



DEPARTMENT OF THE NAVY
HEADQUARTERS UNITED STATES MARINE CORPS
3000 MARINE CORPS PENTAGON
WASHINGTON, DC 20350-3000

NAVMC 4000.1
LPO
3 Feb 11

NAVMC 4000.1 War Reserve Materiel (WRM) Program Handbook

From: Director, Logistics Plans, Policies, and Strategic
Mobility Division
To: Distribution List

Subj: WAR RESERVE MATERIEL (WRM) PROGRAM HANDBOOK

Ref: (a) MCO 4400.39, War Reserve Materiel (WRM) Policy

Purpose. The WRM Program Handbook provides guidance to Marine Forces on the execution of MCO 4400.39, WRM Policy.

Background. The WRM Program provides guidance for the computation, acquisition and management of ground materiel required to sustain operating forces across a spectrum of missions and contingencies. This Handbook provides detailed guidance on actions associated with the roles and responsibilities of the WRM Program in accordance with MCO 4400.39.

Exceptions. This Handbook only addresses Class I, II, III(P), IV, VI, VII, VIII, and IX ground materiel. Further information on Class V can be found in MCO 4400.39.

Action. Utilize the WRM Program Handbook to execute MCO 4400.39 in alignment with the WRM Functions: Selection Criteria, Requirements Determination, Sourcing, Positioning, Acquisition, Distribution, and Management. The WRM Functions are the means by which the Marine Corps provides for sufficient materiel, within the limits of acceptable risk, to sustain operating forces from inception to the establishment of the theater support capability.

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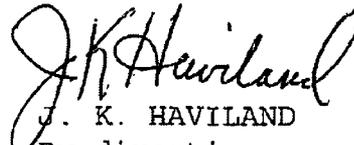
Subj: WAR RESERVE MATERIEL (WRM) PROGRAM HANDBOOK

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Reserve Applicability. This NAVMC applies to the Marine Corps
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NAVMC 4000.1

War Reserve Materiel (WRM)
Program Handbook

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Selection Criteria

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War Reserve Materiel Program Handbook

Selection Criteria

Chapter 1

Selection Criteria

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Selection Criteria

A. War Reserve Materiel (WRM) Functions

The WRM Functions are the means by which the Marine Corps provides for sufficient materiel, within the limits of acceptable risk, to sustain operating forces from inception to the establishment of the theater support capability. This Handbook only addresses Class I, II, III(P), IV, VI, VII, VIII, and IX ground materiel. Further information on Classes V can be found in MCO 4400.39.

Although the WRM Functions are executed separately, they are mutually supporting activities. This Handbook defines the specific roles and responsibilities for the participants associated with each function. Additional stakeholders may support these activities as appropriate. This chapter addresses the execution of the Selection Criteria function as it relates to the program.

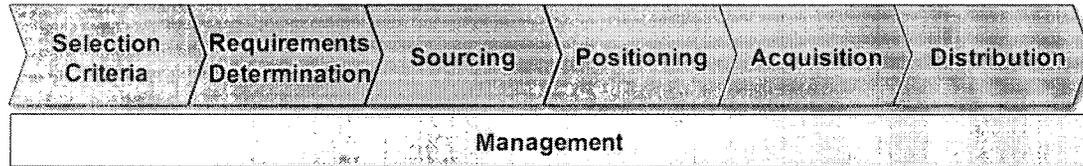


Figure 1.1: WRM Functions

1. Selection Criteria

Selection Criteria is the identification of ground equipment materiel deemed essential for the operational effectiveness of combat and contingency operations, for which the Marine Corps computes a sustainment requirement. (See Figure 1.2 below for descriptions of each class of supply.)

Class	Description
Class I	Subsistence (Food, rations, and water)
Class II	Clothing and Individual Items
Class III	Petroleum, Oils, and Lubricants; Including Bulk Ground Fuel
Class IV	Lumber, Field Fortification and Construction Materiel
Class V	Ammunition
Class VI	Personal Demand Items
Class VII	End Items
Class VIII	Medical supplies
Class IX	Repair Parts
Class X	Materiel to support nonstandard military operations

Figure 1.2: Classes of Supply

Selection Criteria

B. Criteria for Selection of WRM

As a subset of the DODI 3010.06 War Materiel Requirement, the current Marine Corps guidelines for selection of WRM for each Class of Supply are provided in Figure 1.3, below.

Class	Included in WRM	Important Note
I	<ul style="list-style-type: none"> - Packaged Operational Rations (Meals Ready To Eat (MRE)) - Operational Rations (Unitized Group Rations (UGRs)/ Unitized Group Rations-B (UGR-B)) 	<ul style="list-style-type: none"> - Requirements calculated for planning of anticipated demand; not actually held as WRM - Excludes all other Subsistence Items
II	Combat Essential End Items <ul style="list-style-type: none"> - Type 1 End Items - TAMCN beginning with A, B, C, D, or E - Type 2 End Items - TAMCN beginning with H, J, K, M, & N - Type 3 End Items - TAMCN beginning with T, U, V, W, & X 	<ul style="list-style-type: none"> - Must have CARFs Assigned - Must have a Combat Essentiality Code (CEC) designating it as "Combat Essential" - Excludes items that are contractor/vendor-supported during the development phase
III	Oils, Petroleum, and Lubricants Essential for the Operational Readiness of Equipment utilized in Combat	<ul style="list-style-type: none"> - Requirements calculated for planning of anticipated demand; not actually held as WRM - Excludes Bulk Fuel Items
IV	Items Essential to the Establishment and Protection of Base, Post, and Station in support of a Combat Environment such as Barriers, Construction Materiel, and Lumber	<ul style="list-style-type: none"> - Requirements calculated for planning of anticipated demand; not actually held as WRM
V	Ammunition	See MCO 4400.39
VI	Health and Comfort Packs	<ul style="list-style-type: none"> - Requirements calculated for planning of anticipated demand; not actually held as WRM - Excludes items required solely for comfort, convenience, or morale
VII	Combat Essential Major End Items <ul style="list-style-type: none"> - Type 1 End Items with TAMCNs beginning with A, B, C, D, or E 	<ul style="list-style-type: none"> - Must have CARFs Assigned - Must have a Combat Essentiality Code (CEC) designating it as "Combat Essential" - Excludes items that are contractor/vendor-supported during the development phase
VIII	Medical Assets	See MCO 4400.39
IX	Critical Repair Parts for Combat Essential End Items by which their failure will render the End Item inoperable or incapable of fulfilling its mission	<ul style="list-style-type: none"> - Must be designated as "Combat Essential" for the End Item. - Excludes Items that are fabricated
X	N/A	Excluded from WRM

Figure 1.3 WRM Selection Criteria

Once assets are selected as WRM, a requirement is computed for each Table of Authorized Materiel Control Number (TAMCN) applied to either an associated planning factor or Combat Active Replacement Factor (CARF). Planning factors are applied to TAMCNs associated with Class

Selection Criteria

I, II secondary items, III, IV, and IX. CARFs are applied to TAMCNs associated with Type 1 End Items designated as Combat Essential for Class II and Class VII.

C. Planning Factors

The planning factors for requirements determination, in Figure 1.4 below, are established through a coordinated effort between all MARFOR/MEF Planners associated with WRM computations, except for historical usage data. Historical usage data is pulled from the authoritative systems (SASSY and MIMMS or GCSS-MC*).

* As applicable with GCSS-MC roll-out

Class	Planning Factors Used within the WRS
I	Approved force list, feeding plan, Days of Supply (DOS), Enemy Prisoner of War (EPW) factor, Safety Level Factor, environmental conditions
II	For secondary items - shelf-life attrition, environmental factors, DOS, approved force list
III	Safety Level Factor and Demand Factor
IV	DOS, Safety Level Factor and usage
IX	Historical usage and deployment data, as required

Figure 1.4: Planning Factors

Additionally, see Chapter 2 for details on how planning factors are used to support requirements determination, Chapters 6 & 7 for training on how to input planning factors into the WRS, and Chapter 10 for definitions of each planning factor listed.

D. Combat Active Replacement Factors (CARFs)

CARFs are established as a part of an Enterprise process (see Section D of this chapter) and is a tool specific to WRM that determines the requirement quantity needed to keep the forces up to their Table of Equipment (T/E) level in the event assets are destroyed or lost in a contingency operation. CARFs are established for Type 1 End Items designated as Combat Essential for Class II and Class VII.

CARFs are critical elements in the requirement determination due to their effect on Marine Corps Acquisition. A minor change in a CARF for either a high-density or high dollar value item can result in a significant change in funding requirements. These factors also have a direct impact on the strategic lift and sustainment requirements for a deploying Marine Air-Ground Task Force (MAGTF).

CARFs are established for combat essential materiel following PP&O's publication of the essential equipment list (See *Criteria for Selection of WRM, above*).

Selection Criteria

1. Process Flow Map

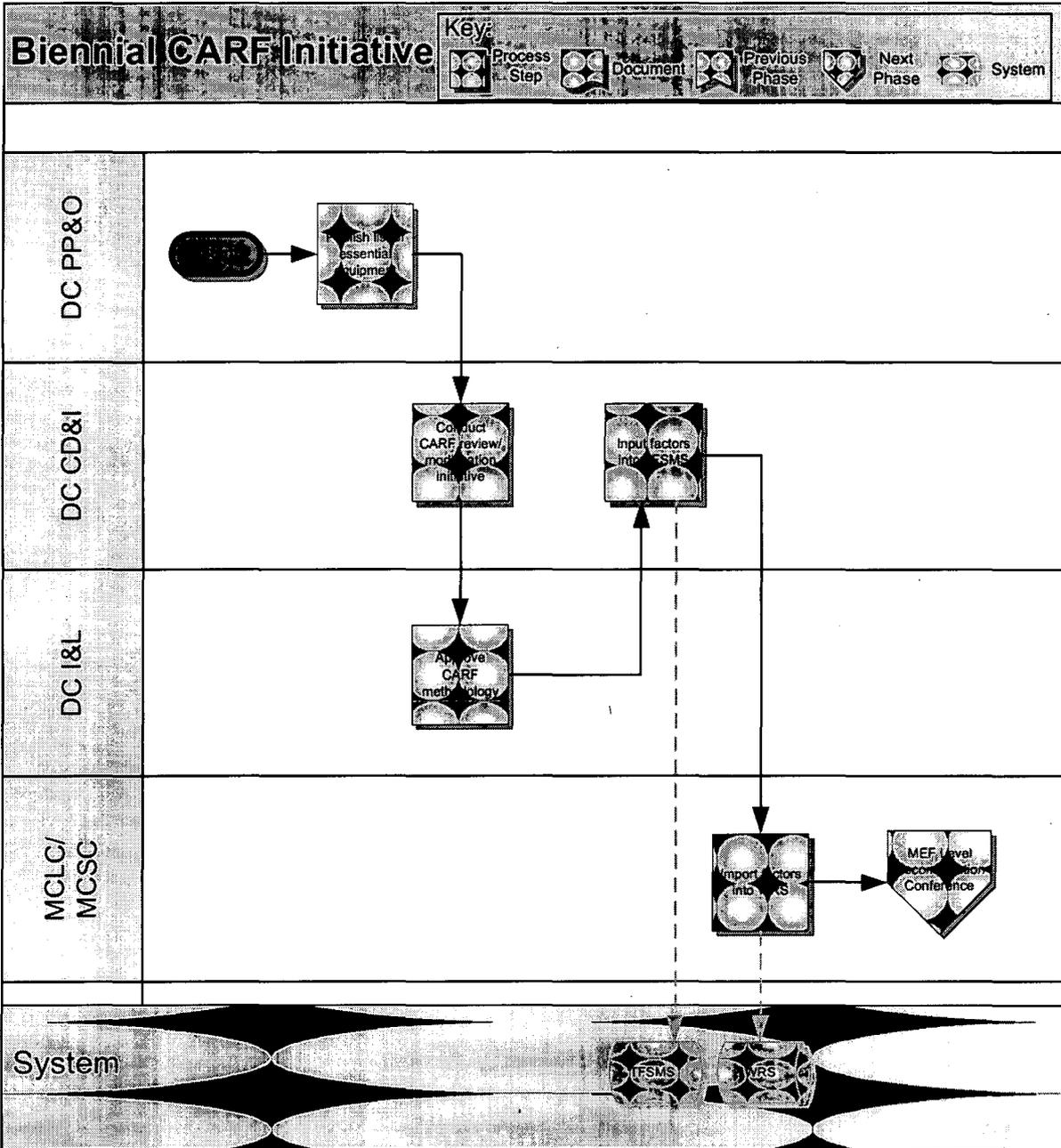


Figure 1.5: Biennial CARF Initiative - Process Flow Map

2. Process Step Descriptions

1. Publish list of essential equipment
<ul style="list-style-type: none">• Description: In the second quarter of the odd (planning) year of the POM cycle, PP&O initiate the selection criteria process by requesting equipment recommendations from the MARFORs. Based on the MARFORs input, PP&O publish by April a list of essential equipment, including newly fielded/initial provisioning items for which a sustaining requirement will be computed.• Input: MARFOR input• Output: List of essential equipment
2. Conduct CARF review/modification initiative
<ul style="list-style-type: none">• Description: CD&I leverage the PP&O list of essential equipment and lead an initiative to review/modify the CARFs. This effort is supported by PP&O, I&L, MCLC, and MCSC.• Input: List of essential equipment• Output: Draft CARFs
3. Approve CARF methodology
<ul style="list-style-type: none">• Description: I&L review and provide input on CD&I's draft CARFs until an approved methodology is reached.• Input: Draft CARFs• Output: Approved CARFs
4. Input factors into TFSMS
<ul style="list-style-type: none">• Description: CD&I input approved CARFs into TFSMS by August and provide data file to MCLC/MCSC via secure File Transfer Protocol (FTP).• Input: Approved CARFs• Output: TFSMS CARF file, Item Data File
5. Import factors into WRS
<ul style="list-style-type: none">• Description: MCLC/MCSC import factors into WRS in support of the Enterprise requirements determination process (<i>see Chapter 2, Requirements Determination, MEF Level Reconfiguration Conference</i>).• Input: Item Data File delivered via secure FTP• Output: WRS Item Data File

Figure 1.6: Biennial CARF Initiative - Process Step Descriptions

Selection Criteria

E. CARF Methodology

CARFs are derived based on a methodology utilizing historical deployment and usage data to project an average daily loss rate over a 30-day period. In order to estimate loss rates for a given conflict level over a 30-day time period, three essential pieces of data are required per Table of Authorized Materiel Control Number (TAMCN): time (duration of deployment), total number of items deployed to theater, total number of items destroyed by date. In cases where data does not exist (i.e. High Intensity Conflicts), combat modeling data is used. CARFs are categorized into two combat phases and three levels of intensity.

Two phases of combat:

- Assault (1st 30 days of combat)
- Sustainment (Every subsequent 30 day period)

Three intensities of combat:

- Low Intensity Conflict (LIC): Political-military confrontation between contending states or groups below conventional war and above the routine, peaceful competition among states. It frequently involves protracted struggles of competing principles and ideologies. LIC ranges from subversion to the use of means employing political, economic, informational, and military instruments to include irregular warfare scenarios. LICs are often localized, generally in the third-world, but contained regional and global security implications.
- Medium Intensity Conflict (MIC): A Medium Intensity Conflict is characterized by the protracted employment of regular armed forces in combat as a major manifestation of power by the threat and responding nations, and the designation of military objectives to achieve political and economic goals. It may include some or all of the techniques and characteristics of low intensity conflict.
- High Intensity Conflict (HIC): The relatively unconstrained use of power by one or more nations to gain or protect territory and interests that directly affects the survival of the nation. The form of conflict is characterized by extreme levels of violence. The employment of the full range of military force sustained by the preponderance of other national resources to achieve military and political victory is the primary use of nuclear weapons and may include some or all of the characteristics of LIC and MIC.

Selection Criteria

1. CARF Low Intensity - Sustainment Phase (CARFLS)

a. Derivation

The CARFLS is the CARF rate associated with a low intensity of conflict for subsequent 30-day periods after the initial 30-day assault period. In contrast to the CARFLA, the subsequent periods do not include the maintenance deadline factor.

b. Formula

$$CARFLS = \frac{K/N}{T} \times 30days$$

Where:

N = Total number of items deployed

K = Total number permanently lost

T = Total number of days TAMCN was deployed to OIF/OEF (excluding Phantom Fury, Vigilant Resolve and OIF I)

Figure 1.7: CARFLS

2. CARF Low Intensity - Assault Phase (CARFLA)

a. Derivation

CARF rate associated with a low intensity of conflict for the initial 30 days of combat operations, the expected loss for the initial 30 days of combat, plus a maintenance factor. The maintenance factor is included in order to account for a certain percentage of TAMCNs that are inoperable due to maintenance issues.

This maintenance factor is derived by calculating the arithmetic mean of maintenance deadlines of the individual TAMCN within deployed units to Operation Iraqi Freedom (OIF) and Operation Enduring Freedom (OEF).

b. Formula

$$CARFLA = \left(\frac{K/N}{T} \times 30days \right) + \text{Median Maint Deadline}$$

Where:

N = Total number of items deployed

K = Total number permanently lost

T = Total number of days TAMCN was deployed to OIF/OEF (excluding Phantom Fury, Vigilant Resolve, and OIF I)

Figure 1.8: CARFLA

Selection Criteria

3. CARF Medium Intensity - Sustainment Phase (CARFMS)

a. Derivation
Like the low intensity sustainment CARF, the CARFMS is the CARF rate associated with a medium intensity of conflict for subsequent 30-day periods after the initial 30-day assault period. The sustainment CARFs do not include the maintenance deadline factor.

b. Formula
$CARFMS = \frac{K/N}{T} \times 30days$
Where: N = Total number of items deployed K = Total number permanently lost T = Total number of days TAMCN was deployed to Operations Phantom Fury, Vigilant Resolve and OIF I

Figure 1.9: CARFMS

4. CARF Medium Intensity - Assault Phase (CARFMA)

a. Derivation
The CARFMA is the CARF rate associated with a medium intensity conflict for the initial 30 days of combat operations plus a maintenance factor. This maintenance factor, which was applied to the CARFLA formula, is not included for subsequent 30-day periods.

b. Formula
$CARFMA = \left(\frac{K/N}{T} \times 30days \right) + \text{Median Maint Deadline}$
Where: N = Total number of items deployed K = Total number permanently lost T = Total number of days TAMCN was deployed to Operations Phantom Fury, Vigilant Resolve, and OIF I

Figure 1.10: CARFMA

5. CARF High Intensity - Assault Phase/Sustainment Phase (CARFHA/CARFHS)

a. Derivation
<i>The Marine Corps has not been involved in a High Intensity Conflict (HIC) in over 50 years. Since historical data is outdated, there currently is no methodology determined for this factor.</i>

Figure 1.11: CARFHA/CARFHS

Requirements Determination, Sourcing, Positioning

NAVMC 4000.1

War Reserve Materiel Program Handbook

**Requirements Determination,
Sourcing, Positioning**

Chapter 2

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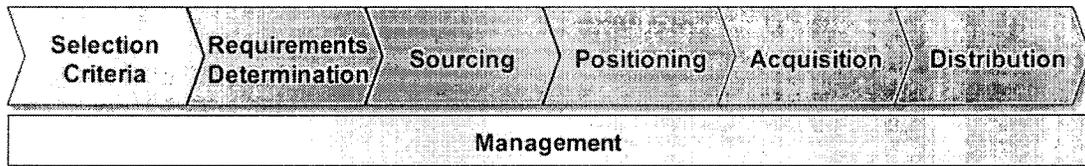
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A. WRM Functions

The WRM Functions are the means by which the Marine Corps provides for sufficient materiel, within the limits of acceptable risk, to sustain operating forces from inception to the establishment of the theater support capability. This Handbook only addresses Class I, II, III (P), IV, VI, VII, VIII, and IX ground materiel. Further information on Classes V can be found in MCO 4400.39.

Although the WRM Functions are executed separately, they are mutually supporting activities. This Handbook defines the specific roles and responsibilities for the participants associated with each function. Additional stakeholders may support these activities as appropriate. This chapter addresses the execution of Requirements Determination, Sourcing, and Positioning functions as they relate to the program.

Figure 2.1: WRM Functions



1. Requirements Determination

Requirements determination is the computation of actual quantities of materiel by class of supply that result in War Reserve Materiel Requirements (WRMR) budgeting and programming to resource the WRM Program. WRMR quantities are computed based on equipment selected and associated CARF/planning factors defined in Chapter 1 of this Handbook.

There are currently two events within the WRM Program that accomplish this task. The MEF Level Annual Recomputation Conference determines baseline WRMR for each MEF and MARFORRES to support funding initiatives. The conference also determines the MARFORRES Initial Issue and, as required, the Active Force Initial Issue (Special Training Allowance Pool (STAP)). The Plan Level Conference determines the WRMR tied to specific Operational Plans (OPLANs) or Contingency Plans (CONPLANS) for the development of War Reserve Withdrawal Plans (WRWP).

2. Sourcing

Sourcing is the registration of WRMR with the appropriate Marine Corps or Department of Defense (DoD) agencies or the alignment of Marine Corps wide on-hand stocks to fulfill or satisfy the WRMR. This enables the WRM Program to effectively deliver materiel to support the requirements of the Combatant Commander. Type 1 End Item requirements are registered with DC CD&I to support acquisition initiatives

Requirements Determination, Sourcing, Positioning

associated with resourcing the WRMR portion of the Marine Corps total requirement. Consumables and reparable are registered with the appropriate DoD or Marine Corps Integrated Materiel Manager (IMM) to contract and budget for the acquisition of required materiel.

The MEF Level Annual Recomputation Conference and Plan Level Conference also include sourcing activities. The sourcing actions for WRMRF are the responsibility of each MEF at the conclusion of the MEF Level Annual Recomputation Conference and Plan Level Conference as a part of their Retail actions. The sourcing actions that occur within the MEF Level Annual Recomputation Conference support subsequent funding initiatives in the Program Objective Memorandum (POM) Cycle. The Plan Level sourcing actions support the alignment of tailored requirements to sustainment blocks that are parsed and sequenced to support a given numbered OPLAN/CONPLAN via the TPFDD. The lift requirements generated by the sequenced requirements are assigned Unit Line Numbers (ULNs) that are registered with USTRANSCOM to ensure appropriate lift is available to support sustainment stock movement.

