AF/A4R, Transportation, will forward request to PACAF/A4R for final approval.

A7.1.7. **(PACAF)** Authorization Source.

A7.1.7.1. **(PACAF)** The MVR is a composite listing of approved vehicle authorizations including the peacetime operational fleet, WRM, JU and other vehicle requirements provided by PACAF. Fleet Management will ensure Vehicle Management is aware of all vehicles identified as use code A, mobility, and WRM vehicles that are projected to out load to alternate locations.

A7.1.7.2. **(PACAF)** WRM vehicle requirements will be validated during the Base Support Plan (BSP) process. Updates requiring modification to the MVR will be coordinated with the host WRMO and a recommended approval/disapproval by the MSG/CC. Final approval/disapproval rests with PACAF/A4REV in coordination with the CWRMO. For Korea COBs, requirements will be validated by the 607 MMS, 607 ASOG WRMO and 7 AF/A4R Transportation prior to submitting to HQ PACAF/A4R.

A7.1.7.2.1. **(PACAF)** VSCOS does not normally purchase/procure commercial design general and special purpose vehicles of less than 14,000 pounds Gross Vehicle Weight (GVW) to fill WRM requirements. Additive vehicle requirements that fall into this category will be sourced through lease, host nation, and redistribution of peacetime operating stocks (to include Other Government Motor Vehicle Conveyance (OGMVC) and Non-Appropriated Fund vehicles). However, additive WRM requirements that are to be sourced through lease or host nation support will be added to the MVR once the requirements are validated.

A7.1.7.3. **(PACAF)** Deployed/augment forces integrate with host base units therefore, vehicles are authorized by function (not unit) on the MVR. The vehicles authorized for a functional area is based on the unit's worst case planning scenario and issued to the host base functional area at execution of a contingency.

A7.1.7.4. **(PACAF)** Transportation planners will develop a base vehicle support plan for inclusion to the transportation chapter of the BSP. This chapter includes vehicle requirements by functional user; procedures to redistribute peacetime operating stocks as needed; out load WRM vehicles to alternate use locations; issue WRM vehicles to base functional areas, and recalled JU and integrated vehicles for redistribution to wartime users. Once vehicle requirements are identified, transportation planners must compare with the inbound and outbound vehicles reflected in the OPLAN TPFDD. If TPFDD adjustments are required to reflect BSP requirements, they need to be submitted to PACAF/A4REV for updating. The MVR will be reviewed to ensure vehicle types, quantities, using activities, and use codes are accurately identified. Vehicle shortages will be evaluated to determine if shortfalls or Limiting Factors (LIMFAC) exist. Shortfalls and LIMFACs will be included in the BSP. However, all workarounds, to include redistribution of peacetime operating stocks (vehicles, OGMVC, and NAF resources), rental, leasing, local procurement and host nation support, must be explored/implemented before vehicle shortages are identified as a shortfall or LIMFAC.

A7.1.7.5. **(PACAF)** In the event vehicles are required, the deploying unit should coordinate with the deployed location transportation and BSP POC to determine whether sufficient vehicles are available at the deployment location. If the unit needs to deploy with vehicles due to maintenance concerns and/or shortages at the deployment location, they need to obtain approval from PACAF/A4R and the deployed location MSG/CC or equivalent. The vehicles will be deployed IAW standing operating procedures (i.e., Limited Technical Inspections (LTI), deployed CA/CRL, etc.). For bed down at OPLAN locations, the MVR will be used as the source document.

A7.1.7.6. **(PACAF)** RADR vehicles are prepositioned at locations determined by PACAF/A4C in coordination with PACAF/A4R and PACAF/A4X.

A7.1.7.7. **(PACAF)** Due to their expense and unique function, WRM refueling vehicles require special authorization procedures. PACAF/A4REP (Fuels) will determine gross wartime requirements for fuel based on the WAAR and Allowance Standard in coordination with Fuels Flight Commanders. Bases will provide PACAF/A4REP data to justify peacetime authorizations. After gross wartime and peacetime requirements have been validated, PACAF/A4REP will coordinate with PACAF/A4REV and the CWRMO to establish WRM vehicle authorizations.

