



WEASEL NOTAM – 35FW-16-30
Installation Network Alerting System (AtHoc) Policy
28 July 2025



PURPOSE: To disseminate the 35th Fighter Wing official policy on the Network Alerting System (AtHoc) registration and concept of operations.

COMMANDER'S INTENT: Ensure 100% accountability of DoD personnel on Misawa Air Base and disseminate emergency notifications through AtHoc as required.

BACKGROUND: Misawa Air Base utilizes the AtHoc Mass Notification System to ensure timely and effective communication during natural disasters, major accidents, and man-made threats. In alignment with the Office of the Secretary of Defense directive, all DoD installations are required to maintain a rapid and reliable emergency notification capability to safeguard personnel and support mission continuity.

IMPLEMENTATION:

1. It is mandatory for all military and DoD civilians to provide an after-hours contact number or personal email emergency notification information.
2. All military and DoD civilian personnel will select their unit, enter their mobile, home, and work phone numbers, and work/personal email addresses into the AtHoc system self service module within 30 days of assignment to Misawa Air Base.
3. Members are not required to input their dependents' home phone and personal email, but it is highly encouraged.
4. Providing after-duty hours emergency notification information for contractors and non-appropriated funds personnel is strictly voluntary but is highly encouraged.
5. Foreign Nationals may participate and may remove themselves from the AtHoc at any time.
6. Units will ensure AtHoc registration is included on all in-processing and out-processing checklists.
7. Personnel with government cellphones will register and activate the AtHoc mobile application.
8. Text messaging and data rates may apply, please work with your phone provider because charges are not reimbursable.
9. Contractors and non-US citizens with access to NIPRNet are highly encouraged to enter their information.
10. Members of the wing operations center, emergency operations center, and threat working group must update their AtHoc profile by clicking the respective box under the "Advanced Information" section and select their applicable distribution list under "Distribution List Members" to ensure they receive recall notifications for these groups.
11. Command Post will send quarterly AtHoc reports to unit commanders to assess the status of unit personnel registration and ensure 100% contact capability.

POC: Contact the 35 FW Command Post at DSN 226-3500 or via email at 35fw.cp@us.af.mil for questions regarding this NOTAM.

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