The sourcing actions for WRMRI are the responsibility of Marine Corps Logistics Command (MCLC), War Reserve Planning Branch (WRPB). In order to source WRMRI, WRPB initiates actions internal to the Marine Corps to register Wholesale requirements with respective Integrated Materiel Managers (IMMs). Remaining requirement shortfalls are sourced external to the Marine Corps through DoD IMMs. WRPB conducts these sourcing activities during both conferences to ensure that all requirements are registered.

3. Positioning

Positioning is the physical and geographical locating of War Reserve Materiel Stocks (WRMS) in order to minimize lead times in support of the OPFOR and to effectively manage investments in equipment stocks.

Positioning activities are directly tied to sourcing activities. During the MEF Level Annual Recomputation Conference, WRPB provides requirements to the IMMs for sourcing. At this point the IMMs gain control over positioning and determine the most suitable location for the purchased stocks.

During the Plan Level Conference, positioning is determined within the WRS designates geographical location codes per National Stock Number (NSN).

MCLC utilize WRMSI as a source of supply to satisfy the WRMR in support of the execution of these objectives. When specified within an OPLAN/CONPLAN, MPF can be used to offset the WRMR.

Requirements Determination, Sourcing, Positioning

Class	Offsets/Supply Sources supporting WRM Positioning Activities
I	LFORM, MPF
II	Initial Provisioning, MPF, In-stores
III	LFORM, MPF, In-stores
IV	LFORM, MPF, In-stores
VII	Initial Provisioning, MPF, In-Stores
IX	Initial provisioning, MPF, In-stores

Figure 2.2: Offset/Supply Sources Supporting WRM

B. MEF Level Annual Recomputation Conference

1. Description

The MEF Level Annual Recomputation Conference, which occurs the first quarter of each fiscal year, develops the WRMR for each MEF and MARFORRES. The process is internal to the Marine Corps and determines primary sustainment to include materiel held by the MEFs (designated as WRMRF), materiel held by MCLC or Marine Corps/DoD IMMs (designated as WRMRI), and Initial Issue. The MEF Level Annual Recomputation Conference provides baseline data to be used in the development of the POM or to be used during the following budget cycle. The baseline data also supports tailoring of the requirements to OPLANS/CONPLANS in the creation of WRWPs, during the Plan Level Conference.

The desired end state for the MEF Level Annual Recomputation Conference is:

- Generation of requirements data and submission of Type 1 End Items for Class II and Class VII, designated combat essential (WRMR) to Deputy Commandant Combat Development and Integration (DC CD&I)
- Generation of requirements data of Class I, III, IV and VI to support planning purposes (*important note: these requirements are based on anticipated demand, but will not be procured and held as WRM stocks*)
- Generation of requirements data and submission of Class II secondary items and Class IX consumable/reparables
- Creation of a Posture Report and submission to Deputy Commandant Installations and Logistics (DC I&L)
- Registration of WRMR with Marine Corps/DoD IMMs
- Determination of WRMRF for procurement by MEFs
- Determination of Initial Issue for MARFORRES & Active Forces (as applicable based on STAP)
- Determination of sustainment for MARFORRES

Requirements Determination, Sourcing, Positioning

There are four phases that make up the MEF Level Annual Recomputation Conference: Pre-Conference Activities, MEF Level Conference, Retail Activities, and Wholesale Activities.

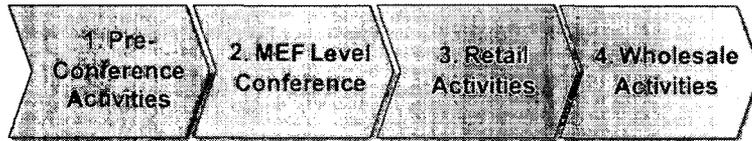


Figure 2.3: MEF Level Annual Recomputation Conference Phases

2. Pre-Conference Activities

Pre-Conference Activities are conducted one to two months prior to the actual MEF Level Conference.

Participants in this phase are (*See MCO 4400.39 for overall roles and responsibilities*):

- Deputy Commandant Installations and Logistics (DC I&L) Logistics Plans and Operations Branch (LPO)
- Marine Corps Logistics Command (MCLC)
- War Reserve Planning Branch (WRPB)
- Marine Forces (MARFORs)
- Marine Expeditionary Forces (MEFs)
- Marine Forces Reserve (MARFORRES)

Systems used in this phase are (*See Chapter 9 for Systems Descriptions*):

- Marine Corps Action Tracking System (MCATS)
- Mainframe Systems (*See Figure 9.1 for complete listing*)
- War Reserve System (WRS)

b. Process Flow Map

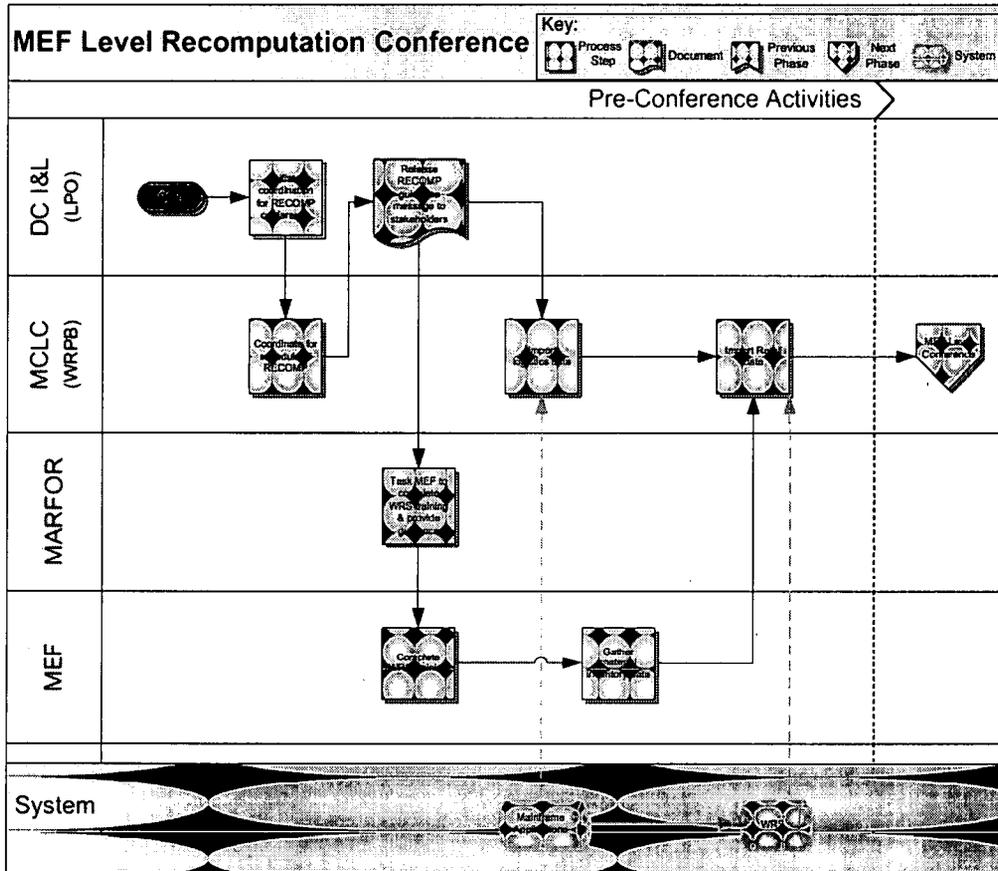
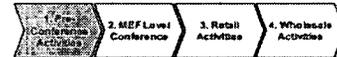


Figure 2.4: Pre-Conference Activities – Process Flow Map

c. Process Step Descriptions

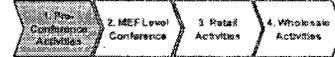


1. Initiate coordination for Recomputation Conference

- **Description:** LPO initiate coordination prior to estimated MEF Level Annual Recomputation Conference message release.
- **Input:** POC information for Stakeholders
- **Output:** Email/phone call

2. Coordinate for schedule of Recomputation

- **Description:** WRPB coordinate with LPO for scheduling of MEF Level Annual Recomputation Conference (taking into account upcoming conferences, exercises, etc. that may present conflicts for participants). WRPB also provide LPO prerequisites for conference participants and coordinating instructions.
- **Input:** Email/phone call
- **Output:** Prerequisites for conference; Coordinating instructions



3. Release Recomputation guidance message

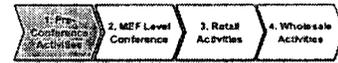
- **Description:** LPO release the Guidance for FYXX War Reserve Materiel Requirements (WRMR) and Annual Recomputation Conference via Naval Message, announcing the conference NLT 30 days prior to the conference. The message provides initial guidance relative to the CARFs/logistics planning factors for each MEF and MARFORRES. It sets the dates for the conference, defines prerequisites for conference participants, sets parameters to be used for WRMR/Recomputation, and provides coordinating instructions. Participants confirm attendance at this point by filling out and returning to MCLC the Conference Attendee Contact Information form.
- **Input:** List of prerequisites for conference; Coordinating instructions; Parameter data
- **Output:** Naval Message
- **Document:** Guidance for FYXX War Reserve Materiel Requirements (WRMR) and Annual Recomputation Conference; Conference Attendee Contact Information template

4. Task MEF to complete WRS training and provide guidance

- **Description:** MARFORs task MEF participants in the MEF Level Annual Recomputation Conference to complete the training package found in NAVMC 4000.1 and provide guidance accordingly.
- **Input:** Guidance for FYXX War Reserve Materiel Requirements (WRMR) and Annual Recomputation Conference
- **Output:** Email (Attendance Confirmation)
- **Document:** NAVMC 4000.1 - Chapter 6, Certificate of training completion

5. Complete WRS training

- **Description:** MEFs ensure all attendees complete the War Reserve System (WRS) Training: MEF Level Users Guide and submit certificate of training completion to WRPB via email prior to event participation.
- **Input:** Guidance for FYXX War Reserve Materiel Requirements (WRMR) and Annual Recomputation Conference; NAVMC 4000.1 - Chapter 6
- **Output:** Certificate of training completion submission
- **Document:** NAVMC 4000.1 - Chapter 6, Certificate of training completion



6. Gather materiel inventory data
<ul style="list-style-type: none">• Description: MEFs gather required data per instruction in LPO's guidance message and the MEF Level Data Gathering Checklist and submit to WRPB.• Input: Guidance for FYXX War Reserve Materiel Requirements (WRMR) and Annual Recomputation Conference; NAVMC 4000.1 - Chapter 2• Output: Materiel inventory data submission• Document: NAVMC 4000.1 - Chapter 2, MEF Level Data Gathering Checklist
7. Import logistics data
<ul style="list-style-type: none">• Description: WRPB import data into WRS via systems interface with inventory systems to include: SASSY, MIMMS, GCSS-MC*, DoDAAD, Provisioning, Item Apps, SCS and TDMS; and requirement systems to include TFSMS.• Input: Interface with inventory systems• Output: Wholesale data <p><small>* As applicable with GCSS-MC roll-out</small></p>
8. Import Retail data
<ul style="list-style-type: none">• Description: WRPB import materiel inventory data submitted by MEFs into WRS. Imported data becomes Retail data used in WRMRF determination.• Input: Materiel inventory data• Output: Retail data

Figure 2.5: Pre-Conference Activities - Process Step Descriptions

3. MEF Level Conference

MEF-Level Conference Activities describe the procedures conducted during the actual MEF Level Annual Recomputation Conference. The conference duration may vary from year to year, depending on the needs of the Marine Corps, but all steps depicted are required to be completed prior to conference conclusion.

Participants in this phase are (See MCO 4400.39 for overall roles and responsibilities):

- Marine Corps Logistics Command (MCLC) War Reserve Planning Branch (WRPB)
 - Marine Expeditionary Forces (MEFs)
- (Note: Respective Marine Forces Command (MARFORCOM/MARFORPAC) provide oversight to their subordinate MEF during this phase)

Systems used in this phase are (See Chapter 9 for Systems Descriptions):

- War Reserve System (WRS)

a. Process Flow Map

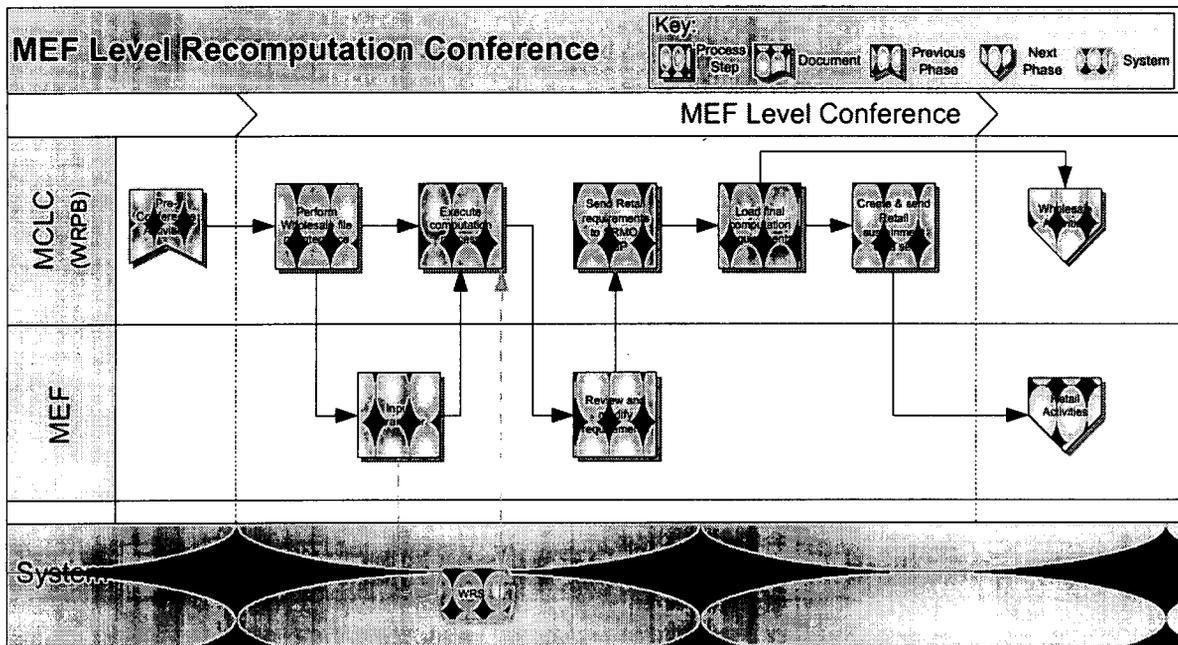


Figure 2.6: MEF Level Conference - Process Flow Map



b. Process Step Descriptions

9. Perform Wholesale file maintenance

- **Description:** WRPB validate Wholesale data in WRS in preparation for the MEF Level Annual Recomputation Conference, providing a snapshot of Marine Corps IMM inventory.
- **Input:** Wholesale data

10. Input parameter data

- **Description:** MEFs input parameter data into the WRS in accordance with LPO's guidance message in preparation for the computation.
- **Input:** CARF guidance for the Recomputation; Navy Additive; MAGTF Unit Data; Plan Data; Days Of Supply (DOS) Data; Item Designator Number (IDN) Data
- **Output:** WRS database update

11. Execute computation process

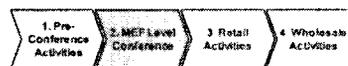
- **Description:** WRPB run the WRS with complete parameter data set to generate the WRMR.
- **Input:** WRS database update
- **Output:** WRMR; Initial Issue

12. Review and modify requirements

- **Description:** MEFs/MARFORRES have the opportunity to modify their Retail quantities within the WRS.
- **Input:** WRMR; Initial Issue
- **Output:** Modified WRMRF; Modified WRMRI; Modified T/A and STAP*
(* = as applicable)

13. Send modified requirements to SRMO/CSP

- **Description:** WRPB retrieve WRMR from the WRS and send Class IX data to Secondary Repairable Management Office (SRMO) for validation IAW Repair Issue Point (RIP). Additionally, WRPB send Class Type 1 End Items for Class II and Class VII CBRN materiel to CSP. This is the last opportunity to make adjustments to Retail quantities.
- **Input:** Modified WRMRF; Modified WRMRI
- **Output:** Validated WRMRF; Validated WRMRI



14. Load final computation requirements
<ul style="list-style-type: none">• Description: Once requirements are validated for each class of supply they are loaded in the WRS by WRPB as the final activity within the WRS.• Important Note: Any subsequent changes to the retail requirements beyond the MEF Level Conference must be coordinated with WRPB.• Input: Validated WRMRF; Validated WRMRI, Modified T/A and STAP*• Output: Loaded WRMRF; Loaded WRMRI; Loaded Initial Issue (* = as applicable)
15. Create & Send Retail sustainment data set
<ul style="list-style-type: none">• Description: WRPB create the Retail sustainment data set by pull the Retail (WRMRF) component of the WRS database file (YCC data set) from the system and provide via email to the MEFs/SMUs along with accompanying spreadsheet containing the same data set in a Microsoft compatible format. The requirements become the responsibility of the MEFs/SMUs to load in their retail inventory system and to procure.• Important Note: The Retail sustainment data set is also provided to the SRMO.• Input: WRMRF• Output: YCC data set; Spreadsheet

Figure 2.7: MEF Level Conference - Process Step Descriptions

4. Retail Activities

Retail Activities describe the procedures conducted by the MEFs to procure, hold and maintain Retail requirements after the completion of the MEF Level Annual Recomputation Conference.

Participants in this phase are (See MCO 4400.39 for overall roles and responsibilities):

- Marine Corps Logistics Command (MCLC) War Reserve Planning Branch (WRPB)
- Deputy Commandant Installations and Logistics (DC I&L) Logistics Plans and Operations Branch (LPO)
- Marine Expeditionary Forces (MEFs)

(Note: Respective Marine Forces Command (MARFORCOM/MARFORPAC) provide oversight to their subordinate MEF during this phase)

Systems used in this phase are (See Chapter 9 for Systems Descriptions):

- War Reserve System (WRS)
- Supported Activities Supply System (SASSY)
- Global Command Supply System - Marine Corps (GCSS-MC)*

* As applicable with GCSS-MC roll-out

a. Process Flow Map

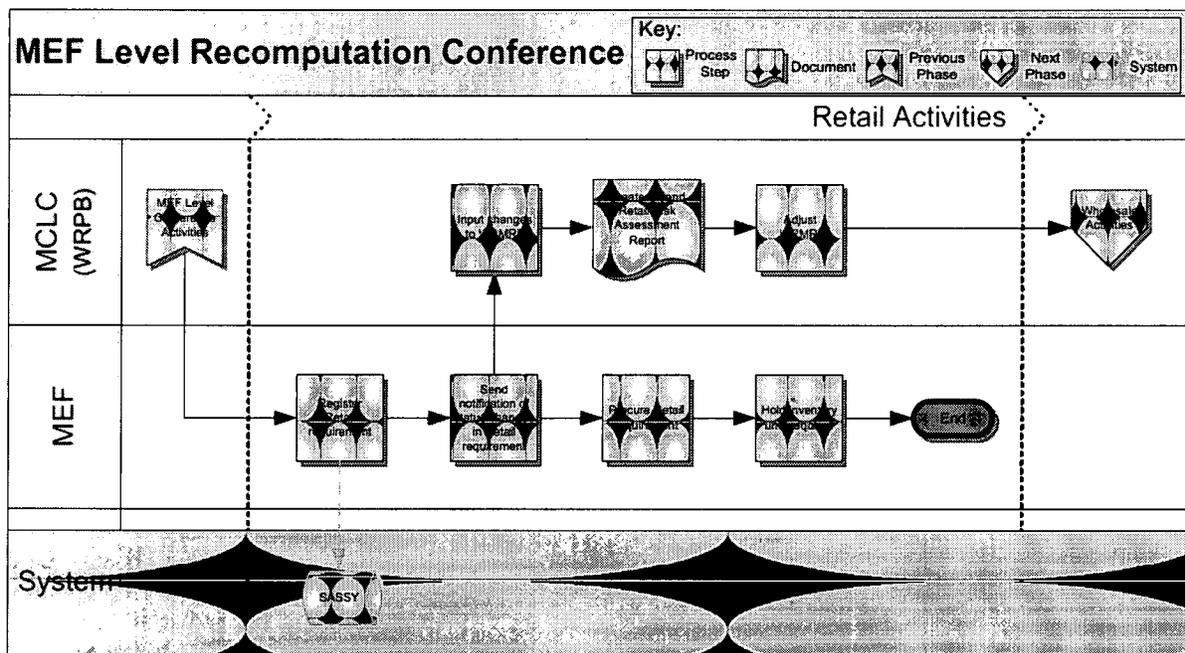


Figure 2.8: Retail Activities - Process Flow Map

b. Process Step Descriptions



16. Register Retail requirement

- **Description:** MEFs load the YCC data set in SASSY or GCSS-MC*, registering the Retail requirement.
- ** As applicable with GCSS-MC roll-out*
- **Input:** YCC data set; Spreadsheet

17. Send notification of status changes in Retail requirement

- **Description:** MEFs notify WRPB of any changes in Retail requirement outside the WRS via Naval Message.
- **Important Note:** If MEFs DO NOT report any changes to WRMRF by 01 Dec following the MEF Level Conference, then it is assumed that the MEFs will procure their full shortfall quantity.
- **Output:** WRMRF changes

18. Input changes to WRMRF

- **Description:** WRPB input WRMRF changes, provided by the MEFs, into the WRS.
- **Input:** WRMRF changes
- **Output:** Adjusted WRMRF

19. Create & send Retail Risk Analysis Report

- **Description:** WRPB create the Retail Risk Assessment Report to include the retail requirement: Class, NSN, Quantity, and Extended Dollar Value. WRPB provide this report to LPO.
- **Input:** Adjusted WRMRF
- **Output:** Retail Risk Analysis Report

20. Adjust WRMRI

- **Description:** WRPB make adjustments to WRMRI, which utilized throughout the Wholesale activities.
- **Input:** Adjusted WRMRF
- **Output:** Adjusted WRMRI



21. Procure Retail requirement
<ul style="list-style-type: none">• Description: The MEFs procure WRMRF shortfall quantities to bring WRMSF up to the DOS quantity designated during the MEF Level Recomputation Conference.• Input: MEF Funding• Output: Inventory
22. Hold inventory until required
<ul style="list-style-type: none">• Description: MEFs stock and maintain WRMRF until assets are designated for use. MEFs can rotate assets as necessary if they plan to replenish the following year.

Figure 2.9: Retail Activities - Process Step Descriptions

5. Wholesale Activities

Wholesale Activities describe the procedures conducted by WRPB to coordinate for procurement and storage of Wholesale requirements with Marine Corps and/or DoD IMMs.