A7.1.7.8. **(PACAF)** Identification of JU. Peacetime operating stocks identified as JU will be use coded "C" on the MVR. Peacetime operating stocks that does not have a wartime mission and will be transferred to another user during wartime is authorized to be joint used (Use Code "C").

A7.1.8. **(PACAF)** Inspection, Preparation, Storage, and Maintenance. Inspection, preparation, storage, and maintenance requirements apply to all WRM. These guidelines are intended to reduce storage and maintenance efforts necessary to implement PACAF policy concerning inactive storage of WRM vehicles. This will ensure WRM vehicles are maintained in a ready state, while reducing cost. Vehicle Management will accomplish the following:

A7.1.8.1. **(PACAF)** Perform a LTI using the procedures contained in T.O. 36-1-191 on all vehicles being rotated into the WRM vehicle fleet. Also, perform a LTI on all vehicles that have been released from storage prior to returning to storage. All discrepancies that affect safety or serviceability of an asset must be corrected prior to placing the asset in storage. LTIs must be conducted after required repairs are completed to accurately reflect vehicle condition.

A7.1.8.2. **(PACAF)** When a WRM vehicle is released for a PACAF or JCS exercise, the deployed organization will provide the necessary maintenance personnel to breakout, sustain, repair and store released vehicles. The COB/CC and/or, MOB LRS/CC will determine when to release deployed maintenance personnel back to their unit; this will be contingent on vehicles being returned to storage.

A7.1.8.3. **(PACAF)** Report shipping damage immediately upon discovery to Distribution Flight. If possible take digital photographs. Work with local distribution flight and complete a Report of Discrepancy or Transportation Discrepancy Report as required. Forward a copy of the report to PACAF/A4REV and CWRMO.

A7.1.8.4. **(PACAF)** Determine corrosion/rust proofing treatment for new vehicles received for WRM storage IAW T.O. 36-1-191. If treatment was applied prior to shipment, perform an inspection to ensure the corrosion treatment was adequate. If prior treatment is determined inadequate, treat vehicles and equipment IAW T.O. 36-1-191. Vehicles rotated from the active fleet in WRM storage will be given the same corrosion service as new vehicles.

A7.1.8.5. **(PACAF)** Check tire condition on vehicles being rotated from active fleet into WRM and replace as required. WRM vehicles will have a minimum of 50% of the original tread. Inflate tires (include spare if applicable) on WRM vehicles assigned to vehicle manufacturer's recommended pressure. To afford security for installed spare wheels/tires, vehicle maintenance will affix a chain or cable, which will be secured using a padlock. Attach the key to the vehicle key ring. The extra padlock key will be retained in the vehicle records jacket with the spare vehicle key. A minimum of one of five WRM vehicles of each type with a bare base deployment designation will be equipped with a spare tire/wheel, jack and lug wrench. Vehicles will retain the spare tire, jack and lug wrench supplied by the manufacturer.

A7.1.8.6. **(PACAF)** Batteries on inactive stored vehicles assigned to the WRM fleet should be disconnected to the fullest extent possible. Use of solargizers to extend battery life is discontinued. Program for replacement batteries and include cost in the local budget submittal to the WRMO.

A7.1.8.7. **(PACAF)** Pintle Hooks. General purpose vehicles under 14,000 Gross Vehicle Weight (GVW) (i.e. pickups, metros) will have a minimum of one, pintle hook installed for every three assigned by type per fleet. Note: As vehicles are coded for sourcing from the host nation or off the local economy, identify gross pintle hook requirements and maintain a sufficient quantity of pintle hooks and hardware on-hand for installation during wartime or contingency operations.

A7.1.8.8. **(PACAF)** Vehicle Management will perform modified scheduled inspections as required, or when due by hours, miles, or kilometers on active stored vehicles. An annual visual inspection will be accomplished for inactive stored vehicles.

A7.1.8.9. **(PACAF)** Long-range scheduled maintenance plan will be developed and updated each year. The plan should include special provisions for vehicles that will support major exercises.

A7.1.8.10. **(PACAF)** At Contracted locations, QAEs are primarily vehicle maintenance personnel, responsible for monitoring the contractor's maintenance and exercising of the vehicle fleet. Vehicle Management QAE's will provide technical assistance and training to the contractor as required on AF exclusive data support systems.

