

**BY ORDER OF THE COMMANDER
35TH FIGHTER WING**

**35TH FIGHTER WING INSTRUCTION
36-2901**



16 DECEMBER 2016

Personnel

**MISAWA AIR BASE
COMMUNITY STANDARDS**

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This instruction implements Air Force Policy Directive (AFPD) 36-29, Military Standards. It outlines elements of Misawa Air Base's (AB) community standards, which serve to protect the safety, health, welfare and overall well-being of Misawa Air Base members. This instruction incorporates 35th Fighter Wing Commander community standards policy letters and applies to every member of Misawa Air Base. Contact the office of primary responsibility (OPR) identified at the beginning of each section if you have any questions regarding a particular subject.

Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, Management of Records, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). Additionally, if the publication generates a report(s), alert readers in a statement and cite all applicable Reports Control Numbers in accordance with Air Force Instruction (AFI) 33-324. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, Recommendation for Change of Publication; route AF Form 847s from the field through the appropriate functional's chain of command.

SUMMARY OF CHANGES

This interim change updates the policy on aggressive dogs (para 3.4.3.1), privately owned weapons procedures (attachment 2), tables for children's use of 35 Force Support Squadron

(FSS) facilities (attachment 5) and the policy on littering, refuse collection, disposal and recycling (attachment 7). It also adds guidance on the use of personal model aircraft on Misawa Air Base (para 7). Lastly, administrative changes were made to update references, improve language and fix minor errors.

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1. Wing Mission, Commander's Intent.

1.1. The mission of the 35th Fighter Wing (FW) is to provide worldwide deployable forces, protect U.S. interests in the Pacific and defend Japan with sustained forward presence and focused mission support. The 35 FW is the host unit at Misawa Air Base, Japan -- the northernmost United States (U.S.) air base in Japan and the only combined, joint service installation in the Western Pacific.

1.2. Commanders will ensure all newly assigned members to their units review the Community Standards **within 5 days** of their arrival. Failure to observe the prohibitions and mandatory provisions of this instruction is a violation of Article 92, Uniform Code of Military Justice (UCMJ).

1.3. Sponsors are responsible for the safety and well-being of their guests and dependents. Sponsors will brief guests and dependents on force protection measures and appropriate behavior in Japan.

2. Commander's Interest Items

2.1. Customs and Courtesies

2.1.1. We are guests in the country of Japan. Our conduct on and off-duty is extremely important to U.S.-Japan relations. All military members, dependents and other civilian personnel on Misawa Air Base (hereafter collectively referred to as Misawa personnel) are expected to behave in a manner that positively reflects on the Department of Defense (DoD) and our Nation. Under no circumstances will Misawa Air Base personnel engage in disrespectful or derogatory action(s), conduct or speech directed towards a Japanese National.

2.1.2. IAW AFI 1-1, Air Force Standards, during the playing of the national anthems of friendly nations, render the same customs and courtesies as those given during the playing of the U.S. National Anthem. If in uniform, render a salute. If not in uniform, pay proper respect by either saluting or placing your hand over your heart. If you are driving a vehicle, stop if consistent with safety and mission requirements.

2.1.3. When displaying the flag of any nation or U.S. state (e.g., within family housing), only the current, official flag may be flown or displayed on Misawa Air Base.

2.2. Equal Opportunity and Treatment Policy

2.2.1. In accordance with AFI 36-2706, it is the responsibility of each member of the Misawa community to promote and contribute to a positive human relations climate, free of harassment and discrimination based on race, sex, religion, age, color, national origin, ethnic group, mental or physical handicap, or sexual orientation. Supervisors at all levels must be committed to this policy and work aggressively toward establishing and maintaining a positive human relations atmosphere in the work place and within the community.

2.2.2. The Equal Opportunity (EO) Office staff is tasked with assessing the base human relations climate and keeping the Installation Commander informed of any factors which may hinder readiness.

2.2.3. The Misawa Air Base Installation Commander is committed to keeping our community free from the debilitating effects of discrimination and harassment. Anyone who has a complaint concerning discrimination or harassment is encouraged to try to resolve the matter at the lowest level of supervision, contact his/her first sergeant or commander, or file a complaint through EO.

3. Standards

3.1. All personnel are expected to uphold standards and represent the DoD and the American people with dignity and respect on and off-duty.

3.2. Public Behavior

3.2.1. Misawa personnel will not wear clothing, use language or display messages (including flags, banners, or streamers) in violation of paragraph 2.2, above. Additionally, civilian attire or messaging with explicit or implied sexual references, obscene/profane words, or that glamorizes illicit drugs or gang activity is prohibited.

3.2.2. Misawa personnel will not play music with inflammatory, profane or derogatory lyrics that violate paragraph 2.2, above. Music shall be played at reasonable sound volume (heard no more than 20 feet from the vehicle or home) so as not to disturb residents of the community.

3.2.3. Use of inappropriate language (e.g., profanity, racial, or ethnic slurs) is prohibited on Misawa Air Base. This includes inappropriate signs, posters, stickers, labels, etc., displayed at on-base housing or on vehicles.

3.2.4. Applicable service guidance will govern the wear of tattoos for U.S. military members on Misawa Air Base. While on Misawa Air Base, civilian members will refrain from displaying tattoos that are prejudicial to good order, discipline and morale or are of a nature to bring discredit upon the Armed Forces.

3.2.5. Active Duty members will comply with Service specific guidelines for the wear of body piercings (e.g. AFI 36-2903, Dress and Personal Appearance of Air Force Personnel).

3.2.6. In public areas, television content must be appropriate for viewing by all age groups. When available, televisions will use installed technology to block content exceeding TV-PG rating. All Misawa Air Base organizations with televisions in public areas must block TV-14 and TV- MA content--specifically for (D) dialogue, (L) language, (S) sex, and (V) violence. Armed Forces Network (AFN) news and sports broadcasts are permissible as long as they are appropriate for all audiences. Commanders Access Channel, AFN Family and 35 FSS informational channels are authorized.

3.3. Substance Use and Abuse.

3.3.1. Drug Abuse.

3.3.1.1. The unauthorized manufacture, receipt, possession, use, and/or distribution of controlled substances on Misawa Air Base by military members, civilian employees, contractors, dependents, or visitors to the installation is prohibited. Military members who violate this prohibition are subject to discipline under the UCMJ. Civilian employees, dependents, and visitors who violate this prohibition are

subject to United States law, Japanese law, 35 FWI 51-901, and other applicable regulations.

3.3.1.2. Synthetic marijuana, a designer drug, has become a major concern at military installations throughout the world. Commonly called K2, Spice, or Fake Weed, this synthetic compound contains dangerous chemical components including, HU-210, HU-211, JWH-018, and JWH-073. Though often sold at smoke shops or through online retailers, this product is illegal. The Drug Enforcement Agency has added the chemicals in this drug to the list of Schedule I substances banned by the Controlled Substance Act. The manufacture, receipt, possession, use, or distribution of any form of synthetic marijuana or like chemical substances on Misawa Air Base by military members, civilian employees, contractors, dependents, and visitors will not be tolerated and will be subject to disciplinary actions. Other drugs and medication, such as “bath salts” and “BRON” are similarly prohibited on Misawa Air Base. Furthermore, any use of legal substances purchased over the counter but used for other than its intended purpose is prohibited. Offenders may be subject to appropriate UCMJ action or Misawa Conduct Adjudication Proceeding.

3.3.1.3. Drug paraphernalia of any kind is prohibited on Misawa Air Base.

3.3.2. Alcohol Use/Abuse.

3.3.2.1. A person must be 20 years old to purchase, consume, or possess alcoholic beverages on- or off-base. **NOTE:** Persons 20 years of age or older will not purchase or provide alcoholic beverages for personnel under the age of 20 years.

3.3.2.2. Alcoholic beverages will not be transported in the passenger compartment of a vehicle after the original cap, stopper, or seal has been removed or broken. (Exception: alcohol with original cap, stopper, or seal removed or broken may be transported in the rear-most area of a vehicle that does not have a trunk.)

3.3.2.3. No alcoholic beverages will be consumed in a vehicle by drivers or passengers.

3.3.2.4. Personnel will not carry open containers of alcoholic beverages outside of establishments that serve alcohol. Dormitories (including dormitory picnic and barbecue areas), housing units, and approved locations hosting official functions and social gatherings may have open containers. However, it is incumbent on the unit or person responsible for the event to ensure personnel do not carry open containers away from the immediate area, and they properly dispose of empty containers. Violators (military, government, civilian and family member civilian) may be subject to appropriate disciplinary action. See 35 FWI 34-219 for additional guidance.

3.3.3. Tobacco Use.

3.3.3.1. In accordance with AFI 40-102, Tobacco Use In The Air Force, tobacco products may not be sold on Misawa Air Base to anyone under the age of 18 (a minor). On Misawa Air Base, minors will not be allowed to purchase or use tobacco products of any kind. Violations will be reported to Security Forces.

