WEASEL NOTAM 35 FW-19-03
35 FW Visit Request Form
22 Nov 20

PURPOSE: The purpose of the Wing Reception Program is to notify outside agencies on the expectations and requirements for non-routine deployments at Misawa Air Base as well as to review unit reception requests obtained from sponsors to determine if approval is in the best interest of the 35 FW. Additionally, for HHQ directed training events, deployments, and exercises, coordination with Wing Reception POCs is required.

COMMANDER'S INTENT: To provide concise guidance for expectations on allowing outside agencies to utilize the flightline, facilities, and other resources on Misawa AB.

BACKGROUND: Several outside organizations request to utilize the flightline, facilities, and other resources on Misawa Air Base in support of exercises, events, and flying operations. On occasion, the support requirements from these organizations were not made known to wing leadership in advance. In order to improve coordination and communication, a visit request form was developed for outside organizations to request support from the installation.

IMPLEMENTATION: The attached visit request form provides outside organizations the opportunity to request the support they will need from Misawa AB. This form requires coordination and approval of wing leadership prior to allowing the outside organization support and access to the base. All groups of 35 or more, or aircraft deploying to Misawa AB for more than two overnight stays (more than 48 hours) must request approval from the Reception Working Group (RWG). All visit requests need to be submitted no later than 30 days prior to arrival, but it is recommended to submit requests as soon as possible as Misawa has limited resources for incoming units.

Note: 35 FW Visit Request Form is an unclassified document and is provided to coordinating agencies by unclassified means. Do not include classified information in any request. If classified information needs to be addressed, please request to discuss via SIPRNET Email/VOSIP with the Wing Reception POC.

WING RECEPTION POC: Contact 35 FW/IGP Plans and Programs at 35FW.IGP.PlansandPrograms@us.af.mil or DSN 315-226-3990 for specific questions about this NOTAM.

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

1 Attachment
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