



**DEPARTMENT OF THE AIR FORCE  
35TH FIGHTER WING (PACAF)  
MISAWA AIR BASE, JAPAN**

21 Mar 2023

MEMORANDUM FOR DISTRIBUTION

FROM: 35 FW/CC

SUBJECT: Delegations of Certain 35 FW and Misawa Air Base Installation Authority

1. I hereby delegate the authorities listed in the attachment, Delegations of Certain 35 FW and Misawa Air Base Installation Authority. Subordinate commanders and my staff are expected to maximize implied delegations to the extent possible (including delegation explicitly contained in regulations and supplements), except those imposed on commanders by law, those not delegable by direction of higher headquarters, or those that should not be delegated because of their obvious importance or special existing local conditions. I reserve the right to exercise the duties I have delegated and expect delegates to keep me appropriately informed of actions for my personal attention.

2. The attached delegations of authority are effective immediately upon my signature and remain in effect until changed or rescinded by me, my successor, law, or regulation. This memorandum supersedes all previous memoranda concerning the aforementioned delegations.

3. My POC for this delegations memo is the 35 FW Director of Staff, DSN 226-3531, 35fw.ds@us.af.mil.

MICHAEL P. RICHARD, Colonel, USAF  
Commander, 35th Fighter Wing

Attachment:

Delegations of Certain 35 FW and Misawa Air Base Installation Authority, 15 July 22

DISTRIBUTION:

Misawa Air Base Installation  
35 FW

**ATTACHMENT:  
DELEGATIONS OF CERTAIN 35 FW AND MISAWA AIR BASE INSTALLATION  
AUTHORITY**

**References to authorities are intended to assist implementation. The delegation remains effective within the scope of a change to an identified authority, unless authority for a Wing commander to act or delegate is withdrawn by the change.**

**DISCIPLINE AND ADMINISTRATIVE ACTIONS**

<b>ACTION</b>	<b>DELEGATEE</b>	<b>AUTHORITY</b>
Receipt of court-martial charges, authenticate the referral of courts-martial charges, authenticate courts-martial convening and promulgating orders, and perform all other administrative duties not requiring convening authority action	35 FW/SJA, DSJA, Acting SJA, and Assistant SJAs	AFI 51-201, paras. 5.11, 9.3.1, 9.4.1, 23.2.2
Excuse up to one third of the special court-martial panel members before a court-martial is assembled	35 FW/SJA, Acting SJA	Rules for Court-Martial (RCM) 505(c)(1); AFI 51-201, para. 10.12
Detail personnel to take depositions under Article 49, Uniform Code of Military Justice (UCMJ)	35 FW/SJA, Acting SJA	AFI 51-201, para. 5.14.2, 23.2.2
Detail government counsel, court reporters and interpreters to act at proceedings convened under Article 32, UCMJ as set forth in the Manual for Courts-Martial (MCM)	35 FW/SJA, Acting SJA	Articles 28 and 32, UCMJ; RCM, 405(d)(2), 405(d)(4), 501: AFI 51-201, paras. 7.2, 23.2.2
Approve requests for voluntary excess leave resulting from court-martial convictions which include a punitive discharge	35 FW/SJA, Acting SJA	Article 76a, UCMJ; AFI 36-3003, paras. 3.2, 4.2.2
Approve travel and non-expert witness fees required for administrative boards, investigations, disciplinary procedures and courts-martial	35 FW/SJA, Acting SJA	AFI 51-201, para. 11.1, 23.2.2; AFMAN 65-605v1, Table 10.2