3.3.3.2. To protect the health of all personnel, AFI 40-102 also prohibits the use of all tobacco products (cigars, cigarettes, e-cigarettes, pipes, spit/loose tobacco) inside workplaces and public facilities.

3.3.3.3. Smoking is only authorized on Misawa Air Base in designated tobacco use areas. Smoking is prohibited inside all dormitories and Military Family Housing, including Senior Officer Quarters and Prestige Housing. The immediate vicinity of the base hospital is designated a smoke-free campus.

3.4. Military Family Housing (MFH) & Appearance

3.4.1. Appearance.

3.4.1.1. The appearance of base housing directly reflects installation pride and commitment to a safe and well-kept community. Housing appearance will be in accordance with military family housing standards. Attachment 6, subject to change, highlights key points. See the latest MFH brochure for current and complete requirements.

3.4.1.2. Misawa residents will maintain grass/vegetation to a minimum height of 2 inches and a maximum height of 3 1/2 inches. Keep the edges of lawn along sidewalks, driveways, around flower beds, fire hydrants, posts, sheds, fences, trees, and manholes neatly trimmed. Do not dig trenches along sidewalks. Bushes and hedges will not exceed 6 feet in height. Hedges will not exceed 4 feet in width.

3.4.1.3. Misawa residents will remove snow and ice from sidewalks by 0800 daily. Remove snow and ice from steps, driveways, and individual parking spaces as soon as possible after accumulation. Remove icicles, ice and snow from roof overhangs and door stops to prevent safety hazards.

3.4.1.4. Make arrangements to ensure grounds maintenance and snow removal are accomplished during absences such as temporary duty (TDY), temporary additional duty (TAD), leave, etc.

3.4.2. Policy on Littering, Refuse Collection, Disposal and Recycling.

3.4.2.1. Misawa residents are expected to maintain their government quarters, dorms and work centers in a neat, orderly and clean fashion. Littering, clutter and improper waste disposal are not compatible with this objective. Refer to Attachment 7 and the current MFH brochure for details.

3.4.2.2. Hazardous household items will be disposed of IAW Attachment 7.

3.4.3. Pets in MFH

3.4.3.1. AFI 32-6001, Family Housing Management, 31 May 2016, restricts MFH residents from boarding exotic or farm animals, and dogs of any breed (including a mixed breed) deemed "aggressive" or "potentially aggressive". These breeds are defined as a Pit Bull (American Staffordshire Bull Terrier or English Staffordshire Bull Terrier), Rottweiler, Doberman Pinscher, Chow and wolf hybrids. Prohibition also extends to other breeds of dogs or individual dogs that demonstrate or are known to demonstrate a propensity for dominant or aggressive behavior.

3.4.3.2. General Pet Provisions. All animals owned by Status of Forces Agreement (SOFA) personnel must be registered at the base veterinary clinic, maintain current vaccinations, and have individual airline carriers for traveling. Additionally, all dogs and cats must have an appropriate microchip implant. All pet owners must out process through the Veterinary Treatment Facility upon completion of their tour.

3.4.3.3. Dog Parks. The 35 FW currently maintains three dog parks for use by SOFA personnel and their dogs. Pet owners may only use these parks in accordance with the rules posted outside the entrance to each. Failure of pet owners to police and clean up after their dogs may be grounds to close the parks for all users.

3.4.3.4. Pets must be secured with leashes and under positive control while outdoors, except in fenced patios and yards. Pets must not be left tied, unattended or allowed to run loose outside fenced yards. Additional restrictions and requirements can be found in Attachment 9 and the current MFH brochure.

3.4.4. Home Business Policy.

3.4.4.1. AFI 32-6001 governs operating a private business out of government housing. Operating a home business is restricted to certain parameters and may be further limited or denied if the activity has the potential to jeopardize community tranquility, safety, host-nation relations, the installation mission, or is otherwise deemed to be inappropriate for Military Family Housing.

3.4.4.2. The use of government resources or government facilities for personal gain, including a home business, is prohibited. While it is appropriate and acceptable to use one's own residence in a manner that is not disruptive to the community, the use of government property, such as a conference room or tower recreation room, is not permitted for business use. Conference and meeting rooms can be rented from the 35 FSS for these activities.

3.4.4.3. All U.S. Armed Forces personnel, civilian employees and dependents must request permission in writing to run a home business through the 35 CES Housing Office.

3.4.4.4. The Air Force limits home businesses to the sale of products, minor repair services on small items, limited manufacturing of items or tutoring. Home businesses may not resell items (or items made from components) obtained through the Commissary or AAFES, nor use the APO mail system. Similarly, home businesses may not grant access to US facilities and the activities within them (e.g., Fitness Centers, Arts & Crafts, Auto Hobby, etc.) to individuals not otherwise entitled to their use.

3.4.4.5. U.S. Armed Forces personnel, civilian employees and their dependents may not engage in buying, selling, brokering, or transferring cars as a commercial enterprise. Members may only engage in this activity for purchase and resale of POVs for personal use.

3.5. Firearms, Weapons and Explosive Items.

3.5.1. Misawa AB Integrated Defense Plan provides detailed information on firearm, weapons and explosive item authorizations and restriction. Misawa Air Base personnel who fail to comply with this instruction are subject to disciplinary action. See attachment 2, Privately Owned Weapons Procedures, for more details.

3.5.2. Military family housing occupants may store up to three authorized weapons in their on-base quarters or in the Security Forces Armory. All firearms must be registered with Security Forces. Privately owned firearms and other dangerous weapons are prohibited in dormitories.

3.5.3. Off-base housing occupants and dormitory occupants may store up to three authorized weapons in the Security Forces Armory.

3.5.4. A firearms/munitions/explosives amnesty box is located in the northwest corner of the long term parking lot across from the Munitions Storage Area. Use this area instead of trash for all bullets, shotgun shells, fireworks, black powder primers and similar items no longer needed. Refer questions to the 35 CES Explosive Ordnance Disposal Flight, 226-3956.

3.5.5. Ornamental sword sets may be displayed provided they are kept in good taste, maintained in a decorous manner and blades are not sharpened.

3.5.6. Paintball markers are considered gaming instruments, not weapons. They may be stored in family housing units and dormitories provided they contain no paint, have the compressed air cylinder removed, and have either a barrel cover/plug in place or the barrel has been removed. Paintball markers may only be used on Misawa Air Base at the 35 FSS Paintball Fields or other designated paintball venue (indoor or special event) sponsored by and following the rules of the 35 FSS.

3.6. Black Marketing.

3.6.1. Status of Forces Agreement (SOFA) personnel are prohibited from transferring personal property to residents of Japan, except as follows.

3.6.1.1. Personnel are free to transfer personal property purchased on the Japanese economy.

3.6.1.2. Personnel may extend normal social courtesies to friends and acquaintances and may give bona fide gifts of nominal value commensurate with established practice prevailing in Japan.

3.6.1.3. Personnel may transfer items, except tobacco products, which have been in Japan for at least 6 months and are of a value less than 15,000 yen.

3.6.2. For all other personal property, including items with a value of 15,000 yen or more, items may only be transferred after a Japanese Customs Form F-1240 has been completed and mailed to the nearest Japanese customs official, and positive steps have been taken to identify the Japanese recipient to reduce the possibility of the recipient giving a fictitious name and address in order to avoid payment of taxes.

3.6.3. Violations of this prohibition may result in the loss of AAFES and/or DECA privileges and prosecution by United States or Japanese authorities.

4. Safety, Risk Management and Personal Protective Equipment

4.1. In accordance with AFI 91-202, the installation commander's goal is to eliminate or minimize risk while maximizing our readiness posture. Safety must be integrated with operations from start to finish, on and off duty.

4.2. Operation of Automobiles and Motorcycles.

4.2.1. In accordance with AFI 31-218, *Motor Vehicle Traffic Supervision, Misawa AB Supplement.*, 9 Jul 2015, the Installation Commander grants driving privileges on Misawa Air Base for US Forces personnel and their dependents through the issuance of the US Forces Japan Operator's Permit for Civilian Vehicle (USFJ Form 4EJ), which allows personnel to operate a POV in Japan. Personnel must comply with the laws governing motor vehicle registration and operation both on and off the base, or they may forfeit the privilege of driving on the installation.

4.2.1.1. Failure to maintain current registration, Japanese Compulsory Insurance (JCI) and Property Damage Liability Insurance, or road tax could result in automatic suspension or revocation of driving privileges. See AFI 31-218, Misawa AB Supplement for details.

4.2.1.2. In addition to the requirements to operate an automobile, motorcycle riders must also have a motorcycle endorsement on their USFJ Form 4EJ, and carry a Motorcycle Safety Foundation Card.