Participants in this phase are (See MCO 4400.39 for overall roles and responsibilities):

- Marine Corps Logistics Command (MCLC) War Reserve Planning Branch (WRPB)
- Deputy Commandant Installations and Logistics (DC I&L) Logistics Plans and Operations Branch (LPO)
- Deputy Commandant Combat Development & Integration (DC CD&I)
- DC CD&I Combat Development Division (CDD)
- DC CD&I MAGTF Integration Division (MID)
- DC CD&I Integration Division (ID)

Systems used in this phase are (See Chapter 9 for Systems Descriptions):

- Stock Control System (SCS)
- War Reserve System (WRS)
- Component Systems (See Figure 9.1 for complete listing of component systems)
- Total Force Structure Management System (TFSMS)
- Supported Activities Supply System (SASSY)
- Global Command Supply System - Marine Corps (GCSS-MC)*

* As applicable with GCSS-MC roll-out

a. Process Flow Map

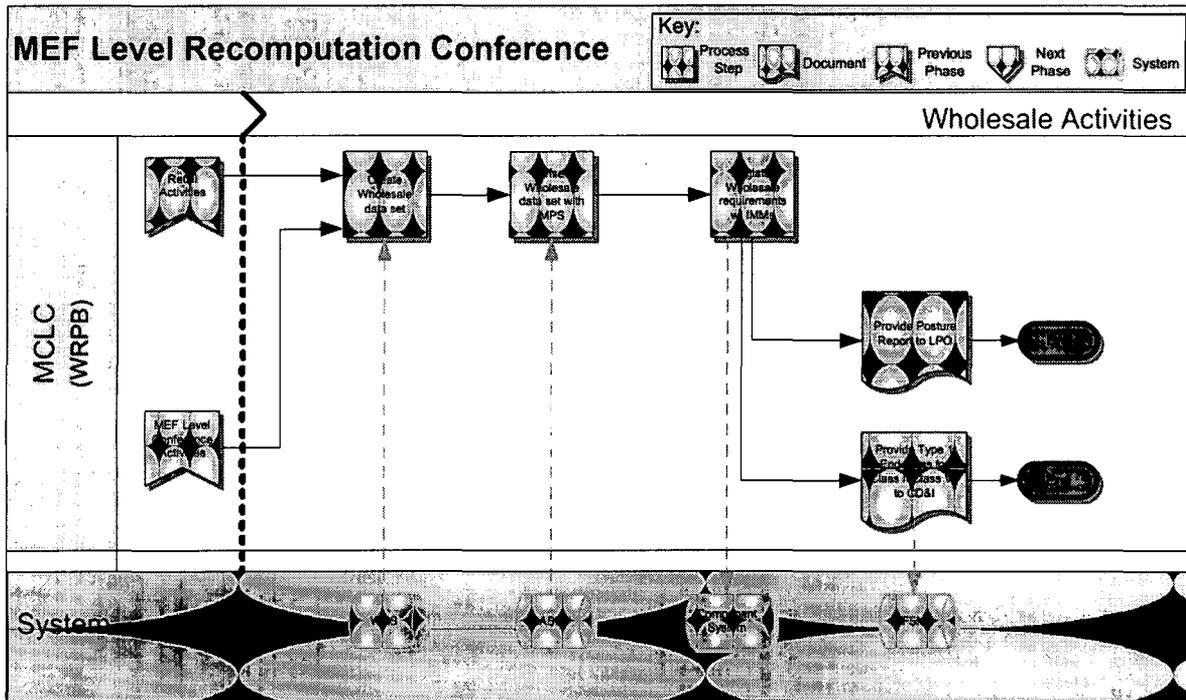
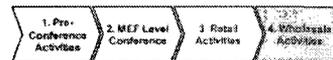


Figure 2.10: Wholesale Activities - Process Flow Map

b. Process Step Descriptions

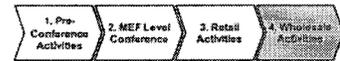


23. **Source Wholesale data set**

- **Description:** WRPB update Wholesale Inventory Requirement to reflect assets already available to source shortfalls (i.e., Maritime Prepositioning System (MPS) data). This is the last opportunity for WRPB to make adjustments to Wholesale quantity.
- **Input:** Adjusted WRMRI; MPS data
- **Output:** Wholesale Inventory Requirements

24. **Create Wholesale data set**

- **Description:** WRPB retrieve the Wholesale component of the full WRMR database file from the WRS.
- **Input:** Wholesale Inventory Requirements, Initial Issue
- **Output:** Wholesale data set (ZOA and DMA/DME transactions)



25. Register Wholesale requirements w/ IMMs
<ul style="list-style-type: none"> • Description: WRPB register the Wholesale requirement in component systems (specific to selected IMM) and the SCS. MCLC becomes responsible for the procurement of the Class II secondary items, III (P), IV, and IX Wholesale Inventory Requirements and coordinate with DC CD&I PMS for the procurement of WRMR for Type 1 End Items of Class II/Class VII, deemed combat essential. • Input: Wholesale data set (ZOA and DMA/DME transactions) • Output: Registered Class II secondary items, III (P), IV, and IX Wholesale Inventory Requirements; Registered Initial Issue
26. Provide Posture Report to LPO
<ul style="list-style-type: none"> • Description: MCLC provide a Posture Report to LPO defining Wholesale percent attainment, shortfalls, and associated dollar value WRPB is responsible to procure; and Initial Issue. • Input: Registered Class II secondary items, III (P), IV, and IX Wholesale Inventory Requirements; Wholesale Inventory Requirements of Type 1 End Items for Class II and Class VII Registered Initial Issue • Output: Posture Report
27. Provide Type 1 End Items for Class II/ Class VII data to CD&I
<ul style="list-style-type: none"> • Description: WRPB provide data to CDD detailing the requirement quantities for each Table of Authorized Material Control Number (TAMCN) to be input into the TFSMS. CDD coordinates the information with the MID and the Integration Divisions (IDs) to facilitate the input of WRMR quantities into TFSMS. • Input: Wholesale Inventory Requirements of Type 1 End Items for Class II and Class VII (WRMR) • Output: Registered Type 1 End Items for Class II and Class VII

Figure 2.11: Wholesale Activities - Process Step Descriptions

6. MEF Level Prerequisite Data Checklist

Participants in this effort are (See MCO 4400.39 for overall roles and responsibilities):

- Marine Forces (MARFORs)
- Marine Expeditionary Forces (MEFs)
- Marine Corps Logistics Command (MCLC) War Reserve Planning Branch (WRPB)

Review and update the Class III War Reserve System (WRS) Demand Based File			
How to Complete:	Update should be a coordinated effort with MARFOR/MEF Planners and Motor Transportation		
	Class III WRS Demand Based File must be updated and submitted to WRPB in the following format:		
	NSN	NOMEN	QTY
Date must be completed by:	Provide updates to WRPB no later than 15 business days prior to MEF Level Annual Recomputation Conference		

Review and update the Class IV Construction Materiel File			
How to Complete:	Update should be a coordinated effort between MARFOR/MEF Planners and Engineer Support Personnel		
	Class IV construction materiel file must be updated and submitted to WRPB in the following format:		
	NSN	NOMEN	QTY
Date must be completed by:	Provide updates to WRPB no later than 15 business days prior to MEF Level Annual Recomputation Conference		

Validate items currently in the Combat Ready Storage Program (CRSP) and items administratively deadlined			
How to Complete:	Update should be a coordinated effort with MARFOR/MEF Planners, Supply Support and Maintenance Management		
	Update Item Designation Numbers (IDNs) and quantities for special items needing repair parts that are not accumulating usage reports and for items administratively deadlined		
Date must be completed by:	Provide updates to WRPB no later than 15 business days prior to MEF Level Annual Recomputation Conference		

Requirements Determination, Sourcing, Positioning

Determine Class I & IV Landing Force Operational Reserve Material (LFORM) quantities to be used during the conference	
How to Complete:	Update should be a coordinated effort with MARFOR/MEF Planners Determine and submit available Class I & IV LFORM quantities to WRPB. Class I MRE quantities per box should be specified
Date must be completed by:	Provide updates to WRPB no later than 15 business days prior to MEF Level Annual Recomputation Conference

Provide the names of individuals attending the conference to WRPB	
How to Complete:	Provide Attendee Contact Information via email to MCLC
Date must be completed by:	Return Form to WRPB no later than 15 business days prior to MEF Level Annual Recomputation Conference

Ensure designated user representatives have verified current access to the WRS and INFOPAC	
How to Complete:	Contact WRPB to request access
Date must be completed by:	Appropriate access must be requested/ obtained for new users a minimum of 15 business days prior to MEF Level Annual Recomputation Conference

Determine force held sustaining supply period (10-60 days)	
How to Complete:	Personnel provide supply period days to be force held (WRMRF) on behalf of their respective MEF Commander. Proper coordination is required.
Date must be completed by:	Provide supply period days to be force held (WRMRF) to WRPB no later than 15 business days prior to MEF Level Annual Recomputation Conference

Gather Retail files	
How to Complete:	Gather any other Retail files to support MEF planning such as Equipment Density Lists (EDLs) and Consolidated Allowance Lists (CALs)
Date must be completed by:	Bring to MEF Level Annual Recomputation Conference

Figure 2.12: MEF Level Data Gathering Checklist

Requirements Determination, Sourcing, Positioning

7. EXAMPLE GUIDANCE MESSAGE FOR WAR RESERVE MATERIEL
REQUIREMENTS (WRMR) ANNUAL RECOMPUTATION CONFERENCE

NOTE: Content in brackets [] will be populated by LPO when message is released.

UNCLAS

FM CMC WASHINGTON DC LP LPO
TO COMMARCORLOGCOM ALBANY GA
COMMARFORRES
COMMARFORRES (G- 3/4)
COMMARFORPAC
COMMARFORPAC (G-3/4)
COMMARFORCOM
COMMARFORCOM (G-3/4/5/7)
CC CG III MEF
CG III MEF (G-3/4)
CG I MEF
CG I MEF (G-3/4)
CMC WASHINGTON DC P&R
CG II MEF
CG II MEF (G-4)
COMMARCORSYSCOM ALBANY GA
CG MCCDC QUANTICO VA
CMC WASHINGTON DC PP&O
CMC WASHINGTON DC PL
CMC WASHINGTON DC P0
CMC WASHINGTON DC L
CMC WASHINGTON DC L LPC
CMC WASHINGTON DC PLN
CMC WASHINGTON DC POE
CMC WASHINGTON DC POC
CG 1ST MLG
CG 2ND MLG
CG 3RD MLG
COMUSMARCENT
COMUSMARSOC
LOGMODTM WESTPAC
LOGMODTM WEST
FSMAO EAST

MSGID/GENADMIN/CMC WASHINGTON DC LPO//
SUBJ/GUIDANCE FOR FYXX WAR RESERVE MATERIEL REQUIREMENTS (WRMR) AND ANNUAL
RECOMPUTATION CONFERENCE//
REF/A/DOC/MCO 4400.39/-//
AMPN/REF A IS THE MARINE CORPS WAR RESERVE MATERIEL POLICY.//
POC/[NAME]/[RANK]/[OFFICE]/-/TEL:[COMM]/ TEL:[DSN]/EMAIL: //
GENTEXT/REMARKS/1. THIS IS A COORDINATED HQMC AND COMMARCORLOGCOM MSG.
2. THE FYXX ANNUAL WAR RESERVE MATERIEL REQUIREMENTS (WRMR) RECOMPUTATION
CONFERENCE WILL BE HOSTED BY MCLC XX-XX OCT FYXX, AT MCLC, ALBANY GA.
REPRESENTATIVES FROM [LIST OF OFFICE SYMBOLS] ARE REQUESTED
ATTENDEES.
3. PURPOSE.
3.A. TO ESTABLISH MARINE CORPS WRMR FOR PROGRAM OBJECTIVE MEMORANDUM (POM)
XX.
3.B. TO PROVIDE MEF WAR RESERVE SYSTEM (WRS) USERS A CENTRALIZED SITE FOR
CONCURRENT WRMR RECOMPUTATION REQUIREMENTS TO INCLUDE COMPLETION OF
REQUIREMENTS DETERMINATION, REVIEW/MODIFY MEF-LEVEL WITHDRAWAL PLANS, AND

Requirements Determination, Sourcing, Positioning

SASSY/GCSS-MC INTERFACE PROCESSES. INTENT IS TO ACHIEVE THE FOLLOWING RESULTS: WHOLESALE ACTIONS, TO INCLUDE REVIEW AND REGISTRATION OF IN-STORES REQUIREMENTS, REGISTRATION OF REQUIREMENTS WITH DLA AND OTHER DOD INTEGRATED MATERIEL MANAGERS, AND GENERATION OF POSTURE REPORTS TO BE COMPLETED BY THE WAR PLANNING BRANCH WITH AN ESTIMATED COMPLETION DATE OF [DATE].

4. BACKGROUND.

4.A. PER DODI 3110.06, COMPONENTS SHALL ACQUIRE AND MAINTAIN IN PEACETIME WAR MATERIEL INVENTORIES SUFFICIENT TO ATTAIN AND SUSTAIN OPERATIONAL OBJECTIVES AS PRESCRIBED IN SECDEF DEFENSE PLANNING AND PROGRAMMING GUIDANCE (DPPG) AND JOINT STRATEGIC CAPABILITIES PLAN SCENARIOS FOR COMMITTED FORCES. TO MEET THIS REQUIREMENT, THE MARINE CORPS CONDUCTS AN ANNUAL RECOMPUTATION OF ITS WARTIME REQUIREMENT BY COMPLETING THE MEF-LEVEL RECOMPUTATION PROCESS THAT VALIDATES WHOLESALE ACTIONS, SOURCES REQUIREMENTS, REGISTERS IN-STORES REQUIREMENTS WITH DLA AND OTHER DOD ITEM MATERIEL MANAGERS (IMM), GENERATES A WAR RESERVE MATERIEL POSTURE REPORT AND REGISTERS WRMR FOR POM INCLUSION.

5. ACTION.

5.A. THE FOLLOWING PROCEDURAL STEPS ARE REQUIRED BY EACH MARFOR PRIOR TO THE RECOMPUTATION CONFERENCE.

5.A.1. ENSURE DESIGNATED USER REPRESENTATIVES HAVE VERIFIED CURRENT ACCESS TO THE WAR RESERVE SYSTEM (WRS) AND INFOPAC. APPROPRIATE ACCESS MUST BE REQUESTED/OBTAINED FOR NEW USERS NLT [DATE]. POINTS OF CONTACT FOR WRS ACCESS ARE: [POC NAME, TEL, EMAIL]

5.A.2. ENSURE DESIGNATED USER REPRESENTATIVES HAVE COMPLETED WAR RESERVE SYSTEM TRAINING HAVE SUBMITTED CERTIFICATE OF COMPLETION PRIOR TO CONFERENCE INITIATION.

5.A.3. ENSURE DESIGNATED USER REPRESENTATIVES HAVE GATHERED REQUIRED INFORMATION IAW MEF LEVEL PREREQUISITE DATA CHECKLIST, NAVMC 4000.1, CHAPTER 2.

5.A.4. PROVIDE THE NAMES OF INDIVIDUALS ATTENDING THE CONFERENCE TO THIS HQS NLT [DATE].

5.A.5. THUMB DRIVES ARE STRICTLY PROHIBITED. MEF REPRESENTATIVES SHOULD UTILIZE EXTERNAL HARD DRIVES, CDS OR OTHER ACCEPTABLE MARINE CORPS STORAGE DEVICES.

6. THE FOLLOWING PARAMETERS SHALL BE USED FOR WRMR/RECOMPUTATION PROCESS:

6.A. COMBAT ACTIVE REPLACEMENT FACTORS (CARFS):

6.B. [NAVY ADDITIVE]

6.C. PERSONNEL STRENGTH FOR MARINE CORPS REQUIREMENTS:

6.C.1 MIC (P)

6.C.2 MIC (Z)

6.D. HEALTH & COMFORT PACKAGE (HCP) PERCENTAGE:

6.D.1 MALE

6.D.2 FEMALE

7. COORDINATED INSTRUCTIONS.

7.A. [CONFERENCE LOCATION]

7.B. [AGENDA]

7.C. TAD FUNDING IS A UNIT RESPONSIBILITY.

7.D. ATTENDANCE AND CLEARANCE VERIFICATION REQUIRED. [PROCEDURES FOR SENDING CLEARANCE IDENTIFICATION/VERIFICATION]. INCLUDE THE FOLLOWING INFORMATION: NAME, GRADE/RANK, SSN, CLEARANCE WITH EFFECTIVE DATE, UNIT, OFFICE SYMBOL, DUTY PHONE.

7.E. [MARINE UNIFORM]. [CONFERENCE ATTIRE]

7.F. [HOTEL INFORMATION]

7.G. CONFERENCE AGENDA WILL BE PROVIDED UNDER SEPCOR.

BT

C. Plan Level Conference

1. Description

MAGTFs deploy combat ready and have enough inherent sustainability to be basically self-sufficient for a preplanned period. Prior planning is required to ensure ground supplies and equipment are identified to rapidly withdraw stocks held by the force (WRMRF), by the Marine Corps IMMs (WRMRI), or by DoD IMMs. This planning is accomplished at the Plan Level Conference, which occurs annually or as required by the Marine Corps.

During the Plan Level Conference, MARFORs, MEFs and WRPB coordinate to tailor the WRMR to OPLAN/CONPLAN task organization, phasing, and timing in the creation of War Reserve Withdrawal Plans (WRWPs) for Class I, II, III(P), IV, VI, VII and IX. Once shortfalls have been identified and sourcing actions are completed, based on the Wholesale Dollar Value Report provided by MCLC, the associated operational capability and funding risks are assessed by DC P&R (PA&E), DC PP&O (PO/PL), and DC I&L (LPO) to determine the associated impacts on the Enterprise. This is accomplished during the annual WRWP Risk Assessment Working Group. The WRWP Risk Assessment is utilized by PA&E in the next Fiscal Year (FY) POM baseline reviews. Additionally, PO/PL incorporates the WRWP Risk Assessment into the comprehensive joint risk assessment of MARFORs' ability to support OPLANs/CONPLANS used to inform Congress.

The desired end state is a series of sourced sustainment ULNs in the OPLAN/CONPLAN TPFDD that represent Class I, II, III(P), IV, VI, VII and IX sustainment necessary to support each MAGTF. Each individual grouping of sustainment has a unique number associated with a WRWP and the OPLAN/CONPLAN it supports.

There are three phases that make up the Plan Level Process: Pre-Conference Activities, Plan Level Conference and Post-Conference.

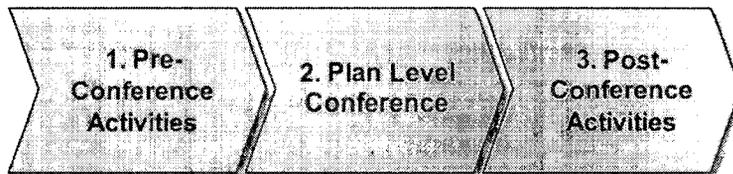


Figure 2.13: Plan Level Conference Phases

2. Pre-Conference Activities

The Pre-Recomputation Activities describe the procedures conducted by the various organizations that participate in the Plan Level Conference. The actions are required to determine the time and location for the Conference as well as to support data gathering required to build the WRWPs.

