MISAWA AIR BASE VISIT REQUEST FORM

Today's Date:

Deploying Unit (Required) (Spell Out Acronyms):	Deploying Unit Base Assigned (Required): (and location arriving from, if different)

Deploying Unit POC (Required):	POC'S Duty Phone (Required):	POC'S Email Address (Required):

Misawa AB POC Name & Host Unit (Required) If USN Or USMC Contact NAF-Misawa As Well):	Misawa AB POC Number (Required):

Purpose Of Visit Or Exercise Name (Note: Be Very Specific, Spell Out Acronyms; If Classified Send SPIRNET Email As Well):

Projected Arrival Date (Required):	Departure Date (Required):	Short-Notice Request Justification (Required When Request Is Within 30 Days Of Arrival):

Departure Assistance Requirements (Required):	Arriving Via Military / Commercial Aircraft (Required If Applicable):

Total Number Of Personnel/Aircrew & Passengers (Required):				If Arriving Via Military Airlift, What Kind (Model/MDS) (Required If Applicable):
AIRCREW:	0	PAX:	0	

Number Of DVs (O-6 or above/E-9): (If Applicable, Was MAB Protocol Office Notified? Mark 'Y' Or 'N')					Type/Number Of Aircraft (Required): Provide Flying Schedule
0	○	YES	◉	NO	

Are You Bringing Any Explosives? (Mark 'Y' Or 'N')				Net Explosive Weight (NEW):	HAZ/Class/Division:	Nomenclature/Noun:
○	YES	◉	NO	0		

Are You Going To Perform Any Aircraft Or Ground Related Explosive Operations On Misawa AB? (Required If Applicable)
(I.E. Loading/Unloading, Transporting, Or Handling Explosives) (See page 2 block 9 for armory storage of small arms or heavy weapons.)

Cargo Loading At Misawa AB (Select One):

☒	NONE	☐	ON-LOAD	☐	OFF-LOAD & TRANSPORT	AMMOUNT:	0	LBs.

Type (Pallets & Rolling Stock) And Amount Of Cargo Requiring On-Load/Off-Load: (See page 2 block 8 for classified storage requests.)

Aerospace Ground Equipment (AGE) / Ground Support Equipment (GSE) (Required If Applicable):

Aircraft service: (fuel, dry ice, fleet service, etc.) (Required if applicable) Other service requested: (describe below)	FUEL:	0	LBS

1. Indirect Mission Support Request (IMSR) for War Reserve Material (WRM) must be completed & approved NLT 3 weeks in advance of deadline for release of WRM assets (POC is 315-226-5055).

2. Maintenance liaison of TDY unit must coordinate the following & verify needs:
   a. HAZWASTE/HAZMAT requirements (contact 315-226-3167).
   b. Approximate HAZMAT usage (contact 315-226-3167).
   c. Waste fuel requirement - bowsers & waste plan (contact 315-226-3167).
   d. Cryogenics support - contact Fuels Service Center (contact 315-226-3385).
   e. Vehicle requirements - i.e., Tow vehicles, Bobtails, or aircraft tugs. Specify amount required (contact 315-226-4777).
   f. POL requirement for refueling tow vehicles - VIL key or letter on file to obtain authorization (contact 315-226-3385).
   g. Vehicle flight line training - establish with POC in advance for scheduling training (contact 315-226-7099).

3. Only AF contingency/TDY units requesting AF AGE/GSE may request USAF peacetime or WRM asset usage.
   AF TDY technicians must be supplied & fully qualified to repair and service equipment on loan. (35 MXS AGE at DSN 315-226-3436/1755).

4. NAVY/USMC/ARMY or other must provide their own support equipment.
   NOTE: Certain cases of support request for AGE/GSE may be honored if coordinated in advance (35 MXS AGE at DSN 315-226-3436/1755).

5. Lodging/Billeting Requirements: (Provide names, accurate numbers for POCs, and breakdown by gender & rank, total # rooms requested).
   No lodging reservations will be made at Misawa Inn until reception checklist has been approved through 35 FW.
   Any lodging questions can be directed to Misawa Inn at DSN 315-222-0282. Misawa AB has no off-base lodging options.

6. Transportation Requirements (Number / Type / Justification):
   Vehicles are authorized to conduct official business only. Transportation will not be provided if it is only for personal convenience (i.e. to & from work center/on-off base lodging). The requesting unit must complete the vehicle request form (AF Form 868) & email to 35LRS.VehicleOpsDisp@US.AF.MIL for any cargo or passenger movement being requested. U-Drive-It (UDI) vehicles are limited & may not be available. Inbound unit is advised to seek funds for commercial rental vehicles. All requests will be approved in accordance with AFI 24-301, Ground Transportation.
   NOTE: A Military Interdepartmental Purchase Order (MIPR) or Miscellaneous Obligation Reimbursement Document (MORD) must be provided for any dedicated vehicle support. To operate a GMV on-base, drivers need to have a current and valid USFJ Form 4EJ, state license, and Common Access Card. Members without a 4EJ will be required to pass a written test to receive an on-base only 4EJ driving permit.
   The Misawa Ground Transportation Office can be reached at DSN 315-226-3328.

7. Dining/Messing Requirements: the dining facility on Misawa Air Base is cash only.
   The following are regular operation hours: M-F 0530-0800 / 1030-1300 / 2200-0030.
   On weekends and holidays hours are as follows: 0630-1300 / 1700-1900 / 2200-0030.