4.2.2. In accordance with AFI 31-218, Misawa AB Supplement, failure of vehicle operator or occupants to use available restraint system devices (i.e., seat belts and/or child car seats), may result in a driving suspension of up to 30-days for the vehicle operator. Additionally, operators and passengers of motorcycles, mopeds, and all terrain vehicles (3- or 4-wheel) shall wear an approved helmet and proper personal protective equipment (full fingered gloves or mittens, hard-soled over the ankle shoes, long sleeved shirt/jacket and long trousers, eye protection) or they will be ticketed and subject to a driving suspension of up to 30-days.

4.3. Misawa High-Risk Activities (HRA) Program .

4.3.1. In accordance with AFI 91-202, Air Force military personnel must inform their immediate supervisor of their intent to participate in certain activities identified for having a higher potential for personal injury. Air Force civilians and other Misawa residents are encouraged to apply principles from PACAF and Misawa HRA guides to evaluate risks before participating in HRAs.

4.4. Running and Non-motorized Vehicle Safety.

4.4.1. Runners are encouraged to use sidewalks and running trails along their routes. Cyclists, especially families with children, are encouraged to use designated running trails instead of adjacent roadways. When using roadways during hours of darkness and during inclement weather, both runners and cyclists are required to wear reflective gear. **Headphones or ear buds will not be worn while cycling or jogging on roadways.** Headphones or ear buds are authorized when running on sidewalks and designated running trails. All cyclists must wear protective helmets in accordance with manufacturers' recommendations.

4.4.2. Skateboards, scooters, roller skates/blades and "heelies" (wheeled shoes) are prohibited on: roadways, in parking lots while motor vehicles are present, on tennis courts, and within the facilities of the Commissary, Exchange, AAFES Shopettes and banks. Pedestrians have the right of way on sidewalks. Skateboarders, scooter riders and roller skaters/bladers are required to wear protective helmets in accordance with manufacturers' recommendations.

4.5. Pacific Ocean and Base Beach Aquatic Activities.

4.5.1. Due to the powerful ocean rip current in the Pacific Ocean near Misawa, aquatic activities can be very dangerous. The following paragraphs comprise Misawa Air Base's policy for using the Pacific Ocean between Hachinohe and the northeast tip of the Shimokita Peninsula.

4.5.2. Swimming, scuba diving or snorkeling in the Pacific Ocean between Hachinohe and the northeast tip of the Shimokita Peninsula is not authorized. The only exception to this is with a lifeguard present at Misawa Veedol Beach (a.k.a. Misawa Beach), which is south on Route 338, adjacent to the Misawa Fishing Port. (Note: Do not confuse this with "Miss Veedol Beach", located north on Route 338). Ocean areas south of Hachinohe can also be dangerous; swim only in areas designated as "authorized swimming areas." Swimming is permitted at the base beach only in the roped-off swimming area.

4.5.3. Surfing, body boarding, windsurfing, jet skiing and kayaking are allowed on Lake Ogawara (Base Beach) and in the Pacific Ocean wherever not prohibited by local Japanese ordinance. The area around the breakwater on the south side of Misawa Fishing Port is prohibited. Surfers and body boarders will ensure their board leash is attached to their person. All personnel windsurfing, jet skiing and kayaking require personal flotation jackets. Jet skis are considered marine motor vessels in Japan and require a Japanese Personal Watercraft License, Japanese Compulsory Insurance (JCI) and marine liability insurance.

4.6. Construction Site Safety.

4.6.1. See Attachment 6.

5. Control of Family Members and Civilians

5.1. All family members and civilians will adhere to the established community standards for Misawa Air Base. Disrespect, physical or verbal abuse, and family maltreatment will not be tolerated. Established incidents involving family members and civilians will be reviewed by the sponsor's commander. The seriousness of the incident or maltreatment may result in referral to the Misawa Conduct Adjudication Program (MCAP) in accordance with 35 FWI 51-901. Sponsors and unit commanders must ensure family members conform to applicable regulations and directives. A minor is any family member under 18 years of age. Refer to the Age Matrix for Control of Minor Family Members (Attachment 3) for instructions on baby sitting and leaving minors in vehicles, quarters and unaccompanied outside. Any violations of the rules outlined in this matrix should be reported to Security Forces.

5.2. Gross misconduct or disrespect for authority (teachers, recreation or youth activity staff, facility managers, supervisors, security forces, commanders, other officers, senior

noncommissioned officers, and mass transit bus drivers) will be considered a violation of this instruction, as well as an aggravation to other violations that may have been committed. Gross misconduct includes, but is not necessarily limited to, profanity or physical contact.

5.3. A minor found violating this instruction may be detained by Security Forces. Security Forces will contact the minor's sponsor or the sponsor's first sergeant, commander, or enlisted superintendent, and release the child to one of them. Documented acts of misconduct or disrespect for authority will be handled by the agency concerned (e.g., unit commanders, associate units, etc.). Misconduct will be referred to the MCAP when appropriate.

5.4. Violations will be handled in accordance with 35 FWI 51-901 or AFI 40-301, Family Advocacy. Violations may result in the termination of base privileges and/or debarment.

5.5. The following curfew hours have been established for minors:

5.5.1. Curfew the night prior to a school day will be from 2300 to 0500 and the night prior to a non-school day will be 2400 to 0500.

5.5.2. During curfew hours, no minor will be out of doors (including being inside a motor vehicle) except as follows:

5.5.2.1. The minor is accompanied by his/her sponsor or a responsible adult appointed by the sponsor.

5.5.2.2. If employed, the minor will have 30 minutes to return to his/her quarters after termination of work.

5.5.2.3. A minor participating in official functions that extend after curfew hours will have 30 minutes to return to his/her quarters after termination of the function.

5.6. Sponsors are responsible for their children while they are out of their direct supervision. Children are not allowed to play in base housing stairwells, hallways, elevators, vehicle underpasses, lobbies, garbage collection rooms, or other locations that may be dangerous or harmful (e.g., locations specifically designated off limits, construction areas, abandoned houses, main roads/intersections, etc.).

5.7. Minors age 16 and up may be left alone for short TDYs or leaves, not to exceed 5 consecutive days. These minors must have some type of adult supervision to make periodic checks. Any child or children involved in, or documented as, "Misconduct Cases" will not be left alone without adult supervision.

6. Public Transportation.

6.1. The 35 FW does not operate a base shuttle service. Misawa personnel may take advantage of the AAFES taxi service for many of their needs. Additionally, the 35 LRS runs the Official Duty Taxi Service for official business needs. See Attachment 10 for further details.

7. Personal Model Aircraft

7.1. A Personal Model Aircraft (PMA) is defined as a small unmanned aircraft system capable of sustained flight in the atmosphere, flown for hobby or recreational purposes and within visual line of sight (VLOS) of the person operating the aircraft.

7.2. The use of PMA anywhere on or over Misawa AB is prohibited. Misawa personnel must immediately report the use of PMA on or over Misawa AB to 35 SFS/BDOC at 226-3600.

R. SCOTT JOBE, Colonel, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 1-1, Air Force Standards, 7 Aug 2012

AFI 31-218, Motor Vehicle Traffic Supervision, 35th Fighter Wing Supplement, 9 Jul 2015

AFI 32-6001, Family Housing Management, 21 Aug 2006

AFI 33-324, The Air Force Information Collections and Reports Management Program, 6 Mar 2013.

AFI 34-266, Air Force Fitness and Sports Program, 8 Dec 2014

AFI 36-2706, Equal Opportunity Program Military and Civilian, 5 Oct 2010

AFI 36-2903, Dress and Personal Appearance of Air Force Personnel, 18 Jul 2011

AFI 40-102, Tobacco, 4 Mar 2015

AFI 40-301, Family Advocacy, 16 Nov 2015

AFI 91-202, The US Air Force Mishap Prevention Program, 24 Jun 2015

AFMAN 33-363, Management of Records, 1 Mar 2008

AFPD 36-29, Military Standards, 24 Sep 2014

35 FWI 31-101-15, Installation Defense Plan (IDP), 1 Aug 2016

35 FWI 51-901, Misawa Conduct Adjudication Program (MCAP) (PA), 24 May 2010

Prescribed Forms

None

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*, 22 Sep 2009

Attachment 2

PRIVATELY OWNED WEAPONS PROCEDURES

A2.1. Privately Owned Weapons (POW). Procedures for protecting, controlling, handling and registering POWs, ammunition, and dangerous instruments in Japan.

A2.1.1. Scope. This attachment applies to all Misawa-based US personnel, including military, civilian and family members. All personnel in possession of POWs and dangerous instruments will comply with this attachment as well as US Forces Japan (USFJ) Instruction 31-7, Registration, Carrying, Retention, Possession, and Use of Weapons; USFJ Policy Letter 31-8, Hunting and Gun Licensing Requirements in Japan; and AFI 31-101, *Integrated Defense*, during their stay in Japan.

