

**BY ORDER OF THE COMMANDER,  
51ST FIGHTER WING**



**PACAF INSTRUCTION 25-101**

**51ST FIGHTER WING**

**Supplement 1**

**28 JULY 2003**

**Logistics Staff**

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

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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OPR: 51 LRS/LGRRP (Mr. David O. McCool)  
Supersedes PACAFI 25-101/51 FW Sup 1,  
10 March 1998

Certified by: 51 MSG/CC (Col Robert D. Kopp)  
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This supplement applies to all personnel managing WRM commodities or assets assigned, attached, or associated to the 51<sup>st</sup> Fighter Wing

***SUMMARY OF REVISIONS***

This supplement is a complete rewrite of the previous version. Due to the number and scope of the changes, it is necessary to read the entire document to gain a complete understanding of its contents.

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

1.53. WRM Monitor.

1.53.7. Each unit WRM monitors will establish and maintain a WRM continuity folder consisting of the following information as a minimum:

1.53.7.1. Appointment letters. Maintain copies of the Wing WRM Officer (WRMO/NCO) and the unit WRM Monitor appointment letters. Must maintain previous appointment letters for one calendar year. See **Attachment 1** for sample.

1.53.7.2. AFI 25-101/PACAFI 25-101/7 AF Sup1, and 51 FW Sup1. If necessary, these products can be filed in separate binders using an OF 21.

1.53.7.3. (Added) Training documentation. WRM training slides, 51 FW Hip Pocket Guide and document of WRM monitor training (AF Form 2426).

1.53.7.4. (Added) WRM Review Board Minutes. Include the last four sets of minutes.

1.53.7.5. (Added) WRM Working Group Minutes. Maintain minutes for one calendar year.

1.53.7.6. (Added) Surveillance Inspection Checklist. Applicable area functional inspection checklist. See **Attachment 2** for sample.

1.53.7.7. (Added) Assistance visit reports and replies. Last four surveillance visit reports, no-notice inspections, staff assistance visits, and miscellaneous reports or audits. See **Attachment 3** for sample.

1.53.7.8. (Added) Correspondence. Policy letters, messages, etc.

1.53.7.9. (Added) Budget. WRM budget related documents. Budget submissions must be included with a letter of justification signed by the applicable PEM. See **Attachment 4** for sample.

1.53.7.10. (Added) Supply reports. R14 (CA/CRL), R34 (Special Spares Listing), and R07 (WCDO/PWSP details) If necessary, file these products in separate binders using an OF 21. All supply reports can be downloaded off the 51 LRS NIPRNET Home Page:

<https://wwwmil.osan.af.mil/51FW/SPTG/51lrs/Index.htm>.

1.53.7.11. (Added) Monthly Maintenance Plan (current month only).

1.53.7.12. (Added) Cross-reference of part numbers and TCTO series for all WRM assets.

1.53.7.13. (Added) All WRM monitors will accomplish a 100% inventory on a quarterly basis. Forward the inventory reports to the WRMO/NCO NLT the tenth day of each month. The report will include nomenclature, quantity authorized, quantity on-hand, unit price, and the condition (i.e., serviceable, awaiting parts, etc. for all WRM assets), and any action if applicable (Reports of Survey status, firm/memo due out, etc.).

1.53.7.14. (Added) Dispersal Plan. Each WRM section will submit a detailed plan outlining its movement actions to include outload and in-place assets. See **Attachment 5** in PACAFI 25-101 for sample.

1.53.7.15. (Added) End-of-Tour Report. This report will be a summary of all actions taken during your tour to maintain your WRM program. See **Attachment 5** for sample end of tour report.

2.14.3. (Added) NIPRNET Home Page: <https://wwwmil.osan.af.mil/51FW/SPTG/51lrs/Index.htm>.

2.27.9.1. Each WRM Monitor with outload items will prepare, mark, and deploy the assets IAW the Installation Deployment/Reception Plan, AFI 10-403 and PACAFI 10-403.

2.27.9.2. Wartime movement of WRM assets is identified in Chapter 22 of the Base Support Plan Part II.6.7.1. The PUR letter format is provided at attachment 6.1.

6.9.1. All peacetime use requests will be submitted to the WRMO NLT 10 days prior to the time of use.

6.11.2. All requests to use WRM which can be approved at base level must resubmitted to the WRMO in the format shown in Attachment 6.1.

12.10.1. 51 LRS/LGRFO processes a new R-34 the second Tuesday of every month.

12.12.1. 51LRS/LGRFO processes a new QO7 at the end of the month of each quarter.

12.13.1. 51 LRS/LGRFO processes a new R07 every Wednesday of each month.

