



**DEPARTMENT OF THE AIR FORCE
HEADQUARTERS UNITED STATES AIR FORCE**

20 February 2004

MEMORANDUM FOR MAJCOM Medical Logistics Representatives
Medical Logistics Flight Commanders
IN TURN

FROM: AFMSA/SGSL
1423 Sultan Drive
Fort Detrick, MD 21702-5006

SUBJECT: War Reserve Materiel (WRM) Maintenance Process

The implementation of the In-Garrison WRM Maintenance contract has resulted in a comprehensive review of how to more efficiently and effectively maintain and account for our stored WRM.

The attached procedure outlines a complete location-by-location review of WRM assets, to include the validation of assigned projects against the most current allowance standards; cross-leveling of like items between sections or projects; validation and relabeling of Shelf Life Extension Program data; capture of quality assurance information; and confirmation of discrepancies between stock record and on-hand balances across the entire WRM inventory.

This policy is directed at all units with a WRM maintenance mission. Upon receipt of this policy memorandum, the attached process will be followed when maintaining and inventorying in-garrison WRM. Guidance on the use of blind counts to inventory WRM assets in AFM 23-110, Vol 5, Chapter 12 and Attachment 12A1; and AFI 41-209, Chapter 3 and Attachment 10 is hereby superseded.

Please direct questions to AFMSA/SGSLP, Mr. Steve Drinan at DSN 343-4180 (commercial (301) 619-4180) or by email at stephen.drinan@ft-detrick.af.mil.

A handwritten signature in black ink, appearing to read "Perry R. Cooper".

PERRY R. COOPER, Col, USAF, MSC, FACHE
Chief, Medical Logistics Division
Office of the Surgeon General

Attachment:
Medical WRM Project Maintenance Process

cc: AFMSA/SGSLW

MEDICAL WRM PROJECT MAINTENANCE PROCESS

- A10.1. Download allowance standard (AS) from AFML website. Print for reference/identification during maintenance process.
- A10.2. Process AS update in DMLSS/MEDLOG for project being reviewed. MEDLOG users should follow the AS update instructions to ensure they don't lose prime-substitute relationships.
- A10.3. Print supply and equipment Mass Update for DMLSS sites and QAX for MEDLOG sites.
- A10.4. Print Assemblage Status Report for DMLSS sites and Stock Status Report and Prime Sub Report (PSR) for MEDLOG sites. Validate all WRM master records.
- A10.5. Identify equipment in maintenance, on loan, at PMEL, or otherwise unavailable during review.
- A10.6. Determine criteria for which expiration dated items to pull (e.g., expired only, expiring within six months or 12 months, etc.).
- A10.7. Proceed with project maintenance review. Annotate all actions on the Mass Update/QAX to include:
- A10.7.1. Balance record quantity.
 - A10.7.2. Quality Assurance data.
 - A10.7.3. Segregate overages and review for potential cross level to other projects.
 - A10.7.4. Segregate expired items.
 - A10.7.5. Review SLEP as applicable.
 - A10.7.6. Segregate equipment assets requiring repair or are due preventive maintenance/calibration (repair/PM/cal).
 - A10.7.7. Validate/update all prime-sub relationships.
- A10.8. Complete all required Equipment Maintenance actions, including (but not limited to):
- A10.8.1. Identifying and requesting procurement for spare parts required for in-house repair/PM/cal.
 - A10.8.2. Performing repair/PM/cal on items serviced in-house.
 - A10.8.3. Arranging support for items requiring contract or PMEL repair/PM/cal, and assets receiving repair/PM/cal support under existing MOUs (e.g., CE for generators).
- A10.9. Research discrepancies. If inventory is being conducted by the In-Garrison Maintenance contractor, discrepancies will be researched with the designated host FM account representative.
- A10.10. Update all QA data in DMLSS/MEDLOG.
- A10.11. Submit proposed inventory adjustment actions to the designated inventory adjustment official for coordination, review, and certification.
- A10.12. Process inventory adjustments.
- A10.13. Ensure all assemblages/assets are appropriately repacked.