A7.1.8.11. **(PACAF)** The contractor with QAE oversight will perform Fleet Management & Analysis (FM&A) and MATERIEL CONTROL functions.

A7.1.9. **(PACAF)** WRM Vehicle Fleet Management. The 8 LRS/LGRV, 51 LRS/LGRV and 607 MMS will manage the vehicle fleet for their respective installations to ensure WRM and peacetime operational needs are met and will accomplish the following:

A7.1.9.1. **(PACAF)** QAEs will develop local procedures, which ensure proper accountability and status of stored vehicles.

A7.1.9.2. **(PACAF)** Establish procedures for withdrawal of vehicles to support contingency plans (breakout plan). Flight Operating Instructions (OI) and/or checklists in the unit control center (UCC) may accomplish this.

A7.1.9.3. **(PACAF)** Provide FM&A with a listing of WRM vehicles integrated into the daily use fleet, by registration number and unit assigned. The receiving unit's organization code (WRM) will be used, (e.g., vehicles integrated to civil engineers have a 3W code, SFS a 4W org code, etc.).

A7.1.9.4. **(PACAF)** Develop local procedures to maintain WRM vehicle status by fleet, which includes as a minimum:

A7.1.9.4.1. **(PACAF)** Storage fleet being maintained.

A7.1.9.4.2. **(PACAF)** Vehicle type.

A7.1.9.4.3. **(PACAF)** Registration number.

A7.1.9.4.4. **(PACAF)** Storage level (i.e., active or inactive)

A7.1.9.4.5. **(PACAF)** Storage area (if applicable) and parking location. Unit/location is required for integrated vehicles.

A7.1.9.5. **(PACAF)** Establish procedures for control, accessibility, and issue of vehicle identification link (VIL) and keys.

A7.1.10. **(PACAF)** Equipment Support, Care and Exercising. Vehicle Management or contractor personnel are responsible for the care/exercising of pure WRM vehicles and accomplishing the following WRM related functions:

A7.1.10.1. **(PACAF)** Maintain Non-Mission Capable Supply (NMCS) and Non-Mission Capable Maintenance (NMCM) except for integrated vehicles.

A7.1.10.2. **(PACAF)** Monitor due dates of scheduled maintenance (except for integrated vehicles) and deliver vehicles scheduled for maintenance action to the vehicle maintenance area. Return the vehicles to WRM storage upon completion of maintenance action.

A7.1.10.3. **(PACAF)** Perform a weekly inspection of the active vehicles to check for flat/low tires, accumulation of water in vehicle bodies, evidence of pilferage or theft, leaks, and any other obvious defects.

A7.1.10.4. **(PACAF)** Develop procedures to ensure vehicles are inspected each quarter utilizing appropriate vehicle operator checklists.

A7.1.10.4.1. **(PACAF)** Vehicles in active storage will have at least the following operator maintenance performed during the quarterly check:

A7.1.10.4.1.1. **(PACAF)** Change tires as required.

A7.1.10.4.1.2. **(PACAF)** Check tire pressure.

A7.1.10.4.1.3. **(PACAF)** Check coolant, oil, and automatic transmission fluid level.

A7.1.10.4.1.4. **(PACAF)** Change light bulbs as required.

A7.1.10.4.1.5. **(PACAF)** Clean and service battery.

A7.1.10.4.1.6. **(PACAF)** Tighten all loose screws and bolts.

A7.1.10.4.1.6.1. **(PACAF)** Reduce standing water; elevate flat surfaces to shed water if vehicles are stored outdoors.

A7.1.10.4.1.7. **(PACAF)** Check fuel (maintain at a minimum of $\frac{3}{4}$ full).

A7.1.10.4.1.8. **(PACAF)** Check wiper blades, and replace as necessary.

A7.1.10.4.1.9. **(PACAF)** Service interior and exterior of vehicles. To ensure interior preservation, apply protectant products to all interior vinyl, plastic, rubber, or plexiglass surfaces, including seats (if vinyl), padded dash, rubber door gaskets, etc., twice a year or as needed. Exterior surfaces will be waxed as needed but not less than twice a year, excluding Chemical Agent Resistance Coating (CARC)-painted vehicles.

A7.1.10.4.1.10. **(PACAF)** Exercise active stored vehicles once every quarter.

