



WEASEL NOTAM – 35FW-19-01
Recurring Wing Events
17 Nov 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: type of fill, month, and fill by date. The recurring wing events product is a living document and will be reviewed once a month at the Group Superintendent meeting. The event lead is required to provide monthly updates to wing leadership and a final event brief no later than 30 days prior to scheduled events.

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

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Commander, 35th Fighter Wing

1 Attachment:
FY21 Recurring Wing Events Calendar

WING EVENTS CY21 POC

LINE REMARKS	EVENT	TYPE	MONTH	PRIMARY POC	ALTERNATE POC	Fill By Mo.	Meet w / CCC by:	Meet w / CC by:
	Red Feather	Bilateral	Jan			Oct-20	November	December
	Dr. Martin Luther Kings Birthday	Observance	Jan			Oct-20	November	December
<i>*Chief Mentor</i>	Annual Awards	US/Service	Feb			Aug-20	November	January
<i>*Chief Mentor</i>	**Biennial JAAGA Base Tour (2021 event)	Bilateral	Feb			Oct-20	December	January
	African American/Black History Month	Observance	Feb			Nov-20	December	January
<i>*AFSA</i>	Air Force Assistance Fund	US/Service	Mar			Nov-20	January	February
	Women's History Month	Observance	Mar			Nov-20	January	February
	Japan Day	Bilateral	Apr			Nov-20	February	March
	Days of Remembrance/Holocaust Remembrance Day	Observance	Apr			Jan-21	February	March
<i>*SFS</i>	National Police Week	Observance	May			Jan-21	March	April
	Memorial Day Retreat	US/Service	May			Jan-21	March	April
	Asian Pacific American Heritage Month	Observance	May			Jan-21	March	April
	Community College of the Air Force Graduation	US/Service	Jun			Jan-21	January / April	May
<i>*Chief Mentor</i>	**American Day	Bilateral	Jun			Jan-21	April	May
	**Bilateral Dining Out *2021 event*	Bilateral	Jun			Dec-20	April	May
	LGBT Pride Month	Observance	Jun			Jan-21	April	May
<i>*CVS</i>	Team RAD	US/Service	Jul - Aug			Jan-21	May	June
<i>*Chief Mentor</i>	**Special Olympics	Bilateral	Aug			Dec-20	June	July
	Women's Equality Day	Observance	Aug			Apr-21	60 days prior to event	30 days prior to event
<i>*Chief Mentor</i>	**Air Force Ball	US/Service	Sep			Dec-20	January / April / July	August
	Patriot Day	US/Service	Sep			Apr-21	60 days prior to event	30 days prior to event
<i>*AFSA</i>	POW / MIA Day	US/Service	Sep			Apr-21	60 days prior to event	30 days prior to event
<i>*Chief Mentor</i>	**Air Fest	Bilateral	Sep			Dec-20	January / April / July	August
	Hispanic Heritage Month	Observance	Sep			Apr-21	July	August
	Combined Federal Campaign	US/Service	Sep			Jan-Mar 21	July	August
<i>*CES</i>	Fire Prevention Week	Observance	Oct			Apr-Jun 21	August	September
<i>*TOP III</i>	SNCO Induction Ceremony	US/Service	Oct			May-21	August	September
	National Disability Employment Awareness Month	Observance	Oct			Apr-Jun 21	August	September
<i>*OSS</i>	Range Day	US/Service	Oct			Jul-Sep 21	August	September
	National American Indian Heritage Month	Observance	Nov			Apr-Jun 21	September	October
	Tree Light Ceremony	Bilateral	Dec			Apr-Jun 21	October	November
	Santa and Holiday Lights Tour	Bilateral	Dec			Apr-Jun 21	October	November

**** 6 months - 1 year fundraising required**

TYPE	DESCRIPTION
Bilateral	Event that promotes bilateral relations
Observance	Non-mandatory events / Follow Wing Policy
US/Service	Team Misawa Mission

FILL	DESCRIPTION
Mandatory Fill	Events POC required per Wing
Voluntary Optional	Event POCs are voluntary and scope of event at discretion of POC lead
Bilateral Event	Event that promotes bilateral relations