**Attachment 1**

**SAMPLE WRM APPOINTMENT LETTER (APPROPRIATED LETTERHEAD)  
DATE**

MEMORANDUM FOR 51 LRS/LGRRP

FROM: (UNIT)/CC

SUBJECT: Appointment of War Reserve Materiel (WRM) Monitor

1. IAW PACAFI 25-101, the following individuals are appointed as the (SQUADRON'S NAME) WRM Monitor:

<b>PRIMARY</b>	<b>ALTERNATE</b>
Name:	Name:
Rank:	Rank:
Office Symbol:	Office Symbol:
Duty home:	Duty phone:
Home Phone:	Home Phone:
Fax:	Fax:
Beeper:	Beeper:
Security Clearance:	Security Clearance:
DEROS:	DEROS:

2. This letter supersedes all previous letters, same subject.

Program Element Manager  
(Commander's Signature Block)

**Attachment 2****SAMPLE INSPECTION CHECKLIST**

- A2.1.** Are monitors and alternates appointed in writing to the WRMO? (1.53.1)
- A2.2.** Do monitors and alternates receive training within 30 days of appointment and annually thereafter as required? (2.25.2.2)
- A2.3.** When appointed, do monitors and alternates have at least 6 months retainability? (1.53.1.1)
- A2.4.** Does the monitor maintain a continuity book? (51 FW Sup 1, 2.49.6)
  - A2.4.1. Current appointment letter?
  - A2.4.2. AFI 25-101, PACAFI 25-101, 7 AF Sup, and 51 FW Sup 1?
  - A2.4.3. WRM Training Handout and documentation of training?
  - A2.4.4. Copy of the last 4 WRM RB meeting minutes?
  - A2.4.5. Copy of the WRM Working Group minutes (12 mo.)?
  - A2.4.6. Copies of the last 2 unit, 7 AF, and PACAF surveillance visit reports and unit replies?
  - A2.4.7. WRM Budget submissions for current and previous fiscal years?
  - A2.4.8. Supply documents and applicable R14/R34/Q07?
- A2.5.** Has the monitor ensured that all WRM equipment is toned down as required? (10.5.2.6)
- A2.6.** Has the WRM equipment been properly marked with the WRM Triangle? (5.19)
- A2.7.** Does the monitor ensure required inspections are performed? (3.4)
- A2.8.** Are results of monthly walk-through inspections performed by the storing organization and applicable maintenance shop personnel documented and copies sent to the WRMO? (3.4.3.2.3)
- A2.9.** Are peacetime requests made IAW PACAFI 25-101, Para 2.26.6.1, (Fig 6.1)?
- A2.10.** Has a peacetime use case number been assigned for each peacetime use request? (6.21.1.1)

**Attachment 3**

**SAMPLE WRM SAV REPLY**

Item Number:

Team Member:

Person Contacted:

References:

Brief description of observation:

Recommendation of corrective or preventive action (s) taken:

Open or Closed (based on action (s) taken):

Estimated Completion Date (ECD):

Program Element Manager  
(Commander's Signature Block)

**Attachment 4****SAMPLE WRM UNFUNDED REQUIREMENT SUBMISSION**

<b>Amount Requested</b>	<b>Budget Area</b>	
	Scheduled Maintenance Cost	
	Costs for Consumable (Excluding Fuel)	
	Tools and Equipment Items	
	Other Annual Costs to Consider	
	Annual Budget Requirement	
	Average Allocation Required Per Quarter	

**Attachment 5**

**SAMPLE END-OF TOUR REPORT (APPROPRIATED LETTERHEAD)  
DATE**

MEMORANDUM FOR 51 LRS/LGRRP

FROM: Unit WRM Monitor

SUBJECT: (Your Unit) End-of-Tour

1. (Dates of tour in the 51 FW) (Squadron, Flight) (Areas of Responsibilities)
  - a. (Synopsis of your program)
  - b. (Problem areas – challenges)
  - c. (Areas of improvement)
  - d. (Lessons Learned)
  - e. (Points of account)

2. Again this job is intense and exciting but it will keep you very busy and focused. My tour is over, but your is just beginning; and challenge yourself to leave the program better than you found it. I am PCSing to (Squadron, Flight, Base). My email should be <mailto:peter.smith@langley.af.mil>. Please feel free to contact me with questions or concerns. Good Luck.

CARL A. WHICKER, MSgt, USAF  
AGE WRM Monitor

**Attachment 6**

**PEACETIME USE REQUEST OF WAR RESERVE MATERIEL (WRM) ASSETS  
(UNIT LETTERHEAD)**

MEMORANDUM FOR 51 LSS/LGLX

FROM: Requesting Organization

SUBJECT: Peacetime Use Request of War Reserve Materiel (WRM) Assets

1. Request the peacetime use of the following WRM assets:

NSN	Nomenclature	Unit of Issue	Quantity
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2. Justification. Reason you need to use WRM versus peacetime stock.

3. Duration of Requirement:

4. Storing Unit:

Using Unit:

5. Fund Cite: Provide a fund cite from the requesting unit. The fund cite listed will be used for transportation and reconstitution costs and any additional costs due to damage of WRM assets. I understand that the initial reconstitution fee for powered equipment is \$300/piece. Additional damage fees will be assessed upon return of equipment to WRM storage.

6. Points of contact: Unit, office, name and telephone number

Requester Signature Block

1st Ind, 51 LSS/LGLX, Peacetime Use Request of War Reserve Materiel (WRM) Assets

MEMORANDUM FOR 51LG/CC

Recommend Approval/Disapproval

MATTHEW G. CHO, 1Lt, USAF  
51 FW War Reserve Materiel Officer

2d Ind, 51 LG/CC, Peacetime Use Request of War Reserve Materiel (WRM) Assets

MEMORANDUM FOR requesting unit

Approved/Disapproved

JAMES F. DIEHL, Colonel, USAF  
Commander

WILLIAM L. HOLLAND, Brigadier General, USAF  
Commander, 51st Fighter Wing