A7.1.10.4.1.10.1. **(PACAF)** During exercises, vehicles will be operated for a minimum of 20 minutes including warm-up. During this period, vehicles will be driven over a predetermined on-base exercise route. Accessory and mounted equipment will be operated for a period sufficient to exercise and lubricate all moving parts. Hydraulic systems and pumps will be exercised under a normal expected load. Certain vehicles will require longer exercise periods. Diesel engine driven vehicles will be operated for a minimum of 30 minutes. Vehicles, which have been released and dispatched for use, are not required to be exercised during quarter of usage.

A7.1.10.4.1.10.2. **(PACAF)** Due to low speed limits on base, it may be necessary to make arrangements with base authorities to adjust the speed limit within the exercise route parameters in order to exercise specific vehicles. If this is not possible, the exercise route may be extended off base but only to the degree of adequate exercising. Safety will be of paramount concern and local traffic laws will apply.

A7.1.10.4.1.10.3. **(PACAF)** Checks made during exercises will ensure vehicles meet the standards established in T.O. 36-1-191.

A7.1.11. **(PACAF)** Rotations. WRM vehicles, including RADR will be rotated with peacetime vehicles when necessary to ensure a balancing of age/hour/miles. Active stored and integrated WRM vehicles of the same type will be rotated as a minimum, every 12 months. Inactive stored vehicles will only be considered for rotation after 4 years in storage. For Korea locations, 7AF/A4R, fleet management, needs to coordinate rotations between MOBs and COBs, including ADR vehicle sets to ensure the system is capable of handling its rated load capacity.

A7.1.11.1. **(PACAF)** WRM vehicles will be included in utilization/rotation analysis. PACAF/A4RE and 7AF/A4R, Transportation function, will monitor rotation of vehicles into and out of their assigned MOBs and other remote sites as required. Korea COBs are exempt from utilization/rotation analysis.

A7.1.11.2. **(PACAF)** Vehicles will be rotated from the active, daily use fleet, as appropriate upon completion of the annual inspection and resultant repair requirements. Inspection of vehicles entering WRM storage must be thorough to assure serviceability standards are met (T.O. 36-1-191). AFTO Form 91, Limited Technical Inspection – Motor Vehicles, will be used to record the condition of the vehicle at this time. The AFTO Form 91 will become a permanent part of the record jacket. Unserviceable vehicles will not be rotated to WRM status, unless directed by PACAF/A4RE. A vehicle may be assigned to WRM with deferred parts ordered at the discretion of the maintenance manager/superintendent when safety and serviceability are not compromised. The percentage of WRM vehicles by vehicle type) in replacement codes A-J shall be proportionate to the percentage of A-J vehicles in the daily use fleet, unless stated otherwise by PACAF/A4RE.

A7.1.12. **(PACAF)** Peacetime Vehicles. Peacetime vehicle authorizations are filled before WRM authorizations. Peacetime vehicles support the daily base mission in addition to performing wartime functions, whereas pure WRM vehicles are additive to peacetime authorizations to support augmentation forces and/or increased wartime activity. Vehicles may be removed from the WRM fleet to fill peacetime authorizations. The following restrictions apply:

A7.1.12.1. **(PACAF)** WRM vehicles will not be used to fill authorization requests unless approved by PACAF/A4REV.

A7.1.12.2. **(PACAF)** The Vehicle removed from WRM must be the same as, or a suitable substitute, for the primary NSN authorized stated on the MVR.

A7.1.12.3. **(PACAF)** All Records affected by the transfer will be updated.

A7.1.13. **(PACAF)** Prepositioning/Storage of Pure WRM Vehicles. WRM vehicles will only be stored at locations where adequate vehicle maintenance is available. This restricts vehicle storage to MOBs, Korea COBs, and other locations where AF personnel of AF contracted personnel are assigned. PACAF/A4REV must approve storage of vehicles at all other locations in coordination with the CWRMO. Bases proposing such storage will submit their request to PACAF/A4REV with complete justification.

A7.1.13.1. **(PACAF)** WRM vehicles will be stored separately from peacetime vehicles in a secure, controlled area, approved by the WRMPM. All efforts must be made to obtain covered enclosed storage for all WRM vehicles to reduce deterioration, thus reducing operating/maintenance costs. Vehicle Management will develop a WRM vehicle-parking plan for all stored WRM vehicles. The plan will include a map of the base with active and inactive storage locations identified.

