



WEASEL NOTAM – 35FW-16-23  
Leave and Pass Policy  
9 Aug 22



**PURPOSE:** To inform military members of the 35th Fighter Wing Leave and Pass Policy.

**COMMANDER'S INTENT:** Encourage military personnel to take advantage of travel opportunities throughout Japan while maintaining personnel accountability and mission readiness.

**BACKGROUND:** Military leave and passes are an important part of Airmen regeneration and maintaining readiness. While stationed in Japan, Airmen should take advantage of leave and passes in order to experience as much of the culture as possible. We must balance these travel opportunities with mission requirements, maintaining personnel accountability and operational readiness at all times. That said, all leave and passes must comply with AFI 36-3003, *Military Leave Program*.

**IMPLEMENTATION:** Regular and Special passes are limited to the country of Japan, herein defined as the main Japanese island chain spanning from Hokkaido in the north to Kyushu in the south. If a military member desires to travel outside of this area, the member must take leave. Any military member staying overnight outside the local Misawa area on a pass will provide their supervisor with a travel plan and contact information. The local Misawa area is defined as anywhere in the Tohoku Region. The Tohoku Region consists of Aomori, Iwate, Akita, Miyagi, Yamagata and Fukushima Prefectures. Supervisors will only approve a pass if they are reasonably sure members are able to return prior to the next required duty day i.e. having verified and reliable means of return.

**APPLICABILITY:** This order is applicable to all military personnel assigned to Misawa Air Base, including Reserve personnel when serving in a Reserve capacity, National Guard personnel on Title 10 status, and personnel in a TDY/TAD, deployed, leave, or pass status. This order is effective 9 Aug 2022 and shall remain in effect until modified or rescinded. This is a lawful order punishable under Article 92 of the Uniform Code of Military Justice.

**POC:** If you have any questions relating to this NOTAM, please contact the Military Personnel Section Superintendent at DSN 226-5450.

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