Participants in this phase are (See MCO 4400.39 for overall roles and responsibilities):

- Deputy Commandant Installations and Logistics (DC I&L) Logistics Plans and Operations Branch (LPO)
- Marine Corps Logistics Command (MCLC) War Reserve Planning Branch (WRPB)
- Marine Forces (MARFORs)
- Marine Expeditionary Forces (MEFs)

a. Process Flow Map

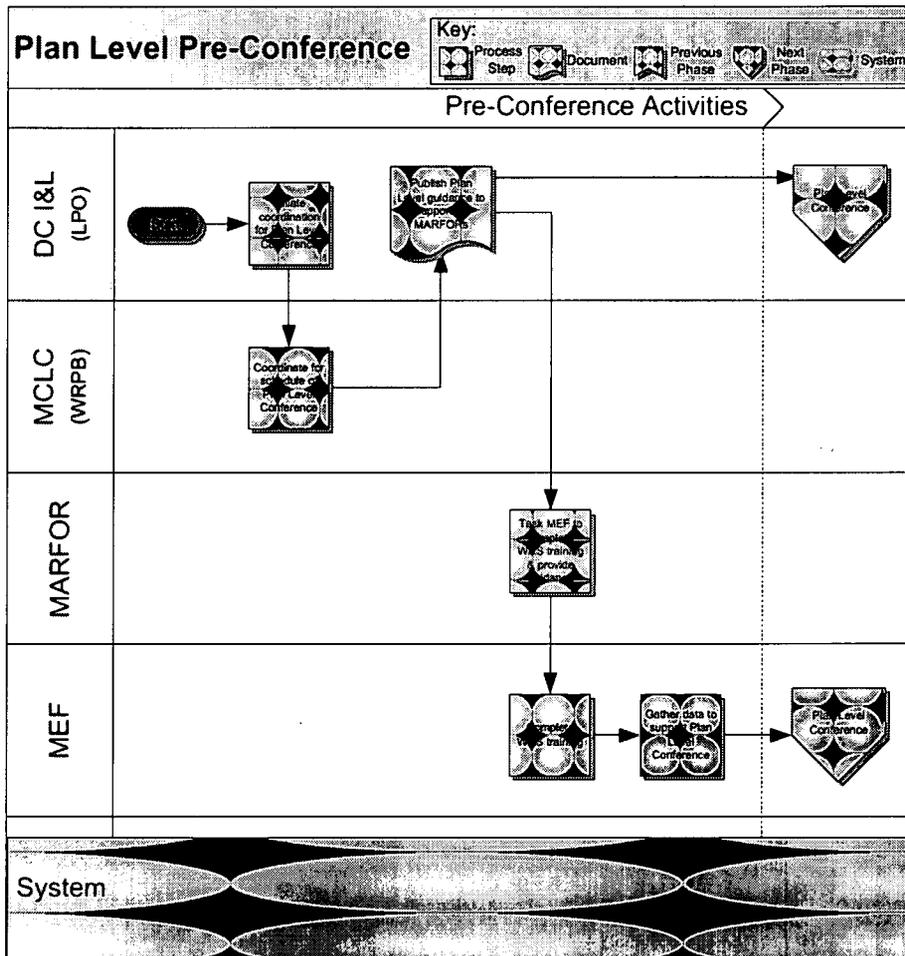


Figure 2.14: Pre-Conference Activities - Process Flow Map



b. Process Step Descriptions

- | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>1. Initiate coordination for Plan Level Conference</p> <ul style="list-style-type: none">• Description: LPO initiate coordination prior to estimated Plan Level Conference message release. During this coordination, LPO coordinate with PP&O to gather current Programming Scenarios for incorporation into the Plan Level Guidance Message.• Input: POC information for Stakeholders• Output: Email/phone call |
| <p>2. Coordinate for schedule of Plan Level Conference</p> <ul style="list-style-type: none">• Description: WRPB coordinate with LPO for scheduling of Plan Level Conference (taking into account upcoming conferences, exercises, etc. that may present conflicts for participants). WRPB also provide LPO prerequisites for conference participants and coordinating instructions.• Input: Email/phone call• Output: Prerequisites for conference; Coordinating instructions |
| <p>3. Publish Plan Level guidance to supporting MARFORs</p> <ul style="list-style-type: none">• Description: LPO release the Guidance for FYXX War Reserve Withdrawal Plan (WRWP) Conference via Naval Message prior to scheduled conference. Programming Scenarios and Parameter data are contained in the Naval Message to support the development of plans. Parameter data included in the message are: Temperature factors, Apply Maritime Prepositioning System (MPS), Enemy Prisoner of War (EPW) factors, Maximum sustaining supply period, Sustainment intensity rates, Feed plan, Personnel to be fed, and Health & Comfort Package (HCP) Percentage. The guidance message will also include a list of prerequisites for the conference and all coordinating instructions. Participants confirm attendance at this point by filling out and returning to WRPB the Conference Attendee Contact Information form.• Input: Prerequisites for conference participants; Coordinating instructions• Output: Naval Message• Document: Guidance for FYXX War Reserve Withdrawal Plan (WRWP) and Development Conference; Conference Attendee Contact Information template |



4. Task MEF to complete WRS training and provide guidance
<ul style="list-style-type: none"> • Description: MARFORs task MEF participants in the Plan Level Conference to complete the training package found in NAVMC 4000.1 and provide guidance accordingly. • Input: NAVMC 4000.1 - Chapter 7 • Output: Email/phone call • Document: NAVMC 4000.1 - Chapter 7, Certificate of training completion
5. Complete WRS training
<ul style="list-style-type: none"> • Description: MEFs ensure all attendees conduct the War Reserve System (WRS) Training: Plan Level Users Guide and submit certificate of training completion to WRPB prior to event participation. • Input: Guidance for FYXX War Reserve Withdrawal Plan (WRWP) Conference; NAVMC 4000.1-Chapter 7 • Output: Certificate of training completion submission • Document: NAVMC 4000.1 - Chapter 7, Certificate of training completion
6. Gather data to support Plan Level
<ul style="list-style-type: none"> • Description: MEFs gather required data IAW LPO's guidance message and submit to WRPB IAW the timeline designated in the Plan Level Data Gathering Checklist. • Input: Guidance for FYXX War Reserve Withdrawal Plan (WRWP) Conference; NAVMC 4000.1-Chapter 7 • Output: MIC data; Commodity code data; TE/TO data; Reserve data; RBE readiness factor • Document: NAVMC 4000.1 - Chapter 2, Plan Level Data Gathering Checklist

Figure 2.15: Pre-Conference Activities - Process Step Descriptions

3. Plan Level Conference

The Plan Level Conference Activities describe the procedures conducted during the actual Conference. The Plan Level Conference occurs annually or as needed, depending on the needs of the Marine Corps, but all steps depicted are required to be completed prior to the conference conclusion.

Participants in this phase are (*See MCO 4400.39 for overall roles and responsibilities*):

- Marine Corps Logistics Command (MCLC) War Reserve Planning Branch (WRPB)
- Marine Forces (MARFORs)
- Marine Expeditionary Forces (MEFs)

Systems used in this phase are (*See Chapter 9 for Systems Descriptions*):

- War Reserve System (WRS)
- Stock Control System (SCS)

a. Process Flow Map

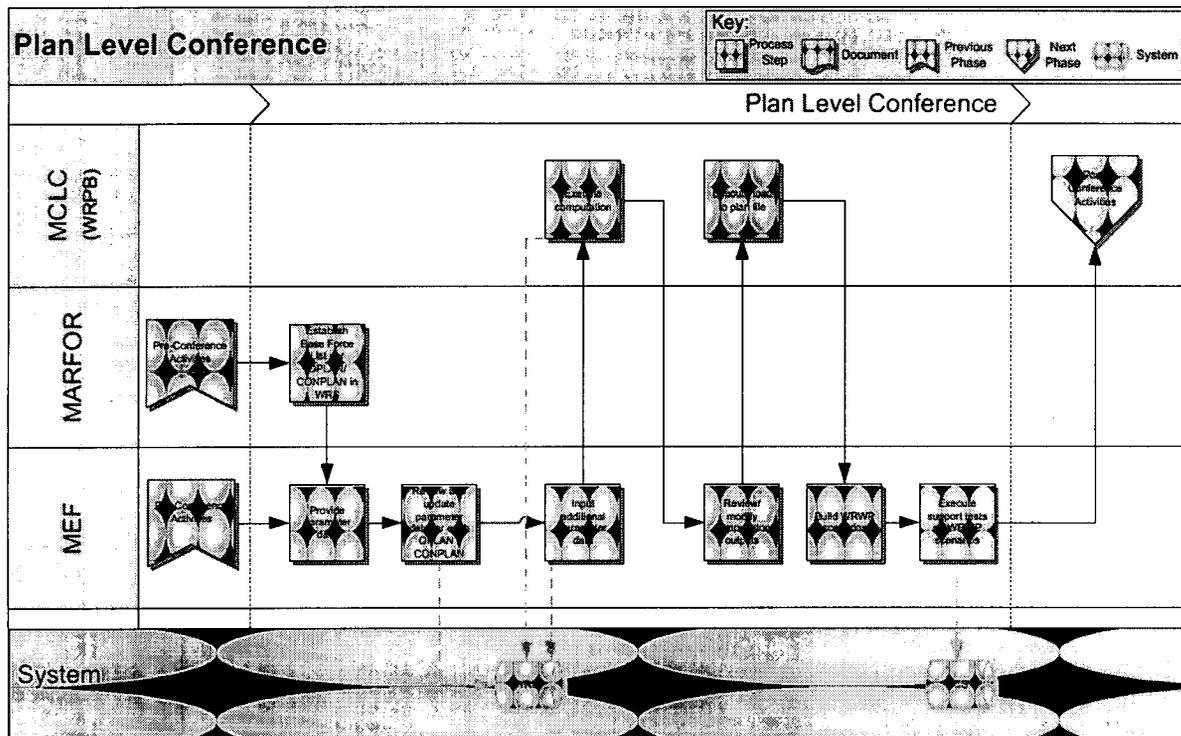
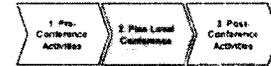


Figure 2.16: Plan Level Conference - Process Flow Map



b. Process Step Descriptions

- | |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 7. Establish Base Force List per OPLAN/CONPLAN in the WRS |
| <ul style="list-style-type: none"> • Description: MARFORs establish Base Force List per the OPLAN/CONPLAN in the WRS to initiate the tailoring of Enterprise requirements to specific plans. • Input: OPLAN/CONPLAN Base Force List • Output: Unit Identification Code (UIC); Unit Name; Number of personnel; Earliest Arrival Date (EAD); Latest Arrival Date (LAD); Owing MEF |
| 8. Provide parameter data |
| <ul style="list-style-type: none"> • Description: MEF provide WRPB with parameter data, which is loaded into the WRS. • Input: Guidance Message • Output: Temperature Factors; Maritime Prepositioning System (MPS); Enemy Prisoner of War (EPW) Factors; Maximum Sustaining Supply Period; Sustainment Intensity Rates; Feed Plan; Personnel to be Fed; Health & Comfort Package Percentage |
| 9. Review and update parameter data for each OPLAN/CONPLAN |
| <ul style="list-style-type: none"> • Description: MEFs refine parameter data entered into the WRS by WRPB in support of specific missions and contingency plans. • Input: Temperature Factors; Maritime Prepositioning System (MPS); Enemy Prisoner of War (EPW) Factors; Maximum Sustaining Supply Period; Sustainment Intensity Rates; Feed Plan; Personnel to be Fed; HCP Percentage |
| 10. Input additional parameter data |
| <ul style="list-style-type: none"> • Description: MARFOR/MEF enter additional data into the WRS to complete preparation for Plan Level requirements determination. • Input: MIC Data Entry; Commodity Code Data Entry; TE/TO Data Entry; Reserve Unit Data Entry; RBE Readiness Factor • Output: Parameter data set |
| 11. Execute computation |
| <ul style="list-style-type: none"> • Description: WRPB run the WRS with all required data inputs to generate the WRMRF/WRMRI, modified from Enterprise requirements, specific to each OPLAN/CONPLAN. • Input: Parameter data set • Output: Modified WRMRF; Modified WRMRI; Modified Initial Issue |



12. Review/modify computation outputs
<ul style="list-style-type: none"> • Description: MEFs have opportunity to modify the sustaining supply period during the review/modify portion of plan development. • Input: Updates to sustaining supply period • Output: Tailored WRMR; Tailored Initial Issue
13. Execute load to plan file
<ul style="list-style-type: none"> • Description: WRPB load tailored requirements and initial issue based off the OPLAN/CONPLAN Base Force Lists into the WRS plan file. • Input: Tailored WRMR; Tailored Initial Issue • Output: Validated WRWP plan file
14. Build WRWP scenarios
<ul style="list-style-type: none"> • Description: MEFs assign a name for each WRWP scenario and provide precedence based on period of support. MEFs run the process within the WRS to build the scenario. The process of building a scenario assigns Retail and Wholesale requirements depicting the expected flow of equipment for each specific situation. It is important to note that the scenarios may cover a group of plans in support of OPLANS/CONPLANS. • Input: Validated WRMR plan file • Output: WRWP
15. Execute support tests on WRWP scenarios
<ul style="list-style-type: none"> • Description: MEFs conduct support tests, within the WRS, to determine materiel available to support each scenario and remaining shortfalls. This provides a snapshot of available assets to support a specific WRWP scenario. The process tests against Marine Corps internal stocks only. • Important Note: This test can be conducted within the WRS at any time to provide a current status of available stocks as needed to update Force Commanders. • Input: WRWP • Output: Marine Corps IMM Shortfalls

Figure 2.17: Plan Level Conference – Process Step Descriptions

4. Post-Conference Activities

Post-Conference Activities describe the procedures conducted to notify appropriate HQMC elements in preparation for plan execution.

Participants in this phase are (*See MCO 4400.39 for overall roles and responsibilities*):

- Deputy Commandant Installations and Logistics (DC I&L) Logistics Plans, Policies, Strategic Mobility Division (LP) Marine Forces (MARFORs)
- Marine Corps Logistics Command (MCLC) War Reserve Planning Branch (WRPB)
- MCLC Supply Management Center (SMC)
- Department of Defense (DoD) Integrated Materiel Managers (IMMs)
- Deputy Commandant Programs & Resources (P&R) Program Assessment and Evaluation Division (PA&E)
- Deputy Commandant Plans, Policies & Operations (PP&O) Operations Division (PO)

Systems used in this phase are (*See Chapter 9 for Systems Descriptions*):

- Component Systems (See Figure 9.1 for complete listing of component systems)
- War Reserve System (WRS)
- MAGTF Deployment Support System II (MDSS II)
- Marine Air-Ground Task Force War Planning System II (MAGTF II)
- Joint Force Requirements Generator II (JFRG II)
- Joint Operation Planning and Execution System (JOPES)

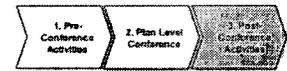


b. Process Step Descriptions

- | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 16. Assign ULNs to Wholesale/Retail requirements |
| <ul style="list-style-type: none"> • Description: WRPB coordinates with DMC to assign ULNs to Wholesale sustainment data. • Input: Tailored WRMRI • Output: DoD IMM Shortfalls |
| 17. Register Plans w/HQMC |
| <ul style="list-style-type: none"> • Description: Once the MARFOR has validated all WRS sustainment data associated with the separate WRWPs, MARFOR register plans with HQMC via Naval Message. • Input: WRWP • Output: Registered WRWP • Document: NAVMC 4000.1 - Chapter 2, War Reserve Withdrawal Plans Registration |
| 18. Create Withdrawal Plan Dollar Report |
| <ul style="list-style-type: none"> • Description: WRPB create a Withdrawal Plan Dollar Report to include force held, in-stores, and IMM attainment for each WRWP and associated scenario. • Input: WRWP • Output: Withdrawal Plan Dollar Report |
| 19. Provide Withdrawal Plan Dollar Report |
| <ul style="list-style-type: none"> • Description: WRPB submit the Withdrawal Plan Dollar Report status upon completion of the WRWP development to LP via Naval Message. Copy MARFORs, PO, PL, PA&E. • Input: Withdrawal Plan Dollar Report • Output: Naval Message |
| 20. Participate in WRWP Risk Assessment Working Group |
| <ul style="list-style-type: none"> • Description: PA&E, LP, PO and PL participate in the annual WRWP Risk Assessment Working Group to develop a risk assessment of each WRWP shortfall impact on the Enterprise. PA&E provide funding analysis and PO/PL provide operational capability analysis to support the development of this risk assessment. Upon completion, PO inform the Combatant Commanders (COCOMs) of risk such that they accept or modify plans. LPO disseminate to WRPB and MARFORs, accordingly. • Input: Withdrawal Plan Dollar Report • Output: WRWP Risk Assessment Report |



<p>21. Request disposition of unsourced requirements</p>
<ul style="list-style-type: none"> • Description: WRPB receive input on Wholesale shortfalls determined during scenario support tests. WRPB source shortfalls with Marine Corps IMMs and submit all unsourced requirements to the DoD IMM for support. These external agencies will source requirements and report back to WRPB for updating OPLAN/CONPLAN sustainment data. • Input: DoD IMM Shortfalls • Output: In-stores requirement
<p>22. Provide Sourcing Availability</p>
<ul style="list-style-type: none"> • Description: DoD IMMs determine the assets they and/or the Industrial Base can source and provide WRPB an account of all shortfalls they are currently capable of fulfilling. • Input: Remaining Shortfalls • Output: DoD IMM registered assets
<p>23. Update WRS Wholesale TPFDD</p>
<ul style="list-style-type: none"> • Description: WRPB update the TPFDD in WRS to reflect all sourcing from internal/external agencies. • Input: WRMRI Shortfalls • Output: Updated WRS Wholesale TPFDD
<p>24. Build WRS Containerization and ULN data assignment</p>
<ul style="list-style-type: none"> • Description: Based on the TPFDD and particular WRWP, DMC supported by WRPB determines the associated containerization requirements (number of 20' containers needed to support requirements) and generate ULN data to ensure all appropriate information is associated with the specific WRWP within WRS. WRPB provide WRS data to DMC. • Input: Scenario data • Output: Final WRS TPFDD; MAGTF II / JFRG II compatible file
<p>25. Upload WRS sustainment data</p>
<ul style="list-style-type: none"> • Description: DMC receive sustainment data ULNs from WRPB and refine for JOPES upload. • Input: MAGTF II / JFRG II compatible file • Output: JOPES sustainment data



26. Submit OPLAN/CONPLAN ULN verification
<ul style="list-style-type: none">• Description: At the conclusion of the Plan Level conference, DMC notify Supported MARFOR, via NEWSGROUP, that ULN data is available for transportation and feasibility analysis.• Input: JOPES sustainment data• Output: NEWSGROUP

Figure 2.19: Post-Conference Activities - Process Step Descriptions

5. Plan Level Prerequisite Data Checklist

Participants in this effort are (See MCO 4400.39 for overall roles and responsibilities):

- Marine Forces (MARFORs)
- Marine Expeditionary Forces (MEFs)
- Marine Corps Logistics Command (MCLC) War Reserve Planning Branch (WRPB)

Plan Level Prerequisite Data Checklist	
Description. The following procedural steps are required by each MARFOR prior to the Plan Level Conference.	

Earliest Arrival Date (EAD)	
How to Complete:	Update should be a coordinated effort with MARFOR/MEF Planners
	Provide in Sustaining Period of Support (POS)
Date must be completed by:	Provide updates to WRPB no later than the start of the Plan Level Conference

Latest Arrival Date (LAD)	
How to Complete:	Update should be a coordinated effort with MARFOR/MEF Planners
	Provide in Sustaining Period of Support (POS)
Date must be completed by:	Provide updates to WRPB no later than the start of the Plan Level Conference

Figure 2.20: Plan Level Prerequisite Data Checklist

**6. EXAMPLE GUIDANCE MESSAGE WAR RESERVE WITHDRAWAL PLAN
(WRWP) CONFERENCE**

NOTE: Content in brackets [] will be populated by LPO when message is released.

UNCLASSIFIED//
FM CMC WASHINGTON DC LP LPO
TO COMMARCORLOGCOM ALBANY GA
 COMMARFORRES
 COMMARFORRES (G-5/4)
 COMMARFORPAC
 COMMARFORPAC (G-5/4)
 COMMARFORCOM
 COMMARFORCOM (G-3/4/5/7)
CC CG III MEF
 CG III MEF (G-3/4)
 CG I MEF
 CG I MEF (G-3/4)
 CG II MEF
 CG II MEF (G-4)
 COMMARCORSYSCOM QUANTICO VA
 CG MCCDC QUANTICO VA
 CMC WASHINGTON DC P&R
 CMC WASHINGTON DC L LPC
 CMC WASHINGTON DC PP&O
 CMC WASHINGTON DC L
 CMC WASHINGTON DC PLN
 CMC WASHINGTON DC POC
 COMUSMARCENT (G-4)
 COMUSMARSOC
 LOGMODTM WESTPAC
 LOGMODTM WEST
 FSMAO EAST

[THIS DOCUMENT MAY BECOME CLASSIFIED WHEN COMPLETELY FILLED IN]

MSGID/GENADMIN/LPO/

SUBJ/ GUIDANCE FOR FYXX WAR RESERVE WITHDRAWAL PLAN (WRWP) CONFERENCE//

1. REF/A/DOC/MCO 4400.39/-// REF/B/DOC/NAVMC 4000.1/-// REF/C/DOC/MCO P3000.18/-// NARR/REF A IS THE WAR RESERVE MATERIEL POLICY. REF B IS THE WRM PROGRAM HANDBOOK. REF c IS THE MARINE CORPS PLANNERS MANUAL.// POC/XX/LPO/-/TEL:703-695-8870/TEL:DSN 225-8870/EMAIL:XX//
//GENTEXT/ REMARKS/ THIS IS A COORDINATED HQMC AND COMMARCORLOGCOM MSG.

2. THE FYXX ANNUAL WAR RESERVE WITHDRAWAL PLAN DEVELOPMENT CONFERENCE WILL BE HOSTED BY MCLC [DATE], AT MCLC, ALBANY GA. REPRESENTATIVES FROM [LIST OF OFFICE SYMBOLS] ARE REQUESTED ATTENDEES.

3. PURPOSE.

4. ACTION.

4.A. THE FOLLOWING PROCEDURAL STEPS ARE REQUIRED BY EACH MARFOR PRIOR TO THE WRWP CONFERENCE.

Requirements Determination, Sourcing, Positioning

4.A.1. DESIGNATED USER REPRESENTATIVES HAVE COMPLETED WAR RESERVE SYSTEM TRAINING HAVE SUBMITTED CERTIFICATE OF COMPLETION PRIOR TO CONFERENCE INITIATION.

4.A.2. ENSURE DESIGNATED USER REPRESENTATIVES HAVE GATHERED REQUIRED INFORMATION IAW PLAN LEVEL PREREQUISITE DATA CHECKLIST, NAVMC 4000.1, CHAPTER 2.

4.A.3. PROVIDE THE NAMES OF INDIVIDUALS ATTENDING THE CONFERENCE TO THIS HQS NLT [DATE].

4.A.4 ENSURE DESIGNATED USER REPRESENTATIVES HAVE VERIFIED SECURITY CLEARANCE. [PROCEDURES FOR SENDING CLEARANCE IDENTIFICATION/ VERIFICATION]. INCLUDE THE FOLLOWING INFORMATION: NAME, GRADE/RANK, SSN, CLEARANCE WITH EFFECTIVE DATE, UNIT, OFFICE SYMBOL, DUTY PHONE.

4.B. HEALTH & COMFORT PACK (HCP) PERCENTAGE

4.B.1. MALE

4.B.2. FEMALE

5. ADMIN AND LOGISTICS.

5.A. MEF PLANNERS HAVE THE CURRENT FORCE LIST FOR OPLANS.

5.B. PLAN DEVELOPERS ARE REQUIRED TO BUILD SEPARATE PLANS FOR ACTIVE AND RESERVE FORCES IN SUPPORT OF EACH OPLAN/CONPLAN.

5.C. THE FOLLOWING PROGRAMMING SCENARIOS WILL BE USED FOR DEVELOPING AND UPDATING PLANS.

5.D. THE FOLLOWING PARAMETER DATA WILL BE USED FOR DEVELOPING AND UPDATING PLANS.

5.E. NEW PLANS.

5.E.1 TEMP FACTORS: XX.

5.E.2 APPLY MPS: XX.

5.E.3 EPW FACTORS: XX.

5.E.4 MAXIMUM SUSTAINING SUPPLY PERIOD IS 90 DAYS IN THREE PERIODS OF SUPPORT (POS): XX.

5.E.5 SUSTAINMENT INTENSITY RATES.

5.E.6 FEED PLAN.

5.E.7 PERSONNEL TO BE FED.

5.E.8 REQUEST G5 PLANS PERSONNEL WORK WITH PLAN DEVELOPERS WHEN ADDING FORCES TO THE WRWD PLANS.

6. COORDINATING INSTRUCTIONS.

6.A. [CONFERENCE LOCATION]

6.B. [AGENDA]

6.C. TAD FUNDING IS A UNIT RESPONSIBILITY.

6.E. [MARINE UNIFORM]. [CONFERENCE ATTIRE]

6.F. [HOTEL INFORMATION]

BT

Requirements Determination, Sourcing, Positioning

**7. Example of War Reserve Withdrawal Plans (WRWP)
Registration**

The example below is for the registration of withdrawal plans within the WRS. Information provided is an example only, actual input is classified accordingly. NOTE: Content in brackets [] will be populated by Supported MARFOR when message is released.

