



WEASEL NOTAM – 35FW-17-06
Commander's Additional Duties Guidance
24 Oct 19



PURPOSE: To reduce the number of additional duties impacting the ability of 35 Fighter Wing (FW) units and Airmen to focus on primary duties driven by operational demands.

COMMANDER'S INTENT: This guidance is intended to maximize unit effectiveness by eliminating activities and ancillary training that unnecessarily drain unit resources and Airmen's time.

BACKGROUND: In order to mitigate impacts to wing readiness, time-intensive or otherwise unnecessary additional duties submitted from across the wing have been consolidated, assessed, and either eliminated or reduced as noted in attachment one (1), Eliminated and Reduced 35 FW Additional Duties.

IMPLEMENTATION:

1. Per the Secretary and Chief of Staff of the Air Force's Reducing Additional Duties Memorandum, dated August 18, 2016, Group and Squadron Commanders are authorized to consolidate CSS-assigned duties as appropriate, and/or discontinue non-critical duties beyond their ability to resource. Group and Squadron Commanders will use their best judgement and execute Air Force-directed and locally-directed additional duties not specifically addressed in the attachment, as deemed necessary based on mission needs, local conditions and resource availability per AFI 38-206, Ch. 2.8.1.
2. Units looking to reclaim the duties eliminated or reduced in the attachment will do so via an electronic staff summary sheet appropriately staffed for commander review. The E-SSS should denote why a deviation is required or desired, and provide accompanying rationale on the matter. Refer to the 35th Fighter Wing Staffing and Tasking Guide for additional guidance on the E-SSS submission process.

POC: Contact the 35 FW Director of Staff at 35fw.ds@misawa.af.mil for specific questions regarding this NOTAM.

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Commander, 35th Fighter Wing



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(AFI 38-206, 6 May 2014, *Additional Duty Management*)



Attachment 1:

ELIMINATED AND REDUCED 35 FW ADDITIONAL DUTIES

ADDITIONAL DUTY	CHANGE	PROGRAM OPR	AFI CITATION / WAIVER LVL	RATIONALE
Functional Area Records Manager (FARM), Chief of Records (COR), and Records Custodian	Eliminated	35 CS/SCXK	AFI 33-322; Summary of Changes & paragraph 4 / T-1	Substantial guidance for the proper management and disposition of records for units and individuals exists across the Air Force and DoD
Antiterrorism Squadron Representative	Eliminated	35 SFS (ATO)	AFI 10-245 para. 1.4.6; para. 2.9.1.3/T-1	Random Antiterrorism Measures (RAM) are the only actionable tasks for representatives, however the majority of these tasks are inherent to security forces personnel; units will no longer be tasked to providerepresentatives, and instead RAMs will be conducted by facility managers as needed
Self-Aid & Buddy Care Monitor/ Instructor	Reduced	35 MDG/SGNE (MSgt Barley)	AFI 36-2644 para. 2.6.2-3 / T-3; IC-1 to AFI 36-2644	The requirement for SABC training remains, however unit commanders are no longer required to maintain SABC programs. Squadrons that have a need may retain their SABC instructors. Members needing SABC training for PCS purposes can be referred to another section with instructors. SABC monitoring and documentation for the unit will move to the CSS. Units without a CSS may retain their current SABC monitors. Eventually, both duties will be contracted out at the Air Force level



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Unit Voting Assistance Counselor (UVAC)	Eliminated	35 FW/PA 35 FW/CCP	AFI 36-3107 para. 1.8.4 / T-0	Future plans for the program include a representative at the Air Force Personnel Center who will serve as the central Voting Assistance Counselor (VAC) and will work with the Airman and Family Readiness Centers across installations to provide assistance to Airmen
Individualized Newcomer Treatment and Orientation (INTRO) Manager	Eliminated	N/A	AFI 36-2103 (Rescinded 13 Jan 2017)	With the exception of required in-processing actions, which will be performed by the Commander Support Staff (CSS), all other tasks and responsibilities associated with this program will be eliminated
Unit Laser Safety Rep	Eliminated (exception: units with lasers)	35 AMDS/SGPB	AFI 48-139 para 2.15.3 / T-2; 2.22.2 / T-0	Laser safety representative duties will remain with the office of primary responsibility for those units with lasers
Military Deception Working Group (MDWG) Member	Eliminated	35 FW/IP	AFI 10-704; CJCSI 3211.01F; Joint Pub 3-13.4	The requirement for a MDWG to be established remains per AFI 10-704. Units will identify SMEs to participate in emergent MDWGs in support of HHQ MILDEC taskings only as needed. SMEs will not be tasked for any other MILDEC efforts, while still meeting AFI requirements
Personnel Reliability Program (PRP) Monitor	Eliminated (exception: units with PRP members)	N/A	AFMAN 13-501 Appendix 1 to Enclosure 3, para. 1.e & 1.f / T-1	PRP Monitor duties will only reside in those units with individuals on PRP status