<p>Approve trial and defense counsel requests for the employment of, and appointment of, expert consultants (with an order of confidentiality for defense representation), and expert witnesses required from cases convened by my authority and set the compensation of said experts. I retain authority to deny such requests.</p>	<p>35 FW/SJA, Acting SJA</p>	<p>RCM 703(d), AFI 52-201, para. 23.2.2</p>
<p>Sign plea agreements or pretrial agreements using the authority line “FOR THE COMMANDER” when decisions on proposed agreements are personally made by 35 FW/CC (orally or in writing)</p>	<p>35 FW/SJA, Acting SJA</p>	<p>RCM 705(D)(3)(A) (MCM 2016 ed.); AFI 51-201 paras. 12.10.1, 23.2.2</p>
<p>Approve delay requests, for good cause, of up to 20 days by an accused to submit matters for the convening authority consideration. I retain the authority to deny an such request</p>	<p>35 FW/SJA, Acting SJA</p>	<p>RCM 1106 (d)(4); AFI 51-201, paras. 13.7.4, 23.2.2</p>
<p>Duties and responsibilities of the Local Responsible Officer (LRO) for managing the Air Force Victim and Witness Assistance Program (VWAP)</p>	<p>35 FW/SJA</p>	<p>AFI 51-201, para. 7.7</p>
<p>Receipt for notifications, synopses, updates, or reports regarding sexual harassment allegations, complaints, or investigations for forwarding to 5 AF/JA and the GCMCA.</p>	<p>35 FW/SJA, Acting SJA</p>	<p>10 USC § 1561(b)(1); AFI 36-2710, paras. 3.6.4, 3.6.4.2.2</p>

**SECURITY**

<b>ACTION</b>	<b>DELEGATEE</b>	<b>AUTHORITY</b>
Authority to appoint a disinterested person(s) to conduct an annual inventory of all drug training aids, conduct an audit of Controlled Substance Training Aid Accountability Folders, and to conduct a no-notice drug training aid inventory once a calendar year or when custodians change	35 MSG/CD	AFI 31-121, para. 8.9.6
Authority to designate key and lock custodians for AA&E facilities within their jurisdiction	35 MSG/CC, 35 OG/CC, 35 MXG/CC, NAF/00, NAF/SECDET	AFI 31-101, Volume 2, para. 10.4.2.17.6
Authority to witness Military Working Dog demonstrations to certify search granting authority	35 SFS/CC	AFI 31-121, para. 6.3.5.1
Authority to terminate Covered Wagon incidents	35 SFS/CC	AFI 31-101, para. 2.2.4.4.3.2
Authority for all traffic supervision matters, Status of Forces Agreement (SOFA) licensing issuing authority, suspension authority, revocation authority, approving authority for all limited driving requests, and approving authority for re-instatement of suspended or revoked licenses.	35 MSG/CC	USFJI 31-205, para 1.6.1
Authority to authorize additional Privately Owned Vehicle(s).	35 MSG/CC	USFJI 31-205, para 1.6.1

**FISCAL AND GIFTS**

<b>ACTION</b>	<b>DELEGATEE</b>	<b>AUTHORITY</b>
Authority to authorize TLA	35 MSG/CC	Joint Travel Regulation (JTR) Chapter 9, Part C
Authorizes Priority 2 personnel to relocate off-base with Overseas Housing Allowance (OHA) when the minimum utilization rate for Priority 2 personnel exceeds 95 percent	35 CES/CC 35 CES/DD	AFI 32-6000, para. 1.2.27.36
Authority to receive NAFFA Commander's Summary Report on my behalf	35 FW/CV	AFI 65-107, para. 2.1.6
Authority to sign ORF Report	35 FW/CV	AFI 65-603, para. 13.5
Authority to approve Non-Appropriated Fund Council Minutes	35 MSG/CC	AFI 34-201, para. 2.3.3
Authority to approve funds for recurring Special Morale and Welfare (SM&W) events such as civic affairs, conferences, recognition programs, and occasions that orient members not to exceed the annual MAJCOM cap limit	Up to \$500: 35 FSS/CC Up to annual cap: 35 MSG/CC	AFI 34-201, para. 12.2.1.2
Authority to approve establishment of private organizations and insurance waiver requests	35 MSG/CC	AFI 34-223, para. 5.1
Authority to accept commercial sponsorships and contributions/donations up to \$1,000 for a NAFI	35 FSS/CC	AFI 34-201, para. 5.7.1.1
Authority to approve/disapprove commercial sponsorships and donations up to \$25,000	35 FSS/CC	AFMAN 34-201, para. 5.8.2.4
Authorize continuous Thrift Shop sales operations and occasional private organization and unofficial activity fundraisers	35 FSS/CC	AFI 34-223, para. 10.10