A2.1.2. Intent. This instruction defines weapons, firearms and ammunition and establishes policies, procedures, and prohibitions regarding their use, transportation, storage, registration, and possession. Violation of these provisions may be cause for disciplinary action by military authorities for violation of Article 92, UCMJ, or appropriate federal, state, or local civilian authorities. This instruction applies to all persons, civilian and military, who enter the boundaries of MAB, such areas including, but not limited to, all housing/quarters areas and annexes. This instruction does not overrule any requirements of federal or local law governing the sale, use, handling, or registration of firearms. Persons subject to this instruction must also obey applicable federal and local laws regarding firearms. Information on these laws is available through the Japanese National Police (JNP) and 35 FW Legal Office.

A2.1.3. Weapons (Other Than Firearms). A weapon is defined as an object designed to inflict bodily injury and/or property damage, or material which by its own nature is presently and primarily capable of use to inflict injury or property damage. Examples of weapons are, but are not limited to: switchblade knives, gravity knives, knife with a blade longer than three inches, blackjack, pellet gun, air or CO2 rifles and pistols, bows, arrows, metal knuckles, and martial arts weapons such as nun chucks, etc.

A2.1.4. Firearms. Any weapon (including starter guns) which can be readily converted to expel a projectile through a barrel by the action of an explosive; the frame or receiver of any such weapon; and any firearm muffler or silencing device. This definition includes individual, crew-served, aircraft armament weapons and any pyrotechnic flare guns.

A2.1.5. Ammunition. The material fired, scattered, dropped, discharged or detonated from any firearm, and the means of igniting or exploding such material. Examples include, but are not limited to, loaded rifle, pistol, or shotgun cartridges, primers, fuses, and gunpowder.

A2.2. Initial Registering Process and Subsequent Storage:

A2.2.1. Personnel will register all POWs with the SF Armory within 10 days of the weapon's arrival to MAB or immediately upon acquiring a POW. SF will input the registration information into SFMIS. Prior to any firearm being transported off base, it will be registered with the Government of Japan and be in possession of a Blue Book. A Blue Book authorizes the owner to move and store specific weapons off-base. Each weapon is listed on the Blue Book by serial number. The armorer will ensure only weapons listed within the Blue Book are released for movement or storage off-base.

A2.2.2. Prior to acquiring a POW, owners will complete an AF Form 1314, *Firearms Registration*. Contact the SF Armory for assistance in completing the AF Form 1314. Upon receiving unit commander's approval, return the AF Form 1314 to the SF Armory within (7) days. Thereafter, owners may take possession of their POW at any time. If purchasing a POW from an off-base establishment, the seller will deliver the weapon to the buyer at the main gate and will register the weapon with the SF Armory.

A2.2.3. Prior to transferring or selling a POW to another US civilian or military member, the owner will ensure the potential buyer completes an AF Form 1314. Both buyer and seller will be present at the SF Armory when transferring ownership of weapons.

A2.3. Approval Authority and On-Base Storage.

A2.3.1. Squadron/Group Commanders are approval authorities for AF Form 1314. Approval authorities will monitor the purchases and transactions of firearms made by personnel assigned to their unit. Approval authorities will conduct an interview with the applicant to consider intent of the POW purchase and perform a risk assessment whenever situations arise regarding mental stability, family problems or other serious issues.

A2.3.1.1. Ensure possession of weapons, firearms, or ammunition in bachelor living quarters (male or female) is prohibited. Personnel residing in BOQ, VOQ, BEQ, TLQ, etc., will store POWs in the Security Forces Armory. Personnel residing in Military Family Housing (MFH) refer to paragraph 3.4. of this section for authorized weapons storage in MFH.

A2.3.2. There is a mandatory three-weapon limit per household, which can be purchased and stored. Procurement and or storage of additional weapons beyond the three-weapon rule are PROHIBITED. Individuals who purchase or acquire additional weapons are required to make immediate arrangements for shipment home or sale of excess weapons. Personnel residing in family housing are required to store their weapons at their quarters. Storage within the Armory is based on a space available basis. If storage space is not available, owners will be responsible for shipping their weapons home.

A2.3.3. Responsibility exists at all levels to ensure good judgment is exercised at all times regarding approval, safe storage, handling, importation and use.

A2.3.4. Personnel residing in MFH may store shotguns only. Weapons will remain unloaded and be stored separately from the ammunition. Additionally, weapons and ammunition will be stored out of the reach of children and unauthorized persons.

A2.3.4.1. Owners/users of POWs and ammunition stored in MFH will ensure weapons are afforded maximum protection against unauthorized use or theft. Military sponsors will ensure POWs stored in locking gun cabinets constructed with glass windows will have an additional level of security in place (i.e., trigger locks, wire mesh, etc.) to prevent the removal or use of POWs if the glass is broken.

A2.3.4.2. The keys and combinations for mechanical locks and/or other safety devices must be closely controlled to prevent access by children and other unauthorized persons.

A2.3.4.3. Security Forces are authorized to hold weapons indefinitely for cause until unit commanders authorize release.

A2.3.4.4. Personnel required to store government issued weapons at a residence or at a non- government location will use child safety lock devices provided by the issuing agency.

A2.4. Off-Base Storage: All firearms/ammunition are prohibited off-base except in the following cases:

A2.4.1. Shotguns, air or gas operated rifles, and sporting rifles for hunting, skeet and/or trap shooting after registering them with JNP.

A2.4.2. Target rifles/pistols for members of official competition teams registered and approved by US military and Japanese government agencies, after gaining advanced approval from the gaining installation and registering with JNP.

A2.4.3. If an individual lives off-base, only those personnel in possession of a valid Japanese Blue Book may store firearms or ammunition within their residence. Each firearm will be physically inspected by JNP for compliance with Japanese laws. JNP also controls all entries and deletions to the Blue Book and there is a registration fee per entry.

A2.5. Ammunition: Shotgun ammunition may only be stored within the on-base quarters of those individuals who are in possession of a valid Japanese Blue Book and Hunting License. Ammunition is limited to a cumulative total of 500 rounds.

A2.5.1. Personnel possessing a valid Japanese Blue Book and residing off-base, there is no ammunition limit. However, the owner is subject to unannounced firearms and ammunition storage inspection conducted by JNP.

A2.5.2. Personnel not in possession of a valid Japanese Blue Book are prohibited from storing any ammunition within their quarters on or off-base. Ammunition purchased for use at authorized Skeet and Trap ranges must be completely expended prior to departure from the location.

A2.5.3. Reloading Supplies. Do not maintain or store reloading supplies (gunpowder, primers, etc.) in dormitories, TLFs, VAQs, and VOQs. Authorized in MFH.

A2.5.4. Gunpowder, Primers, and Ammunition. The Base Fire Chief will ensure all MFH residents are briefed on the safe storage of gunpowder, primers, and ammunition.

A2.6. Handguns. Importing or possessing handguns of any type into Japan is prohibited. Any handguns currently possessed in Japan by an individual(s) assigned to MAB will be controlled and stored within the SF Armory for no longer than 30 days. Owner must ship handgun to US within this time period. Owners will not be permitted to possess, checkout, or have handgun released to owner at any time, until proof of shipment is available.

A2.7. Paintball Markers. Privately owned paintball markers may be stored in on-base family housing units and dormitories.

A2.7.1. At no time will the SF Armory be utilized to store paintball markers.

A2.7.2. Paintball markers may only be discharged at approved recreational facilities, when properly supervised, and users will follow all safety requirements.

A2.8. Age Restrictions. Under Japanese Law, persons under 20 years of age are prohibited from using, purchasing, acquiring, possessing, carrying or registering weapons, firearms, ammunition and dangerous instruments.

A2.8.1. Minor in Possession. Minors in possession of a firearm or dangerous instrument will be detained by Security Forces, the sponsor contacted, and the firearm or weapon will be confiscated until an investigation is conducted and disposition action(s) are decided.

A2.9. Commander Responsibilities.

A2.9.1. Unit commanders and agency chiefs are responsible for monitoring locations of all unit personnel POWs and ammunition. Commanders and agency chiefs will provide the NCOIC, SF Armory, with an authorization letter identifying who may sign the AF Form 1314. Include two additional personnel authorized to sign the form in the absence of the unit commander.

A2.9.2. Ensure each person registering a firearm for storage on the installation signs a DD Form 2760, *Qualification to Possess Firearms or Ammunition* acknowledging they do not have a qualifying conviction under the Lautenberg Amendment to the 1968 Gun Control Act. Maintain the signed DD Form 2760 with the file copy of the AF Form 1314, and return it to the registrant when firearms are deregistered on the installation, IAW DoDI 6400.6 and 18 U.S.C. 922.

A2.10. POW Owner Responsibilities.

A2.10.1. Ensure POWs are kept clean at all times. SF Armory personnel will not be held responsible for POWs damaged due to owner neglect.

A2.10.2. Should the owner change any information pertaining to the AF Form 1314, contact the SF Armory and complete a new form.

A2.10.3. Owners will ensure each POW is secured from unauthorized personnel.

A2.10.4. Immediately report lost, stolen or recovered POWs to the BDOC.

