



WEASEL NOTAM – 35FW-19-01
Recurring Wing Events
13 Jul 20



PURPOSE: To notify Group and Squadron leadership on expectations of participating and filling recurring wing events with volunteers.

COMMANDER'S INTENT: To provide succinct guidance for expectations on soliciting and providing recurring wing events volunteers.

BACKGROUND: Every year, the wing hosts important Bilateral and community events that enhance cross-cultural relationships, while promoting harmony, teamwork, respect and understanding among all military members, DOD employees and their families. However, to be more efficient in requesting event volunteers, events will be categorized as either mandatory fill or voluntary optional. If the necessary volunteers are unable to be fielded for a voluntary optional event, then the wing will transfer event to a private organization or honor the observance through media only.

IMPLEMENTATION: The attached recurring wing events excel product details wing mandatory fill and voluntary events with each denoted by a different color. Voluntary events in scope are at the discretion of the event lead. The recurring wing events product contains the following details: month, type of fill, and fill by date. The recurring wing events product is a living document and will be reviewed bi-monthly at the Senior Leader/All Units meeting. The event lead is required to provide monthly updates to wing leadership and a final event brief no later than two weeks prior to scheduled events.

POC: Contact the 35 FW Director of Staff at 226-3531 or the 35 FW Command Chief Executive Assistant at 226-3806 for specific questions about this NOTAM.

JESSE J. FRIEDEL, Colonel, USAF
Commander, 35th Fighter Wing

1 Attachment:
Recurring Wing Events Calendar

RECURRING EVENTS CY21

EVENT	TYPE	MONTH	FILL	POC UNIT	LEAD POC #1	POC UNIT	LEAD POC #2	Chief Mentor	Fill By Mo.	NOTES
Red Feather	Bilateral	Jan							Jul-Sep 20	CGO & SNCO
Dr. Martin Luther Kings Birthday	Observance	Jan	African American Committee	AAH		AAH			Jul-Sep 20	African American Heritage Association (Private Org lead)
Annual Awards	US/Service	Feb	Mandatory Fill						Jul-Sep 20	SNCO // Continuity SharePoint Site
Biennial JAAGA Base Tour	Bilateral	Feb							Jul-Sep 20	Held every other year (last held 2019, next will be 2021)
African American/Black History Month	Observance	Feb	African American Committee	AAH		AAH			Jul-Sep 20	African American Heritage Association (Private Org lead)
Air Force Assistance Fund	US/Service	Mar	Mandatory Fill						Jul-Sep 20	SNCO // Continuity Binder
Women's History Month	Observance	Mar							Dec-20	No Private Org Committee
Japan Day	Bilateral	Apr	Mandatory Fill						Jun-20	CGO & SNCO
Days of Remembrance/Holocaust Remembrance Day	Observance	Apr							Jun-20	No Private Org Committee
National Police Week	Observance	May	SFS	SFS		SFS			Jul-20	SFS must fill
Memorial Day Retreat	US/Service	May	Mandatory Fill	First Sqts		First Sqts			Jan-Mar 20	First Sergeants
Asian Pacific American Heritage Month	Observance	May	APIA Committee	APIA		APIA			Aug-Sep 20	Asian and Pacific Islander Association (Private Org Lead)
Community College of the Air Force Graduation	US/Service	Jun	AFSA	AFSA		AFSA			Oct-20	AFSA
American Day	Bilateral	Jun	Mandatory Fill						Jun-20	CGO & SNCO // A full year of fundraiser is ideal
Bilateral Dining Out	Bilateral	Jun							Oct-20	Both POCs are Enlisted SNCOs // Continuity SharePoint Site
LGBT Pride Month	Observance	Jun							Dec-20	No Private Org Committee
Team RAD	US/Service	Jul - Aug		CSC					Jan-Mar 20	Lead POC must be Community Support Coordinator//CGO or SNCO
Special Olympics	Bilateral	Aug - Oct							Jul-20	CGO & SNCO // Date dictated by off base schools
Women's Equality Day	Observance	Aug							Apr-Jun 20	No Private Org Committee
Air Force Ball	US/Service	Sep	Mandatory Fill						Oct-20	CGO & SNCO // Continuity SharePoint Site
Patriot Day	US/Service	Sep	MDG						Apr-Jun 20	Alternates Lead POC & Assistant POC between MDG and MSG every year
POW / MIA Day	US/Service	Sep	AFSA	AFSA		AFSA			Apr-Jun 20	AFSA
Air Fest	Bilateral	Sep	Mandatory Fill						Apr-Jun 20	CGO & SNCO
Hispanic Heritage Month	Observance	Sep	Hispanic Heritage Committee	HHC		HHC			Apr-Jun 21	Private Org // Continuity SharePoint Site
Combined Federal Campaign	US/Service	Sep	Mandatory Fill						Apr-Jun 20	CGO & SNCO
Fire Prevention Week	Observance	Oct	CES	CES		CES			Apr-Jun 20	CES must fill
SNCO Induction Ceremony	US/Service	Oct							May-20	SNCO
National Disability Employment Awareness Month	Observance	Oct							Jul-Oct 20	No Private Org Committee
Range Day	US/Service	Oct	OSS	OSS		OSS			Jul-Sep 20	OSS must fill
National American Indian Heritage Month	Observance	Nov							Apr-Jun 21	No Private Org Committee
Tree Light Ceremony	Bilateral	Dec							Apr-Jun 21	CGO & SNCO
Santa and Holiday Lights Tour	Bilateral	Dec							Apr-Jun 21	SNCO // Continuity Binder

TYPE	DESCRIPTION
Bilateral	Event that promotes bilateral relations
Observance	Non-mandatory events that Private Orgs can volunteer to do
US/Service	Team Misawa Mission

FILL	DESCRIPTION
Voluntary Optional	Event POCs are voluntary and scope of event at discretion of POC lead
Mandatory Fill	Events POC required per Wing
Need Nominations	Nominations required for event
Received Nominations	Wing received nominations
Nominee Selected	Nominees have been selected