



## 607 MMS Reception Request Form

All inbound units to Daegu, Gimhae, Gwang Ju, and Suwon AB must complete required forms for entry and use of any land or assets. Deadlines for each section are outlined below. Requests not meeting the deadlines may be denied or require a late letter from an O-6 or above for approval. Please call for more information.

### Outline

POC Cheat Sheet

Base Access

- Entry Access Letters (EAL)
- Air Movements

Land Use Requests (LUR) – Due 55 days prior to start

- Lodging Availability
- Food Availability
- Facility Requirements

Indirect Mission Support Request (IMSR)– Due 30 days prior to requested start

- War Reserve Materiel (WRM) Requirements
- Transportation Requirements
- Maintenance Requirements

# POC Cheat Sheet

<i>EALs</i>	Daegu & Gimhae: DSN 315-766-4725, <a href="mailto:yong_mi.sin.kr@us.af.mil">yong_mi.sin.kr@us.af.mil</a> Gimhae & Suwon: DSN 315-766-4773, <a href="mailto:chong_kuk.yi.kr@us.af.mil">chong_kuk.yi.kr@us.af.mil</a>
<i>Area IV Customs</i>	DSN 315-768-8585 / 8204 or 315-766-4078
<i>731 AMS</i>	Mr. Jimmie Tidwell DSN 315-784-6744, <a href="mailto:jimmie.tidwell@us.af.mil">jimmie.tidwell@us.af.mil</a>
<i>Lodging</i>	Mr. Chu Hyong Yi, <a href="mailto:chu_hyong.yi.kr@us.af.mil">chu_hyong.yi.kr@us.af.mil</a> 607 MMS/SVCS, DSN 315-766-4525, <a href="mailto:tennille.benton@us.af.mil">tennille.benton@us.af.mil</a>
<i>Indirect Support Mission Request (IMSR)</i>	607 MMS/LGX, DSN 315-766-4776/4777, <a href="mailto:607mms.lgx@us.af.mil">607mms.lgx@us.af.mil</a>

# Base Access

## Base Access

Each base (Daegu, Gimhae, and Gwang Ju) have different forms for base access. It's imperative to submit all Entry Authority Lists (EALs) NLT 14 days prior to start date or you may be denied base access. Email the POC below or our office for the current EAL forms.

Base	POC / Access Information
<i>Daegu AB</i>	DSN 315-766-4725, <a href="mailto:yong_mi.sin.kr@us.af.mil">yong_mi.sin.kr@us.af.mil</a>
	Two EAL forms required. All military personnel on an approved EAL may get on base with their CAC and no escort. All non-military personnel on an approved EAL must have a military escort at all times.
<i>Gimhae AB</i>	DSN 315-766-4725, <a href="mailto:yong_mi.sin.kr@us.af.mil">yong_mi.sin.kr@us.af.mil</a>
	One EAL form required. In addition to the EAL, all personnel wanting access to Gimhae must have an escort <u>with escort privileges</u> at all times in order to get on base. ROKAF does not give escort privileges for temporary access. 607 MMS does not have escort privileges.
<i>Gwang Ju AB</i>	DSN 315-766-4773, <a href="mailto:chong_kuk.yi.kr@us.af.mil">chong_kuk.yi.kr@us.af.mil</a>
	One EAL form required.
<i>Suwon AB</i>	DSN 315-766-4773, <a href="mailto:chong_kuk.yi.kr@us.af.mil">chong_kuk.yi.kr@us.af.mil</a>
	No EAL form required. Personnel with a CAC may gain access without prior coordination.

## Air Movements

Customs	Every unit must contact the Area IV Customs Office at DSN 315-768-8585 / 8204 or 315-766-4078 prior to arrival and prior to departure to request customs support.				
Aircraft Security	Security personnel must be deployed with the unit if additional security is required; no personnel will be provided for security.				
On/offloading Aircraft	Personnel needed to on or offload aircraft must be provided by the unit or coordinated with 731 AMS; no personnel will be provided for on or offloading aircraft.				
	If your unit will be on or offloading aircraft, follow the Peacetime Use Request process stated below to request equipment.				
	731 AMS will provide a Joint Inspection (JI) team. Contact Mr. Jimmie Tidwell at <a href="mailto:jimmie.tidwell@us.af.mil">jimmie.tidwell@us.af.mil</a> or DSN 315-784-6744 for more information.				
Support Aircraft	Quantity	# of Pax	Type	Arrival Date/Time	Departure Date/Time
Mission Aircraft					
Commercial Aircraft	# of Pax		Airline	Arrival Date/Time	Departure Date/Time