Authorized to be the approving and appointing authority for reports of survey in their groups up to \$100,000	Group CC's, 35 FW/CV (FWSA), First O-6 in tenant unit	DoD 7000.14-R, Vol 12, Ch 7, 070301.A & 070301.B
Authority to appoint each Investigating Officer in a written memorandum unless investigation is of someone of equal or higher rank	35 FW Sq CCs; Group CC if equal or higher rank	SAF/FMF Memorandum, ROS Time Frames
Authority to be the reviewing authority and approve physical inventory adjustments up to \$50,000 on all reports of survey dealing with supply system stock, where negligence or abuse is not evident or suspected	35 LRS/CC	DoD 7000.14-R, Vol 12, Ch 7, Para. 070202C. & 070802.D
Authority to cite Air Force funds and certify funds availability.	35 CPTS/CC	DoDFMR Vol 14, DFAS-DE 7010.5R

**PERSONNEL**

<b>ACTION</b>	<b>DELEGATEE</b>	<b>AUTHORITY</b>
Approval authority for post-mortem exams (autopsy) on US Uniformed Services	35 MDG/CC	AFI 41-210, para. 4.44.5
Authority to approve command sponsorship (Exception: Automatic Command Sponsorship for newborns and military members that separate and are married to another military member, this is delegated to 35 FSS/FSPPS, Section Chief, Customer Support	35 FSS/CC	AFI 36-2110, Attachment 20, para. A20.2
Approval authority to sign Agent Letter for Authorized person	Member's Unit/CC or 35 FSS/CC if Authorized Agent does not have a Unit/CC (not employed or associated with Misawa Air Base)	AFI 36-3026, para. 19.28, and Attachment 10

Authority to approve Special Leave Accrual (SLA)	1st O-6 in Chain of Command	AFI 36-3003, para 6.1.6
Authority to approve voluntary separations prior to expiration of Term of Service (PETS) Separations	35 FW/CV	AFI 36-3208, para. 1.1.2; para. 3.4 and Table 3.1, Note 1
Authority to defer attendance (or be non-recommended) for Enlisted Professional Military Education (EPME)	35 FW Squadron Commanders	DAFI 36-2670, para. 3.4.7.2 DAFMAN 90-161, Table A10.1
Authority to approve annual installation training plan, and to charter/approve the management training committee/chairperson.	35 MSG/CC and MSG/DD	DAFI 36-2670, para. 5.1.11

**LOGISTICS AND READINESS**

<b>ACTION</b>	<b>DELEGATEE</b>	<b>AUTHORITY</b>
Authority to appoint the Installation (Receiver and Supplier) Support Agreement Manager	35 MSG/CC	AFI 25-201, para. 2.4.1.1., and 2.4.3.
Authority to appoint the Transportation Officer/Installation Transportation Officer	35 MSG/CC	AFI 24-602V1, para. 1.14.1; AFI 24-602V2, para. 1.6.1; DTR Individual Missions, Roles, and Responsibilities, para. W
Authority to approve intra-service, intra-agency, inter-agency and memorandums of agreement (not to include international agreements)	35 MSG/CC	AFI 25-201, Attachment 2
Appoint a Container Control Officer to ensure proper control of ISO containers and chassis system assets	35 LRS/CC	DTR Individual Missions, Roles, and Responsibilities, para. W2
Authority to approve Continued Logistics Support packages for dependents remaining after sponsors depart	35 MSG/CC	PACAF notified that MSG/CC is approved to be final decision authority for CLS packages. Awaiting written confirmation

Authority to issue protective equipment as needed and sustainable to support fight tonight requirements	35 MSG/CC	AFI 31-101, para. 2.3.3
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Installation commanders may provide military, Government-owned, or NAF trucks, buses, and other vehicles to scout units only as authorized by service regulations. Scout units will reimburse the Government for APF costs. Commanders may defray or reimburse scout units with NAF for these transportation costs.	35 MSG/CC	USFJI 36-3101, para. 10.4.2
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**HOUSING AND COMMUNITY STANDARDS**