A2.10.5. Ensure to out process with the SF Armory when departing PCS or transferring weapons.

A2.11. Shipping POWs.

A2.11.1. All POW's must have an approved ATF Form 6 prior to shipping. This documentation may be picked up at the Traffic Management Office (TMO) or can be found on the internet at the following address: <http://atf.treas.gov/form/form.htm>

A2.11.2. Owner(s) will provide the necessary deregistration (shipping) documents to the SF Armory immediately after shipping or packing into hold baggage.

A2.12. POWs and Vehicles. POWs, ammunition, and gunpowder primers and other dangerous weapons may not be stored in motor vehicles. Firearms and ammunition will never be left unattended in privately owned vehicles or at other locations not specifically designated for storage of weapons. When transporting POWs, firearm(s) will not have a projectile in the chamber, cylinder or have a loaded projectile container (such as a clip or magazine) inserted in the weapon. POWs will be transported/carried in a weapons case at all times.

A2.13. Transportation of POWs. Individuals will never use, possess, sell, transfer or bring weapons or explosives onto MAB unless in conjunction with an approved military activity or as provided for in this or any other directive. Individuals may carry hunting and fishing knives on base only when going to or returning from hunting or fishing. Aircrew members are authorized to carry the MC-1 survival knife IAW AFI 11-301, as long as it remains a standard part of the flight uniform. Weapons may be transported on-base for the following activities:

A2.13.1. To register or store firearm(s) with the SF Armory.

A2.13.2. To sell or show the weapon/firearm for sale.

A2.13.3. To a legal hunting area, during hunting season, for hunting purposes.

A2.13.4. Target practice is permitted at off-base ranges and at the Skeet and Trap range on-base according to the rules of the range.

A2.14. Designated Area for Storage of POWs. The SF Armory is the only designated facility to store privately owned firearms and ammunition that cannot be kept on-base by their owners. The armory will not accept dangerous weapons, illegal weapons, or weapon accessories (i.e., slings, cases or covers, holsters, extra barrels, or magazines, etc.). SF Armory will only provide courtesy storage for personnel residing in on-base dormitories, VOQ, VAQ, or TLF.

A2.14.1. Requirements for Storage of POWs at the SF Armory. Personnel wishing to store or withdraw POWs or conduct other business with the SF Armory during other than normal duty hours (Monday - Friday, 0700 hours – 1630 hours) must phone the BDOC to schedule weapons withdrawal or return. Individuals withdrawing POWs from the armory will inform the armorer what date the weapon will be returned. Weapons not returned by the stipulated date will result in immediate notification to the owner's Unit Commander or First Sergeant. Persons storing POWs in the SF Armory will follow procedures outlined below:

A2.14.1.1. Report to armory for storage with POW. The armorer will complete an AF Form 1297, *Temporary Hand Receipt*, for each firearm. The original AF Form 1297 will be maintained by the armory and a copy provided to the owner.

A2.14.1.2. SF Armory personnel will complete an AF Form 1314 on each firearm within 24- hours or the first duty day and forward it to the owner's unit. Information to complete the AF Form 1314 will be derived from the completed AF Form 1297 and localized worksheet. Annotation of visible damage will be made using the AF Form 1297. The AF Form 1314 will be re-accomplished when there are additions/deletions. The form will be typed with no pen, ink, or whiteout changes. The owner will then have their unit commander sign all copies of the form and return it to armory within 72 hours. Failure of the owner to return the AF Form 1314 will result in a letter forwarded by the armory to the unit commander. Firearms temporarily stored for less than 30 days will be received on an AF Form 1297 and do not require an AF Form 1314.

A2.14.1.3. The AF Form 1314 will be verified by the armorer and distributed in the following manner:

A2.14.1.3.1. Original to the individual's unit to be maintained in their personnel file. The unit personnel office will maintain this form until permanent removal of the firearm from armory. This form is subject to inspection as directed by the installation commander, DFC, or higher headquarters.

A2.14.1.3.2. First copy to the owner of the weapon, who will present it to the armorer when the firearm is issued out. Failure to produce the owner's copy of the AF Form 1314 will result in the owner being denied access to the firearm. If the owner loses their copy, they will report to the armory and complete a new form. The POW will not be issued until a new form is completed by the SF Armory and signed by the unit commander.

A2.14.1.3.3. Second copy is maintained at the armory and is used to account for and verify permanent removal of the firearm when the owner is transferred or discharged. To permanently remove firearms from the armory, the individual will return their copy and the original to the armory, where they will be maintained on file for 1 year, then disposed of.

A2.14.2. Armorers will only issue a POW to personnel listed on AF Form 1314 unless a power of attorney is present.

A2.14.3. All POWs owned by the individual whose authority to bear firearms has been withdrawn, will be stored in a special locker and not issued.

A2.14.3.1. If the individual does not have their POWs stored at the SF Armory, the Commander, First Sergeant, or the individual's supervisor will deliver the weapons to the SF Armory. Once the SF Armory has received and receipted for all weapons and ammunition, the Commander will notify DFC in writing of the revocation within 72 hours.

A2.14.3.2. Reinstating a person's access to weapons requires a memorandum (from the Commander) to SF Armory indicating the individual's access to firearms has been reinstated. The memorandum will be delivered to the SF Armory prior to the weapons being turned over to the individual. Telephone calls to the SF Armory asking for the reinstatement will not be accepted. The DFC will approve the removal of weapons during these situations.

A2.14.4. POWs will not be issued during issue of government weapons to on-duty personnel. Personnel who desire to withdraw their firearms will provide 24-hour advance notice to the SF Armory, located at building 648.

A2.15. Discharge of Privately Owned Weapons (POW). Discharge of a firearm or weapon (including pellet or "BB" guns) and fireworks on/within limits of MAB is prohibited. EXCEPTION: Airfield Management's use of shotgun and pyrotechnics for bird control IAW BASH Plan 212, Skeet and Trap Range, and CA Range.

A2.16. Sobriety While Carrying and Handling Weapons. Carrying, handling, using, or transporting firearm(s) while under the influence of intoxicants is prohibited.

Attachment 3

AGE MATRIX FOR CONTROL OF MINOR FAMILY MEMBERS

A3.1. The welfare and safety of children in the military community are : The shared responsibility of the command and parents/sponsors. The Family Advocacy Committee (FAC) and Resilient Airmen Council have established the following minimum age requirements for greater levels of unsupervised activities by our children. Each child is unique; personality, environment, developmental progress, and maturity level are factors used to determine when children are ready to accomplish activities with little or no supervision. Parents are still advised to assess their children, and if necessary, raise the age limit.

Table A3.1. Age Matrix for Control of Minor Family Members

Age of Child	Left Without Sitter in Quarters	Left Alone Overnight	Outside Unattended (to include playing)	Left in Car Unattended	Child Sit Siblings	Child Sit Others
Newborn Through Age 4	NO	NO	NO	NO	NO	NO
Age 5 *** (SEE BELOW)	NO	NO	YES; playground or yard with immediate sight and hearing access to adult supervision.	NO	NO	NO
Age 6 ***	NO	NO	YES; playground or yard with immediate sight and hearing access to adult supervision.	NO	NO	NO
Age 7 ***	NO	NO	YES; with DIRECT access to adult supervision.	YES; with keys removed and handbrake applied; 15 minutes max	NO	NO
Age 8 ***	NO	NO	YES; with DIRECT access to adult supervision.	YES; with keys removed and handbrake applied; 15 minutes max	NO	NO
Age 9 ***	NO	NO	YES; with DIRECT access to adult supervision.	YES; with keys removed and handbrake applied; 15 minutes max	NO	NO
Age 10 ***	YES; with ready access (phone number) to an adult supervisor *(SEE BELOW)	NO	YES	YES; with keys removed and handbrake applied.	NO	NO
Age 11 ***	YES; with ready access (phone number) to an adult supervisor *(SEE BELOW)	NO	YES	YES; with keys removed and handbrake applied.	YES ***(SEE BELOW)	NO
Age 12 ***	YES	YES; with access to adult supervision. SPONSORS MUST BE IN LOCAL AREA ****(SEE BELOW)	YES	YES	YES ** (SEE BELOW)	YES ** (SEE BELOW)
Age 13 ***	YES	YES; with access to adult supervision. SPONSORS MUST BE IN LOCAL AREA ****(SEE BELOW)	YES	YES	YES ** (SEE BELOW)	YES ** (SEE BELOW)

Age of Child	Left Without Sitter in Quarters	Left Alone Overnight	Outside Unattended (to include playing)	Left in Car Unattended	Child Sit Siblings	Child Sit Others
Age 14 ***	YES	YES; with access to adult supervision SPONSORS MUST BE IN LOCAL AREA ****(SEE BELOW)	YES	YES	YES ** (SEE BELOW)	YES ** (SEE BELOW)
Age 15 ***	YES	YES; with access to adult supervision. SPONSORS MUST BE IN LOCAL AREA ****(SEE BELOW)	YES	YES	YES ** (SEE BELOW)	YES ** (SEE BELOW)
Age 16 ***	YES	YES; (NOTE: see paragraph 5.7. of this instruction).	YES	YES	YES ** (SEE BELOW)	YES ** (SEE BELOW)
Age 17 ***	YES	YES; (NOTE: see paragraph 5.7. of this instruction).	YES	YES	YES ** (SEE BELOW)	YES ** (SEE BELOW)
Age 18 ***	YES	YES; (NOTE: see paragraph 5.7. of this instruction).	YES	YES	YES ** (SEE BELOW)	YES ** (SEE BELOW)

*** Latchkey training required**

**** Red Cross babysitting training strongly recommended**

***** Walk to and from school unsupervised**

****** Local area definition: sponsor must be able to return to Misawa Air Base/community within 12 hours by other means than air.**

Attachment 4

AGE MATRIX FOR USE OF WEASEL'S DEN RECREATION FACILITY

Figure A4.1. Age Matrix for use of Weasel's Den Recreation Facility.

