



WEASEL NOTAM – 35FW-19-01
Recurring Wing Events
30 Jan 24



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 the 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 within the 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, 35th Fighter Wing

Attachments:

1. CY24 Recurring Wing Events Calendar
2. CY25 Recurring Wing Events POC Nominees

WING EVENTS CY24 POC

LINE REMARKS	EVENT	TYPE	MONTH	PROJO 1	PROJO 2	Fill By Mo.	Initial Meeting	Meet with CCC &/or Protocol by:	Meet w/ CC by:	Meet with PA	PA support (NOTE: Meeting will determine if more/less support is needed)
	Red Feather	Bilateral	Jan			Oct-23		November	December	No requirements	N/A
	Dr. Martin Luther Kings Birthday	Observance	Jan	AAHA	AAHA	Oct-23		November	December	2 weeks prior to event	FB advertisement, photo/video
	African American/Black History Month	Observance	Feb	AAHA	AAHA	Nov-23		December	January	2 weeks prior to event	FB advertisement, photo/video
<i>*Chief Mentor</i>	Annual Awards	US/Service	Feb	MSgt Kennedy	MSgt Gonzales	Oct-23		November	January	30 days prior to event	Photo, base-wide email
<i>*AFSA</i>	Air Force Assistance Fund	US/Service	Mar	SMSgt Christopher Whitmore	MSgt Matthew Hughes	Nov-23		January	February	30 days prior to event	Marquee graphic update, short article
	Women's History Month	Observance	Mar	MSgt Carlisle	MWLA	Nov-23		January	February	2 weeks prior to event	FB advertisement, photo/video
	Days of Remembrance/Holocaust Remembrance Day	Observance	Apr	MSgt Jackie Summers	SMSgt Justen Outlaw	Jan-Mar 24		February	March	2 weeks prior to event	FB advertisement, photo/video
<i>*Chief Mentor</i>	**Special Olympics	Bilateral	Apr	Maj Kimberly Lane	TSgt Jon Paul Fitzgerald	Dec-23		June	July	30 days prior to event	FB & Marquee advertisement, photo, base-wide email
	**Japan Day (36th Annual)	Bilateral	Apr	MSgt Stallworth	MSgt Alex Manco	Nov-23		February	March	30 days prior to event	FB & Marquee advertisement, photo, base-wide email
<i>*OSS</i>	Range Day	US/Service	Apr	Capt Ryan Walsh	TSgt Marcus Makela	Jan-Mar 24		February	March	30 days prior to event	FB & Marquee advertisement, photo, base-wide email
	Chief Induction Ceremony	US/Service	Apr	(Chiefs Group)		Jan-Mar 24		February	March	2 weeks prior to event	Photo
	Asian American & Pacific Islander Heritage Month	Observance	May	MAPI	MAPI	Jan-Mar 24		March	April	2 weeks prior to event	FB advertisement, photo/video
	Memorial Day Retreat	US/Service	May	MSgt Alexander Conner	MSgt Rong Meak	Jan-Mar 24		March	April	30 days prior to event	FB & Marquee advertisement, photo, base-wide email
<i>*SFS</i>	National Police Week	Observance	May	SFS	SFS	Jan-Mar 24		March	April	1 week prior to event	Photo/video
	Sakura Olympics (**NEW from 2023)	Bilateral	May	Capt Khandise Tate-Nero	MSgt Keesha Green	Jan-Mar 24		April	April	2 months prior to event	FB & Marquee advertisement, photo, base-wide email
<i>*Chief Mentor</i>	**American Day (35th Annual)	Bilateral	Jun	MSgt Michael Dewey/MSgt K. Cooper	Capt Andrew Hales	Dec-23		April	May	30 days prior to event	FB & Marquee advertisement, photo, base-wide email
	**Bilateral Dining Out (2021 event)	Bilateral	Jun	MSgt Richard Parsons	MSgt Konrad Goolsby	Dec-23		April	May	1 week prior to event	Marquee advertisement, Photo/video
	Community College of the Air Force Graduation	US/Service	Jun	MSgt Abraham Curiel	TSgt Crystal Garcia	Jan-Mar 24		January / April	May	1 week prior to event	FB advertisement, photo
	LGBT Pride Month	Observance	Jun	LGBTQ+		Jan-Mar 24		April	May	2 weeks prior to event	FB advertisement, photo
<i>*CVS</i>	Team RAD	US/Service	Jul - Aug			Jan-Mar 24		May	June	2 weeks prior to event	Photo
	Women's Equality Day	Observance	Aug	MSgt Maureen Weber	MSgt Samantha Marceron	Apr-Jun 24		60 days prior to event	30 days prior to event	2 weeks prior to event	Photo
<i>*Chief Mentor</i>	**Biennial JAAGA Base Tour (2024 event)*New Month this year	Bilateral	Sep*	MSgt Joseph Tossi	MSgt Aaron Strayhorn	Jan-24		July	August	2 weeks prior to event	FB advertisement, photo
<i>*Chief Mentor</i>	**Air Fest	Bilateral	Sep	Capt Pluneda /MSgt Swafford	MSgt Crader	Dec-23		January / April / July	August	30 days prior to event	FB & Marquee advertisement, photo, base-wide emails
<i>*Chief Mentor</i>	**Air Force Ball	US/Service	Sep	MSgt Nathan Ritz	MSgt Darryl Parker	Dec-23		January / April / July	August	30 days prior to event	FB & Marquee advertisement, photo, a base-wide email
	Combined Federal Campaign	US/Service	Sep	MSgt Ignacio Sandoval	SMSgt Mark Gillett	Jan-Mar 24		July	August	30 days prior to event	FB & Marquee advertisement, photo, a base-wide email, short article
	Hispanic Heritage Month	Observance	Sep	HAHC	HAHC	Apr-Jun 24		July	August	2 weeks prior to event	FB advertisement, photo
	9/11 Remembrance Day (formerly Patriot Day)	US/Service	Sep	Capt Valiolo Nora Swanagan	MSgt Cain	Apr-Jun 24		60 days prior to event	30 days prior to event	2 weeks prior to event	FB & Marquee advertisement, photo, a base-wide email
<i>*AFSA</i>	ROW / MIA Day	US/Service	Sep	AFSA	AFSA	Apr-Jun 24		60 days prior to event	30 days prior to event	30 days prior to event	FB & Marquee advertisement, photo, base-wide email
<i>*CFS</i>	Fire Prevention Week	Observance	Oct	FD		Apr-Jun 24		August	September	1 week prior to event	Photo/video
	National Disability Employment Awareness Month	Observance	Oct			Apr-Jun 24		August	September	No requirements	N/A
<i>*TOP III</i>	SNCO Induction Ceremony	US/Service	Oct			May-23		August	September	2 weeks prior to event	Photo
	National American Indian Heritage Month	Observance	Nov	Capt Javier Borrayo	MSgt Kurtis Chase	Apr-Jun 24		September	October	2 weeks prior to event	FB advertisement, photo
	Tree Lighting Ceremony	Bilateral	Dec	(Community Commons)	(FSS)	Apr-Jun 24		October	November	30 days prior to event	FB & Marquee advertisement, photo, base-wide email
	Santa and Holiday Lights Tour	Bilateral	Dec			Apr-Jun 24		October	November	2 weeks prior to event	Photo

