

635 SCOW WMR Indirect Mission Support

Request (IMSR) Routing Form

**IMSR Release Authority:**

- 60 days or less, Wing WRM Program Manager (WRMPM) approval (On installation only)
- 61-120 days, (60 days or less if assets leaving installation) Command WRMO (CWRMO) approval
- Greater than 120 days, 635 SCOW/WMR 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 635 SCOW/WMR 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 635 SCOW/WMR IMSR SIPR/NIPR Share Point. 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 635 SCOW/WMR for consideration.
3. Upon approval by 635 SCOW/WMR, 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 will provide a WRM FS Form 7600A General Terms & Conditions (GT&C) (form and instructions located on WRM IMSR SharePoint); 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/WMR.
5. The FS Form 7600A GT&C must be signed by a Financial Manager (Resource Advisor, Budget Analyst, etc.), and must acknowledge reimbursable costs could potentially be incurred across multiple fiscal years. The estimated agreement amount will include 10% of the equipment cost and 100% of the expendables and MRSP costs. On a case by case basis, the estimated agreement amount can be based on historical data, but must be approved by the 635 SCOW/WMR office. Reconstitution must be reimbursed using funding current at the time that expenses are determined, which does not occur until all WRM assets are returned to the appropriate storage location, reconstituted and are in deployable status.
6. 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. An estimated repair completion date will be provided, and status tracked for assets not fully mission capable upon return to storage. Once all WRM assets are returned to the appropriate storage location, reconstituted and are in deployable status, the storing unit will submit the 635 SCOW/WRM IMSR Reconstitution Letter (via the WRM SharePoint) to 635 SCOW/WMR and other agencies included in the original request message. This dollar amount will then be billed against a MIPR provided by the requesting organization. The storing command will provide WRM 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/WMR, DSN 576-6616, or via email at 635SCOW.WM@us.af.mil. For a list of CWRMO's visit the [635 SCOW/WM SharePoint](#)

PART I - COMPLETED BY REQUESTING WING/ORGANIZATION

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 Request:			
Will WRM be used for other than the United States Air Force ? (i.e. Army, Navy, Marines or Foreign Country)	Yes	No	

WRM Equipment Requested (Additional lines available on page 4)

	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 (can items be purchased/rented/contracted?):

Prior actions accomplished to fill this requirement(were attempts made to purchase/rent/contract)?

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 FS Form 7600A GT&C/ACSA is sent to the 635 SCOW/WMR 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 FS Form 7600A GT&C/ACSA is sent to the 635 SCOW/WMR office for FM validation.

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.

Additional Remarks:			
Command WRMO E-mail Address:		DSN:	
Date: (dd mmm yyyy)		Command WRMO Signature:	digital signature

Forward Digitally Signed IMSR Form to 635 SCOW/WMR. Regardless of IMSR approval level, ensure FS Form 7600A GT&C/ACSA is sent to the 635 SCOW/WMR office for FM validation.

PART III - 635 SCOW/WMR IMSR EVALUATION/COST ESTIMATE

441 VSCOS Decision: Approve: Disapprove: Source From:

441 VSCOS E-mail Address:		DSN:	
Date: (dd mmm yyyy)		441 VSCOS Signature:	digital signature

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

✓	Tentatively approves request contingent upon the receipt of a FAL/ACSA by 635 SCOW/WMR. Upon receipt of the FS Form 7600A GT&C/ACSA, 635 SCOW/WMR will provide release authority to the storing facility and notification to the requestor.
✓	Disapproves the request based upon insufficient justification/approval. 635 SCOW/WMR will reconsider any appeals to this decision if provided additional supporting information.
✓	Will coordinate concurrence with AF/A4LX as the WRM request provides support to other than Air Force units or to a foreign country.

Additional Remarks:			
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IMSR Request Number:		Independent Government Cost Estimate:	
E-mail Address:		DSN:	
Date: (dd mmm yyyy)		635 SCOW/WMR Readiness & Requirements Signature:	digital signature

PART IV - COMPLETED BY AF/A4LX

	Request approved. Proceed with ACSA transfer to 635 SCOW/WMR to fund Independent Government Cost Estimate provided, (FS Form 7600A GT&C for DoD activity) Upon verification of the FS Form 7600A GT&C/ ACSA the 635 SCOW/WMR will provide release authority to the storing facility/notification to the using unit.		
	Disapprove this request based upon insufficient justification/approval. AF/A4LX will reconsider any appeals to this decision if provided additional supporting information.		
Additional Remarks:			
E-mail Address:		DSN:	
Date: (dd mmm yyyy)		AF/A4LX Signature:	digital signature

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

PART V - 635 SCOW/FM FINANCAL VALIDATION AND WMR FINAL APPROVAL

E-mail Address:		DSN:	
Date: (dd mmm yyyy)		635 SCOW/FM Financial Management Office Signature:	digital signature

NOTE: 635 SCOW/WMR, Notify Losing Command WRM0 of IMSR approval/items after final signature.

E-mail Address:		DSN:	
Date: (dd mmm yyyy)		635 SCOW/WMR Readiness & Requirements Signature:	digital signature

FOR OFFICIAL USE ONLY (FOUO)

WRM Equipment Requested (Continued from Page 2)

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