

635 SCOW WRM GMO Indirect Mission Support

Request (IMSR) Routing Form



IMSR Release Authority:

- Less than 60 days, Wing WRM Program Manager (WRMPM) approval (On installation only)
- 60-120 days, (< 60 days if assets leaving installation) Command WRMO (CWRMO) approval
- Greater than 120 days, or if CWRMO cannot source within own theater,WRM GMO approval
- Foreign Nation or Sister Service, HAF approval

All items released for IMSR support must be available for recall within 24 hours if required for contingency/wartime (Direct Mission Support) use.

IMSR requests submitted to the WRM GMO will be consistent with the following:

1. All WRM use requests will be documented by the requester (WRMO/CWRMO) on the SIPR/NIPR WRM Usage Log located on the GMO SIPR/NIPR SharePoint. WRM usage requests include, but are not limited to, exercises, Humanitarian Relief Operations, and POTUS support requirements.
2. In turn, requests will flow from the requesting organization to the applicable CRWMO for approval. Once approved, the CWRMO will submit requests to the 635 SCOW WRM GMO for consideration.
3. Upon approval by the 635 SCOWWRM GMO, the user is responsible for all associate usage costs, to include, but not limited to: packing, crating, transportation to and from the employment site, TDY costs for personnel deploying with the assets, contractor costs as applicable, maintenance and reconstitution/repair of assets, MRSP costs, etc. Note: Any maintenance beyond the capability of the using organization must be identified to the Storing Command. The storing Command may assist in identifying alternatives to obtain the necessary support.
4. The requesting organization, U.S, DoD activity will provide a Funds Assurance Letter; foreign nation support requests will use a CC Form 35 Acquisition and Cross-Servicing Agreement (ACSA), prior to approval or release of assets by 635 SCOW WRM GMO. DD Form 448 Military Interdepartmental Purchase Request (MIPR) will only be required if actual costs are incurred.
5. Initial funding amounts are based upon the following parameters:
 - a. 10 percent of total asset cost
 - b. Recurring exercises/deployments may use historical costs with 635 SCOW/GMO pre-approval
6. Using CWRMO will coordinate with the 635 SCOW WRM GMO on the reconstitution procedures of BEAR, FSE, and EAGLE support equipment prior to redeployment.
7. The storing organization representative, in conjunction with the using organization custodian, must document the return of the WRM, and identify the status of each asset in accordance with the published interim guidance.
8. An estimated repair completion date will be provided, and status tracked for any asset not fully mission capable upon return to storage.
9. Once all WRM assets are returned to the appropriate storage location, reconstituted and are in deployable status; storage unit will submit the 635 WRM GMO IMSR reconstitution letter (via the WRM GMO SharePoint) to the 635 SCOW WRM GMO and other agencies included in the original request message. This dollar amount will then be billed to the line of accounting submitted via the MIPR/ACSA.
10. The storing command will provide the WRM GMO receipts and documentation, upon request, for all repairs and /or reconstitution costs of the UTC or items deployed.

Questions may be submitted to 635 SCOW WRM GMO, DSN-576-6616, or via email at 635SCOW.WM@us.af.mil

PART I - COMPLETED BY REQUESTING WING

Requestor:		Using Unit & Unit POC Rank/Name:			
Using Unit POC E-mail Address:		Using POC DSN:			
Use Location(s):					
Withdraw Date: (dd mmm yyyy)		Return Date: (dd mmm yyyy)			
Purpose of TDY:					
Will WRM be used for other than the United States Air Force ? (i.e. Army, Navy, Marines or Foreign Country)			<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; text-align: center;">Yes</td> <td style="width: 50%; text-align: center;">No</td> </tr> </table>	Yes	No
Yes	No				

WRM Equipment Requested (Additional lines available on page 5)

	UTC <small>Enter if the whole UTC is needed</small>	Item Name	NSN <small>Enter if requesting specific items from a UTC</small>	QTY
1				
2				
3				
4				
5				

Justify the need for WRM utilization:

Prior actions accomplished to fill this requirement?

Impact if WRM use is not approved?

Actions taken to prevent future WRM requests?

Additional Remarks:

Requestor E-mail Address: _____ DSN: _____

Date: (dd mmm yyyy) _____ Requestor Signature: _____ digital signature

If requestor is at Wing Level, obtain the below signatures, otherwise forward to Command WRMO. Regardless of IMSR approval level, ensure Funding Assurance Letter is sent to the 635 SCOW/WM office for FM validation.