**	6 months - 1 year fundraising
	Must Meet w/ CCP (Protocol)

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

FILL	DESCRIPTION
Voluntary Optional	Event POCs are voluntary and scope of event at discretion of POC lead
Mandatory Fill	Events POC required per Wing
Need Nominations	Nominations required for event
Received Nominations	Wing received nominations
Nominee Selected	Nominees have been selected

WING EVENTS CY25 POC NOMINEES	
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LINE	REMARKS	EVENT	TYPE	MONTH	MSG	MXG	MDG	FWSA	OG	Notes
		Red Feather	Bilateral	Jan						CGO & SNCO
		Dr. Martin Luther Kings Birthday	Observance	Jan						previously filled by AAHA
		African American/Black History Month	Observance	Feb						previously filled by AAHA
*Chief Mentor		Annual Awards	US/Service	Feb						SNCO
		Air Force Assistance Fund	US/Service	Mar						CGO & SNCO
		Women's History Month	Observance	Mar						No Private Org Committee
		Days of Remembrance/Holocaust Remembrance Day	Observance	Apr						No Private Org Committee
*Chief Mentor		**Special Olympics	Bilateral	Apr						MDG CGO & SNCO// Date dictated by off base schools
		Japan Day	Bilateral	Apr						CGO & SNCO / same as last year's POC
*OSS		Range Day	US/Service	Apr						OSS must fill
		Chief Induction Ceremony	US/Service	Apr						Chiefs
		Asian Pacific American Heritage Month	Observance	May			MAPI			AAPI (Private Org Lead)
		Memorial Day Retreat	US/Service	May						First Sergeants
*SFS		National Police Week	Observance	May			MSG			SFS must fill
		Sakura Olympics (*NEW from 2023)	Bilateral	May						TBD
*Chief Mentor		**American Day	Bilateral	Jun						CGO & SNCO / a full year fundraiser is ideal
		**Bilateral Dining Out (2021 event)	Bilateral	Jun			/ NAVY			SNCOs
		Community College of the Air Force Graduation	US/Service	Jun						SNCO
		LGBT Pride Month	Observance	Jun						No Private Org Committee
*CVS		Team RAD	US/Service	Jul - Aug						CGO & SCNO// Lead POC must be Community Support Coordination
		Women's Equality Day	Observance	Aug						No Private Org Committee
*Chief Mentor		**Biennial JAAGA Base Tour (2024 event)	Bilateral	Sep						Held every other year (last held 2019, 2021-cancelled, 2024)
*Chief Mentor		**Air Fest	Bilateral	Sep						CGO & SNCO
*Chief Mentor		**Air Force Ball	US/Service	Sep						OG CGO & SNCO
		Combined Federal Campaign	US/Service	Sep						CGO & SNCO
		Hispanic Heritage Month	Observance	Sep			HAHC			HH (Private Org Lead)
		9/11 Remembrance Day (formerly Patriot Day)	US/Service	Sep						POCs from MDG & MSG every year
*AFSA		POW / MIA Day	US/Service	Sep			AFSA			AFSA
*CES		Fire Prevention Week	Observance	Oct			MSG			CES must fill
		National Disability Employment Awareness Month	Observance	Oct						No Private Org Committee
		SNCO Induction Ceremony	US/Service	Oct						SNCO
		National American Indian Heritage Month	Observance	Nov			/ MSG			previously filled by AIHA
		Tree Light Ceremony	Bilateral	Dec						CGO & SNCO
		Santa and Holiday Lights Tour	Bilateral	Dec						SNCO

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