Age of Child	Roller Skating	Children's Play Area	Game Area
Newborn Through Age 4	Direct Parent; Guardian; Sibling (age 16 or older 1:2 ratio) supervision required. Helmet required. Elbow, knee pads, wrist guards recommended.	Direct Parent/Guardian supervision required. Youth must not exceed age or height restriction for individual play structures.	Unauthorized
Age 5	Direct Parent; Guardian; Sibling (age 16 or older 1:2 ratio) supervision required. Helmet required. Elbow, knee pads, wrist guards recommended.	Direct Parent/Guardian supervision required. Youth must not exceed age or height restriction for individual play structures.	Direct Parent, Guardian required to supervise
Age 6	Direct Parent; Guardian; Sibling (age 16 or older 1:2 ratio) supervision required. Helmet required. Elbow, knee pads, wrist guards recommended.	Direct Parent/Guardian supervision required. Youth must not exceed age or height restriction for individual play structures.	Direct Parent, Guardian required to supervise
Age 7	Direct Parent; Guardian; Sibling (age 16 or older 1:2 ratio) supervision required. Helmet required. Elbow, knee pads, wrist guards recommended.	Direct Parent/Guardian supervision required. Youth must not exceed age or height restriction for individual play structures.	Direct Parent, Guardian required to supervise
Age 8	Direct Parent; Guardian; Sibling (age 16 or older 1:2 ratio) supervision required. Helmet required. Elbow, knee pads, wrist guards recommended.	Direct Parent/Guardian supervision required. Youth must not exceed age or height restriction for individual play structures.	Direct Parent, Guardian required to supervise
Age 9	Direct Parent; Guardian; Sibling (age 16 or older 1:2 ratio) supervision required. Helmet required. Elbow, knee pads, wrist guards recommended.	Direct Parent/Guardian supervision required. Youth must not exceed age or height restriction for individual play structures.	Direct Parent, Guardian required to supervise
Age 10	Direct Parent; Guardian; Sibling (age 16 or older 1:2 ratio) supervision required. Helmet required. Elbow, knee pads, wrist guards recommended.	Direct Parent, Guardian, or Sibling age 16 or older (1:2 ratio) required to supervise. Youth must not exceed age or height restriction for individual play structures.	Direct Parent, Guardian, or Sibling age 16 or older (1:2 ratio) required to supervise
Age 11	Direct Parent; Guardian; Sibling (age 16 or older 1:2 ratio) supervision required. Helmet required. Elbow, knee pads, wrist guards recommended.	Direct Parent, Guardian, or Sibling age 16 or older (1:2 ratio) required to supervise. Youth must not exceed age or height restriction for individual play structures.	Direct Parent, Guardian, or Sibling age 16 or older (1:2 ratio) required to supervise
Age 12	Direct Parent; Guardian; Sibling (age 16 or older 1:2 ratio) supervision required. Helmet required. Elbow, knee pads, wrist guards recommended.	Direct Parent, Guardian, or Sibling age 16 or older (1:2 ratio) required to supervise. Youth must not exceed age or height restriction for individual play structures.	Direct Parent, Guardian, or Sibling age 16 or older (1:2 ratio) required to supervise
Age 13	Unrestricted, Helmet required. Elbow, knee pads, wrist guards recommended.	Only allowed in area when directly supervised and playing with youth 12 years and younger Doesn't included eating or party areas	Unrestricted
Age 14	Unrestricted, Helmet required. Elbow, knee pads, wrist guards recommended.	Only allowed in area when directly supervised and playing with youth 12 years and younger Doesn't included eating or party areas	Unrestricted
Age 15	Unrestricted, Helmet required. Elbow, knee pads, wrist guards recommended.	Only allowed in area when directly supervised and playing with youth 12 years and younger Doesn't included eating or party areas	Unrestricted
Age 16	Unrestricted, Helmet required. Elbow, knee pads, wrist guards recommended.	Only allowed in area when directly supervising youth 12 years and younger Doesn't included eating or party areas	Unrestricted
Age 17	Unrestricted, Helmet required. Elbow, knee pads, wrist guards recommended.	Only allowed in area when directly supervising youth 12 years and younger Doesn't included eating or party areas	Unrestricted
Age 18	Unrestricted, Helmet required. Elbow, knee pads, wrist guards recommended.	Only allowed in area when directly supervising youth 12 years and younger Doesn't included eating or party areas	Unrestricted

Attachment 5

**AGE MATRIX FOR USE OF ALL OTHER 35TH FORCE SUPPORT SQUADRON
RECREATIONAL FACILITIES**

Table A5.1. Age Matrix for Use of All Other 35th Force Support Squadron Recreational Facilities.

Age of Child	Fitness Centers	Golf Course (Play)	Skills Development	Pool	Paintball	Base Beach	Outdoor Rec Trips
Newborn Through Age 4	Direct parent/guardian supervision required. No access to Cardio and Weight Rooms.	Unauthorized	Unauthorized	Direct parent/guardian supervision required.	Unauthorized	Direct parent/guardian supervision required.	Direct parent/guardian supervision required.
Age 5	Direct parent/guardian supervision required. No access to Cardio and Weight Rooms.	Unauthorized	Unauthorized	Direct parent/guardian supervision required.	Unauthorized	Direct parent/guardian supervision required.	Direct parent/guardian supervision required.
Age 6	Direct parent/guardian supervision required. No access to Cardio and Weight Rooms.	Direct parent/guardian supervision required.	Unauthorized	Direct parent/guardian supervision required.	Unauthorized	Direct parent/guardian supervision required.	Direct parent/guardian supervision required.
Age 7	Direct parent/guardian supervision required. No access to Cardio and Weight Rooms.	Direct parent/guardian supervision required.	Unauthorized	Direct parent/guardian supervision required.	Unauthorized	Direct parent/guardian supervision required.	Direct parent/guardian supervision required.
Age 8	Direct parent/guardian supervision required. No access to Cardio and Weight Rooms.	Direct parent/guardian supervision required.	Unauthorized	Direct parent/guardian supervision required.	Direct parent/guardian supervision required.	Direct parent/guardian supervision required.	Direct parent/guardian supervision required.
Age 9	Direct and interactive parent/guardian supervision required for Cardio and Weight Rooms. Youth must have sports physical endorsed by 35 MDG and attend fitness center orientation with parent/guardian.	Direct parent/guardian supervision required.	Unauthorized	Direct parent/guardian supervision required.	Direct parent/guardian supervision required.	Direct parent/guardian supervision required.	Direct parent/guardian supervision required.
Age 10	Direct and interactive parent/guardian supervision required for Cardio and Weight Rooms. Youth must have sports physical endorsed by 35 MDG and attend fitness center orientation with parent/guardian.	Direct parent, Guardian, or Sibling age 16 or older (1:2 ratio) required to supervise.	Direct parent/guardian supervision required. Cannot operate power equipment.	Direct parent/guardian supervision required.	Direct parent/guardian supervision required.	Direct parent/guardian supervision required.	Direct parent/guardian supervision required.
Age 11	Direct and interactive parent/guardian supervision required for Cardio and Weight Rooms. Youth must have sports physical endorsed by 35 MDG and attend fitness center orientation with parent/guardian.	Direct parent, Guardian, or Sibling age 16 or older (1:2 ratio) required to supervise.	Direct parent/guardian supervision required. Cannot operate power equipment.	Direct parent/guardian supervision required unless child demonstrates ability to swim pool length.	Direct parent/guardian supervision required.	Direct parent/guardian supervision required.	Direct parent/guardian supervision required.
Age 12	Direct and interactive parent/guardian supervision required for Cardio and Weight Rooms. Youth must have sports physical endorsed by 35 MDG and attend fitness center orientation with parent/guardian.	Direct parent, Guardian, or Sibling age 16 or older (1:2 ratio) required to supervise.	Direct parent/guardian supervision required. Cannot operate power equipment.	Direct parent/guardian supervision required unless child demonstrates ability to swim pool length.	Direct parent, Guardian, or Sibling age 16 or older (1:2 ratio) required to supervise	Direct parent/guardian supervision required.	Direct parent/guardian supervision required.