<b>ACTION</b>	<b>DELEGATEE</b>	<b>AUTHORITY</b>
Authorizes Priority 2 personnel to relocate off-base with Overseas Housing Allowance (OHA) when the minimum utilization rate for Priority 2 personnel exceeds 95 percent	35 CES/CC 35 CES/DD 35 CES/CEIH (Housing Office Manager)	AFI 32-6000, para. 1.2.27.36
Authority to approve and disapprove family housing retention and termination requests	Approval: 35 CES/CC and DD Disapproval: 35 MSG/CC	AFI 32-6000, para. 1.2.27.49.1
Authority to approve hardship waiver requests	35 MSG/CC	AFI 32-6000, para. 1.2.27.49.2
Authority to waive 1-year mandatory residency requirement	35 MSG/CC	AFI 32-6000, para. 1.2.27.49.3
Authority to approve and disapprove involuntary relocations	35 MSG/CC	AFI 32-6000, para. 1.2.27.49.4
Authority to approve and disapprove requests for commercial activities (home businesses) in family housing	Approval: 35 CES/CEI Disapproval: 35 CES/CC and DD	AFI 32-6000, para. 2.20



Authority to approve and disapprove exceptions to 30-day limit of social visits in family housing	31 - 90 days: 35 CES/CC and DD 91 - 200 days: 35 MSG/CC	AFI 32-6000, para. 1.2.27.49.7
Authority to waive requirement to replace carpeting in family housing in less than 7 years	35 CES/CC and DD	AFI 32-6000, para. 1.2.27.49.8
Authority to approve and disapprove requests for live-in childcare providers	35 MSG/CC	AFI 32-6000, para. 1.2.27.49.9
Authority to establish local pet policy incorporating Air Force policies	35 MSG/CC	AFI 32-6000, para. 1.2.27.32
Authority to approve off-base residency (with allowances) requests and priority assignments to on-base quarters. I retain authority for disapproval action	35 MSG /CC	AFI 32-6000. para 1.2.27.38
Provide written approval for residents to board “aggressive” or “potentially aggressive” breeds	35 MSG/CC	AFI 32-6000, para. 2.21.1
Authority to approve exceptions to policy authorizing personnel living	35 CES/CEI 35 CES/CEIH (Housing Office Manager)	AFI 32-6000, para. 2.21
Authority to approve operations, maintenance and repair for GOQ dwelling units up to \$35K per unit per year <u>and</u> 50% replacement cost <u>and</u> \$5M per project.	35 MSG/CC 35 CES/CC	AFI 32-6000, Table 11.1
Authority to approve minor alterations for GOQ dwelling units up to \$3K per unit per year.	35 MSG/CC 35 CES/CC	AFI 32-6000, Table 11.1
Authority to approve maintenance and repair for non-GOQ dwelling units up to \$20K per unit per year <u>and</u> 50% replacement cost <u>and</u> \$5M per project.	35 MSG/CC 35 CES/CC 35 CES/DD	AFI 32-6000, Table 11.1

Authority to approve minor alterations for non-GOQ dwelling units up to \$7.5K per unit per year <u>and</u> \$750K per project.	35 MSG/CC 35 CES/CC 35 CES/DD	AFI 32-6000, Table 11.1
Authority to approve maintenance and repair for up to 50% replacement cost <u>and</u> \$1M per project.	35 MSG/CC 35 CES/CC 35 CES/DD	AFI 32-6000, Table 11.1
Authority to approve minor alterations for non-dwelling units up to \$30K per project.	35 MSG/CC 35 CES/CC 35 CES/DD	AFI 32-6000, Table 11.1

**ENVIRONMENTAL**

<b>ACTION</b>	<b>DELEGATEE</b>	<b>AUTHORITY</b>
Authority to sign a hard copy of the hazardous waste shipment manifest	35 MSG/CC	AFI 32-7042, para. 2.7.1.3
Authority to approve manifests for hazardous waste disposal	Hazardous Waste Program Manager and Alternate Program Manager	AFI 32-7042, para. 2.7.1.3

