



WEASEL NOTAM – 35FW-16-30
Wing Installation Network Warning System (INWS-AtHoc) Policy
13 Jul 20



PURPOSE: To disseminate the 35th Fighter Wing (FW) official policy on AtHoc registration and concept of operations.

COMMANDER'S INTENT: Ensure 100% accountability of DoD personnel on Misawa AB and disseminate emergency notifications through AtHoc as required.

BACKGROUND: To help critical information flow in the event of natural disasters, major accidents, and man-made threats, the Office of the Secretary of Defense has directed DoD installations to have a rapid and effective notification capability or INWS. Misawa AB currently uses the AtHoc system to meet this requirement.

IMPLEMENTATION: It is mandatory for all military (REGAF and Air Reserve Component), and DoD civilians to provide an after-hours contact number or personal email emergency notification information. All military and DoD civilian personnel will select their unit, enter their mobile, home, and work phone numbers, and work/personal email addresses into the AtHoc Alerts system self service module within 30 days of assignment to the 35 FW. Members are not required to input their dependent's home phone and personal email, but is highly encouraged. Providing after-duty hours emergency notification information for contractors and non-appropriated funds personnel is strictly voluntary, but is highly encouraged. Foreign Nationals may participate and may remove themselves from the Emergency Mass Notification System at any time.

Units will ensure AtHoc Registration is included on all In-Processing and Out-Processing checklists. Personnel with government cellphones will register and activate the Emergency Mass Notification System mobile application. Text messaging and data rates may apply, please work with your phone provider because charges are not reimbursable. Contractors and non-US citizens with access to NIPRNet are highly encouraged to enter their information. Command Post will send Unit Commanders AtHoc reports quarterly to assess the status of unit personnel registration and the capability of 100% contact. Periodic notifications will be sent to those who have not provided required contact information.

POC: If you have any question relating to this NOTAM, please contact the Command Post at 226-9899.

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