Attachment 6

CONSTRUCTION SITE SAFETY

A6.1. Construction sites on Misawa Air Base may: Be present at any time or for any season. These sites can be extremely hazardous, with risks including open pits, heavy equipment, hazardous chemicals, and falling materials/tools. Construction sites are marked with signs, barriers, tape, cones, and/or other obvious devices. In the event a site is not clearly marked, assume a 50-foot standoff from operating equipment or personnel.

A6.2. Active duty military, civil service or JN civilians, or dependent personnel : Not directly participating in construction or construction inspection activities are prohibited from entering or traversing any construction site, whether active or temporarily inactive due to darkness, adverse weather, or other cause, unless one of the following conditions is met:

A6.2.1. Escorted by an authorized Government inspector, craftsman, or contracting officer. All safety requirements must be met (hardhat, steel toed boots, eye protection, etc.).

A6.2.2. Passing through a marked transit path, either on foot or in a vehicle. Be wary at all times of contractors and equipment working in the area that may not be aware of your presence.

A6.2.3. Unauthorized personnel entering a construction site will be treated as if they were inappropriately entering any other controlled area on base, and may be detained by the Security Forces and/or receive administrative or non-judicial punishment depending on the severity of the offense.

A6.2.4. Obey all construction flag-person personnel when walking or operating a vehicle in the vicinity of an active construction site. Contractor personnel will use wands, flags and/or hand signals to control movement. Standard Misawa traffic regulations apply when passing slow-moving construction equipment.

A6.2.5. Parents or guardians, including baby sitters, should be especially attentive with young children around construction sites. Scaffolding, equipment, soil piles, etc. are attractive as play areas, and children who might otherwise be safely left to play outside alone may be tempted to enter a construction site without any awareness of its inherent dangers.

Attachment 7

LITTERING, REFUSE COLLECTION, DISPOSAL AND RECYCLING

A7.1. How we feel about ourselves and where we work and live is greatly influenced by our physical surroundings. With neat, orderly, and clean surroundings, people feel better about themselves, their jobs, and their place in the community. Clutter or disarray erodes confidence in properly taking care of affairs and displays a lack of pride in the community.

A7.2. Refer to the current Military Family Housing Guide for details.

A7.3. The ground rules regarding litter are simple: if you drop it or see it, pick it up; if you are responsible for any trash or a mess, clean it up; if you are responsible for a specific area, keep it clean and neat. Designated Facility Managers are responsible for the condition of grounds surrounding their building. Their responsibility consists of all areas within 150' of the structure or halfway to a neighboring organization's facility. Weekly, or upon request by the Civil Engineering Squadron (IAW 35 FWI 32-6003, Grounds Maintenance), Facility Managers or designated agents will perform grounds maintenance consisting of, but not limited to: weeding flower beds, curbs, and gutters; picking up all trash, fallen leaves, and branches; sweeping sidewalks, streets, and parking lots; and controlling removal of snow and ice from sidewalks and steps immediately surrounding facilities. Personnel will not place any clippings or other debris in draining structures.

A7.4. Public areas are not trash areas. Do not dump ashtrays in parking lots or on streets and do not leave refuse in public areas; instead, throw refuse and rubbish in trash cans.

A7.5. Everyone is expected to pitch in and pick up trash. The Misawa standard for cleanliness requires a team effort.

A7.6. An amnesty box is available for the disposal of unauthorized items. One amnesty box is located inside building 949 through the east personnel door and is only accessible during normal business hours. Do not throw items in the amnesty box that should be recycled or put in regular trash receptacles.

A7.7. All waste should be pre-sorted prior to placing into garbage containers. Recycling is highly encouraged at Misawa AB. When using plastic bags to segregate recyclables, use clear bags so the contents can be identified.

A7.7.1. Recyclables include: glass (bottles and jars), plastic (PETE/PET bottles), metals (food and drink cans, and items with metal), paper (newspaper, office paper, copy paper, magazine, books, flyer, catalog, notebooks, calendars, color printed paper) and corrugated cardboard. Please follow recycling information provided by the Civil Engineer Environmental element. When recycling plastic bottles, remove cap and labels:

A7.7.1.1. All items, except bulk waste, should be bagged and tied separately. Newspapers, magazines and books should be bundled. Corrugated cardboard boxes must be flattened. Garbage containers are provided for MFH. MFH unit residents are responsible for cleaning the containers and the adjacent area.

A7.7.1.2. Recycling Container: One external recycling bin and one internal recycling container set (3 interlocking recycling containers) are provided for each housing unit. If

these bins are not in your unit when you move in, contact the CE U-Fix-It Store (Bldg 794, DSN 226-4992) for issue.

A7.7.2. Household Hazardous Items:

A7.7.2.1. Centralized Collection Points are available for household hazardous items for proper disposal and recycling.

A7.7.2.2. Reusable US Manufactured Cleaning Products and Paint: partially used (over half full) containers of General Purpose Cleaner, Laundry Detergent, Shower Tile, Bathtub and Household cleaning products and nonflammable commercial over the counter household pesticides, insect sprays, rodent control products and all items issued by CE U-Fix-It Store (within 30 days of issue) can be returned to the U-Fix-It Store (Bldg 794, DSN 226-4492) for re-issue or disposal.

A7.7.2.3. Household Batteries: Dispose in designated containers at entrance to Main BX, Shoppette, and Commissary (where available).

A7.7.2.4. Auto Batteries: Auto Skills Center (Bldg 767, DSN 226-4654).

A7.7.2.5. Propane Tanks: Available through AAFES (Bldg 1214, DSN 225-8429).

A7.7.2.6. Auto Oils, Diesel, Kerosene, Antifreeze and Oil Filters: Auto Skills Center (Bldg 767, DSN 226-4654).

A7.7.2.7. Car Tires: Auto Skills Center (Bldg 767, DSN 226-4654)

A7.7.2.8. Burned-Out Florescent Bulbs: exchange for new bulbs at Misawa CE U-Fix-It Store (Bldg 794, DSN 226-4492). Broken fluorescent bulbs will be contained in a way to avoid exposure to mercury dust inside prior to being turned in.

A7.7.2.9. There is no centralized collection point available for small propane bottles, gasoline, and charcoal lighter fluid. Contact the Base Environmental Office (Bldg 794, 226-4492) for proper disposal.

A7.7.2.10. Cooking Oil and Grease: Please do not pour cooking oil or grease down drains, including storm drains. Instead, allow oil/grease to cool, pour into a suitable container, then drop of at Recycling Center, Bldg 1366, 226-4443. Cooled cooking oil and grease can also be poured into empty milk cartons lined with paper products. Use enough paper products (paper towels, newspaper, etc.) to absorb oil/grease, then dispose of in household trash. Alternately, commercial products may be used to solidify or absorb cooking oil/grease prior to disposal. These products can be found off-base with household cleaning products in department, food or home improvement stores. Please contact the base Environmental office at 226-5548 for additional information.

A7.7.3. Sanitary Concerns: Excrement of pets and diapers should be flushed down the toilet. Do not attempt to flush bags, diapers or rags. Pet litter, diaper wastes other than excrements, and sanitary napkins should be wrapped and disposed of as non-recyclable trash. The litter and napkins should be put in a clear plastic bag and disposed of separately from other trash bags.

A7.7.4. Garbage DOs and DON'Ts.

A7.7.4.1. DO:

A7.7.4.1.1. Use the containers for household refuse and recycling only.

A7.7.4.1.2. Wash the containers.

A7.7.4.1.3. Police the area daily. Where applicable, garbage bags must only be taken to the curb on scheduled days.

A7.7.4.1.4. Keep lids on the containers at all times.

A7.7.4.1.5. Ensure garbage is placed in proper container(s) in shared garbage rooms.

A7.7.4.1.6. Place combustible refuse in trash. Place non-combustible and recyclables in recycling container.

A7.7.4.2. DON'T:

A7.7.4.2.1. Allow your garbage can to overflow.

A7.7.4.2.2. Place hot ashes or charcoal in garbage can.

A7.7.4.2.3. Place car batteries, paint, solvents, or flammable liquids in the garbage can, or place car tires or bulk waste in MFH tower trash area.

A7.7.4.2.4. Place heavy metals, tree limbs, grass clippings, or leaves in garbage cans or around the adjacent area. **NOTE:** No off-base trash is allowed on base. Off-base residents need to follow local municipalities' rules to dispose of trash. If anyone is found disposing off-base trash, a notification from 35 CES will be sent to the individual's respective Commander.