**CIVILIAN PERSONNEL**

<b>ACTION</b>	<b>DELEGATEE</b>	<b>AUTHORITY</b>
Authority to render Step 2 and Step 3 decisions for Non-appropriated Fund employee appeals and grievances	35 MSG/CC	AFMAN 34-310, para. 9.13.2.4 and 9.14.3.4
Authority to approve the Exemplary Civilian Service Award (Equivalent of AFCM)	35 FW/CV, Group CCs	AFI 36-1004, Table 5.1
Authority to approve the Air Force Civilian Achievement Award (Equivalent of AFAM)	35 FW/CV, Group CCs	AFI 36-1004, Table 5.1
Authority to approve requests for Alternative Work Schedules (AWS) and Telework	Employee's Squadron Commander	DODI 1035.01_AFI 36-816

### SERVICES

ACTION	DELEGATEE	AUTHORITY
Ability to authorize Unit Physical Training Facilities	35 FSS/CC	AFI 34-266, para. 1.3.4
Ability to authorize dining facility patrons	35 FSS/CC	AFI 34-239 A2.1
Ability to “bump” Priority 2 customers, with confirmed reservations or assigned quarters, when emergency or contingency conditions, or higher priorities exist	35 MSG/CC	AFI 34-135, para. 3.5.1
Ability to reserve the right to refuse service to any guest for cause	Lodging Manager	AFI34-135, para. 3.1.7
Ability to waive aircrew lodging requirements on a temporary basis for reasons of military necessity	35 MSG/CC	AFI 34-135, para. 1.14.4
Approval authority for concessions, agency, and vending activities review and approval	35 MSG/CC	AR 215-8/AFI 34-211(i) paragraph 2-4.m.

### CONTRACTING AND ACOUISITIONS

ACTION	DELEGATEE	AUTHORITY
Requirements Approval Authority for all service contract requirements greater than the simplified acquisition threshold (\$250K), but less than \$10M (S-CAT V)	35 FW Sq Commanders or Deputy (O-4/GS-13 and above)	AFI 63-138, para. 2.8 and Table 3.1 dated 30 Sep 19
Requirements Approval Authority for all service contract requirements greater than \$10M, but less than \$100M (S-CAT IV)	Group CCs	AFI 63-138, para. 2.8 and Table 3.1 dated 30 Sep 19 & COMPACAF Delegations dated 3 Sep 19
Services Designated Official (SDO) for all service contract requirements greater than the simplified acquisition threshold (\$250K), but less than \$10M	35 FW Sq Commanders or Deputy (O-4/GS-13 and above)	AFI 63-138, para. 2.4 and Table 2.1 dated 30 Sep 19 & COMPACAF Delegations dated 3 Sep 19

Services Designated Official (SDO) for all service contract requirements greater than \$10M, but less than \$100M (S-CAT IV)	Group CCs	AFI 63-138, para. 2.4 and Table 2.1 dated 30 Sep 19 & COMPACAF Delegations dated 3 Sep 19
Source Selection Authority for all Operational Acquisitions greater than \$10M and exempt from AFI 63-138	35 FW Sq Commanders or Deputy (O-4/GS-13 and above)	AFFARS MP5315.3, para 1.4.1.1

**CIVIL ENGINEERING**

<b>ACTION</b>	<b>DELEGATEE</b>	<b>AUTHORITY</b>
Authority to activate the Emergency Operations Center (EOC) based upon the time and needs of the incident or emergency	35 MSG/CC, Incident Commander	AFI 10-2501, para. 5.5.1
Approval authority for all EOD off-base responses excluding the Misawa Incinerator and Draughon Range	35 MSG/CC	AFI 32-3001, EOD Program, para. 3.1.6.1
Authority to approve appropriated Operations and Maintenance Fund projects	35 CES/CC and DD	AFI 32-1020, AFIMSC/CC memo (12 Oct 15), AFIMSC/CC Re-delegation of project Approval Authority for Repair and Unspecified Minor Construction
Authority to approve Non-Appropriated Fund projects up to \$200,000.00; NAF repair projects using NAF up to \$500,000; NAF repair projects using Appropriated Funds (APF) up to \$1,000,000.00; and NAF maintenance projects regardless of dollar value	35 MSG/CC 35 CES/CC and DD	AFI 32-1020, Chapter 6; Delegation of Project Approval Responsibility for Repair Projects and Unspecified Minor Construction (UMC) using Appropriations Available for Operations and Maintenance and Commissary Surcharge, Non-Appropriated Fund and Privately Financed Equities. (6 Jun 2018)
Authority to approve Military Family Housing fund projects	35 MSG/CC 35 CES/CC and DD	AFI 32-6000, Table 11.1
Authority to approve Army Air Force Exchange Service fund projects	35 MSG/CC 35 CES/CC and DD	AFI 32-1020

