



WEASEL NOTAM – 35FW-17-06  
Commander's Additional Duties Guidance  
9 Aug 22



**PURPOSE:** To reduce the number of additional duties impacting the ability of 35 Fighter Wing units and Airmen to focus on primary duties driven by operational demands.

**COMMANDER'S INTENT:** This guidance is intended to maximize unit effectiveness by eliminating activities and ancillary training that unnecessarily drain unit resources and Airmen's time.

**BACKGROUND:** In order to mitigate impacts to wing readiness, time-intensive or otherwise unnecessary additional duties submitted from across the wing have been consolidated, assessed, and either eliminated or reduced as noted in attachment one (1), Eliminated and Reduced 35 FW Additional Duties.

**IMPLEMENTATION:**

1. Per the Secretary and Chief of Staff of the Air Force's Reducing Additional Duties Memorandum, dated August 18, 2016, Group and Squadron Commanders are authorized to consolidate CSS-assigned duties as appropriate, and/or discontinue non-critical duties beyond their ability to resource. Group and Squadron Commanders will use their best judgement and execute Air Force-directed and locally-directed additional duties not specifically addressed in the attachment, as deemed necessary based on mission needs, local conditions and resource availability per AFI 38-206, Ch. 3.5.3.
2. Units looking to reclaim the duties eliminated or reduced in the attachment will do so via an electronic staff summary sheet appropriately staffed for commander review. The e-SSS should denote why a deviation is required or desired, and provide accompanying rationale on the matter. Refer to AFH 33-337, *Tongue and Quill* for additional guidance on the e-SSS submission process.

**POC:** Contact the 35 FW Director of Staff at 35fw.ds@misawa.af.mil for specific questions regarding this NOTAM.

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Commander, 35th Fighter Wing

1 Attachment:  
ELIMINATED AND REDUCED 35 FW ADDITIONAL DUTIES



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Attachment: ELIMINATED AND REDUCED 35 FW ADDITIONAL DUTIES

<b>Additional Duty</b>	<b>Change</b>	<b>Program OPR</b>	<b>AFI Citation/Waiver Lvl</b>	<b>Rationale</b>
Self-Aid & Buddy Care Monitor/ Instructor	Reduced	35 MDG/SGNE	AFI 36-2644 para. 2.4.1; 2.6.2-3/T-3; 2.7.1; IC-1 to AFI 36-3644; (DoDI) 1322.24	Unit CCs provide SABC training for assigned AF personnel and designated civilian/contract employees for their specific Air Expeditionary Force vulnerability period. Unit CC must conduct and maintain a SABC training program. Members needing SABC training for PCS purposes may attend and/or consolidate SABC training with other unit instructors. SABC monitoring may be “dual-hatted” with other unit positions such as Unit Training Manger, Unit Deployment Manager, or SABC Instructor. The Air Force will transition from SABC training to role-based TCCC training.
Unit Laser Safety Rep	Eliminated (exception: units with lasers)	35 AMDS/SGPB	AFI 48-139 para. 2.12.1	Laser safety representative duties will remain with the office of primary responsibility for those units with lasers
Military Deception Working Group (MDWG) Member	Eliminated	35 FW/IP	AFI 10-704-S; CJCSI 3211.01F; Joint Pub 3-13.4	The requirement for a MDWG to be established remains per AFI 10-704. Units will identify SMEs to participate in emergent MDWGs in support of HHQ MILDEC taskings only as needed. SMEs will not be tasked for any other MILDEC efforts, while still meeting AFI requirements
Personnel Reliability Program (PRP) Monitor	Eliminated (exception: units with PRP members)	N/A	DoDM5210.42_AFMAN 13-501 Appendix 1 to Enclosure 3, para. 1.e & 1.f/T-1	PRP Monitor duties only reside in those units with individuals on PRP status



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Operational Security (OPSEC) Coordinators	Eliminated	35 FW/IP	AFI 10-701 para. 2.19.4	The requirement to identify an OPSEC coordinator at every unit is eliminated; however, AFI 10-701 still levees all personnel receive localized OPSEC awareness training upon assignment. 35FW/IP will utilize Unit Security Managers to incorporate OPSEC localized training into initial IP indoctrination with personnel upon arrival. USMs will serve as conduits for pertinent OPSEC information (e.g., CIL updates, vulnerability mitigation efforts) between IP and unit CCs resulting in minimal additional effort, still addressing OPSEC rqmts, and providing units a conduit for OPSEC info dissemination.
Unit Dental Health Monitor	Eliminated	35 DS	AFI 47-101 (DHM program internal to 35 DS)	Notification of required dental appointments will be handled through automatic notifications from ASIMS.
Motorcycle Safety Representative	Eliminated (with exceptions noted)	35 FW/SEG	AFI 91-207 para 1.3.4.3/T-2	Due to the small number of riders within each unit and the limited riding season at Misawa AB, a common MSR shall be established for FWSA, OG, and MDG. Also, a common MSR shall be established no higher than the group-level for MXG and MSG.



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Fuel Tank Monitor/Custodian	Retained	35 CES/CEIE Mr. Gavin Woo <i>Environmental Management Chief</i>  Mr. Jack Buchman <i>Installation Chief</i>	AFI 23-204, para. 8.  AFI 32-7044, para. 1.8.12.  Japanese Environmental Governing Standards (JEGS) Chapter 6 & 9	<p>The installation contains 245 storage tanks greater than 55 gallons. Aside from fuel tank custodians, there are three (3) dedicated individuals to support them. One (1) Environmental Tanks manager (35 CES/CEIE) and two (2) QA personnel Fuels (35 LRS/LGLOQ).</p> <p>Power Production (35 CES/CEOFP) personnel are not trained, and do not perform tank inspections when servicing or inspecting supporting generators. AFI 23-204 appropriately mandates monthly inspections of tanks, which provides critical “real time” asset visibility necessary to prevent accidental discharge due to degradation of storage tanks and their associated support peripherals. This preventative measure, without tank custodians, cannot be met otherwise. Tank custodians also provide direct support to fueling activities to ensure LRS is postured to meet the POL needs of the 35 FW.</p>
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