A7.7.5. Large Bulk Item Pick-up. MFH: Curbside pick-up for large bulk items is provided once a week. Items must be placed on the curbside, along the street, near the main entrance to your quarters, after 1800 hours on the day preceding pick-up, or before 0800 hours on the day of pick-up. For example, an item to be picked up on Monday should not be placed at the curb before 1800 hours on Sunday. Green waste such as grass cuttings and leaves should be placed in clear plastic bags for easy identification and tied. All large appliances, like stoves and refrigerators, must have the doors removed to prevent children from becoming trapped inside. All tree and bush trimmings shall be bundled and tied. For disposal of dead animals found on base, call CE Customer Service at 226-WORK (9675).

A7.7.6. (MFH Towers only) Recycling and Refuse Collection: Garbage shall be taken in tied plastic garbage bags to the garbage room located on the first floor. Parents should ensure that children who take garbage to the garbage room can sort a full garbage bag and thoroughly understand that combustible, non-combustible and recyclables are to be placed in the proper receptacles in the garbage room. Do not leave the garbage in the hallways, stairways, garbage room entrance or elevators.

Attachment 8

MILITARY FAMILY HOUSING (HIGHLIGHTS)

A8.1. Note: The following are extracts from the Military Family Housing brochure at the time of this publication, and may not be the most current guidance. Misawa personnel signing for a house will be provided the most current MFH brochure for their reference.

A8.2. Our housing areas are : Essentially no different from planned communities in the U.S., which prescribe appearance specifications, cleanliness standards, responsibilities, etc. We must all contribute to keep housing areas clean and safe.

A8.3. While the 35th Fighter Wing maintains a policy of On Base First: Living on base remains a privilege. Current housing appearance standards are defined in the housing brochure provided to all occupants at the time of “lease signing”.

A8.4. To help address problems with housing appearance, senior occupants are empowered to issue discrepancy notices. Residents must understand that failure to maintain acceptable housing standards may result in commander involvement and could be grounds for revocation of on-base housing privileges. Primarily on Tuesdays during the growing season (May - Oct), 35 CES housing inspectors perform weekly yard inspections. Additionally, appearance inspections may be conducted anytime during the week, and discrepancy notices are issued when warranted.

A8.5. Self-Help Projects. The housing brochure has detailed information on self-help projects. Members must submit an AF Form 332, BCE Work Request to the Housing Office prior to any self-help projects being accomplished. Self-help projects include, but are not limited to, elaborate landscaping, painting or wallpapering of interior walls, installation of fences, or siting of portable basketball pole/backboard, swing sets, and trampolines. Self-help work must not be used to increase the square footage of the unit by constructing additions or enclosing/weather proofing existing exterior porches, carports, patios or decks and so forth. For more information please contact the housing office at 226-3200.

Attachment 9

PET CARE

A9.1. Pets are : Valued and important members of our families and are helpful in completing our sense of home. However, serious responsibilities go with having pets because they rely on us to provide for their needs. The lack of animal control or care will not be tolerated. Any animal cruelty, animal neglect, animal abandonment, etc., can result in loss of pet privileges, loss of housing privileges, and be punishable via administrative action against the sponsor. Any person(s) observed in violation of any of these animal regulations should be reported to the Security Forces Operations Desk immediately for investigation.

A9.2. If you wish to have a pet other than a: Cat, dog, gerbil, hamster, guinea pig, rabbit, fish, turtle, passerine bird (perching birds and song birds), or psittacine bird (parrots), you must submit a written request to the 35 MSG/CC through the Base Housing Office for consideration before acceptance of housing. Upon veterinary review, recommendations will be forwarded to the 35 MSG/CC for final approval/disapproval. Cats and dogs are permitted only in selected tower dwelling units. However, all other animals mentioned above are permitted in the towers.

A9.3. All animals owned by : Status of Forces Agreement (SOFA) personnel must be registered at the base veterinary clinic, maintain current vaccinations, and have individual airline carriers for traveling. Additionally, all dogs and cats must have an appropriate microchip implant. All pet owners must out process through the Veterinary Treatment Facility upon completion of their tour.

A9.4. You may only have two pets in on-base family housing. This restriction does not include animals that permanently reside in cages or tanks (e.g., hamsters, turtles, etc.). Requests for exception can be submitted to the Housing Office through the Base Veterinarian for special consideration before acceptance to housing. Upon veterinary review, recommendations will be forwarded to the Base Civil Engineer or the Deputy Base Civil Engineer for final approval/disapproval. Recommendations will be based upon size and location of dwelling, number and age of family members, disposition and species of animals, and size. When already residing in housing, pet owners who are considering acquiring additional pets beyond the two that are authorized must secure an approved exception to policy before acquiring them.

A9.5. When outside the quarters, pets must be : Under hand-held leash control, inside a fenced yard, or on an in-ground anchor with the pet owner present and in control of the pet. Pets will not be secured in areas accessible to the general public such as sidewalks, walkways, and other common areas. Pets will not be staked out to where individuals could happen upon them while visiting or conducting business. Do not chain animals where they can become tangled and cannot get to food, water, or shade. If you have a dog that barks excessively causing neighborhood disturbance, you must immediately quiet the animal and prevent recurrence. Contact the Housing Office for further details and fencing guidelines.

A9.6. Dogs that spend a significant portion of the day outside must : Have access to food (minimum of once a day), continuous access to water, and access to a doghouse that is large enough for the dog to stand and turn around in. The doghouse must be well ventilated, have a roof that does not leak, a floor not resting on the ground, and must not lock. Animals cannot stay outside in extreme temperatures that you could not tolerate yourself while wearing a jacket.

A9.7. Pets are not allowed : In public buildings, swimming pools, sports areas, tennis courts, parade grounds, rubberized running tracks, playgrounds, ball fields, basketball courts, beaches (except Beach Dog Park), public gatherings, or on the golf course.

A9.8. You must immediately remove and properly dispose of : Waste deposits (feces) while walking your animal(s). Failure to do so may result in the removal of the animal from base and/or loss of housing privileges. All deposits left in pens or litter caused by your pet(s) must be removed and properly disposed of daily.

A9.9. If you are planning a trip : Pets must have plenty of food and water while you are away. You must not leave your pets alone without having an adult check on them at least once a day (qualified pet sitter is preferred), or you must use a local boarding facility.

A9.10. Pet owners must: Report lost, deceased, and/or new pets to the base Veterinary Treatment Facility within 24 hours.

A9.11. Should your pet escape from your control, you must: Immediately contact the Veterinary Treatment Facility or Civil Engineering Entomology Section. If your animal is apprehended by Security Forces, Civil Engineering, or Veterinary Services, you will be cited. If cited more than twice in a 12-month period, you may be required to remove the animal from base or your housing privileges may be terminated.

A9.12. If you are transferring from Misawa Air Base and cannot or do not want : To take your pet(s), you must find a new owner before moving or releasing custody of the animal(s). The pet's medical treatment record must be transferred into the name of the new owner while both parties are present at the Veterinary Treatment Facility. If a pet escapes before moving, the veterinary clinic must be notified and given a forwarding address, forwarding telephone number, a copy of your PCS orders, and local person for point of contact. A Special Power of Attorney must be granted to someone to provide for shipment of the pet upon capture. The owner is responsible for all shipping costs incurred by the person granted Power of Attorney. Failure to comply with the prevention of animal abandonment can result in administrative action against the sponsor.

A9.13. If an animal bites or scratches you or your family member : It is strongly recommended the victim report immediately to the Emergency Room for treatment and completion of a Rabies Bite Report. If your pet bites or scratches someone, contact the Base Veterinarian immediately to schedule it for an examination. Sponsors of animals involved in biting incidents will receive a citation, the animal will be subject to removal from base and housing privileges may be terminated.

A9.14. If you see a stray animal : Please call the Security Forces Law Enforcement (LE) Desk immediately to assist with the pet's safe return to the owner and/or capture for the stray adoption program through PAWS Misawa organization. For your safety and the safety of the animal, do not feed stray animals or try to capture them.

A9.15. The breeding of pets for profit is strictly prohibited in military family housing. Individuals that breed pets for profit, on- or off-base, may lose their housing privileges and access to base veterinary care for their pets.

A9.16. Residents are not authorized to: "Board" animals as an overnight business. People who require this care should contact the 35 FSS kennels.

Attachment 10**OFFICIAL DUTY TAXI SERVICE**

A10.1. The 35th Logistics Readiness Squadron/vehicle operations offers a taxi service available for official business to include official appointments. This service is available from 0700-1800 Mon-Fri, excluding down days, PACAF Family Days and Federal Holidays by calling the Vehicle Operations Control Center (VOCC) at 226-3328. This is provided free of charge for active duty military performing official duties. Official use rules for Government Motor Vehicles (GMV) apply.

A10.2. Vehicle operations will use the following guidelines for taxi service support:

A10.2.1. The service will not provide Domicile to Duty transportation (i.e., no transportation will be provided from private quarters to a duty location or from a duty location to private quarters).

A10.2.2. The service will be provided based on available manpower and mission requirements at the time of the request.