A7.1.13.2. **(PACAF)** Active stored vehicles will be parked in such a manner to allow for easy access and movement of vehicles. Inactive stored vehicles must be inside enclosed facilities, such as a Portamod, K-Span, or warehouse, and will be densely-packed. Densely-packing requires that vehicles will be parked as closely together as practical to maximize inside storage space while still meeting safety requirements. Assigning Vehicle control numbers are suggested, but it is up to the organization to develop a system that will allow quick reference to a vehicle and its storage location. Vehicle control numbers may not be stenciled on the vehicle. Vehicle control numbers may correspond to the vehicle registration number and its assigned parking location.

A7.1.13.3. **(PACAF)** Develop a storage plan, to include parking plans. Items to consider when developing storage plans include, but are not limited to: 13.3.1. Vehicle requirements for initial incoming forces (TPFDD flow).

A7.1.13.3.1. **(PACAF)** Time requirements to restore vehicles (break out) that are in inactive storage.

A7.1.14. **(PACAF)** Authority for Peacetime WRM Vehicle Release. Associated correspondence will be retained in accordance with T25-01 R 01.00 and will include the following documentation:

A7.1.14.1. **(PACAF)** Release request.

A7.1.14.2. **(PACAF)** Approval from appropriate authority.

A7.1.14.3. **(PACAF)** Memo to the WRMO stating the vehicle(s) has been reconstituted and returned to storage in a serviceable condition.

A7.1.15. **(PACAF)** Operator's Inspection Guide and Trouble Report. The operator's inspection guide and trouble report for each WRM and JU vehicle will be marked on the front of the form to reflect "WRM" or "JU" status. Active stored WRM vehicles will use an AF Form 1800, Operator's Inspection Guide and Trouble Report for the entire year, in addition to the permanent waiver card/automated waiver listing. Inactive, densely-packed vehicles will use an AF Form 1800 indefinitely, in addition to the permanent waiver card.

A7.1.15.1. **(PACAF)** A new AF Form 1800 will be initiated at the beginning of the appropriate calendar year for active stored vehicles. Waivered items will be transferred to the permanent waiver card/automated waiver listing. Delayed items will be transferred to the new AF Form 1800. The previous AF Form 1800 will be retained for one year.

A7.1.15.2. **(PACAF)** When pure WRM vehicles are dispatched, a separate AF Form 1800 will be initiated and provided to the using activity for the duration of use. The annual form stays with the WRM manager. Upon return of the vehicle, any discrepancies annotated during use will be transferred to the annual AF Form 1800 and reported to vehicle maintenance. The AF Form 1800 used during use will be retained for one month.

A7.1.15.3. **(PACAF)** When WRM vehicles are exercised/inspected, the date and signature of the individual conducting the inspection will be entered on the back of the AF Form 1800. Tire pressure/adjustments will also be annotated on the form.

Attachment 8 (Added-7AF)**635SCOW PRE-APPROVAL****Figure A8.1. (Added-7AF) 635SCOW Pre-Approval.**

From: [635 SCOW/WM WRM Global Mgmt](#)

To: [DUFOUR, DAVIS D CIV USAF PACAF PACAF/A4REX; 635 SCOW/WM WRM Global Mgmt](#)

Cc: [MILLER, BRETT O NH-03 USAF AFMC 635 SCOW/WMR; BIERMAN, DENISE M MSgt USAF AFMC 635 SCOW/WMR; BRANCO, MICHAEL Y CIV USAF PACAF/A4RE; COLES, DAWNIQUE CTR USAF PACAF PACAF/A4RE; BAPTISTA, CLIFFORD S CTR USAF PACAF PACAF/A4RE; MONTERA, ROBYN M CTR USAF PACAF A4/A4RE; ABINSAY, JERRY P GS-12 USAF PACAF 607 ASOG/WRM](#)

Subject: RE: SCOW/WM pre-approval

Date: Wednesday, January 6, 2021 3:33:16 AM

Mr. Dufour,

The 635 SCOW/WM office is good with you using the below historical data. Just remember, you are responsible for all expenditures and cost to fix the WRM vehicles used for an IMSR.