FM MARFOR MAKING THE REGISTRATION
TO CMC WASHINGTON DC L LPO
CC COMMARCORLOGCOM ALBANY GA//M400//
COMMARCORSYSCOM QUANTICO VA//AM//
CMC WASHINGTON DC PP&O
CMC WASHINGTON DC L
CMC WASHINGTON DC PLN
CMC WASHINGTON DC POC
CMC QUANTICO CD&I
COMUSMARCENT (G-4)
COMUSMARSOC
COMMARFORCOM//G-4/G-5//
CG III MEF
CG III MEF (G-3/4)
CG I MEF
CG I MEF (G-3/4)
CG II MEF
CG II MEF (G-4)
SUPPORTING FORCE COMMANDER//G-4/G-5//
SUPPORTED MAGTF COMMANDER//G-4/G-5//
FMF MSC'S (as appropriate)
CG MARFORRES//G-4/FSO/G-5// (as appropriate)
MARFORRES MSC'S (as appropriate)
COMMARCORSYSCOM QUANTICO VA//PS//
SUPPORTING ESTABLISHMENT MSC'S (as appropriate)
[THIS DOCUMENT WILL BECOME CLASSIFIED WHEN COMPLETELY FILLED IN]
CLASSIFICATION //N04000//
SUBJ/WAR RESERVE WITHDRAWAL PLANS REGISTRATION FOR [COCOM OPLAN
/XXXX-XX or OPERATION/EXERCISE TITLE] (U)//
A. COCOM/CJCS AUTHORIZING DIRECTIVE
B. MCO 4400.39
C. MCO P3000.18
RMKS/
1. (S) FOLLOWING DATA PROVIDED TO REGISTER WITHDRAWAL PLANS:
A. (U) WITHDRAWAL PLANS: [WRWP NUMBERS].
B. (U) TITLE: [XX]
C. (S) OPLAN SUPPORTED: [XXXX-XX]
D. (U) PERIOD OF SUPPORT: [XX]
E. (U) TPFDD DATA LOCATED IN PLAN IDENTIFICATION (PID) NUMBER [INSERT
PID NUMBER].
2. (U) POC IS [NAME, RANK, DSN/SVOIP].

Acquisition

NAVMC 4000.1

War Reserve Materiel Program Handbook

Acquisition

Chapter 3

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A. WRM Functions

The WRM Functions are the means by which the Marine Corps provides for sufficient materiel, within the limits of acceptable risk, to sustain operating forces from inception to the establishment of the theater support capability. This Handbook only addresses Class I, II, III(P), IV, VI, VII, VIII, and IX ground materiel. Further information on Classes V can be found in MCO 4400.39.

Although the WRM Functions are executed separately, they are mutually supporting activities. This Handbook defines the specific roles and responsibilities for the participants associated with each function. Additional stakeholders may support these activities as appropriate. This chapter addresses the execution of the Acquisition function as it relates to the program.

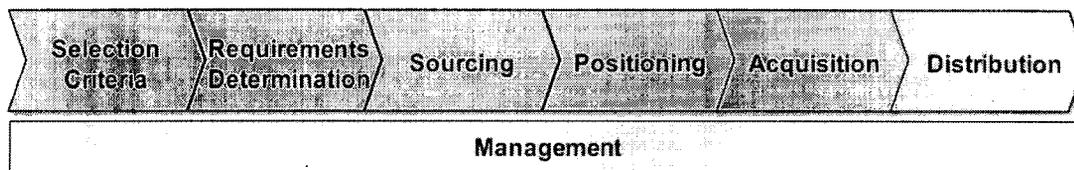


Figure 3.1: WRM Functions

1. Acquisition

Acquisition consists of the procurement activities completed to resource the Marine Corps War Reserve Materiel Requirement (WRMR) determined during the MEF Level Annual Recomputation Conference (See *Chapter 2 for Requirements Determination*). WRMR is an Enterprise requirement supported by various funding and procurement activities accomplished through the Program Objective Memorandum (POM). Marine Corps Systems Command (MCSC) procures Type 1 End Items for Class II and Class VII, designated as combat essential; Class V; and initial provisioning of Class IX through the Warfighting Program Evaluation Board (PEB). Marine Corps Logistics Command (MCLC) procures Class II, III(P), IV, and IX through the Sustainment PEB. DC Installations and Logistics (I&L) (LFS) funds Class I for MARFOR procurement through the Manning PEB. MARFORs procure War Reserve Materiel Requirement Force-held (WRMRF) and Class VIII Authorized Medical Allowance Lists/Authorized Dental Allowance Lists (AMALs/ADALs) through normal unit funding processes. Consumables and reparable are procured by MCLC and MARFORs for a combined total of at least 60 Days of Supply (DOS).

2. POM Process

The POM provides a detailed and comprehensive six-year projection of the proposed programs. Programming begins with the development of a POM by each DoD component.

Acquisition

It is crucial that program sponsors/advocates clearly articulate the value/benefit of program resources in order to receive funding.

Program sponsors determine what requirements are needed for their program and submit initiatives to HQMC for review by the appropriate PEBs. The PEB process relies on subject matter experts to review initiatives and assess the relative value of each initiative. The PEBs receive briefs on initiatives, review all guidance, and deliver a prioritized list of initiatives with assigned benefit values.

Although DC I&L is the overall advocate for WRM Program, MCLC is the lead for WRM funding and procurement. MCLC supports funding initiative development and validation of Type 1 End Items for Class II and Class VII in the Warfighting PEB through collaboration with CD&I and MCSC. In addition, MCLC is responsible for submitting initiatives and briefing the Sustainment PEB on Class II secondary items, III, IV and IX WRM requirements. These MCLC activities are supported by DC I&L. This chapter examines the procedures conducted to submit and justify funding requirements in both PEBs, respectively.

B. Warfighting PEB

1. Description

The Warfighting PEB, or WIPEB, is the procurement or investment PEB. The WRM Program competes for funding of Type 1 End Items for Class II and VII requirements, designated as combat essential on the Warfighting PEB.

Participants in this phase are (*See MCO 4400.39 for overall roles and responsibilities*):

- Deputy Commandant Installations and Logistics (DC I&L) Logistics Plans and Operations Branch (LPO)
- Deputy Commandant Combat Development and Integration (DC CD&I) Capability Integration Officers (CIOs)
- DC CD&I Total Force Structure Division (TFSD)
- DC CD&I Combat Development Directorate (CDD)
- DC CD&I Integration Division (ID)
- Marine Corps Logistics Command (MCLC) War Reserve Planning Branch (WRPB)
- Marine Corps Systems Command (MCSC) Program Managers (PMs)

Systems used in this phase are (*See Chapter 9 for Systems Descriptions*):

- Total Force Structure Management System (TFSMS)
- Program and Budgeting Documentation Database (PBDD)

Acquisition

2. Process Flow Map

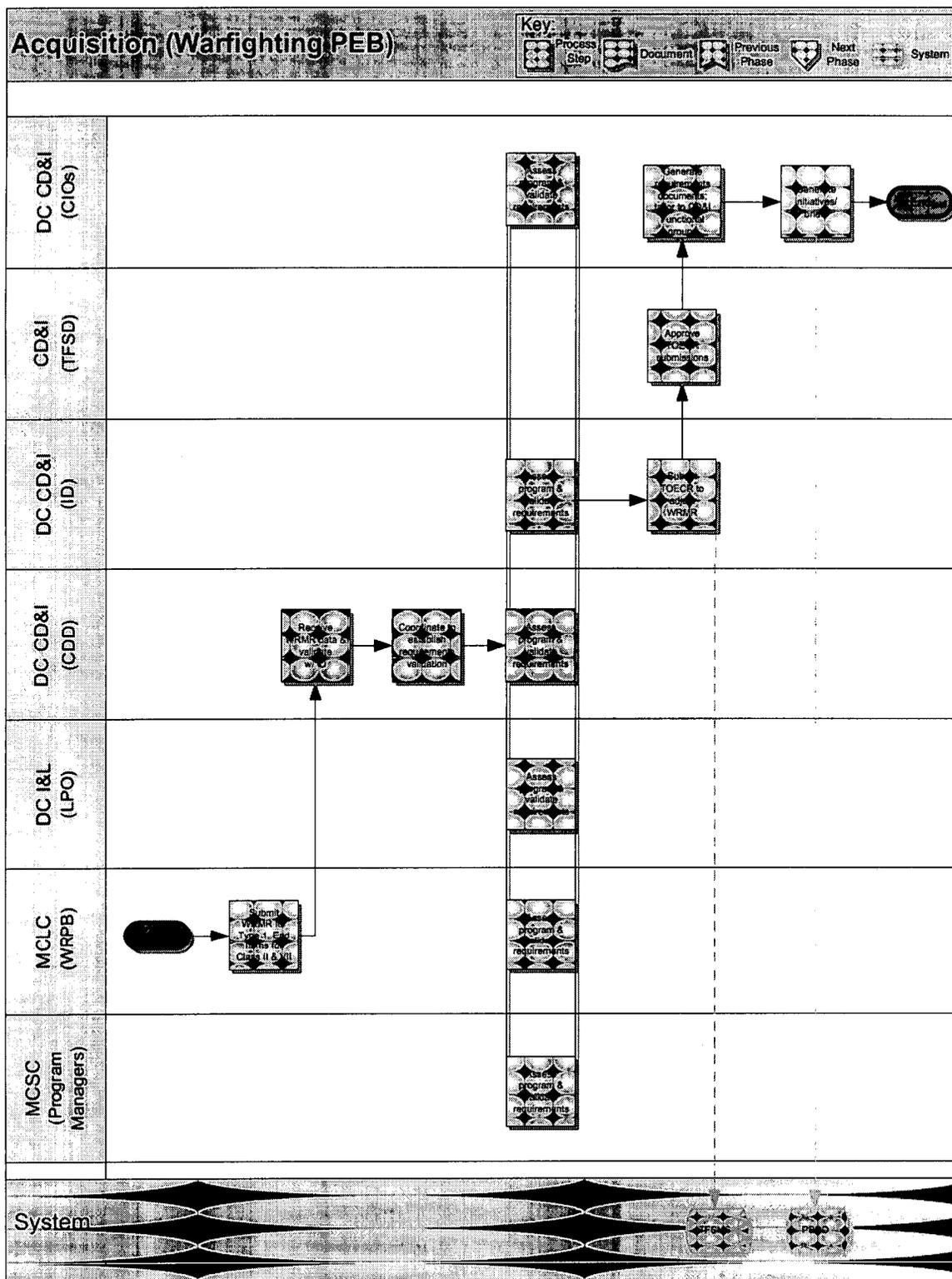


Figure 3.2: Warfighting PEB - Process Flow Map

3. Process Step Descriptions

1. Submit WRMR for Type 1 End Items for Class II & VII
<ul style="list-style-type: none">• Description: At the completion of the Recomputation, WRPB provide data to CDD detailing the requirement quantities for Type 1 End Items for Class II and Class VII.• Input: WRMR (NAVMC 4000.1 - Chapter 2, MEF Level Conference)• Output: Wholesale Inventory Requirements of Type 1 End Items for Class II and Class VII (WRMR)• Document: WRMR data
2. Receive WRMR data and validate w/ID
<ul style="list-style-type: none">• Description: CDD receives the WRMR data; reviews and coordinates the data with the ID.• Input: Wholesale Inventory Requirements of Type 1 End Items for Class II and Class VII (WRMR)• Output: Verified WRMR
3. Coordinate to establish requirements validation
<ul style="list-style-type: none">• Description: CDD engage with CIOs, ID, LPO, WRPB, and PMs to determine availability for the requirements validation.• Output: Email/phone call
4. Assess program and validate requirements
<ul style="list-style-type: none">• Description: CDD, CIOs, ID, LPO, WRPB and PMs align requirements determined during MEF Level Annual Recomputation Process with program functional and Total Life Cycle Management (TLCM) analysis.• Input: WRMR data; Functional Analysis; TLCM Analysis• Output: Final WRMR
5. Submit TOECR to adjust WRMR in TFSMS
<ul style="list-style-type: none">• Description: Once the WRMR are validated, the appropriate ID submits a T/O&E Change Request (TOECR) to adjust the WRMR registered in TFSMS, accordingly.• Input: Verified WRMR• Output: TFSMS data

6. Approve TOECR submission
<ul style="list-style-type: none">• Description: TFSD approve TOECR submitted by the appropriate ID• Input: TFSMS data• Output: Approved TFSMS data
7. Generate requirements documents; tailor to CD&I Functional Groups
<ul style="list-style-type: none">• Description: CIOs incorporate WRMR into PBDD and align requirements to one of the 5 Warfighting Functions: Force Protection, Logistics, Fires & Maneuver, Intelligence, Command & Control. The Functional Groups divide up programs by their functional support and conduct analysis on the program in order to justify program requirements.• Input: Approved TFSMS data
8. Generate initiatives/briefs and input
<ul style="list-style-type: none">• Description: CIOs update the validated WRMR in the PBDD and work with CD&I Programmers to substantiate requirements.• Input: Final WRMR• Output: PBDD Updates

Figure 3.3: Warfighting PEB - Process Step Descriptions

C. Sustainment PEB

1. Description

The Sustainment PEB is the Operations & Maintenance PEB. The WRM Program competes for funding of Class II secondary items, III (P), IV, and IX requirements on the Sustaining PEB.

Participants in this phase are (*See MCO 4400.39 for overall roles and responsibilities*):

- Deputy Commandant Installations and Logistics (DC I&L)
- Commanding General (CG) Marine Corps Logistics Command (MCLC)
- DC I&L Logistics Plans and Operations Branch (LPO)
- MCLC War Reserve Planning Branch (WRPB)

Systems used in this phase are (*See Chapter 9 for Systems Descriptions*):

- Program and Budgeting Documentation Database (PBDD)

2. Process Flow Map

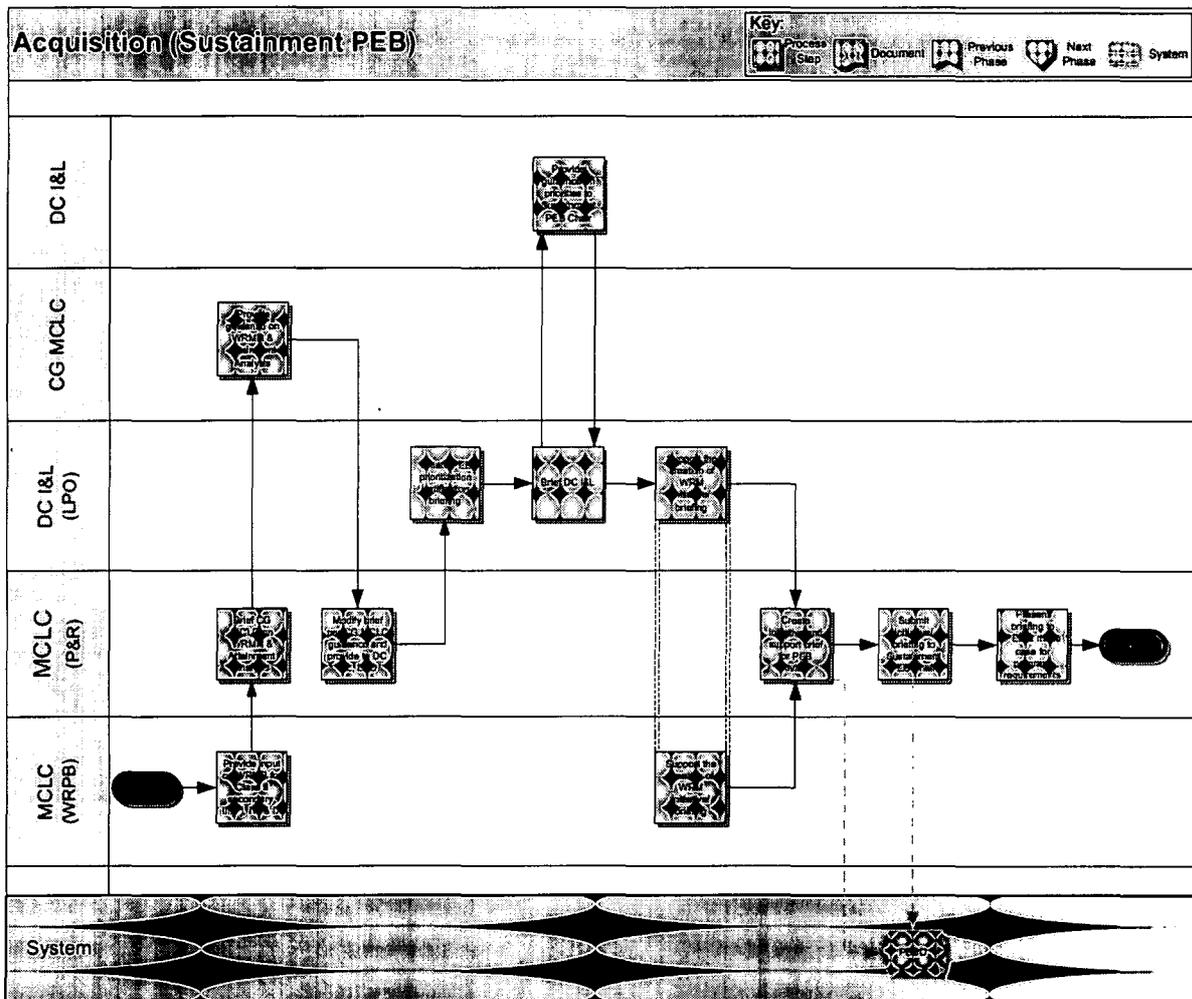


Figure 3.4: Sustainment PEB - Process Flow Map

3. Process Step Descriptions

1. Provide input on WRMR for Class II secondary, III(P), IV, & IX

- Description:** WRPB provide P&R with WRMR attainment, shortfalls, associate dollar value and risk assessment associated with Class II secondary items, III (P), IV, and IX to support P&R's development of a brief to CG MCLC.
- Output:** Posture Report (See NAVMC 4000.1 - Chapter 2, MEF Level Conference)

2. Brief CG MCLC on WRMR and Attainment Analysis

- **Description:** P&R brief CG MCLC on the results of the requirements determination activities. This briefing will include percent WRMR attainment, shortfalls, associate dollar value and risk assessment.
- **Input:** Posture Report (See NAVMC 4000.1 - Chapter 2, MEF Level Conference)
- **Output:** Draft briefing

3. Provide guidance on WRMR and Attainment Analysis

- **Description:** CG MCLC provide guidance to WRPB based on determined priorities, budgetary constraints, and acceptable risk.

4. Modify brief per CG MCLC guidance and provide to LPO

- **Description:** P&R incorporate guidance of CG MCLC and finalize briefing. This briefing will facilitate the creation of the WRM Program Prioritization Briefing.
- **Input:** Draft briefing
- **Output:** Final briefing

5. Create PEB prioritization justification briefing

- **Description:** LPO create a prioritization justification briefing to DC I&L. Since DC I&L is the authority for setting the Sustainment PEB priorities for each cycle, this effort serves to provide DC I&L with the WRM Program value/benefit and risks associated with shortfalls prior to prioritization.
- **Input:** WRPB report
- **Output:** WRM Program Prioritization Briefing

6. Brief DC I&L

- **Description:** LPO brief DC I&L on WRM Program Prioritization Briefing to support modifications in the program priority.
- **Input:** WRM Program Prioritization Briefing
- **Output:** DC I&L guidance/feedback

7. Provide guidance on priorities

- **Description:** DC I&L establish priorities for the Sustainment PEB to support their initiative prioritization.
- **Input:** Various Program Prioritization Briefings
- **Output:** DC I&L Sustainment PEB Priorities

<p>8. Support the creation of WRM initiative/briefing</p> <ul style="list-style-type: none"> • Description: LPO gather/incorporate any feedback and provide to P&R to support generation of WRM Program initiatives. Additionally, WRPB provide subject matter expertise and reach back support to MCLC P&R in their development of WRM initiatives. • Input: DC I&L Sustainment PEB Priorities • Output: LPO guidance/feedback
<p>9. Create initiative and support brief for PEB review</p> <ul style="list-style-type: none"> • Description: MCLC P&R, supported by LPO/WRPB, create WRM Program initiative and briefing in PBDD depicting the value/benefit of program resources and the risk associated with program shortfalls. • Input: DC I&L Sustainment PEB Priorities; LPO guidance/feedback • Output: Initial WRM Program Initiative; Initial WRM Program Brief
<p>10. Submit initiative/briefing to Sustainment PEB Chair</p> <ul style="list-style-type: none"> • Description. MCLC P&R, supported by LPO/WRPB, refine program initiative/brief until it is ready for submission. Upon completion or within the prescribed timeframe, WRPB submit final initiative/briefing to the Sustainment PEB Chair. • Input: Initial WRM Program Initiative; Initial WRM Program Brief • Output: Final WRM Program Initiative; Final WRM Program Brief
<p>11. Present briefing to PEB and make case for program requirements</p> <ul style="list-style-type: none"> • Description. MCLC P&R, supported by LPO/WRPB, present WRM Program brief to the Sustainment PEB to support program resources. • Note: <i>This presentation may be consolidated into the overall MCLC requirements briefing.</i> • Input: Final WRM Program Brief

Figure 3.5: Sustainment PEB - Process Step Descriptions

Distribution

NAVMC 4000.1

War Reserve Materiel Program Handbook

Distribution

Chapter 4

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WRM Functions

The WRM Functions are the means by which the Marine Corps provides for sufficient materiel, within the limits of acceptable risk, to sustain operating forces from inception to the establishment of the theater support capability. This Handbook only addresses Class I, II, III(P), IV, VI, VII, VIII, and IX ground materiel. Further information on Classes V can be found in MCO 4400.39.

Although the WRM Functions are executed separately, they are mutually supporting activities. This Handbook defines the specific roles and responsibilities for the participants associated with each function. Additional stakeholders may support these activities as appropriate. This chapter addresses the execution of the Distribution function as it relates to the program.

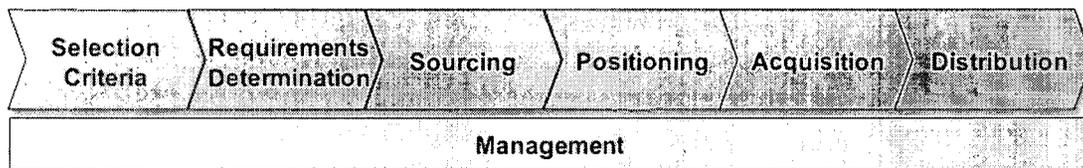


Figure 4.1: WRM Functions

1. Distribution

Distribution is the authorization, release, and movement of WRM assets to a desired Sea/Aerial Port of Debarkation (S/APOD) upon request from the lead MARFOR and approval of HQMC in support of a specific OPLAN/CONPLAN. WRM distribution activities are initiated upon receipt of HQMC approval.

