WILD WEASEL WRAP-UP

35 FW/PA DSN: 226-3075

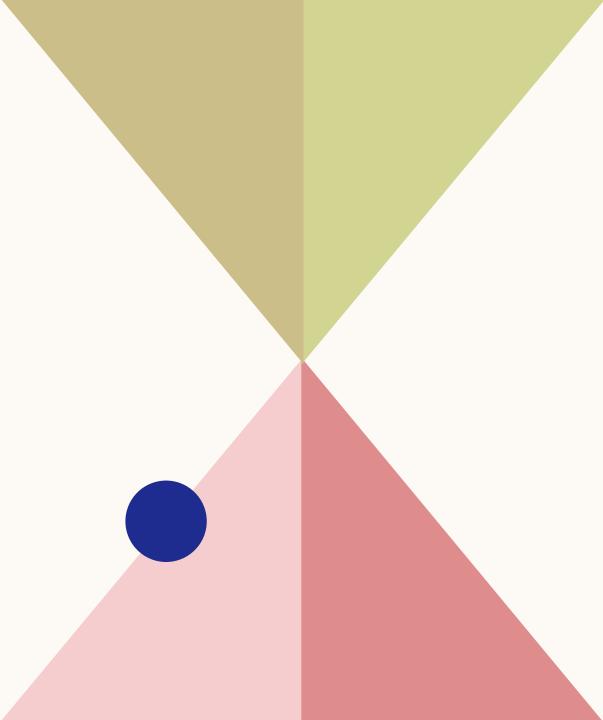
OVERVIEW

Wrap-Up Purpose

Responsibilities

Requirements

Procedures



PURPOSE

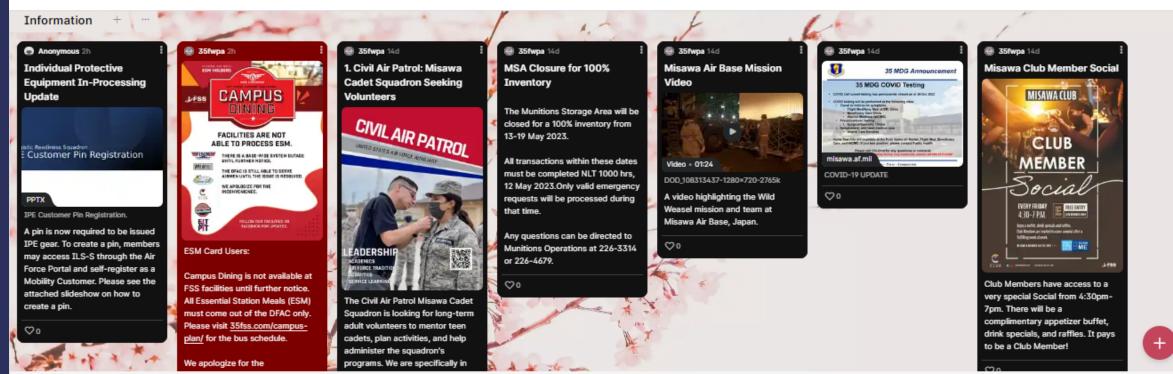
The official Misawa Air Base website is the premiere resource for the 35th Fighter Wing Commander to inform the Team Misawa community. The Wild Weasel Wrap-Up is a bulletin board-like tool that members of the community can use to post information relevant to the Team Misawa community. The bulletin was created to minimize base-wide emails that were constantly being deleted and overwhelming Airmen as well as to give Airmen a quicker way to get their information out via an official source.



ENT WILD WEASEL WRAP-UP

AMC TERMINAL BASE DIRECTORY CONTACT US Q





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RESPONSIBILITIES

- Appointed 35 FW/PA office personnel will review draft posts via Padlet each duty day between 0730-1630.
- Appointed 35 FW/PA office personnel will ensure information is accurate, relevant and follows community standards and guidelines.
- Appointed 35 FW/PA office personnel will approve appropriate posts and deny inappropriate posts via the Misawa AB Padlet account.
- The Wrap-Up will be shared each week in a social media post along side the Community Calendar.
- The Wrap-Up is available to private organizations, professional development groups and all Team Misawa members with an announcement relevant to the community in real-time vs. waiting for a weekly email.
- Posts that are either one month old or no longer relevant (whichever comes first) will be moved to the Archive Bulletin available via Padlet.

REQUIREMENTS

- Posts can feature text, links, images, gifs, files and YouTube videos.
- Posts will not include any profanity, nudity, political messaging, discriminatory messaging or any messaging in violation of Department of the Air Force Instructions (DAFI), community standards or Department of Defense policy.
- Posts may announce events available on- or off-base available to Team Misawa members that aren't restricted due to safety, U.S. law, Japan law or DOD policy. Contact 35 FW/JA with any specific questions.
- Posts may announce on- and off-base events hosted by private organizations, professional development organizations, helping agencies associated with the U.S. Air Force.
- Private organization posts must be free to attend and open to a large cross section of the community.
- Posts may announce base closures, road closures, office closures, adjustments to hours of operation, etc.
- Posts may not violate OPSEC.

PROCEDURES

WHO CAN POST

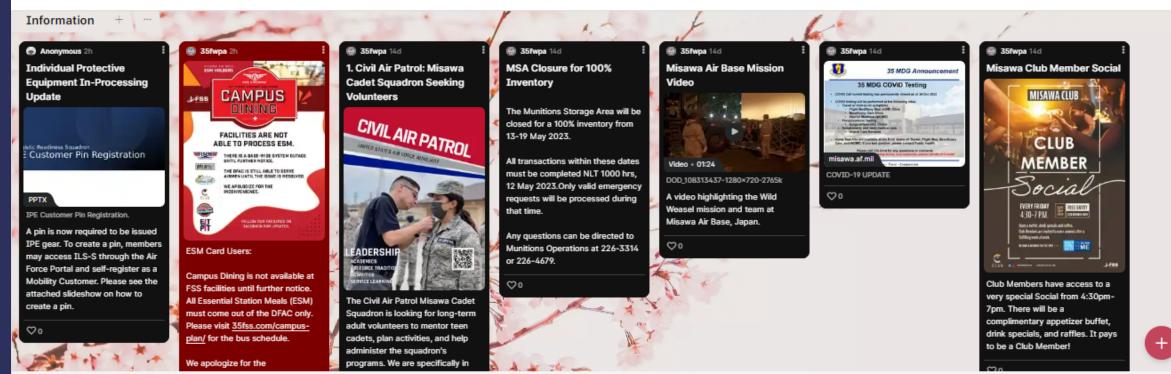
- Private organizations
- Professional organizations
- Helping agencies
- Observance committees
- Air Force offices + customer service agencies

STEPS TO POST

- <u>https://www.misawa.af.mil/</u> <u>Units/Public-Affairs/Wild-</u> <u>Weasel-Wrap-Up/</u>
- Click the '+' next to the section header you want to include your post.
- Create your post!







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QUESTIONS?

35fw.pa@us.af.mil www.misawa.af.mil/Contact-Us/