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Operational Security (OPSEC) Coordinators	Eliminated	35 FW/IP	AFI 10-701 para. 1.4.16.2	The requirement to identify an OPSEC coordinator at every unit is eliminated; however, AFI 10-701 still levees all personnel receive localized OPSEC awareness training upon assignment. 35FW/IP will utilize Unit Security Managers to incorporate OPSEC localized training into initial IP indoctrination with personnel upon arrival. USMs will serve as conduits for pertinent OPSEC information (e.g., CIL updates, vulnerability mitigation efforts) between IP and unit CCs resulting in minimal additional effort, still addressing OPSEC requirements, and providing units a conduit for OPSEC info dissemination
Squadron Sports Representative	Eliminated	35 FSS/FSM	N/A	The duties of the Squadron Sports Representative will be fulfilled by the Unit Fitness Program Manager
Unit Software Manager	Eliminated (exception: 35 CS)	35 CS/SCOS	AFMAN 17-1203 para. 3.1.1-3.1.8.2	It is a requirement for the base to have this program, however it will no longer be maintained at the unit level
Unit Dental Health Monitor	Eliminated	35 DS	AFI 47-101 (DHM program internal to 35 DS)	Notification of required dental appointments will be handled through automatic notifications from ASIMS



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Motorcycle Safety Representative	Eliminated (with exceptions noted)	35 FW/SEG	AFI 91-207 para 1.3.4.3 / T-2	Due to the small number of riders within each unit and the limited riding season at Misawa AB, a common MSR shall be established for FWSA, OG, and MDG. Also, a common MSR shall be established no higher than the group-level for MXG and MSG.
Fuel Tank Monitor/Custodian	Retained	<p>35 CES/CEIE - Ms. Ayako Fukikoshi <i>Env Mgt Tank PM</i></p> <p>35 CES/CEIE- Dr. Emily Durham <i>Environmental Management Chief</i></p> <p>35 CES/CEI – Mr. Jack Buchman <i>Installation Chief</i></p>	<p>AFI 23-204 <i>Organizational Fuel Tanks</i></p> <p>“Tank custodian will gauge all tanks for water and fuel prior to receiving fuel, remove water prior to product receipt, verify receipt documentation, verify seals, perform minor maintenance on organizational tanks, report discrepancies, coordinate repair or replacement, etc.”</p> <p>AFI 32-7044 <i>Storage Tank Environmental Compliance</i></p> <p>“Tank custodian will ensure tanks comply with security, safety, accountability, and environmental protection requirements.”</p> <p>Japanese Environmental Governing Standards (JEGS) Chapters 6 & 9</p>	The installation contains 245 storage tanks greater than 55 gallons. Aside from fuel tank custodians, there are three (3) dedicated individuals to support them. One (1) Environmental Tank Manager (35 CES/CEIE) and two (2) QA personnel Fuels (35 LRS/ LGLOQ). Power Production (35 CES/ CEOFP) personnel are not trained, and do not perform, tank inspections when servicing or inspecting supporting generators. AFI 23-204 appropriately mandates monthly inspection of tanks, which provides critical “real-time” asset visibility necessary to prevent accidental discharge due to degradation of storage tanks and their associated support peripherals. This preventative measure, without tank custodians, cannot be met otherwise. Tank custodians also provide direct support to fueling activities to ensure LRS is postured to meet the POL needs of the 35 FW