Please email back if you have further questions.

V/r
Dave

David A. Forberg, USAF, GS-12
WRM Readiness Manager
635 SCOW Scott AFB, IL
DSN: 576-6610
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635th SCOW/WRM SharePoint: <https://cs2.eis.af.mil/sites/11813/default.aspx>

635th SCOW/WM NIPR Org Box: 635scow.wm@us.af.mil 635th SCOW/WM SIPR Org Box: usaf.scott.635scow.mbx.635-scow-wrm@mail.smil.mil

From: DUFOUR, DAVIS D CIV USAF PACAF PACAF/A4REX <davis.dufour@us.af.mil>

Sent: Tuesday, January 5, 2021 12:22 PM

To: 635 SCOW/WM WRM Global Mgmt <635SCOW.WM@us.af.mil>

Cc: MILLER, BRETT O NH-03 USAF AFMC 635 SCOW/WMR <brett.miller.18@us.af.mil>;
FORBERG, DAVID A GS-12

USAF AFMC 635 SCOW/WM <david.forberg.1@us.af.mil>; BIERMAN, DENISE M MSgt
USAF AFMC 635 SCOW/WMR

<denise.bierman@us.af.mil>; BRANCO, MICHAEL Y CIV USAF PACAF/A4RE

<michael.branco@us.af.mil>; COLES,

DAWNIQUE CTR USAF PACAF PACAF/A4RE <dawnique.coles.1.ctr@us.af.mil>;

BAPTISTA, CLIFFORD S CTR USAF

PACAF PACAF/A4RE <clifford.baptista.ctr@us.af.mil>; MONTERA, ROBYN M CTR USAF
PACAF A4/A4RE

<robyn.montera.2.ctr@us.af.mil>; ABINSAY, JERRY P GS-12 USAF PACAF 607

ASOG/WRM

<jerry.abinsay.2@us.af.mil>

Subject: SCOW/WM pre-approval

PIO Team,

Below is being forwarded for your consideration and approval.

v/r

DAVIS D. DUFOUR, GS-13, DAFC

Command War Reserve Materiel Officer

Headquarters Pacific Air Forces

Directorate of Logistics, Engineering and Force Protection

Logistics Readiness Division

DSN: (315) 449-3779 Comm: 808) 449-

3779

<https://hickam.eis.pacaf.af.mil/HQ%20PACAF/A4/A4R/SitePages/HQ%20PACAF%20War%20Reserve%20Materiel%20%20WRM.aspx>

SIPRNet Email: davis.d.dufour.civ@mail.smil.mil

SIPRNet

URL:https://pacaf.ops.hickam.af.smil.mil/sites/index.cfm?event=index&page_id=7082&tab_id=27141

From: ABINSAY, JERRY P GS-12 USAF PACAF 607 ASOG/WRM

<jerry.abinsay.2@us.af.mil>

Sent: Monday, January 4, 2021 16:59

To: DUFOUR, DAVIS D CIV USAF PACAF PACAF/A4REX <davis.dufour@us.af.mil>

Subject: RE: SCOW/WM pre-approval

Mr. DuFour,

Per our conversation, we would like to request a pre-approval from 635 SCOW/WM to use the following historical amounts for the below listed type of assets. All others, we will use 10% of the cost of asset(s) as prescribed in AFI 25-101, para 3.5.3.3.

Special-Purpose Vehicles: \$400 per vehicle; 60k, 40k, 25k, next generation small loaders, wide body loaders, refuelers, stair trucks, heavy repair vehicles, flight line towing vehicles, deicing trucks, forklifts, cranes, HMMWVs, M35s, etc..

General-Purpose Vehicles: \$200 per vehicle; pick-ups, six packs, multi-stops, S&P trucks, tractor trailers, buses, sedans, etc.

Powered Support Equipment: \$300 per item; generators, bomb lifts, compressors, hydraulic test stands, light carts, test equipment, air conditioners, etc.

Non-Powered Support Equipment: \$50 per item; maintenance stands, towbars, servicing carts, engine trailers, dollies, munitions trailers, aircraft jacks, fuel bowsers, fire bottles, TRAP, etc.