2. Withdrawal Process

Once the order is released and the MARFORs receive authorization, they are responsible for the movement of WRMSF IAW the OPLAN/CONPLAN TPFDD. The supported MARFOR is also responsible for submitting a Withdrawal Release Message for WRMSI. DC I&L (LP) approves the request with an Execution Authorization Message.

Upon approval of the execution of the War Reserve Withdrawal Plan (WRWP), Marine Corps Logistics Command (MCLC) is responsible for the physical movement of WRM from In-stores locations, as well as the physical preparation and movement of assets to the designated S/APOD IAW the OPLAN/CONPLAN TPFDD. If WRMSI are not on-hand at the commencement of Withdrawal, they are considered shortfalls in sustainment.

Requisitions will be released by MCLC to fill WRMR shortfalls. Assets immediately available will be released by MCLC for containerization and shipment via the TPFDD process. Upon receipt of Procurement documentation, remaining shortfalls will be delivered by the DoD IMM

Distribution

or vendor directly to the designated S/APOD or DoD Activity Address Code (AAC) via commercial or channel lift and not via the TPFDD process. Distribution Management Center (DMC) maintains visibility over all assets based on the assigned Joint Chief of Staff (JCS) special project code and other tracking information.

3. Remain Behind Equipment (RBE)

RBE is defined by the Joint Publication 1-02 (JP 1-02) Department of Defense Dictionary of Military and Associated Terms, as "unit equipment left by deploying forces at their bases when they deploy."

MEF Commanders, supported by the MARFOR*, are responsible for the reporting and management of RBE for the first 30 days after the deployment of forces. The MEF Commander may coordinate with Bases, Posts, and Stations to support the management and maintenance during the 30 day period.

No later than 30 days following the first deployment of forces, MEF Commanders are required to report RBE as excess to MCLC for determination as to disposition, in accordance with policies and procedures outlined in DoDD 4140.1, Supply Chain Materiel Management Policy.

MCLC, according to procedures outline in DoDD 4140.1, will advise the respective MEF Commander to: return the reported assets to wholesale stocks, laterally redistribute the reported assets, temporarily retain the assets in-place, and/or not return the reported assets as they are not authorized to be returned.

* These actions DO NOT apply to Marine Forces Reserved (MARFORRES).

4. Estimated timeline for Withdrawal

The notional example of the timeline for the flow of sustainment to deployed forces is depicted below by major milestones. This timeline is intended to support planning purposes only.

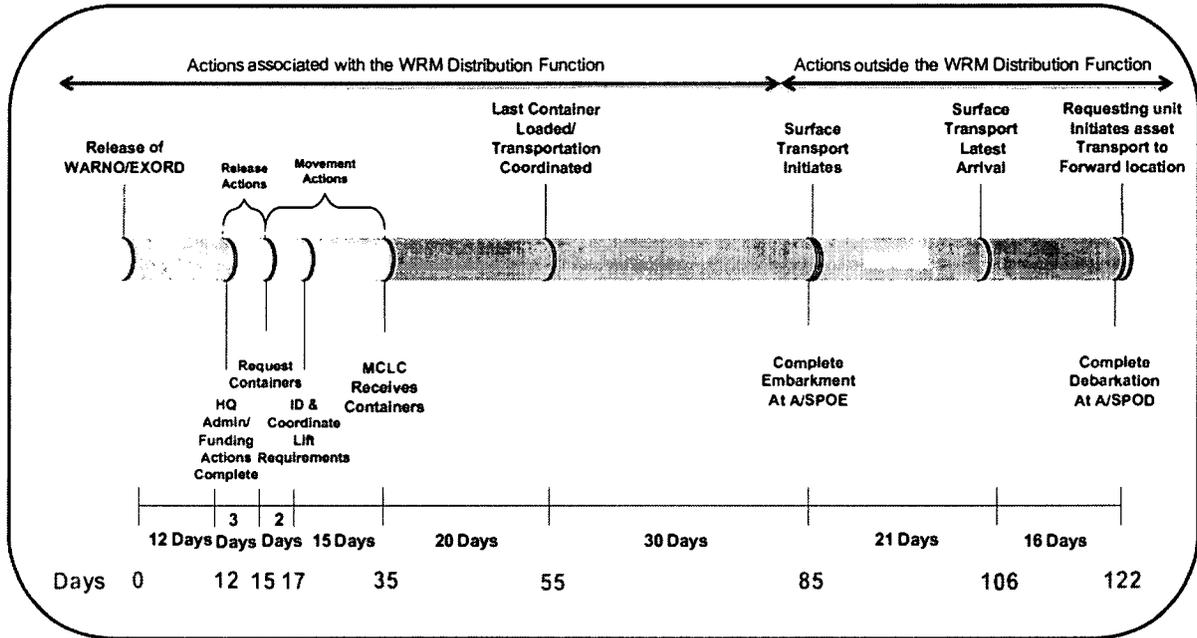


Figure 4.2: Withdrawal Timeline (Notional Example)

In order to support uninterrupted flow of sustainment to deployed forces, commanders and planners must be aware of the assumptions and constraints associated with Withdrawal process.

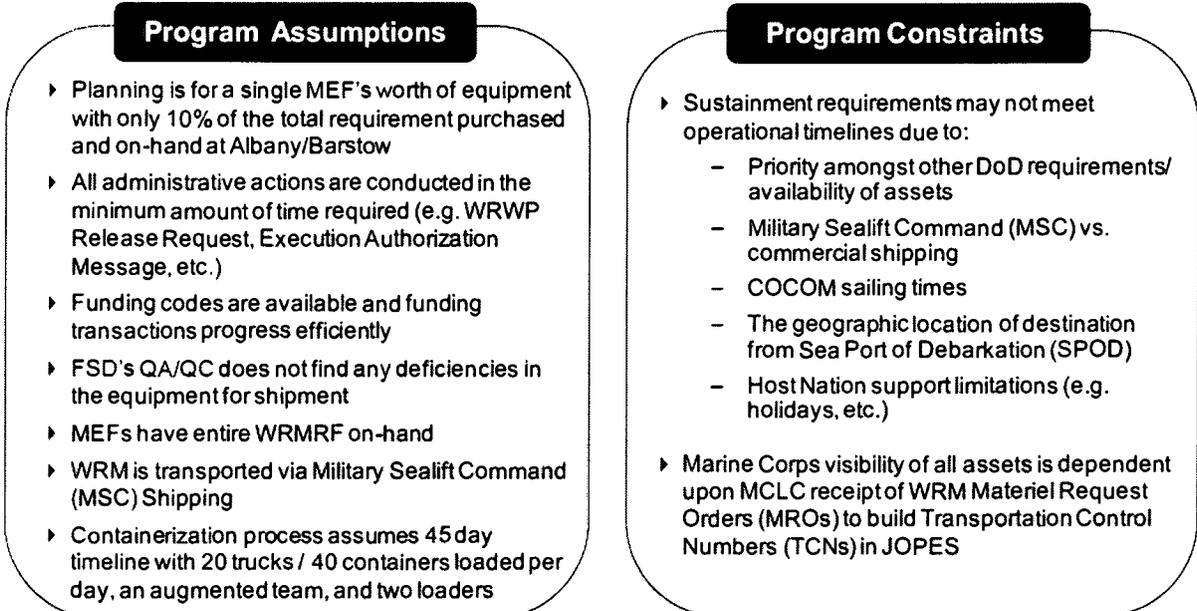


Figure 4.3: Withdrawal Assumptions and Constraints

Distribution

The five phases that make up the Withdrawal process are: Withdrawal Release Message Activities, Execution Authorization Message Activities, MCLC Funding Alignment Activities, Withdrawal Execution Prerequisite Activities, and Withdrawal Execution Activities.

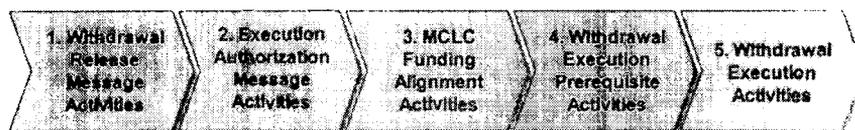


Figure 4.4: Withdrawal Process Phases

D. Withdrawal Release Message Activities

1. Description

The Withdrawal Release Message Activities phase describes the procedures conducted to submit a request to HQMC for the release of Class I, II, III(P), IV, VI, VII and IX WRM. Upon receipt of a Warning Order, released by the Chairman of the Joint Chiefs of Staff (CJCS), Withdrawal execution planning is initiated. During the initial planning stages, the CJCS releases the Execute Order granting supporting units the authority to execute the planned operation. Planning actions culminate in the issuance of the Withdrawal Message from the supported MARFOR.

Participants in this phase are (*See MCO 4400.39 for overall roles and responsibilities*):

- Deputy Commandant Installations and Logistics (DC I&L) Logistics Plans and Operations Branch (LPO)
- Marine Forces (MARFORs)
- Marine Expeditionary Forces (MEFs)

Systems used in this phase are (*See Chapter 9 for Systems Descriptions*):

- Department of Defense Activity Address Code Directory (DoDAAD)

2. Process Flow Map

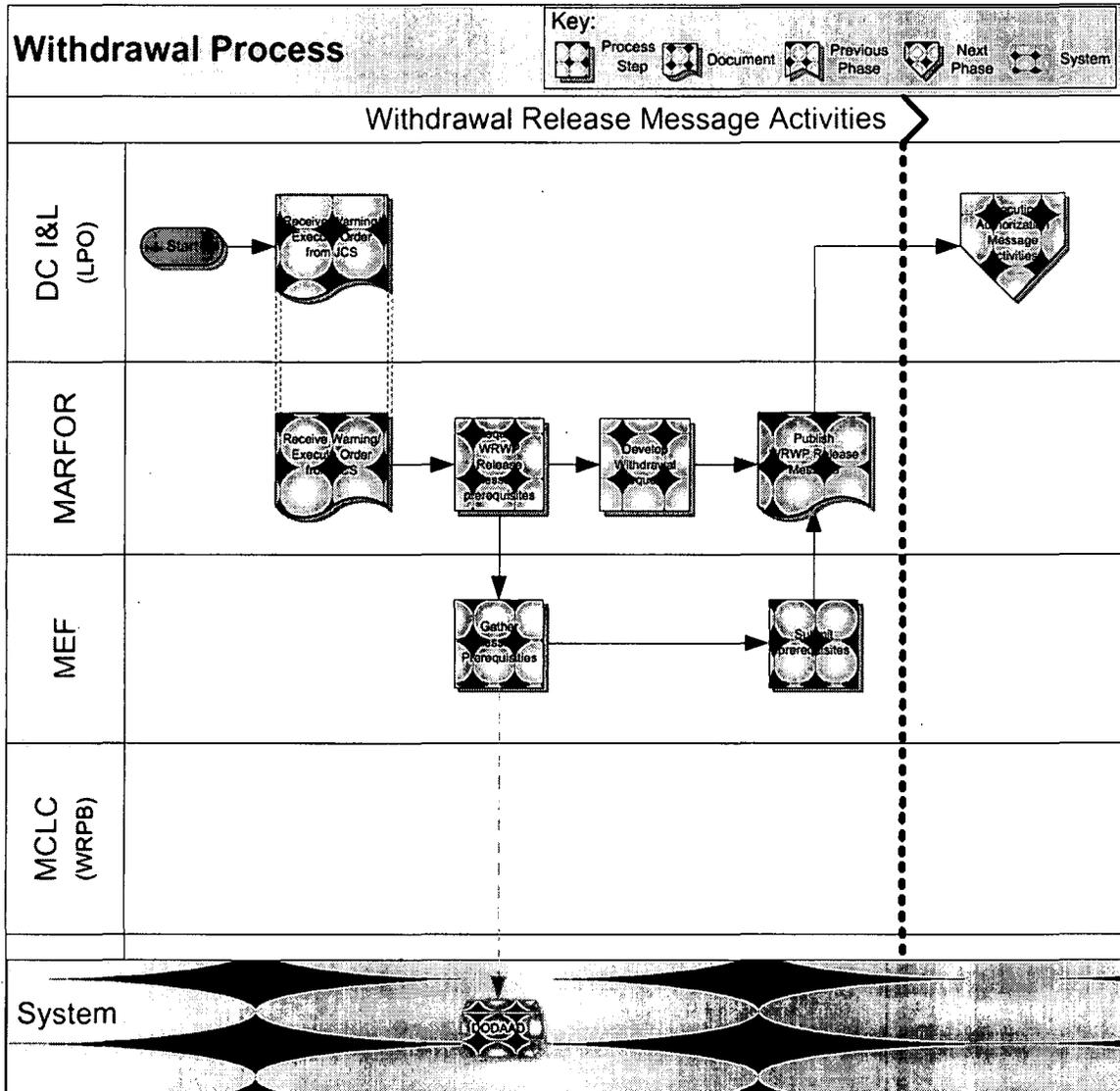
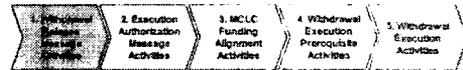
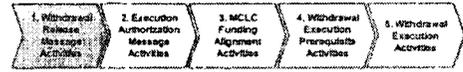


Figure 4.5: Withdrawal Release Message Activities - Process Flow Map



3. Process Step Descriptions

1. Receive Warning/Execute Order from JCS
<ul style="list-style-type: none"> • Description: LPO receive the Warning/Execute Order from CJCS. The Execute Order directs execution of an Operation Order (OPORD) or other military operation to implement a National Command Authority (NCA) decision. The Warning/Execute Order will be issued by authority and direction of the Secretary of Defense (SECDEF) and provides essential guidance such as the date and time for execution, course of action, major combat forces approved for the operation, strategic movement planning guidance, and known logistics constraints. In a particularly time-sensitive situation requiring an immediate response, an Execute Order may be issued without prior formal crisis planning. • Input: Warning/Execute Order
2. Request WRWP Release Message prerequisites
<ul style="list-style-type: none"> • Description: MARFOR (Supported) request, via Naval Message, the MEF provide critical data required for inclusion in the WRWP release message to ensure assets arrive at designated location and time. This data includes Activity Address Codes (AACs), which contain associated SPOD and Electronic Key Management System (EKMS) account activation. • Input: Execute Order • Output: WRWP Release Message Prerequisites Request Naval Message
3. Gather Message prerequisites
<ul style="list-style-type: none"> • Description: MEFs confirm AAC upload from the DoDAAD system, EKMS account activation, and identification of EKMS Responsible Officer (RO). • <u>Important Note:</u> The SMUs must ensure the most current Transportation Address Codes (TAC1/TAC2) are disseminated to the Integrated Materiel Managers (IMMs), since IMMs ship to the last known address. • Input: WRWP Release Message Prerequisites Request Naval Message
4. Develop Withdrawal request
<ul style="list-style-type: none"> • Description: MARFOR (Supported) create initial draft of WRWP Release Message, pending critical input from the MEF. • Input: Execute Order • Output: Draft WRWP Release Message



5. Submit prerequisites
<ul style="list-style-type: none"> • Description: MEF coordinate requested prerequisite information and provide back to the MARFOR to incorporate in the WRWP Release Message. • Output: AAC; EKMS Account Activation; EKMS RO
6. Publish WRWP Release Message
<ul style="list-style-type: none"> • Description: MARFOR (Supported) incorporate prerequisite information from the MEF in order to complete final WRWP Release Message and submit to LPO via Naval Message. • Input: Draft WRWP Release Message; AAC; EKMS Account Activation • Output: WRWP Release Naval Message • Document: NAVMC 4000.1 - Chapter 4, Example Release of War Reserve Withdrawal Plans in Support of OPLAN XXXX-XX

Figure 4.6: Withdrawal Release Message Activities - Process Step Descriptions

E. Execution Authorization Message Activities

1. Description

The Execution Authorization Message Activities describe the procedures conducted at the HQMC level to realign funding for the release and movement of Class I, II, III(P), IV, VI, VII and IX WRM.

Participants in this phase are (See MCO 4400.39 for overall roles and responsibilities):

- Deputy Commandant Programs & Resources (P&R) Program Assessment and Evaluation (PA&E)
- Deputy Commandant Installations and Logistics (DC I&L) Logistics Plans and Operations Branch (LPO)
- Marine Corps Logistics Command (MCLC) War Reserve Planning Branch (P&R)
- Marine Forces (MARFORs)

2. Process Flow Map

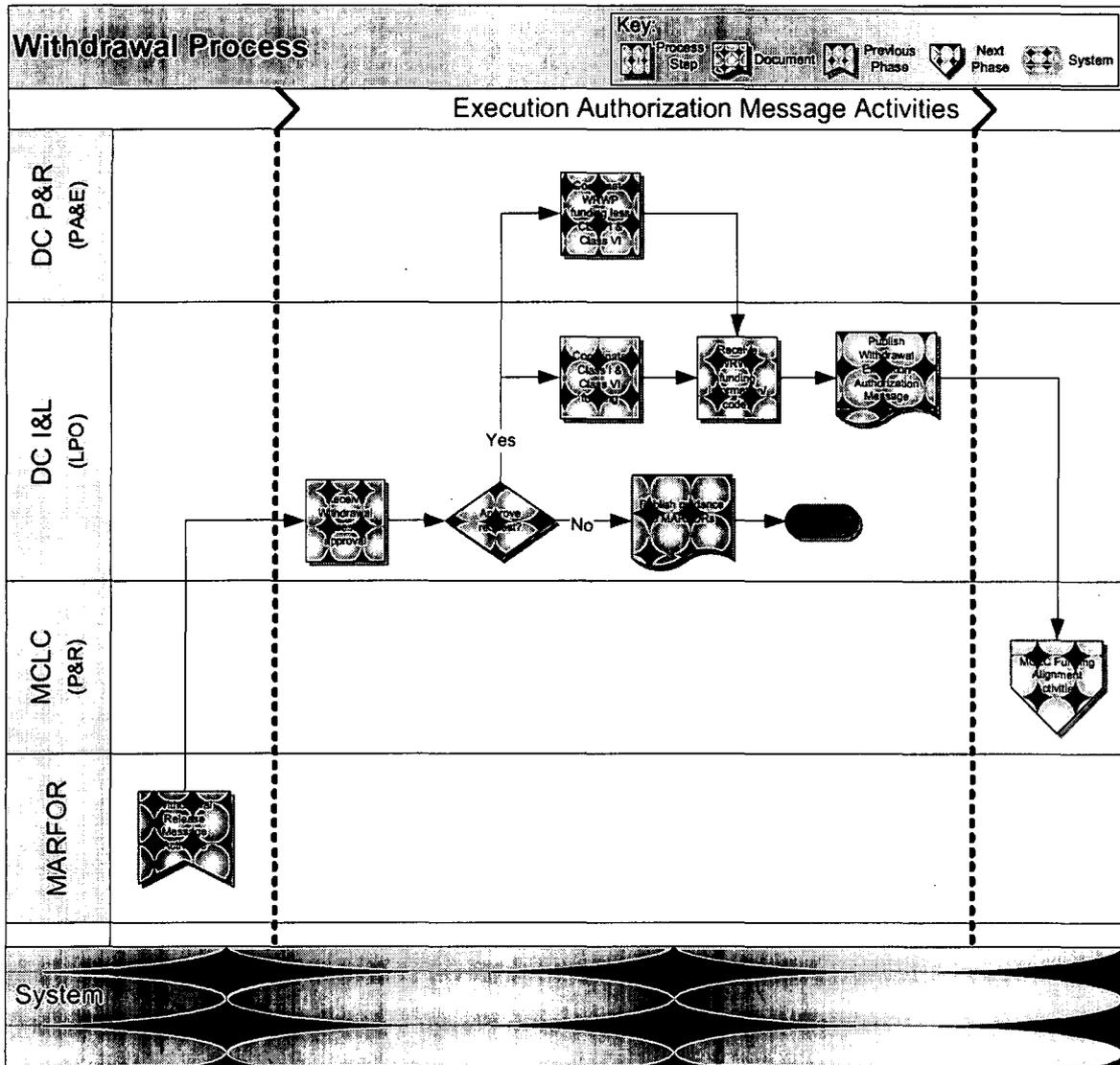
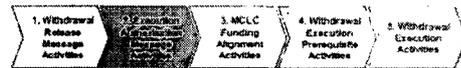


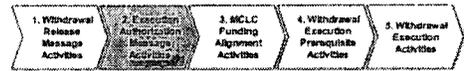
Figure 4.7: Execution Authorization Message Activities - Process Flow Map

3. Process Step Descriptions



7. Receive Withdrawal request for approval

- Description:** LPO receive WRWP Release Message from the MARFOR (Supported) which contains information essential to support the release and movement of assets to a particular geographic location based on the Combatant Commander (COCOM)'s OPLAN/CONPLAN, per MCO 4400.39.
- Input:** WRWP Release Naval Message; MCO 4400.39



8. Approve request?

- **Description:** LPO determine whether or not to approve the WRWP release request.

9. Publish guidance to MARFORs

- **Description.** If LPO reject the WRWP Release Message, LPO provide detailed guidance to MARFOR (Supported) on actions required prior to resubmitting in order to receive approval.
- **Output:** Withdrawal Release Request Guidance

10. Coordinate Class I & Class VI funding

- **Description:** LP compare the approved WRWP Release Message with Withdrawal Plan Dollar Report (*See Chapter 2, Plan Level Recomputation*). LP utilize this information to coordinate with LF to adjust and align funding for Class I WRM.
- **Input:** WRWP Release Naval Message - Class I Requirement; Withdrawal Plan Dollar Report (NAVMC 4000.1 - Chapter 2, Plan Level conference)
- **Output:** Class I Funding

11. Coordinate WRWP funding less Class I & Class VI

- **Description:** LPO compare the approved WRWP Release Message with Withdrawal Plan Dollar Report (*See Chapter 2, Plan Level Recomputation*). LPO utilize this information to coordinate with PA&E to adjust and align funding for Class II, III(P), IV, VII, VIII and IX WRM.
- **Input:** WRWP Release Naval Message - Class II, III(P), IV, VII, IX Requirement; Withdrawal Plan Dollar Report (NAVMC 4000.1 - Chapter 2, Plan Level conference); Class VIII Medical Contingency File (MCF) (NAVMC 4000.1- Chapter 8, Requirements Determination)
- **Output:** Class II, III(P), IV, VII, VIII and IX Funding

12. Receive WRWP funding information/codes

- **Description:** LPO incorporate funding codes into Execution Authorization Message.
- **Input:** Class I Funding; Class II, III(P), IV, VII and IX Funding
- **Output:** Draft Execution Authorization Message



13. Publish Withdrawal Execution Authorization Message
<ul style="list-style-type: none">• Description: LPO publish the Execution Authorization Message, granting the authority to release and move Class I, II, III (P), IV, VII, and IX WRM, via Naval Message.• Input: Draft Execution Authorization Message• Output: Execution Authorization Naval Message

Figure 4.8: Execution Authorization Message Activities - Process Step Descriptions

F. MCLC Funding Alignment Activities

1. Description

The MCLC Funding Alignment Activities describe the procedures conducted at MCLC to support funding alignment for the release and movement of Class I, II, III (P), VII and IX WRM.