Wing WRMO E-mail Address: _____ DSN: _____

Date: (dd mmm yyyy) _____ Wing WRMO Signature: _____ digital signature

Wing WRMPM E-mail Address: _____ DSN: _____

Date: (dd mmm yyyy) _____ Wing WRMPM Signature: _____ digital signature

Forward Digitally Signed IMSR Form to your Command WRMO. Regardless of IMSR approval level, ensure Funding Assurance Letter is sent to the 635 SCOW/WM office for FM validation.

If assets are not on hand, route IMSR to 635 SCOW/GMO for sourcing.

PART II - COMPLETED BY REQUESTING COMMAND WRMO

I have reviewed this IMSR and verify all information is accurate and complies with the Interim Guidance for WRM Usage Requests. The requesting unit and this command cannot fill the requirements through primary operating stocks, alternative means of support, Commercial-off-the-Shelf items (COTS), contractor support, Host-Nation Support (HNS), acquisition and cross-servicing agreements, commercial replacement items and non-AF sources.

NOTE:	If assets are not on hand, route IMSR to the 635 SCOW/GMO for sourcing.
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Command WRMO E-mail Address:		DSN:	
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Date: (dd mmm yyyy)		Command WRMO Signature:	digital signature
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Forward Digitally Signed IMSR Form to 635SCOW.WM@us.af.mil. Regardless of IMSR approval level, ensure Funding Assurance Letter is sent to the 635 SCOW/WM office for FM validation.

PART III - 635 SCOW WRM GMO IMSR SOURCING/COST ESTIMATE

The 635 SCOW WRM GMO office has reviewed this IMSR. Based upon unit/command justification and prior actions accomplished to fill this requirement, the 635 SCOW WRM GMO:

	Tentatively approves request contingent upon the receipt of a Funding Assurance Letter or validated ACSA by 635 SCOW WRM GMO. Upon receipt of the ACSA/Funding Assurance Letter, the 635 SCOW WRM GMO will provide release authority to the storing facility and notification to the requestor.
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	Disapproves the request based upon insufficient justification/approval. The 635 SCOW WRM GMO will reconsider any appeals to this decision if provided additional supporting information.
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	Will coordinate concurrence with HAF/A4LX as the WRM request provides support to other than Air Force units or to a foreign country.
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Additional Remarks:	
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IMSR Request Number:		Independent Government Cost Estimate:	
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E-mail Address:		DSN:	
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Date: (dd mmm yyyy)		635 SCOW WRM GMO Readiness & Requirements Signature:	digital signature
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PART IV - COMPLETED BY HAF/A4LX

Request approved. Proceed with ACSA transfer to the 635 SCOW WRM GMO to fund Independent Government Cost Estimate provided, (Funding Assurance Letter for DoD activity) Upon verification of the ACSA the 635 SCOW WRM GMO will provide release authority to the storing facility/notification to the using unit.

Disapprove this request based upon insufficient justification/approval. HAF/A4LX will reconsider any appeals to this decision if provided additional supporting information.

Additional Remarks:

E-mail Address: _____ DSN: _____

Date: (dd mmm yyyy) _____ HAF/A4LX Signature: _____ digital signature

Forward Digitally Signed IMSR Form to 635SCOW.WM@us.af.mil

PART V - 635 SCOW WRM GMO FINANCIAL VALIDATION AND FINAL APPROVAL

E-mail Address: _____ DSN: _____

Date: (dd mmm yyyy) _____ 635 SCOW WRM GMO Financial Management Office Signature: _____ digital signature

Contact Command WRMO & storage facility of final WRM release approval.

E-mail Address: _____ DSN: _____

Date: (dd mmm yyyy) _____ 635 SCOW WRM GMO Readiness & Requirements Signature: _____ digital signature

PART VI - INTERNAL 635 SCOW WRM GMO ROUTING

WRM returned to the storage facility and notified the inventory/reconstitution has been accomplished.

E-mail Address: _____ DSN: _____

Date: (dd mmm yyyy) _____ 635 SCOW WRM GMO Readiness & Requirements Signature: _____ digital signature

All financial transactions with this IMSR are finalized

E-mail Address: _____ DSN: _____

Date: (dd mmm yyyy) _____ 635 SCOW WRM GMO Financial Management Office Signature: _____ digital signature

IMSR data captured in historic database and request filed in archive.

E-mail Address: _____ DSN: _____

Date: (dd mmm yyyy) _____ 635 SCOW WRM GMO Readiness & Requirements Signature: _____ digital signature

WRM Equipment Requested (Continued from Page 3)

	UTC Enter if the whole UTC is needed	Item Name	NSN Enter if requesting specific items from a UTC	QTY
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