Authority to chair Environmental, Safety, and Occupational Health Council (ESOHC)	35 FW/CV	AFI 90-801, para. 3.4.1
Designate an Director (s) or Co-Directors of the Installation Mission Sustainment Team (IMST)	35 MSG/CC, 35 OG/CC	AFI 90-2001, para. 2.29
Authority to approve construction siting	MILCON & JFIP projects: FW/CC All other site plans: 35 CES/CC and DD	AFI 32-1015, Chapter 6

**MEDICAL**

<b>ACTION</b>	<b>DELEGATEE</b>	<b>AUTHORITY</b>
Oversight of the Installation Public Defibrillator Program (PAD)	35 MDG/CC and CD	AFI 44-177, para. 2.4

**SAFETY**

<b>ACTION</b>	<b>DELEGATEE</b>	<b>AUTHORITY</b>
Authority to chair Traffic Safety Coordination Group	35 FW/CV	AFI 91-207, para. 1.3.3.4

**EQUAL OPPORTUNITY**

<b>ACTION</b>	<b>DELEGATEE</b>	<b>AUTHORITY</b>
Authority to accept or dismiss (in whole or in part) civilian equal employment opportunity complaints pursuant to 29 CFR § 1614.107.	35 EO Director or 35 FW/CV	AFI 36-2710, para 1.3.25.5

### COMMUNICATIONS

<b>ACTION</b>	<b>DELEGATEE</b>	<b>AUTHORITY</b>
Appoint best qualified Key Management Infrastructure (KMI) Operating Account Manager (KOAM) and a sufficient number of Alternate KOAMs to the COMSEC Account	35 CS/CC	AFI 17-1302-O, para 2.11.3

### INFORMATION PROTECTION

<b>ACTION</b>	<b>DELEGATEE</b>	<b>AUTHORITY</b>
Information Protection Oversight	35 FW/CV	AFI 16-1404, para. 1.3.3
Approve and recertify classified open storage rooms/areas	35 FW/IP Chief, Information Protection	AFI 16-1404, para. 2.4.7
Designate classified contractor operations as cleared facilities, visitor groups or intermittent visitors	35 FW/IP Chief, Information Protection	AFI 16-1605, para 2.4.4
Enter into security agreements with contractors by signing Visitor Group Security Agreements (VGSA)	35 FW/IP Chief, Information Protection	AFI 16-1605, para 2.4.5

### DEMO TEAM

<b>ACTION</b>	<b>DELEGATEE</b>	<b>AUTHORITY</b>
Authority to review the grade sheet of every practice and demonstration	35 FW/CV, 35 OG/CC, 35 OG/CD	AFI 11-246V1, para. 1.4.5.9

## COMMAND POST

<b>ACTION</b>	<b>DELEGATEE</b>	<b>AUTHORITY</b>
Authority to waive certain responsibilities of NCOIC, C2 Operations	35 FW/CV	AFMAN 10-207, para. 3.1.6.3
Authority to approve single controller operations.	35 FW/CV	AFMAN 10-207, para 3.2.1.3
Authority to waive certain requirements for NCOIC, C2 Operations Training	35 FW/CV	AFMAN 10-207, para 3.2.9.1
Authority to waive 6 month time on station requirement for appointment to alternate NCOIC, C2 Operations Training position	35 FW/CV	AFMAN, 10-207, para. 3.2.9.2
Authority to waive NCOIC, C2 Operations Reports position oversight of the Readiness Reporting Program, controlling SORTS and DRRS	35 FW/CV	AFMAN 10-207, para 3.2.10.1
Authority to allow the senior controller position to be manned with a 1C351, as manning dictates	35 FW/CV	AFMAN 10-207, para. 3.2.11.1
Authority to certify Command Post controllers	35 FW/CV	AFMAN 10-207, para. 7.3.7.1