Participants in this phase are (*See MCO 4400.39 for overall roles and responsibilities*):

- Deputy Commandant Installations and Logistics (DC I&L) Logistics Plans and Operations Branch (LPO)
- Marine Corps Logistics Command (MCLC) War Reserve Planning Branch (WRPB)
- MCLC Programs and Resources (P&R)
- MCLC Supply Management Center (SMC)

Systems used in this phase are (*See Chapter 9 for Systems Descriptions*):

- Stock Control System (SCS)
- Standard Accounting, Budget and Reporting System (SABRS)

2. Process Flow Map

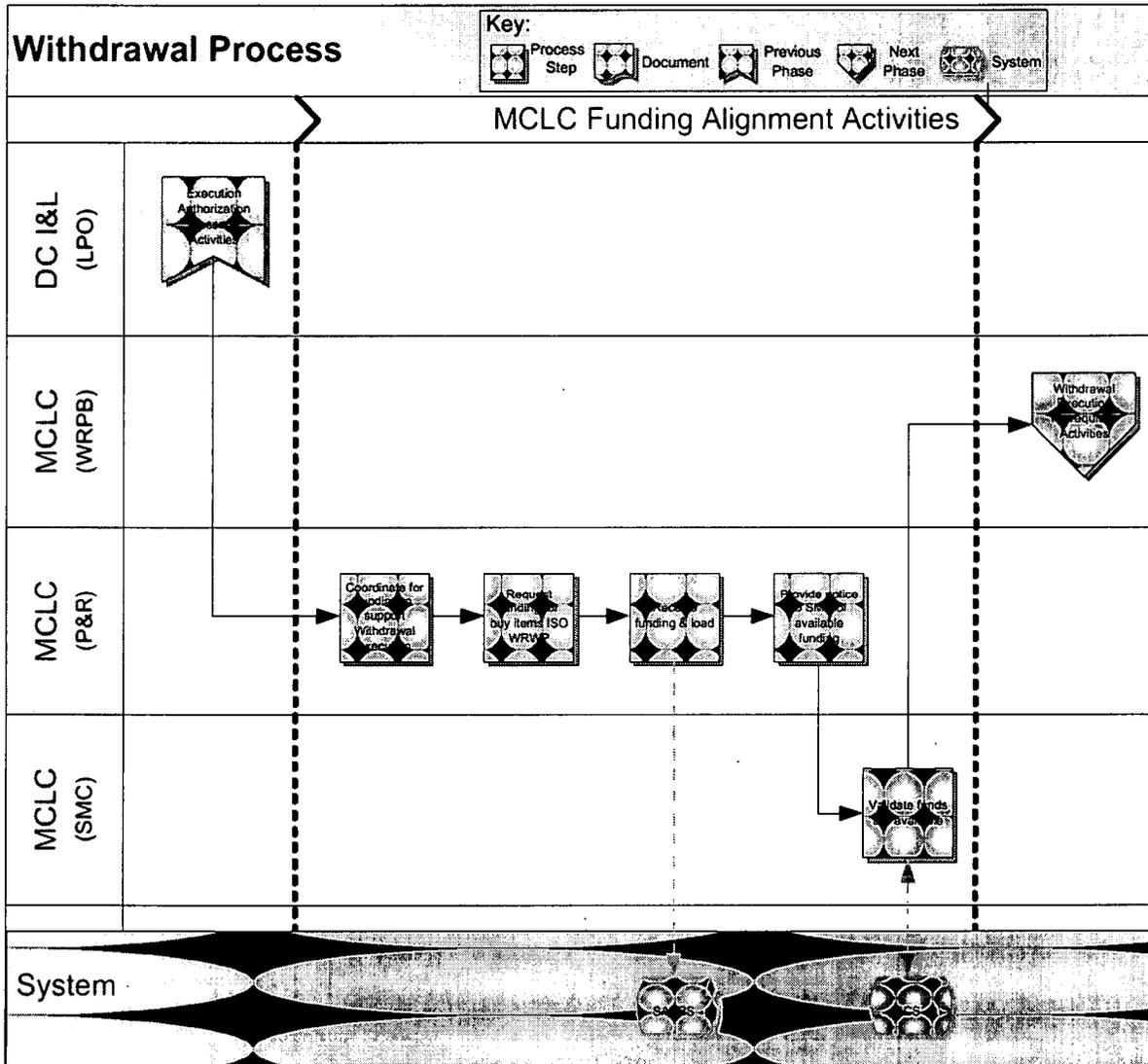


Figure 4.9: MCLC Funding Alignment Activities - Process Flow Map

3. Process Step Descriptions



14. Coordinate for funding to support Withdrawal execution

- **Description:** MCLC P&R coordinate the submission of funding requests required to ensure WRWP requirements are met.
- **Input:** Execution Authorization Naval Message
- **Output:** Class II, III(P), IV, and IX Funding



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| 15. Notify MCSC of available funds |
| <ul style="list-style-type: none"> • Description: WRPB notify MCSC of funds available in the SCS to support release and movement of Class VII WRM. • Input: Execution Authorization Naval Message • Output: Class VII Funding |
| 16. Request funding for buy items ISO WRWP |
| <ul style="list-style-type: none"> • Description: MCLC P&R coordinate with the Department of the Navy (DoN) Navy Working Capital Funds (NWCF) to request direct buy of Class I, II, III (P), and IX WRM to fulfill the WRWP requirements. • Input: Class II, III(P), IV, and IX Funding • Output: Direct Buy Request |
| 17. Receive funding & load |
| <ul style="list-style-type: none"> • Description: MCLC P&R receive funding approval for procurement and load into SABRS. • Input: Approved Direct Buy Request |
| 18. Provide notice to SMC of available funding |
| <ul style="list-style-type: none"> • Description: MCLC P&R notify SMC of approved funding loaded into SABRS is complete. • Output: Loaded Funding |
| 19. Validate funds are available |
| <ul style="list-style-type: none"> • Description: SMC confirm funds are available in the loan account used to procure assets not in the Marine Corps inventory based on the associated Memorandum of Record. • Input: Loaded Funding • Output: Memorandum of Record |

Figure 4.10: MCLC Funding Alignment Activities - Process Step Descriptions

G. Withdrawal Execution Prerequisite Activities

1. Description

The Withdrawal Execution Prerequisite Activities depict the procedures conducted by MCLC to validate data for Wholesale WRM release.

Participants in this phase are (*See MCO 4400.39 for overall roles and responsibilities*):

- Marine Corps Logistics Command (MCLC) War Reserve Planning Branch (WRPB)
- MCLC Supply Management Center (SMC)
- MCLC Fleet Support Division (FSD)
- Other Storage Depots
- Integrated Materiel Managers (IMMs)

Systems used in this phase are (*See Chapter 9 for Systems Descriptions*):

- War Reserve System (WRS)
- Stock Control System (SCS)

2. Process Flow Map

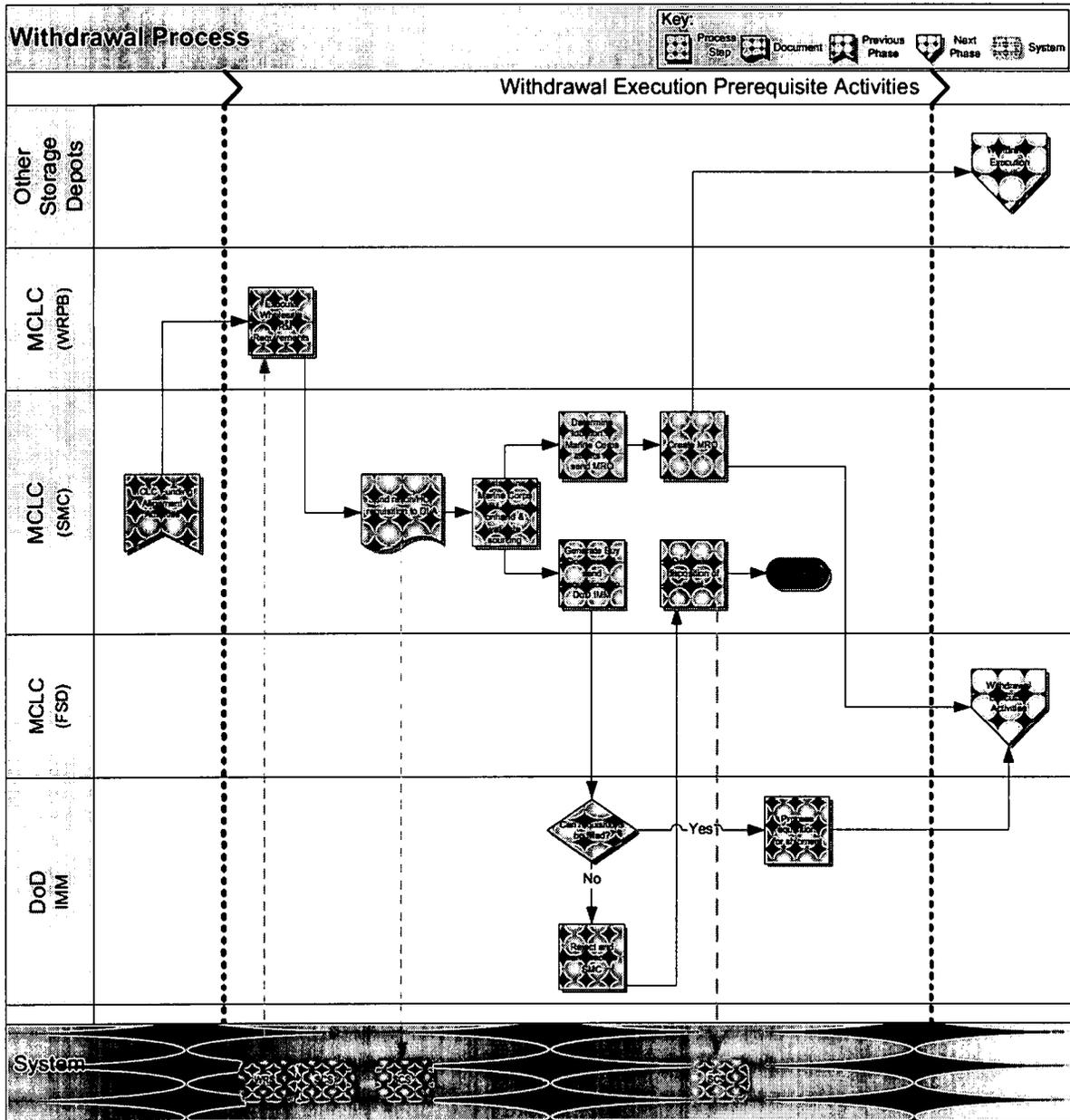
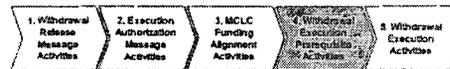


Figure 4.11: Withdrawal Execution Prerequisite Activities - Process Flow Map



3. Process Step Descriptions

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|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 20. Execute Wholesale WRM Requirements |
| <ul style="list-style-type: none"> • Description: WRPB release transactions via the WRS into the Stock Control System (SCS), containing Wholesale Requirement data set, to SMC. • Input: Wholesale requirement (NAVMC 4000.1 - Chapter 2, Plan Level Conference) • Output: Z11 Transactions |
| 21. Send ration/HCP requisition Naval Message to DLA |
| <ul style="list-style-type: none"> • Description: SMC send the Class I ration and Class VI HCP requisition message to DLA via Naval Message via the (SCS). • <u>Important Note:</u> <i>This represents an automated process within the SCS that does not require manual input.</i> • Input: Wholesale requirement (NAVMC 4000.1 - Chapter 2, Plan Level Conference) • Output: Z11 Transactions |
| 22. Determine Marine Corps IMM assets on-hand & validate sourcing |
| <ul style="list-style-type: none"> • Description: SMC identify quantities on-hand at Marine Corps IMMs and utilize approved funding to support release of Class I, II, III(P), IV, VII and IX WRM. • Input: Z11 Transactions |
| 23. Determine location of Marine Corps assets to send MRO |
| <ul style="list-style-type: none"> • Description: SMC determine the location of on-hand Marine Corps IMM assets (<i>per Chapter 2, Plan Level Recomputation</i>) and provide to WRPB to support Materiel Request Order (MRO) creation. • Output: Marine Corps IMM on-hand assets; Marine Corps IMM shortfalls |
| 24. Create MRO |
| <ul style="list-style-type: none"> • Description: SMC create an MRO directing a MCLC FSD or other storage depots to release and ship materiel. An MRO contains a Project Code, shipping instructions, Activity Address Code (AAC), National Stock Number (NSN), Serial #, and quantity associated with every requisition. Once created, FSD or other storage depots are directed to release and ship materiel via the SCS. • Input: Marine Corps IMM on-hand assets • Output: MRO |



25.	Generate Buy Document & send requisitions to DoD IMM
	<ul style="list-style-type: none"> • Description: SMC generate procurement documents for wholesale shortfalls which are provided to the appropriate DoD IMMs. • <u>Important Note:</u> Funding validation in the MCLC Funding Alignment Activities is required before this document can be generated. SMC must annotate requisitions with a DoD Assigned project code associated with the contingency to ensure FSD provide back to DMC prior to sending to DLA to ensure they are updated in the TPFDD. • Input: Marine Corps IMM shortfalls • Output: Buy Document
26.	Can requisitions be filled?
	<ul style="list-style-type: none"> • Description: DoD IMMs determine whether or not they can immediately fill requisitions. • Input: Buy Document • Output: DoD IMM on-hand assets; DoD IMM shortfalls
27.	Process requisitions for shipment
	<ul style="list-style-type: none"> • Description: DoD IMMs utilize approved funding provided in Buy Document to process requisitions for shipment to MCLC FSD or other storage depots. • Input: DoD IMM on-hand assets
28.	Reject and send back to SMC
	<ul style="list-style-type: none"> • Description: DoD IMMs reject requisitions which the Industrial Base cannot support and sent back to SMC for action. • Input: DoD IMM shortfalls • Output: Industrial Base shortfalls
29.	Determine disposition of asset
	<ul style="list-style-type: none"> • Description: SMC determine alternative sourcing for all remaining WRM shortfalls to ensure WRWP requirements are filled. • <u>Important Note:</u> This represents an automated process within the SCS that does not require manual input. • Input: Industrial Base shortfalls

Figure 4.12: Execution Prerequisite Activities - Process Step Descriptions

H. Withdrawal Execution Activities

1. Description

Withdrawal Execution Activities describe the procedures conducted by MCLC to prepare, load and package assets for shipment to the requesting unit while maintaining the Supported Commander's visibility of assets throughout transportation.

Participants in this phase are (*See MCO 4400.39 for overall roles and responsibilities*):

- Marine Forces (MARFORs)
- Marine Corps Logistics Command (MCLC) Fleet Support Division (FSD)
- Other Storage Depots
- MCLC Distribution Management Center (DMC)
- Defense Logistics Agency (DLA) Storage Sites
- Department of Defense (DoD) Integrated Materiel Managers (IMMs)

Systems used in this phase are (*See Chapter 9 for Systems Descriptions*):

- Marine Air-Ground Task Force War Planning System II (MAGTF II)
- MAGTF Deployment Support System II (MDSS II)
- Joint Force Requirements Generator II (JFRG II)
- Joint Operation Planning and Execution System (JOPES)
- Integrated Booking System (IBS)
- Radio Frequency Identification Tracking and Visibility (RFITV)
- Global Transportation Network (GTN)
- Single Mobility System (SMS)
- Distribution Standard System (DSS) - MRO Shipping Tracking

2. Process Flow Map

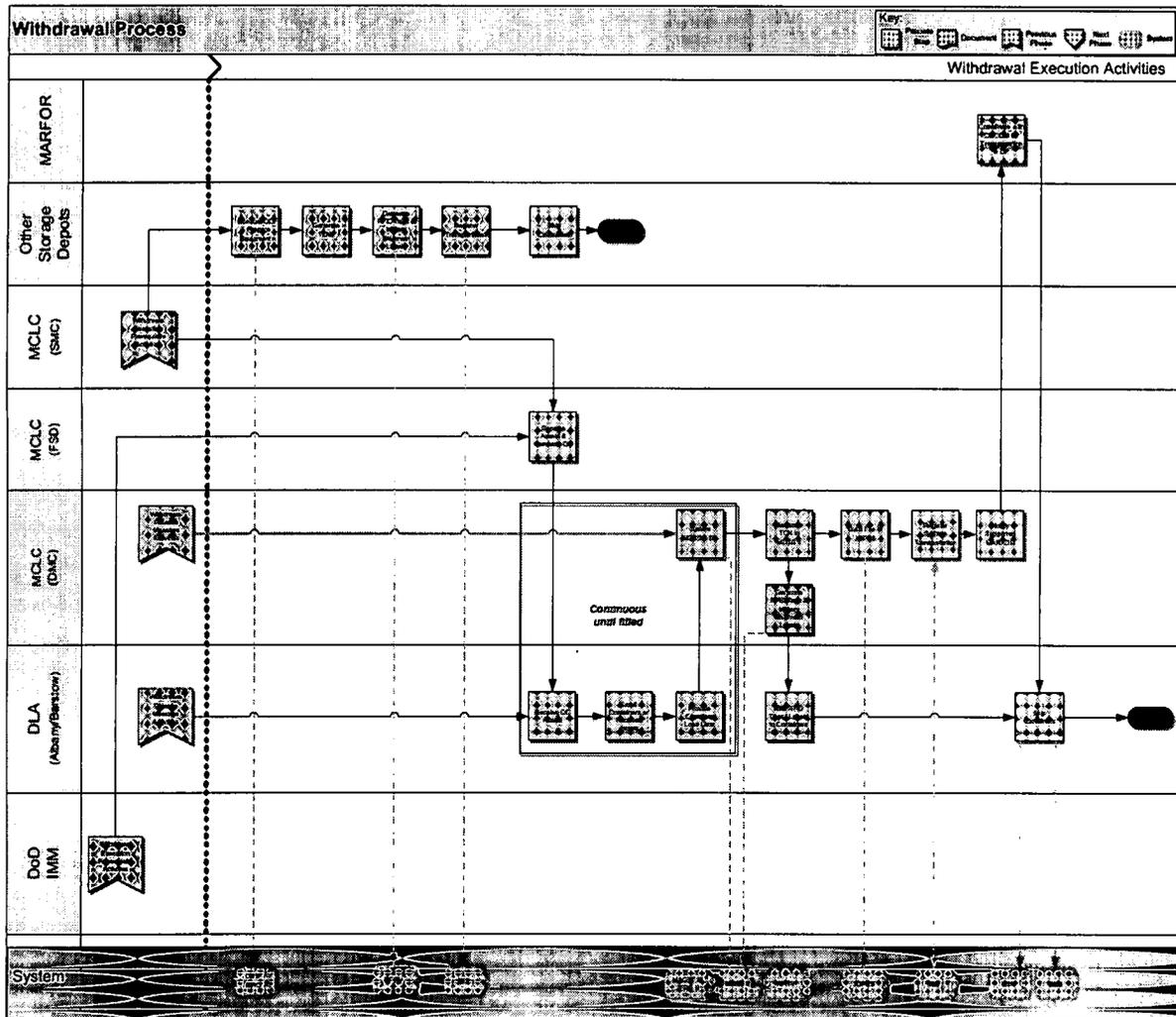
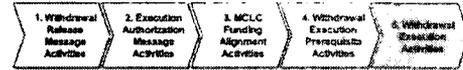


Figure 4.13: Withdrawal Execution Activities - Process Flow Map



3. Process Step Descriptions

30. Conduct QC & prepare equipment
<ul style="list-style-type: none"> • Description: Based on the MRO, other storage depots conduct Quality Control (QC) measures of equipment to include maintenance inspections, warranty maintenance, and asset configuration, as required, to prepare equipment for shipment. • Input: WRM assets • Output: QC WRM assets
31. Generate TLNs
<ul style="list-style-type: none"> • Description: Other storage depots generate a Transportation Control Number (TCN) for each asset. Other storage depots use DSS-MRO Shipping Tracking to assign TLNs and ship equipment. • <i>Important Note: These TLNs do not utilize the TPFDD process.</i> • Input: QC WRM assets • Output: TLNs
32. Generate RFID Tags & Military Shipment Labels
<ul style="list-style-type: none"> • Description: Other storage depots generate a Radio Frequency Identification (RFID) shipping label and upload onto the RFITV to track the last known location of their assets. • <i>Important Note: Since these TLNs do not utilize the TPFDD process, the Marine Corps does not have visibility on these assets.</i> • Input: TLNs • Output: RFID Tags / Military Shipment Labels
33. Register Transportation
<ul style="list-style-type: none"> • Description: Other storage depots register assets in transportation systems. Surface transportation is registered in IBS. • Input: RFID Tags / Military Shipment Labels • Output: Prepared & Registered Assets



34. Ship Containers

- **Description:** Other storage depots ship containers.
- **Important Note:** Containers are shipped in accordance with storage depots process/procedures. Therefore, the assets may arrive in a theater of operations but not necessarily at the COCOM designated SPOD/APOD.
- **Input:** Prepared & Registered Assets

35. Receive Assets and Conduct QC

- **Description:** FSD receive all assets required for transport and conduct Quality Control (QC) measures to ready equipment prior to shipment to include conducting maintenance inspections, warranty maintenance, and asset configuration as required.
- **Important Note:** All requisitions are annotated with the DoD Assigned project code by SMC to ensure FSD provide to DMC for incorporation into TPFDD prior to sending to DLA Storage Sites.
- **Input:** WRM assets
- **Output:** QC WRM assets

36. Receive QC assets

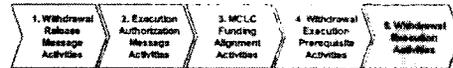
- **Description:** DLA Albany/Barstow receive QC WRM assets and prepare for containerization, loading in 20' containers.
- **Important Note:** This step is part of a continuous cycle that replicates until all assets have been received and shipped (except for those assets shipped directly from vendor or DoD IMM into the theater of operations).
- **Input:** QC WRM assets

37. Load containers with received assets

- **Description:** DLA Albany/Barstow load assets into 20' containers as they arrive.
- **Important Note:** This step is part of a continuous cycle that replicates until all assets have been received and shipped (except for those assets shipped directly from vendor or DoD IMM into the theater of operations).
- **Input:** 20' Containers



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| 38. Provide Container Load Lists |
| <ul style="list-style-type: none"> • Description: DLA Albany/Barstow provide the Container Load Lists to DMC. • Important Note: This step is part of a continuous cycle that replicates until all assets have been received and shipped (except for those assets shipped directly from vendor or DoD IMM into the theater of operations). • Output: Container Load Lists |
| 39. Update MDSS II file |
| <ul style="list-style-type: none"> • Description: DMC update MDSS II file associating each asset with a designated container from Container Load Lists to support tracking. • Important Note: This step is part of a continuous cycle that replicates until all assets have been received and shipped (except for those assets shipped directly from vendor or DoD IMM into the theater of operations). • Input: Container Load Lists |
| 40. Generate TCN in MDSS II |
| <ul style="list-style-type: none"> • Description: DMC generate a Transportation Control Number (TCN) for each available asset. DMC enters anticipated movement data to the MDSS II Embarkation Workbench. • Input: Container Load List • Output: TCN |
| 41. Generate RFID tags and Military Shipment Labels |
| <ul style="list-style-type: none"> • Description: DMC generate a Radio Frequency Identification (RFID) shipping label and upload via MDSS II onto the RFITV server and GTN which provide commanders the ability to track the last known location of assets. • Input: TCN • Output: RFID Tags / Military Shipment Labels |
| 42. Affix RFID tags/Labels to containers |
| <ul style="list-style-type: none"> • Description: DLA Albany/Barstow affix RFID tags/labels to respective containers and/or Type 1 End Items to facilitate tracking and prepare for shipment. • Input: RFID Tags / Military Shipment Labels |



43. Build file in JOPES

- **Description:** DMC upload MDSS II TCN files into JOPES via MAGTF II/JFRG II to provide commanders visibility of all assets and support tracking. The upload includes the Unit Line Number (ULN) which contains the Ready to Load for transport Date (RLD), Required Delivery Date (RDD) validated by MARFOR (Supported) and Combatant Commander (COCOM), Earliest Arrival Date (EAD), Latest Arrival Date (LAD) or latest date at destination (EAD + 6 days).
- **Input:** MDSS II Build
- **Output:** JOPES Upload

44. Register Surface Transport

- **Description:** DMC registers surface transportation booking request in IBS and coordinates with the Military Surface Deployment and Distribution Center (SDDC) to confirm booking and receive booking number.
- **Input:** MDSS II Build
- **Output:** Surface Transport Booking #

45. Notify Supported MARFOR

- **Description:** DMC notify MARFOR (Supported) of assets available for shipment.
- **Input:** JOPES Upload; Surface Transport Booking #
- **Output:** Final Transportation Lift Request (ULN Validation)

46. Coordinate with COCOM for transportation and lift

- **Description:** MARFOR (Supported) coordinate with respective COCOM for prioritized transportation lift requirement and final submission to US Transportation Command (TRANSCOM). Upon receiving confirmation from TRANSCOM of lift and associated timeline, MARFOR (Supported) coordinates with DLA to ensure assets are at SPOE at designated time/date.
- **Input:** Final Transportation Lift Request
- **Output:** SPOE; Date/Time



47	Ship containers
	<ul style="list-style-type: none">• Description: DLA Albany/Barstow ship containers to SPOE by the designated time and date and release assets to Maritime Sealift Command(MSC)/Commercial Shipping. Containers are shipped in accordance with the COCOM's prescribed sailing times.• Important Note: Sailing times are dependent on geographic location of destination. Planning factors must be adjusted to account for in-transit stops for commercial shipping or if MSC is not dedicated for WRM assets (See <i>Estimated Timeline for Withdrawal in this chapter</i>).• Input: SPOE; Date/Time

Figure 4.14: Withdrawal Execution Activities - Process Step Descriptions

Distribution

I. Example Request for Withdrawal of Registered WRWP Message

Provided below is an example of the message request for withdrawal of previously registered WRWPs. Upon receipt, the Commandant Marine Corps (CMC) readdresses the message to the MCLC and MCSC for action. The CMC message provides additional guidance/funding data as required. NOTE: Content in brackets [] will be populated by the MARFOR when message is released.

FM COMMARFOR[]
TO CMC WASHINGTON DC/L/LP/LRCC/PR//
CC USCENTCOM OR USPACOM J4 (as appropriate)
COMMARFORCOM//G-4/G-5/G-3//
SUPPORTING MAGTF COMMANDERS//G-4/G-5// (as appropriate)
COMMARCORLOGCOM//M400//
FMF MSC'S (as appropriate)
COMMARFORRES MSC'S (as appropriate)
COMMARCORSSYSCOM QUANTICO VA//PS/AM//
[THIS DOCUMENT MAY BECOME CLASSIFIED WHEN COMPLETELY FILLED IN]
CLASSIFICATION //[XX]//
SUBJ/RELEASE OF WAR RESERVE WITHDRAWAL PLANS IN SUPPORT OF COCOM
OPLAN [XXXX-XX] (as appropriate)//
A. CJCS RMG [XXXXXX]
B. PREVIOUS REGISTRATION MESSAGES
C. [additional as appropriate]
NARR/ [as necessary and may also be classified]
RMKS/
1. (S) IN SUPPORT OF REF A, REQUEST RELEASE OF WAR MATERIEL PREVIOUSLY REGISTERED.
2. (S) REQUEST RELEASE OF WRWP IN SUPPORT OF OPLAN [XXXX]. FOR PURPOSES OF RDD DEVELOPMENT, C-DAY EQUALS [XXX].
3. FOLLOWING DATA PROVIDED TO EXPEDITE RELEASE OF WAR RESERVE WITHDRAWAL PLANS REGISTERED DURING DELIBERATE PLANNING CYCLE.
A. PRIORITY: [XX].
B. WITHDRAWAL PLANS:
PLAN NR.
[XXXX]
[XXXX]
C. TAC 2 ADDRESS (READ IN TWO COLUMNS)
D. (U) SMU AAC: [XXXXXX]
E. (s) EKMS: [INSERT].
F. MATERIEL REQUESTED: (READ IN 7 COLUMNS)
PLAN NR POS MIC COS RDD POE POD JULIAN DATE
G. PER REF A ASSIGN FOLLOWING PROJECT CODE TO ALL SUPPLY TRANSACTIONS: [XX] (AS APPROPRIATE)
4. REQUEST CONFIRM RECEIPT AND NOTIFY THIS HQ'S ON SHORTFALLS.
5. ADDITIONAL DATA REQUIRED FOR PROCESSING TRANSACTIONS: [INPUT BY SUPPORTED MAGTF COMMANDER OR CMC]
6. (U) POC IS [NAME, RANK, POSITION, DSN/SVOIP].//

Management

NAVMC 4000.1

War Reserve Materiel Program Handbook

Management

Chapter 5

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A. WRM Functions

The WRM Functions are the means by which the Marine Corps provides for sufficient materiel, within the limits of acceptable risk, to sustain operating forces from inception to the establishment of the theater support capability. This Handbook only addresses Class I, II, III(P), IV (lumber), VI, VII, VIII, and IX ground materiel. Further information on Classes V can be found in MCO 4400.39.

Although the WRM Functions are executed separately, they are mutually supporting activities. This Handbook defines the specific roles and responsibilities for the participants associated with each function. Additional stakeholders may support these activities as appropriate. This chapter addresses execution of the Management function as it relates to the program.

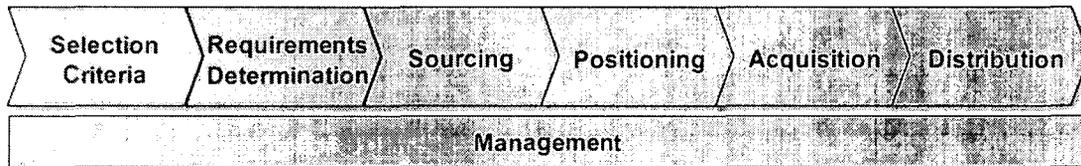


Figure 5.1: WRM Functions

1. Management

Management is comprised of activities required to support the WRM Program outside of the program's main events. Although Marine Corps Logistics Command is has the primary responsibility these activities, all efforts are a collaborative effort with Deputy Commandant, Installations and Logistics (DC I&L), Logistics Plans and Operations (LPO).

Participants in this function are (*See MCO 4400.39 for overall roles and responsibilities*):

- Marine Corps Logistics Command (MCLC) War Reserve Planning Branch (WRPB)
- Marine Corps Systems Command (MCSC) Logistics Information Systems (LIS)

Systems used in this phase are (*See Chapter 9 for Systems Descriptions*):

- War Reserve System (WRS)
- Technical Data Management System (TDMS)
- Applications
- Provisioning
- Marine Corps Integrated Maintenance Management System (MIMMS)
- Total Force Structure Management System (TFSMS)
- Supported Activities Supply System (SASSY)

Management

- Stock Control System (SCS)
- Logistics Data Repository (LDR)
- Global Command Supply System - Marine Corps (GCSS-MC)*

* As applicable with GCSS-MC roll-out

B. File Maintenance

Data Refresh

Description. WRPB enable routine pulling of data from three mainframe applications (TDMS, Provisioning and MIMMS) and one server based system (TFSMS). Note: these are run on a scheduled basis, but may be run on an as-required basis. TDMS changes are reflected in reports. These changes may include: obsolete, replaced or substitutable National Stock Number (NSNs), Activity Address Code (AAC) changes, and catalogue issues. The system generates reports which WRPB reviews for changes to critical parts that may require analysis. Data from TFSMS is received via secure file transfer protocol (FTP).

Data Analysis

Description. During WRPB's analysis, WRPB may work with several external organizations to support their efforts. External organizations that work with WRPB to determine the best solution or decision regarding any change include: Program Managers (PMs), Item Materiel Managers (IMMs), Total Force Structure Division (TFSD), and Data Management. Additionally, WRPB may pull sustainment/on-hand inventory data from SASSY or GCSS-MC* and SCS, or usage data from MIMMS or GCSS-MC* to support their analysis. If the analysis reveals that a change is required then WRPB generate a Change Request (CR) to LIS. See *description under System Maintenance Support*.

* As applicable with GCSS-MC roll-out

Figure 5.2: File Maintenance

C. System Maintenance Support

Change Request (CR)

Description. WRPB initiate a CR based on a trigger, such as findings from data analysis (see *description under File Maintenance*), changes to an interfacing system, code edits, user requests, policy changes, or Configuration Control Board (CCB) assessments. See *Section G for Change Request Form*. Changes to the code may also be performed without CCB input by LIS on a routine basis to comply with new regulations or to improve the systems overall performance.

System Change Test & Approval

Description. Upon receipt of CR, LIS assigns a Change Control Identification Number (CCID #) and priority status. LIS makes changes in the development phase. Once complete the changes will undergo iterations of testing by LIS and then by WRPB before final joint approval and move to production.

Important Note: MCSC is the system owner and responsible for maintaining the code.

Quarterly Configuration Control Board (CCB) Participation

Description. During the quarterly LIS-hosted CCBs, MCSC and WRPB provide input on CRs under review, reassessments of request priorities, and CRs transitioning into testing. Changes may be approved or rejected based on the CCB review.

Preservation of Archives

Description. MCSC archive Withdrawal data in the Logistics Data Repository (LDR) for a minimum of 7 years.

Figure 5.3: Systems Maintenance.

D. Training

Maintenance of Training Materials

Description. WRPB conduct an annual review of WRS Training (MEF Level and Plan Level Users Guides) and update as applicable.

Personnel Training

Description. WRPB serves as Point of Contact (POC) for collected Certificates of Training Completion submitted in advance of the MEF Level Annual Reputation Conference and the Plan Level Conference.

Figure 5.4: Training

E. NAVMC Governance

On-going Governance of NAVMC 4000.1

Description. WRPB ensures that any programmatic changes affecting this NAVMC for (e.g., updates to processes, forms or templates) are reflected in updates to NAVMC content. Additionally, WRPB records suggestions for process improvements proposed by end users and evaluates them for accuracy and validity. Major changes to process flows will be addressed at the Annual Review Meeting.

Support Annual Review of NAVMC 4000.1

Description. WRPB supports LPO's annual review of NAVMC 4000.1 by conducting a review of relevant portions of the NAVMC and participating in the Annual Review Meeting, per Chapter 10.

Figure 5.5: NAVMC Governance

F. CARF Updates

New Item CARF Determination

Description. As new items are introduced into the inventory, MCLC Program Support Center (PSC) coordinate with Marine Corps Systems Command (MSCS) to ensure that CARF rates are calculated and admitted into the WRS.

Figure 5.6: CARF Updates

G. CBRN Asset Reporting

Chemical, Biological, Radiological, Nuclear (CBRN) Asset Quarterly Reporting

Description. Provide PM-CSE with quarterly reports of CBRN asset materiel status (*IAW Section K report format, Figure 5.11*) to support the DoD requirement for quarterly reports to Congress on Chemical and Biological Defense (CBD) Equipment.

Figure 5.7: CARF Updates

H. Exercise Support

Mock Withdrawal in Test Environment

Description. Once all database files have been copied into a test environment, WRPB execute the Withdrawal plans. Appropriate transactions are released to SCS, SASSY or GCSS-MC* and other systems. WRPB and the MARFORs, as required, simulate capabilities of the system(s) to support operational planning for up to 99 plans per MAGTF-UNIT.

* As applicable with GCSS-MC roll-out

Figure 5.8: Exercise Support

I. Study Support

Review & Validation

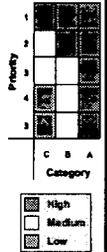
Description. WRPB is responsible for supporting ongoing LPO studies and serving as subject matter experts in the review and validation of final products.

Figure 5.9: Study Support

J. Change Request (CR) Form

Change Request Number: XXXX-S-YYMMDD-A

<p>Project (System) name: <SYSTEM> Date Raised: <dd-mmm-yy> Date Resolution Required: <dd-mmm-yy> Functional Area: <Block 1, Bridge, Legacy, etc.></p> <p>Change Type: <input type="checkbox"/> Perfective <input type="checkbox"/> Adaptive <input type="checkbox"/> Corrective</p> <p>Change Affects: (Check all that apply) <input type="checkbox"/> Software <input type="checkbox"/> Documentation <input type="checkbox"/> Other: _____</p>	<p>Customer Request? (Check one): <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Requested by (Customer): <POC info> Prepared by (Implementer): <POC info></p> <p>Priority: (Check one) <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5</p> <p>Category: (Check one) <input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C</p> <p>Risk Level: (Check one) <input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low</p>
<p>Details of Change: <State the details as to what specifically is required to be done/implemented regarding the/these proposed change(s)></p>	
<p>Justification for Change: <State the current justification and gap that is requiring this/these proposed change(s)></p>	
<p>Scope of Work: <State if approval, what will affect work products are affected, what resource assignments, requirements, and schedule impacts will occur due to this scope of work></p>	
<p>Impact of Change: <State the impact to cost (total LOE for this complete change request and all associated work identified by the impact analysis, schedule (total LOE for this complete change request (all line items broken out) & resources (resource loading of schedule to gauge impact), and associated work></p>	
<p>Impact if Not Approved: <State the impact if change not approved. Any alternatives for fulfilling requirement? ></p>	
<p>Technical Risks: <State any technical or functional risks associated with the change></p>	
<p>Investigation and Findings: <State the current investigation and finding notes related to this/these proposed change(s)></p>	



Management

CCB <Board Name> Recommendation:

Agreed - Approved with specific changes - services associated with the change will not commence until all specified changes have been accomplished

1)

2)

Agreed - Approved as Stated

Agreed - Reviewed by GCSS-MC IA and contains no impacts to Security Architecture or Accreditation noted.

Deferred - (Next Review Date:) <dd-mm-yy>

Rejected - Disapproved for following reasons

1)

2)

Recommendation acknowledged by: _____ (CCB <Board Name>) _____ (Date)

Figure 5.10: CR Form

K. Quarterly Report on CBRN Assets

The following data required for inclusion in the MCLC quarterly report to PM-CSE is based on the Joint Total Asset Visibility Reporting Warehouse (JTAVRW) Roll-up File Layout.

Column Name	Description
Q	The letter 'Q' indicating it's an authorized quantity record
NSN	National Stock Number of the asset
Quantity	Authorized quantity for the NSN
S	The letter 'S' indicating it's a Stock record
Lot Number	Lot number of the asset
Contract Number	Contract number of the asset
DOM	Date of Manufacture (in format yyyyymmdd)
DOE	Expiration Date (in format yyyyymmdd)
Total Quantity	Total count of these type of assets
Issued Quantity	Count of these type of assets that are issued
Unserviceable Reason	MICAS allows the user to specify a reason why an asset is unserviceable if the DOM, lot, and contract number all indicate it's supposed to be good (such as Damaged)
Condition Code	The standard DoD condition code of the asset
Location Type	'D' if the location is deployed, 'O' if the location is on-station. If left blank, will be loaded to the 'NOT APPLICABLE' location

Figure 5.11 Quarterly Report on CBRN Assets

Additional information on data entry format and codes is located at <https://jtavrw.ria.army.mil>.

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**WRS Training:
MEF Level Users Guide**

Chapter 6

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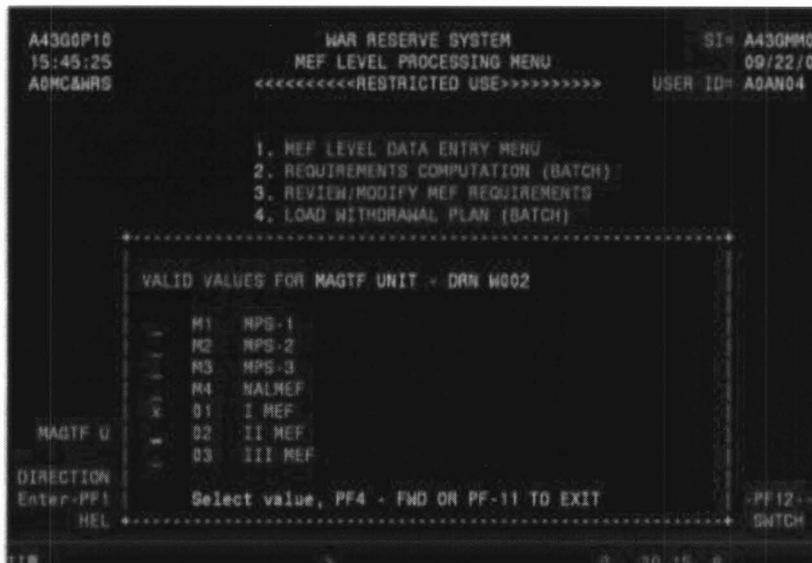


Figure 6.4: MEF Level Processing Menu - WRS Screen Capture

<p>Option 1</p> <p>Selection Option 1 from the menu and press the enter key to gain entry into the WRS for the MEF Level Data Entry Screen.</p> <p><i>Important Note:</i> Press "enter" at the end of every screen where data is input or changed to ensure data is saved.</p>

Figure 6.5: MEF Level Processing Menu Descriptions

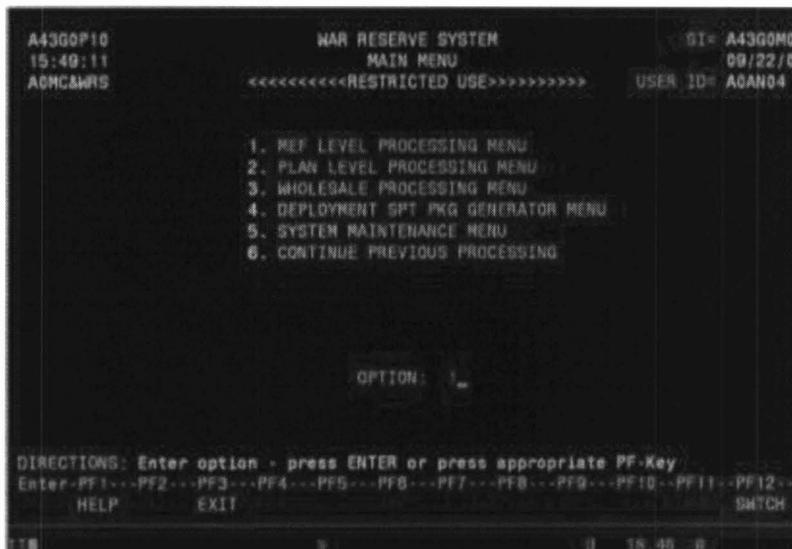


Figure 6.6: Main Menu - WRS Screen Capture

Safety Level Factor

A factor to increase/decrease the Peacetime Safety Level to a Wartime Safety Level. The peacetime Safety Level Factor is set by SASSY or GCSS-MC*.

* As applicable with GCSS-MC roll-out

Important Note: The system default is 100% (1.0000). A 1.5000 Safety Level Factor will increase the Peacetime Safety Level an additional 50%.

Order Ship Time Factor

A factor to increase/decrease the Peacetime Order and shipping times to account for fluctuations in the tempo of combat. The Peacetime Demand Factor is set by SASSY or GCSS-MC*.

* As applicable with GCSS-MC roll-out

Important Note: The system default is 100% (1.0000). A 1.5000 Order Ship Time Factor will increase the Peacetime Safety Level an additional 50%.

Maximum Sustaining Supply Period

The number in this field is carried over from the previous screen and represents the total number of days intended to support this plan.

Figure 6.10: MAGTF Unit Data Entry Descriptions

F. MEF Data Entry Menu - Plan Data Entry

MAGTF Unit

The field identifies the MEF associated with a respective location.

Important Note: The system automatically defaults to the number of the respective MEF.

Plan

The field displays the Plan number assigned to the specific MEF in hundreds. It provides the opportunity to include a description of the Plan.

Example: FY10 RECOMP 10/09

Important Note: It may be useful to include the date in the description.

Temperature Zone

The field is where you identify the environmental conditions of the plan it supports. The field effects how the system computes Class IX dry-cell batteries and Class III Petroleum, lubricants and oils (POL).

Important Note: At the MEF Level this field defaults to "N" for Normal.