# Land Use Requests (LURs)

Lodging Availability							
<b>AVAILABILITY:</b> If on-base lodging is unavailable, you must obtain a letter of non-availability from the Daegu Lodging facility (Bldg. 901) at DSN 766-4165 or 607 MMS/SVS personnel in order to be authorized off-base lodging.				<i>Daegu:</i> Lodging Available (Rate: \$58.00/night)			
				<i>Suwon:</i> Lodging Available (Rate: \$58.00/night)			
				<i>Gwang Ju:</i> Lodging Available (Rate: \$58.00/night)			
				<i>Gimhae:</i> No lodging on-base available			
<b>ALTERNATIVES:</b> Daegu, Suwon, and Gwang Ju contingency quarters (C-Dorms) are only used when base lodging and commercial contract quarters are not available and will not be used as a less expensive alternative to regular lodging. An AF 679 must be routed <u>NLT 21 days</u> prior to the ASOG/CC to utilize C-Dorms before other lodging means. Gimhae AB does not have C-Dorms.							
<b>FUNDING:</b> Lodging cannot accept AF Form 616s or DD Form 448s (MIPR) unless they are coordinated <u>60 days prior</u> and do not extend into the next FY. Otherwise, please render payment in the form of cash, credit card, or money order.							
<b>REQUIRED INFORMATION:</b> Email confirmed personnel info (names, ranks, gender, arrival dates, and departure dates) to the lodging office reservationist or Mr. Chu Hyong Yi, <a href="mailto:chu_hyong.yi.kr@us.af.mil">chu_hyong.yi.kr@us.af.mil</a>							
Check In Date	Check Out Date	Officer	Officer DV	Enlisted	Enlisted DV	Civilian	Civilian DV
Additional Lodging Request Information:							
Food Availability							
Location	DFAC	Food Court	Other Stores (On-base)				
Daegu	No	No	Coffee Shop (M-F, 0730-1500), Bowling Alley (M-F, 1100-1300 & 1530-1830)				
Suwon	Yes	Yes	Shoppette only				
Gwang Ju	No	Yes	AAFES Food Court (M-F, 1100-1300)				
Gimhae	No	No	None				

## Land Use Requests (cont.)

Facility Requirements				
<p>Work facilities at Daegu, Gimhae, Gwang Ju, and Suwon are limited. Be descriptive as you identify your minimum and optimum requirements. Include any specific power, location, or other requirements that may be useful. This information will be considered in prioritizing the request with other unit requests.</p>				
Work center	Bldg/ area	# of rooms	Other	Descriptive information of what the building/room will be used for:
Operations				(i.e. Admin area – computers necessary or only network capes necessary)
Maintenance				
Hangars				
Other				

# Indirect Mission Support Requests

## War Reserve Materiel (WRM) Requirements

The user must make every attempt to utilize non-WRM items or equipment prior to requesting use of WRM stock. Options include shared use, rentals, leases, etc. WRM is your last option for mission support. If WRM equipment becomes the last available source to meet your mission, you must complete an Indirect Mission Support Request (IMSR) and submit it to our Logistics Plans office for proper coordination. This submission must include all documents listed below and must be submitted 30 days prior to your earliest requested date of use. Late requests may be denied due to the short notice. WRM assets will not be released without an approved IMSR.

Reconstitution fees cover costs parts, consumables, and related associated with repairing assets to return them to serviceable condition for return to WRM storage. These fees must be indicated in the FS Form 7600A (G&C) Funds Assurance Letter.

### Required Documents:

1. Indirect Mission Support Request (IMSR)
2. FS Form 7600A (GT&C)
3. VIL Key Request Letter (if requesting vehicles, and for ground fuel for vehicles/equipment you bring)

## Transportation Requirements

**Vehicle Ops:** 607 MMS does not have Vehicle Operations at any location. Each unit is solely responsible for their own transportation.

**General and Special Purpose Vehicles**  
(Pick-ups, sedans, buses, forklifts, k-loaders, cranes, deicers, etc.)

All General Purpose vehicles must be IMSR'd prior to release.  
Initial funding cost: 10% of the cost of the asset

All vehicles will need to be signed out from the Vehicle Maintenance compound. For more information, refer to AFI 25-101 PACAFSUP section 3B

## Maintenance Requirements

**Powered Support Equipment**  
(lifts, compressors, hydraulic test stands, etc.)

All Powered Support Equipment must be IMSR'd prior to release.  
Initial funding cost: 10% of the cost of the asset

**Non-powered Support Equipment**  
(maintenance stands, tow bars, servicing carts, fire bottles, etc.)

All Non-powered Support Equipment must be IMSR'd prior to release. Initial funding cost: 10% of the cost of the asset

All AGE assets will be picked up from 607 MMS/LGW office. For more information, refer to AFI 25-101 PACAFSUP section 3B.

## Common Support Equipment

**Readiness Spares Packages**  
(MRSP, CRSP, etc.)

All Readiness Spares Packages must be IMSR'd prior to release.  
Initial funding cost: 100% of the cost of the package

All RSP assets will be picked up from the assigned WRM storage location. For more information, refer to AFI 25-101 PACAFSUP section 3B.

## Point of Contact

607 MMS/LGX is the installation focal point for all reception requests, Land Use Requests (LURs), and Indirect Mission Support Requests (IMSRs).

DSN 315-766-4776/4777

Email address: [607mms.lgx@us.af.mil](mailto:607mms.lgx@us.af.mil)