



WEASEL NOTAM – 35FW-19-01
Recurring Wing Events
7 Mar 23



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 SEL 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.

MICHAEL P. RICHARD, Colonel, USAF
Commander

Attachment:

1. FY23 Recurring Wing Events Calendar