8. Communication Requirements: Provide detailed requirements needed, see page 3, block 11. (NIPR access, SIPR access, classified storage/briefing room, cell phones, LMRs)

9. Armory Storage Requirements: Will there be weapons transported that require storage with SFS? (Required if applicable)

10. Additional Remarks: (If needed, continue on page 3)

IMPORTANT INFORMATION

1. Attention All Misawa Units: All groups of thirty-five (35) people or more, or any aircraft deploying to Misawa AB for more than two overnight stays (more than 48 hours) must request approval from the Reception Working Group (RWG). Misawa units sponsoring TDYs/deployments/conferences to/at Misawa are responsible for ensuring the inbound unit is aware and complies with this process. This forum meets as required to ensure deployments are supportable without exceeding the capacity of base resources such as aircraft parking, billeting, transportation, etc. The request worksheet can be received by contacting Wing IGP at DSN 315-226-3990. Email the completed form to 35FW.IGP.PlansAndPrograms@US.AF.MIL NLT thirty days prior to requested support date; however, since base resources are limited, submit your request as soon as possible. Units not complying with these instructions may be denied access to Misawa AB support facilities and assets.

2. Submission of this work sheet will ensure comprehensive routing and tracking of your requests by all applicable base agencies.

3. All Incoming Units: All Cargo/PAX movement needs to be emailed/coordinated with 35 FW/IGP at 35FW.IGP.PlansAndPrograms@US.AF.MIL.

4. Cargo Off/On-loading: Incoming units with cargo will support the following requirements:
   a. Provide an advance team capable of off-loading cargo/PAX.
   b. Provide a certified load planner.
   c. Provide a person certified for Hazard Declaration (HAZDEC) for both download & upload.
   d. Ensure cargo is processed through proper channels at Misawa AB (AMC and 35 FW).
   e. Provide qualified cargo preparation teams (463L pallets, rolling stock, etc.) Through the process of Joint Inspection with the Port.

Have any questions? Contact the Wing Plans Office at DSN 315-226-3990, or email 35FW.IGP.PlansAndPrograms@US.AF.MIL

6. Units conducting flying operations out of Misawa AB must adhere to the following local procedures:
   a. All units deploying with aircraft need to call Airfield Management at 315-226-3110 to acquire a Prior Permission Required (PPR) number no earlier than 7 days & NLT 24 hours prior to the aircraft's estimated arrival to Misawa AB. The Airfield Manager may approve PPRs outside these windows to support contingencies or long range planning of exercises.
   b. Deployed units planning to conduct flying operations out of Misawa must submit DOD International Flights Plan (DD Form 1801) to Air Field Management at 35OSS.OSAM@US.AF.MIL (call 315-226-3110 to confirm receipt) and receive a local area flying procedures brief to include taxi operations from 35 OG/OGV (315-226-1710).
   c. All incoming & outgoing units must clear through 35th SFS and/or Japanese U.S. Customs & Immigration immediately upon arrival & departure from Misawa AB, Japan. The immigration office is located in bldg. 943, and can be contacted at 315-226-4958. All members need to arrive to Misawa AB with a Common Access Card & Orders (CED or DD Form 1610).
   d. Airspace reservations or schedule requests must be sent directly to the 35th Operations Support Squadron, Current Operations Flight's Scheduling Office (35 OSS/OSOS). Contact OSS/OSOS at DSN 315-226-3841 NLT 45 days prior to start of flying operations.
   e. Transient Alert does not support launch/recovery for any local sorties for deployed aircraft due to manning & mission requirements. Deployment/Exercise units need to provide support personnel. A Project Funds Management Record (PFMR) request should be submitted to home station Supply Customer Service before arrival in order to set up a TDY funding account at Misawa, should parts be needed. Transient Alert can be reached at DSN 315-226-4777.
   f. Aircraft requiring cargo or passenger support can contact 35 LRS/LGRDAS at DSN 315-226-5186. All passenger & cargo requirements need to be coordinated through 35 LRS/LGRDAS.
   g. Incoming units need to establish TDY org code/supply account for parts/ mission impaired capability awaiting parts (MICAP). Units requiring parts ordered and/or MICAP support while TDY at Misawa AB need to have their home-station LRS Customer Service contact Misawa LRS Customer Service Section at DSN 315-226-2945 or email 35LRS.SERVICE@US.AF.MIL.
   h. Incoming units are expected to brief aircraft status at daily Production meetings unless otherwise directed. Weekend duty support must be coordinated with the 35 MXS Production Section at DSN 315-226-9510/2931.

7. All units bringing explosives to Misawa must coordinate with Misawa ATOC at DSN 315-226-2470, and 35 Munitions control at DSN 315-226-3039.

8. Any personnel with a requirement to drive on the flight line shall contact the host unit Squadron/Group Airfield Driving Program Manager (ADPM) to receive flight line driver's training.

9. Refer to 35FWI13-204, *Airfield Operations* for more information regarding Airfield Operations at Misawa. It is accessable through https://www.e-publishing.af.mil/ .

10. IAW AFI 25-101, War Reserve Materiel (WRM), Chapter 3, paragraph 3.5.1., WRM may be used to support Joint & AF exercises, training events, competitions, and unit exercises during peacetime operations.

11. Any and all communication requirements must be coordinated with the 35 CS Plans & Resources Flight, at DSN 315-226-2744, or via email at 35CS.SCXP.ALLSCXP@us.af.mil. All requirements must be provided with clear and specific information as well as sufficient justification. Examples include NIPR access, SIPR access, classified storage/briefing room, COMSEC, cell phones, LMRs, frequency requests, circuit and network hardware provisioning, and ISP/OSP (inside/outside plant) infrastructure (network cabling). Specify geographic location of the requirement(s), number of personnel, any hardware/software intended to be used, and what the requester will provide. Not all requests may be fulfilled without proper coordination in advance and may incur monetary charges depending on the nature of the request.

Additional Remarks continued from page 2, block 10: