BY ORDER OF THE COMMANDER
35TH FIGHTER WING

35TH FIGHTER WING INSTRUCTION
36-2901

28 AUGUST 2014

Personnel

MISAWA AIR BASE COMMUNITY STANDARDS

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RELEASABILITY: There are no release restrictions on this publication

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OPR: 35 MSG/CD

Certified by: 35 FW/CC
(Col Stephen C. Williams)

Pages: 46

Supersedes: 35 FWI 36-2901,
1 December 2009

This instruction implements AFPD 36-29, Military Standards. It outlines elements of Misawa Air Base's 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 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 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 document has been substantially revised and must be completely reviewed. Major changes include: converted to a Misawa Air Base-series to better encompass the target population; reduced length of base document by moving content to attachments and referencing outside

documents; expanded Equal Opportunity and Treatment Policy to provide protection of personnel regardless of sexual orientation; new language on prohibited driving activities and motorcycle requirements; edits to body piercing language to be consistent with AFI requirements; and updating the Child Matrices to reflect new fitness center rules.

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1. Wing Mission, Commander's Intent.

1.1. The mission of the 35th Fighter Wing 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 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 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. 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 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. 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 7, 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 6.

3.4.3. Pets in MFH

3.4.3.1. AFI 32-6001 restricts MFH residents from boarding exotic or farm animals, and dogs of any breed deemed “aggressive” or “potentially aggressive”. Refer to AFI 32-6001 for further details.

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 8 and the current MFH brochure.

3.4.4. Home Business Policy.

3.4.4.1. AFI 32-6001, Housing Management, 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 Page 4 of this document for an excerpt covering Personally Owned Weapons and Illegal, Dangerous and Concealed Weapons.)

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.

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

3.6.3. 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.

3.6.4. 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.

3.6.5. 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.

3.6.6. 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. 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 MABI 31-116, Misawa Air Base Motor Vehicle Traffic Supervision, 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 MABI 31-116 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 MABI 31-116, 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 riders of motorcycles, MOPEDs, and All Terrain Vehicles (3- or 4-wheel) must wear an approved helmet, personal protective equipment, and/or reflective vest, or they will be ticketed and subject to a suspension of up to 30-days.

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

4.3.1. 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 5.

5. Control of Family Members and Civilian

5.1. All family members and civilians will adhere to the established community standards for Misawa Air Base. Disrespect and/or physical or verbal abuse for authority will not be tolerated. Similarly, established cases of 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 child under 18 years of age. Refer to the Age Matrix (Attachment 1, Age Matrix for Staying Home Alone) for specific instructions on responsibilities for leaving family member children in vehicles, quarters, unaccompanied outside, and for child sitting. 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 activities 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 also runs the Official Duty Taxi Service for official business needs. See Attachment 9 for further details.

STEPHEN C. WILLIAMS, Colonel, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

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

AFPD 36-29, *Military Standards, 29 Oct 2009*

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

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

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

AFI 40-102, *Tobacco, 26 Mar 2012*

AFI 40-301, *Family Advocacy, 30 Nov 2009*

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 (Page 1 of 18)

PRIVATELY OWNED WEAPONS

Figure A2.1. Privately Owned Weapons

MISAWA AIR BASE
25 MARCH 2014
PRIVATELY OWNED WEAPONS

This pamphlet provides guidance and information for following proper guidelines on privately owned weapons. It also covers how to register Privately Owned Weapons, storage of weapons on/off base, and attachments on acquiring a Japanese Blue Book on Misawa Air Base Japan. It implements MISAWA IDP and USFJI 31-207, Firearms and Other Weapons in Japan. It is not intended to supplement or supersede any regulatory material; it is for information only.

A2.1. Objective. The Privately Owned Weapons Program objective is to ensure all SOFA personnel are aware of the guidelines and procedures are adhered to in accordance with Japanese stipulations and Misawa Installation Defense Plan. Note: Most weapons and ammunition that are legal in the U.S. are prohibited and illegal to possess on- or off- base in Japan. Possession of illegal weapons carries a severe penalty under Japanese law, and offenders are routinely prosecuted. DO NOT bring illegal weapons or ammunition into Japan.

A2.1.1. See attachment 1 for prohibited weapons:

A2.1.1.1. If the firearm/weapon falls into this category you must leave it stateside with a POA or other means. It will NOT be shipped into Japan.

A2.2. Shipping Weapons into Japan:

A2.2.1. Privately owned firearms (rifles and shotguns) will not be shipped in Personal Property. They must be mailed into Japan IAW USFJI 31-207 paragraph 13.2. (All other weapons may be shipped via household goods, i.e. bow)

A2.2.2. See ATF Form 6 Part II (example 1).

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Privately Owned Weapons

A2.3. How to register Privately Owned Weapons on Misawa AB, Japan:

A2.3.1. All weapons will be registered. Once weapons have arrived at Misawa personnel have 10 days to register their weapon with the SF Armory (315-226-4005).
Personnel residing in transient quarters (TLF, VAQ, or VOQ) and unaccompanied quarters (dormitories) are prohibited from storing weapons in those quarters*. These individuals will register/store their weapons in the armory or find other authorized storage.

A2.3.2. Persons under 20 years old are prohibited from owning, purchasing, possessing, carrying, or registering privately owned hunting guns (shotguns and rifles) and ammunition off base in Japan. This includes military members under 20 years old.

A2.3.3. 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.

A2.3.4. Privately Owned Weapons owners will fill out the following paperwork:

A2.3.4.1. DD Form 2760, Qualification to Possess Firearms or Ammunition (example 2)

A2.3.4.2. AF Form 1314, Firearms Registration (updated annually) (example 3)

A2.3.4.2.1. This form must be signed by Squadron/Group Commander and returned within (7) days to the armory.

A2.3.4.2.2. Approval authorities will conduct an interview with the applicant to consider intent of the Privately Owned Weapons purchase and perform a risk assessment whenever situations arise regarding mental stability, family problems or other serious issues.

A2.3.4.3. Memorandum of Understanding for Registration, Transfer, and Deregistration of Privately Owned Weapons (example 4)

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Privately Owned Weapons

A2.3.5. There is a mandatory three-weapon limit per household, if personnel acquire more they are required to make immediate arrangement for shipment home or sale of excess weapons.

A2.3.5.1. Side notes: 12G (and below) Shotguns are the only firearm authorized to remain in base housing (8 and 10 gauge shotguns are prohibited). The load capacity cannot be greater than 3 rounds (permanent plugs preventing more than a capacity of 3 rounds may be authorized). *Privately owned paintball markers may be stored in on-base housing/dormitories. The SF Armory will not store these.

A2.4. Storage requirements in the Security Forces Armory:

A2.4.1. All Privately Owned Weapons must be registered with the SF Armory regardless of storage location (see paragraph 3 of this pamphlet).

A2.4.2. 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 call BDOC (315-226-3600) to schedule weapons withdrawal or return.

A2. 4.2.1. Weapons may only be removed from armory in the following cases:

A2.4.2.1.1. Transport to and from authorized storage facilities (i.e., on-base quarters/armory).

A2.4.2.1.2. Collector display events; on or off base (must have blue book to move off base).

A2.4.2.1.3. Off base game hunting

A2.4.2.1.3.1. Must have blue book and hunting permit (see attachment 2 Blue Book information).

A2.4.2.1.4. Shipping via the US Post Office.

A2.4.2.1.5. Trap or skeet use on or off base (must have blue book to move off base).

A2.4.2.1.6. Individuals under 20 years of age ARE NOT allowed to withdraw weapons

A2.4.2.1.7. Permanent Change of Station move (hold baggage only, not authorized for household goods shipment).

A2.4.2.1.8. For preventative maintenance (cleaning weapons)

Attachment 2 (Page 4 of 18)

Privately Owned Weapons

A2.4.3. Privately Owned Weapons will be transported/carried in a weapons case at all times.

A2.4.4. The SF Armory will not store dangerous, illegal, or weapons/accessories (i.e. knives, swords, slings, cases, covers, holsters, extra barrels, or magazines, etc..).

A2.5. Storage of Privately Owned Weapons in base housing:

A2.5.1. All Privately Owned Weapons must be registered with the SF Armory regardless of storage location (see paragraph 3 of this pamphlet).

A2.5.2. Only shotguns may be stored in military housing IAW MISAWA IDP,

A2.5.2.1. Any other weapons will be stored in the 35 SFS Armory (see paragraph 4).

A2.5.2.2. Personnel may store authorized knives, bows, and paintball markers in base housing.

A2.5.3. Weapons will remain unloaded and be stored separately from the ammunition.

A2.5.4. 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 (see paragraph 6 for Blue Book requirements). Ammunition is limited to a cumulative total of 500 rounds, but must be separate from weapon IAW MISAWA IDP,

A2.5.5. Additionally, weapons and ammunition will be stored out of the reach of children and unauthorized persons.

A2.5.6. Privately Owned Weapons owners will ensure weapons are 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 Privately Owned Weapons if the glass is broken.

A2.5.7. 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.

A2.5.8. Privately Owned Weapons will not be stored in privately owned vehicles nor will children be left unattended in vehicles containing Privately Owned Weapons.

A2.6. Requirements for Privately Owned Weapons storage off base/moving weapons off base:

A2.6.1. All Privately Owned Weapons must be registered with the SF Armory regardless of storage location (see paragraph 3 of this pamphlet).

Attachment 2 (Page 5 of 18)

Privately Owned Weapons

A2.6.2. SOFA personnel living off base are required to store their privately owned weapons in the armory unless properly registered with the Government of Japan. The owner must also be in possession of a Japanese “blue” book. SOFA personnel wanting to transport privately owned weapons off the installation must also meet requirements established by Japanese law.

A2.6.2.1. Requirements for a Blue Book frequently change, so the best source is contacting the Japanese National Police (53-3145) directly for their most up-to-date requirements.

A2.6.2.2.See attachment 2 for requirements to get a blue book, current as of January 2014.

A2.6.3. 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. Ammunition will not be stored off base together with a firearm.

Attachment 2 (Page 6 of 18)

Privately Owned Weapons

Attachment 1

PROHIBITED ITEMS IN JAPAN IAW (USFJI 31-207 and MISAWA IDP)

USFJI 31-207-(Attachment 1):
A1.1. Prohibited Items and Actions. The following weapons and related items are prohibited in Japan.

A1.1.1 Importing or possessing handguns in Japan is strictly PROHIBITED. Any privately owned handgun possessed by U.S. Forces or inadvertently brought into Japan or otherwise discovered will be accounted for, controlled, and stored by military authorities IAW appropriate service regulations until such individuals depart Japan or until the handgun is completely destroyed.

A1.1.2. Temporarily or permanently transferring, delivering, mailing, or transporting handguns to non-SOFA individuals for any purpose is PROHIBITED.

A1.1.3. Machine gun, meaning any weapon which shoots, is designed to shoot, or can be readily restored to shoot, automatically more than one shot without manually reloading, by a single function of the trigger. The term shall also include the frame or receiver of any such weapon, any combination of parts designed and intended for use in converting a weapon into a machine gun, and any combination of parts from which a machine gun can be assembled if such parts are in the possession or under the control of a person.

A1.1.4. A muffler or a silencer for any firearm.

A1.1.5. Shotguns larger than 12 gauge - i.e. 8 and 10 gauge shotguns are prohibited.

A1.1.6. 410 caliber shotguns that the Japanese government considers technically capable of firing a rifle round.

A1.1.7. Any power-charged rifle for hunting game birds.

A1.1.8. Persons under 20 years old are prohibited from owning, purchasing, possessing, carrying, or registering privately owned hunting guns (shotguns and rifles) and ammunition off base in Japan. This includes military members under 20 years old.

A1.1.9. Ammunition. The sale or transfer of ammunition to non-SOFA status individuals is strictly prohibited.

A1.1.10. Importing and exporting privately owned ammunition in Japan, as well as transporting ammunition aboard airlines.

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Privately Owned Weapons

A1.1.11. Items prohibited outside of U.S. installations and facilities.

A1.1.11.1. Daggers and double-edged knives with a blade length of 5.5 centimeters (2.1 inches) or longer. Importing these items into Japan is also prohibited.

A1.1.11.2. Spring/switchblade knives with a mechanism to automatically open a blade 45 degrees or more. Importing these knives into Japan is also prohibited.

A1.1.11.3. Carrying any cutlery such as kitchen knives, box cutters, shears, folding knives, butterfly knives, or other single, non-folding bladed cutting instrument exceeding 6 centimeters (2.3 inches) outside U.S. installations and facilities unless used for business or other legally justifiable reasons. Folding knives stated above does not include switchblades which are categorized as "swords". Japanese police will detain or apprehend individuals carrying such items without a legally justifiable reason. Carrying cutlery "For general use" or "For personal-defense" are not justifiable reasons in Japan. Carrying bladed instruments less than the sizes shown above without a justifiable reason outside U.S. installations and facilities may also result in being detained or apprehended by Japanese police for a violation of a Minor Offense law.

A1.1.11.4. Carrying scissors exceeding 8 centimeters (3.1 inches) unless carried for business or other justifiable reasons.

A1.1.11.5. Possessing an imitation handgun, i.e. any product made from metal in a form remarkably resembling a handgun. Importing imitation handguns into Japan is also prohibited

A1.1.11.6. Selling Model Guns. Individuals are prohibited from selling any product made from metal in a form remarkably resembling a handgun, rifle, machine gun, or hunting gun and equipped with a device equivalent to a shooting device. One exception is a model gun that cannot be converted into a firearm.

MISAWA IDP (Attachment1):

A1.2. 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 anytime, until proof of shipment is available IAW MISAWA IDP.

Attachment 2 (Page 8 of 18)

Privately Owned Weapons

A.1.3. Ammunition. The sale or transfer of ammunition to non-SOFA status individuals is strictly prohibited.

A1.4. Importing and exporting privately owned ammunition in Japan, as well as transporting ammunition aboard airlines.

A1.5. Items prohibited outside of U.S. installations and facilities.

A1.5.1. Daggers and double-edged knives with a blade length of 5.5 centimeters (2.1 inches) or longer. Importing these items into Japan is also prohibited.

A1.6. Spring/switchblade knives with a mechanism to automatically open a blade 45 degrees or more. Importing these knives into Japan is also prohibited.

A1.7. Carrying any cutlery such as kitchen knives, box cutters, shears, folding knives, butterfly knives, or other single, non-folding bladed cutting instrument exceeding 6 centimeters (2.3 inches) outside U.S. installations and facilities unless used for business or other legally justifiable reasons. Folding knives stated above does not include switchblades which are categorized as "swords". Japanese police will detain or apprehend individuals carrying such items without a legally justifiable reason. Carrying cutlery "For general use" or "For personal-defense" are not justifiable reasons in Japan. Carrying bladed instruments less than the sizes shown above without a justifiable reason outside U.S. installations and facilities may also result in being detained or apprehended by Japanese police for a violation of a Minor Offense law.

A1.8. Carrying scissors exceeding 8 centimeters (3.1 inches) unless carried for business or other justifiable reasons.

A1.9. Possessing an imitation handgun, i.e. any product made from metal in a form remarkably resembling a handgun. Importing imitation handguns into Japan is also prohibited

A1.10. Selling Model Guns. Individuals are prohibited from selling any product made from metal in a form remarkably resembling a handgun, rifle, machine gun, or hunting gun and equipped with a device equivalent to a shooting device. One exception is a model gun that cannot be converted into a firearm.

Attachment 2 (Page 9 of 18)

Privately Owned Weapons

Attachment 2
REQUIREMENTS FOR A JAPANESE BLUE BOOK
Current as of January 2014

A2.1 Requirement for Gun Possession Permission:

A2.1.1. Application for beginner's class

A2.1.1.1. Application fee ----- 6,800 yen

A2.1.1.2 . Pictures (driver's license size)

A2.1.2. Application for shooting skill test

A2.1.2.1. Application fee -----22,000yen

A2.1.2.2. (2) pictures (driver's license size)

A2.1.2.3. Medical certificate

A2.1.2.4. Certificate proving residence.

A2.1.2.5. Class completion certificate re rules and manners for gun possession

A2.1.2.6. Commander's certificate (form available at police)

A2.1.2.7. Personal history (fill in at police)

A2.1.2.8. Written oath (fill in at police)

A2.1.2.9. Application fee for the permission to purchase shells----- 2,400yen

A2.1.2.9.1. (25) shells are needed for a shooting test

A2.1.3 Application for gun possession permission (certificate)

A2.1.3.1. Application fee ---- 10,500 yen

A2.1.3.2 pictures (driver's license size)

A2.1.3.3. Medical certificate

Attachment 2 (Page 10 of 18)

Privately Owned Weapons

A2.1.3.4. Residence certificate

A2.1.3.5. Class completion certificate re rules and manners for gun possession

A2.1.3.6. Shooting skill test certificate

A2.1.3.7. Commander's certificate (form available at police)

A2.1.3.8. Personal history (fill in at police)

A2.1.3.9. Written transfer agreement (purchase contract, shipping document)

A2.1.3.10. Written oath (fill in at police)

A2.1.3.11. Family situation (fill in at police)

A2.1.3.12. Report of storing condition of gun and ammunition (fill in at police)

A2.1.4. Renewal of gun possession permission (certificate)

A2.1.4.1. Application fee---- 7,200 yen

A2.1.4.2. (2) pictures (driver's license size).

A2.1.4.3. Medical certificate

A2.1.4.4. Experienced hunter's class completion certificate

A2.1.4.5. Shooting class completion certificate

A2.1.4.6. Gun possession permission certificate

A2.1.4.7. Stock control logbook of ammunition

A2.1.4.8. Commander's certificate (form available at police)

Attachment 2 (Page 11 of 18)

Privately Owned Weapons

A2.1.4.9. Personal history (form available at police)

A2.1.4.10. Written oath (form available at police)

A2.1.4.11. Family situation (form available at police)

A2.1.4.12. Report of storing condition of gun and ammunition (form available at police)

A2.1.5. Additional register of a gun

A2.1.5.1. Register fee --• 6,800 yen

A2.1.5.2. Medical certificate

A2.1.5.3. Class completion certificate re gun possession

A2.1.5.4. Written transfer agreement (purchase contract, shipping document)

A2.1.5.5. Commander's certificate (form available at police)

A2.1.5.6.Personal history (form available at police)

A2.1.5.7. Written oath (form available at police)

A2.1.5.8. Family situation (form available at police)

A2.1.5.9. Report of storing condition of gun and ammunition

A2.1.5.10. Hunting license

TOTAL COST FOR A GUN POSSESSION PERMISSION CLASS……...¥6,800
SHOOTING TEST……..…....¥22,000
PERMISSION FOR THE PURCHASE OF GUN…….....¥2,400
POSSESION PERMISSION FOR ONE GUN…….……¥10,500

TOTAL……¥41,700

Attachment 2 (Page 12 of 18)
Privately Owned Weapons

Example 1
AFT FORM 6 PART II
Application and Permit for Importation of Firearms, Ammunition, and Implements of War

DEPARTMENT OF THE TREASURY
BUREAU OF ALCOHOL, TOBACCO AND FIREARMS

APPLICATION AND PERMIT FOR IMPORTATION OF FIREARMS, AMMUNITION AND IMPLEMENTS OF WAR

FOR USE BY MILITARY MEMBERS OF THE UNITED STATES ARMED FORCES

(Submit in triplicate)

INSTRUCTION SHEET FOR ATF F 6 PART II

(Detach this instruction sheet and carbons before submitting your application)

GENERAL INFORMATION

1. The Director, Bureau of Alcohol, Tobacco and Firearms may issue a permit authorizing the importation of a firearm or ammunition into the United States to the place of residence of any military member of the U.S. Armed Forces who is on active duty outside the United States within the 60-day period immediately preceding the intended importation, provided:

   (a) that such firearm or ammunition is generally recognized as particularly suitable for sporting purposes; excluding surplus military firearms;

   (b) that such firearm or ammunition is intended for the personal use of such member; and

   (c) that such importation would not constitute a violation of any provision of the Gun Control Act of 1968, Title VII of the Omnibus Crime Control and Safe Streets Act of 1968, as amended (82 Stat. 236; 18 U.S.C. Appendix), or of any State law or local ordinance at the place of the member's residence.

2. A person not meeting the above criteria may engage the services of a Federal firearms licensee to effect the importation, provided that the firearm is importable.

3. A permit is not required for a firearm or ammunition brought into the United States or any possession thereof by any person who can establish to the satisfaction of Customs that such firearm or ammunition was previously taken out of the United States or any possession thereof by such person.

4. No permit will be issued to import a surplus military firearm, a firearm or ammunition which is not generally recognized as particularly suitable for sporting purposes, or a firearm as defined in 26 U.S.C. 5845 (a) *(e.g., machinegun, silencer, destructive device, short-barreled rifle or short-barreled shotgun, etc.).*

5. Before filing an application to import an ammunition feeding device **with a capacity of more than 10 rounds of ammunition**, prospective applicants should first call the Firearms and Explosives Imports Branch to determine the import status of the device and confirm the documentation necessary. An ammunition feeding device is a magazine, belt, drum, feed strip, or similar device for a firearm that has a capacity of, or that can be readily restored or converted to accept, more than 10 rounds of ammunition.

6. Application for permission to import firearms and ammunition by military members of the United States Armed Forces must be filed on ATF F 6 -Part II (5330.3B). Commercial firms *(i.e., firearms importers, dealers, DOD civilians, military dependents, etc.)* must use ATF F 6 - Part I (5330.3A) to apply for permission to import firearms and ammunition.

7. The use or sale of firearms *(including antique firearms)* or ammunition is taxable in certain situations. This tax will probably apply to the sale or use of firearms or ammunition in any business that you conduct. This Federal tax is in addition to any Customs duties. This tax does NOT apply to:

   (a) The personal use of firearms or ammunition which you had in the U.S. before.

   (b) Firearms or ammunition *(domestic or foreign)* that were sold and used in the U. S. anytime after 1918.

   (c) Firearms or ammunition which an individual acquired for use *(for example, shooting or protection)* during a stay outside the U.S. AND used during the stay.

   (d) Parts for firearms or ammunition. However, tax does apply to a complete firearm or to ammunition in knockdown condition *(for example, kits).*

   (e) Firearms or ammunition of a nonresident that are temporarily imported for use in a specific event or action *(for example, any lawful sporting purpose, official law enforcement, or repair).*

8. If firearms or ammunition are brought into the U.S. that do not meet these conditions, this tax may apply to their use or sale. Contact Revenue Operations Branch, Bureau of Alcohol, Tobacco and Firearms, Washington, DC 20226, telephone 202-927-8210, or any local ATF Regulatory Enforcement office for help and forms.

PREPARATION OF ATF F 6 - PART II

9. **Item 1.** Name and address of person designated, in writing, by a member to effect the release of the articles from Customs custody or to handle the shipment from the duty station outside the United States.

10. **Item 7.** The application must show a detailed description of each firearm or ammunition to be imported. The description must establish that the firearm or ammunition is generally recognized as particularly suitable for sporting purposes and meets the other criteria for importation. More than one firearm or ammunition may be included on a single application. Failure to supply complete information will delay processing and may cause denial of the application.

11. **Item 14.** Sign all copies of the application in ink. All other entries must be printed in ink or be typewritten.

NUMBER OF COPIES AND MAILING OF ATF F 6 - PART II

12. The form must be submitted, in triplicate, to:

    Director, Bureau of Alcohol, Tobacco and Firearms
    (Attention: Firearms and Explosives Imports Branch)
    Washington, DC 20226

13. Any questions concerning the application should be referred to the Imports Branch at the above address or telephone (202) 927-8320.

14. The application should be submitted approximately 60 days prior to the intended importation.

APPROVAL

16. The Director will approve the application or advise the applicant of the reason for the disapproval. In some cases it may be necessary to request additional information to determine the import status of the firearm or ammunition.

17. The permit is valid for 12 months from the date of approval. The approved application will serve as the permit to import the article(s) described on the form.

18. After approval, the Director will retain two copies and forward the original to the member or his designated agent, along with copies of ATF F 6A, Release and Receipt of Imported Firearms, Ammunition and Implements of War.

ATF F 6 - PART II (5330.3B) (8-97) PREVIOUS EDITIONS ARE OBSOLETE DETACH INSTRUCTIONS BEFORE FILING.

Attachment 2 (Page 13 of 18)
Privately Owned Weapons

19. No photographic or other copy may be used, unless certified by the Director, to effect release of the firearms or ammunition from Customs. No amendments or alterations may be made to an approved permit, except by the Director.

RELEASE FROM CUSTOMS

20. The ATF F 6A, with Section I completed, the approved permit, and any other necessary documents, must be presented to the U. S. Customs Service officials handling the importation to effect release of the firearms or ammunition.

21. The Customs officer, after determining that the importation is in order, will execute the certificate of release on ATF F 6A.

22. The Customs officer will forward the ATF F 6A to the address shown on the form and return the permit to the applicant.

Attachment 2 (Page 14 of 18)
Privately Owned Weapons

OMB NO. 1512-0018

DEPARTMENT OF THE TREASURY
BUREAU OF ALCOHOL, TOBACCO AND FIREARMS

APPLICATION AND PERMIT FOR IMPORTATION OF FIREARMS, AMMUNITION AND IMPLEMENTS OF WAR

FOR USE BY MEMBERS OF THE UNITED STATES ARMED FORCES *(Submit in triplicate)*

FOR ATF USE ONLY
PERMIT NO.
VALID FOR 12 MONTHS AFTER THE DATE OF APPROVAL (ITEM 20 BELOW)

SECTION I - APPLICATION

1. RETURN APPROVED PERMIT TO *(Enter name, address and ZIP Code if different than applicant's)*

2. APPLICANT'S NAME AND ADDRESS *(Including ZIP Code)*

TELEPHONE NUMBER

3. NAME AND ADDRESS OF SELLER

4. NAME AND ADDRESS OF SHIPPER

5. PRESENT OR LAST FOREIGN DUTY STATION

6. COUNTRY OF EXPORTATION

7. DESCRIPTION OF FIREARMS AND AMMUNITION *(For firearms, enter (SG) - Shotgun; (Ri) - Rifle; (Pi) - Pistol; (RE) - Revolver)*

	NAME AND ADDRESS OF MANUFACTURER a.	TYPE (SG), (Ri), (Pi), (RE) b.	CALIBER, GAUGE OR SIZE c.	MODEL (MFRS) DESIG. d.	LENGTH OF BARREL e.	OVERALL LENGTH (inches) f.	SERIAL NO. g.	NEW (N) OR USED (U) h.	QUAN-TITY (Each type) i.	UNIT COST j.
FIREARMS										
AMMUNITION		(Ball Wad cutter, Shot, etc.)								

8. SPECIFIC PURPOSE OF IMPORTATION *(Use additional sheets, if necessary)*

9. ARE YOU NOW OR HAVE YOU BEEN ON ACTIVE DUTY OUTSIDE THE UNITED STATES WITHIN THE 60-DAY PERIOD IMMEDIATELY PRECEDING THIS IMPORTATION? ☐ YES ☐ NO

10. PLACE OF RESIDENCE IN THE UNITED STATES

11. DATE OF ASSIGNMENT TO DUTY STATION WITHIN UNITED STATES

12. BRANCH OF SERVICE

13. DATE OF BIRTH

Under penalties of law, I declare that I have examined this application, including the documents submitted in support of it, and to the best of my knowledge and belief, it is true, correct, and complete, that the transportation to and the receipt and possession by me at my place of residence of the firearms and/or ammunition described above, would not constitute any violation of Title I of the Gun Control Act of 1968 (U.S.C., Title 18 Chapter 44), or Title VII of the Omnibus Crime Control and Safe Streets Act of 1968 (U.S.C. Title 18, Appendix, Sections 1201-1203) or any State law or local ordinance, that the firearms and/or ammunition are intended for my personal use and that no firearm is a surplus military firearm or a firearm as described in 26 U.S.C. 5845(a).

14. SIGNATURE

15. RANK

16. SERIAL NO.

17. DATE

SECTION II - FOR ATF USE ONLY
(Please make no entries in this section)

18. THE APPLICATION HAS BEEN EXAMINED AND THE IMPORTATION OF THE FIREARMS AND AMMUNITION DESCRIBED HEREIN IS:

☐ APPROVED
☐ PARTIALLY APPROVED FOR THE REASON INDICATED ON THE ATTACHED LETTER
☐ DISAPPROVED FOR THE REASON INDICATED ON THE ATTACHED LETTER
☐ WITHDRAWN BY APPLICANT WITHOUT ACTION
☐ RETURNED FOR ADDITIONAL INFORMATION

19. SIGNATURE OF DIRECTOR, BUREAU OF ALCOHOL, TOBACCO AND FIREARMS

20. DATE

ATF F 6 - PART II (5330.3B) (8-97) PREVIOUS EDITIONS ARE OBSOLETE

Attachment 2 (Page 15 of 18)

Privately Owned Weapons

PRIVACY ACT INFORMATION

The following information is provided pursuant to Section 3(a}(3) of the Privacy of 1974:

AUTHORITY. With respect to the importation of firearms, ammunition, and implements of war, the information requested on ATF F 6 - Part II (5330.3B) is mandatory pursuant to 18 U.S.C. 925.

PURPOSE. To determine if the article(s} qualifies for importation by the applicant.

ROUTINE USES. The information will be used by ATF to make determinations set forth in paragraph 2. In addition, information may be disclosed to other Federal, State, foreign and local law enforcement and regulatory agency personnel to verify information on the application and to aid in the performance of their duties with respect to the enforcement and regulation of firearms and/or ammunition where such disclosure is not prohibited by law. The information may further be disclosed to the Justice Department if it appears that the furnishing of false information may constitute a violation of Federal law. Finally, the information may be disclosed to members of the public in order to verify the information on the application when such disclosure is not prohibited by law.

EFFECTS OF NOT SUPPLYING INFORMATION REQUESTED. Failure to supply complete information will delay processing and may cause denial of the application.

PAPERWORK REDUCTION ACT NOTICE

This request in accordance with the Paperwork Reduction Act of 1995. This information collection is mandatory pursuant to 18 U.S.C. 925, 26 U.S.C. 5844, and 22 U.S.C. 2778. The purpose of this information collection is to allow ATF to determine that the article(s) described on the application qualifies for importation by the importer, and to serve as the authorization for the importer.

The estimated average burden associated with this collection of information is 1 hour per nispondent or recordkeeper, depending on individual circumstances. Comments concerning the accuracy of this burden estimate and suggestions for reducing this burden should be addressed to Reports Management Office.i;. Document Services Branch, Bureau of Alcohol, Tobacco and Firearms, Washington, DC 20226.

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

ATF F 6 - PART II (5330.38) (8-97)

Attachment 2 (Page 16 of 18)
Privately Owned Weapons
Example 2
DD FORM 2760
Qualification to Possess Firearms or Ammunition

QUALIFICATION TO POSSESS FIREARMS OR AMMUNITION

PRIVACY ACT STATEMENT

AUTHORITY: 18 U.S.C. 922(g)(9); E.O. 9397.

PRINCIPAL PURPOSE(S): To obtain information to determine if you have been convicted of a crime of domestic violence which would disqualify you from shipping, transporting, possessing or receiving either Government-issued or private firearms or ammunition and to determine if reassignment, reclassification, detail or other administrative action is warranted. Your Social Security Number is solicited solely for purposes of verifying your identity.

ROUTINE USE(S): To the Department of Justice so that such information can be included in the National Instant Criminal Background Check System which may be used by firearm licensees (importers, manufacturers or dealers) to determine whether individuals are qualified to receive or possess firearms and ammunition.

DISCLOSURE: Mandatory for all personnel who are required to certify. Failure to provide the information may result in (1) (military only) the imposition of criminal or administrative penalties for failing to obey a lawful order, and (2) (civilian only) the imposition of administrative penalties, to include removal from Federal service. However, neither your answers nor information or evidence gained by reason of your answers can be used against you in any criminal prosecution for a violation of Title 18, United States Code, Section 922(g)(9), including (military only) prosecutions under the Uniform Code of Military Justice, based on a violation of Section 922(g)(9), for conduct which occurred prior to the completion of this form. The answers you furnish and any information resulting therefrom, however, may be used against you in a criminal or administrative proceedings if you knowingly and willfully provide false statements or information.

SECTION I - INSTRUCTIONS

An amendment to the Gun Control Act of 1968 (18 U.S.C. 922) makes it a felony for anyone who has been convicted of a misdemeanor crime of domestic violence to ship, transport, possess, or receive firearms or ammunition. It is also a felony for any person to sell or otherwise dispose of a firearm to any person so convicted.

The Department of Defense has, by policy, expanded the prohibitions contained in Title 18 Section 922(g)(9) to those military or civilian personnel who have felony convictions for crimes of domestic violence. Convictions of crimes of domestic violence do not include summary court-martial convictions, the imposition of nonjudicial punishment (Article 15, UCMJ), or deferred prosecutions (or similar alternative dispositions) in civilian courts. Furthermore, a person shall not be considered as having committed a "crime of domestic violence" for purposes of the firearms restriction of the Gun Control Act unless all of the following elements are present:

(1) the person was convicted of a crime;

(2) the offense has as its factual basis the use or attempted use of physical force, or threatened use of a deadly weapon;

(3) the convicted offender was at the time of the offense:
(a) a current or former spouse, parent or guardian of the victim,
(b) a person with whom the victim shared a child in common,
(c) a person who was cohabiting with or has cohabited with the victim as a spouse, parent, or guardian, or
(d) a person who was similarly situated to a spouse, parent, or guardian of the victim;

(4) the convicted offender was represented by counsel, or knowingly and intelligently waived the right to counsel;

(5) if entitled to have the case tried by jury, the case was actually tried by jury or the person knowingly and intelligently waived the right to have the case tried by jury;

(6) the conviction has not been expunged or set aside, or the convicted offender has not been pardoned for the offense or had civil rights restored, unless the pardon, expungement, or restoration of civil rights provides that the person may not ship, transport, possess or receive firearms.

If you have ever received a domestic violence conviction: (1) you may not possess any firearm or ammunition; and (2) you must return any Government-issued firearm or ammunition to your commander or immediate supervisor; and (3) you must take steps to relinquish possession of any privately owned firearms or ammunition. Furthermore, any previously issued authorization to possess a firearm or ammunition is revoked.

If you have any questions, or you are uncertain if you have such a conviction, you may wish to contact a legal assistance attorney, if eligible, or a private attorney, at your own expense.

SECTION II - QUALIFICATION INQUIRY *(Complete and return to your commander or immediate supervisor within 10 days of receipt)*

1. HAVE YOU EVER BEEN CONVICTED OF A CRIME OF DOMESTIC VIOLENCE AS DESCRIBED ABOVE: *(Initial and date)*

YES	NO	I DON'T KNOW *(Provide explanation on reverse)*

2. IF YOU ANSWERED "YES" TO THE FIRST QUESTION, PROVIDE THE FOLLOWING INFORMATION WITH RESPECT TO THE CONVICTION:

a. COURT/JURISDICTION	b. DOCKET/CASE NUMBER
c. STATUTE/CHARGE	d. DATE SENTENCED *(YYYYMMDD)*

3. CERTIFICATION. I hereby certify that, to the best of my information and belief, all of the information provided by me is true, correct, complete, and made in good faith. I understand that false or fraudulent information provided herein may be grounds for criminal and/or administrative proceedings, to include (if civilian) adverse action, up to and including removal, and (if military) disciplinary action under the Uniform Code of Military Justice. I further understand that I have a continuing obligation to inform my Commander or Supervisor should I be convicted of a crime of domestic violence in the future.

a. NAME *(Last, First, Middle Initial)*	b. RANK/GRADE	c. SOCIAL SECURITY NUMBER
d. ORGANIZATION	d. SIGNATURE	e. DATE SIGNED *(YYYYMMDD)*

DD FORM 2760, DEC 2002 PREVIOUS EDITION IS OBSOLETE. Reset

Attachment 2 (Page 17 of 18)
Privately Owned Weapons

Example 3
AF FORM 1314
Firearms Registration

FIREARMS REGISTRATION

PRIVACY ACT STATEMENT

AUTHORITY: *10 USC 8013; Gun Control Act of 1968 (18 U.S.C. 922(d)(9) and (g)(9)/Lautenberg Amendment); 44 U.S.C. 3101; and EO 9397.*
PRIVACY ACT - 1974 *as Amended applies: This memo may contain information which must be protected IAW DoDD 5400.11, and it is For Official Use Only (FOUO).*
PRINCIPAL PURPOSE: *To record personal information on an individual who registers and stores his or her privately-owned firearm on an Air Force installation or facility. To maintain accountability of firearms, recorded when firearms are removed and returned to the facility, and determine the numbers and location of privately-owned firearms on an installation.*
ROUTINE USES: *Information may be disclosed to local, county, state and federal law enforcement/investigative authorities for investigation purpose. SSN used for identification and retrieving from files.*
DISCLOSURE IS VOLUNTARY: *Failure to disclose the information to include SSN will result in the individual not being able to register or store firearms on the installation or facility. Attempt to keep firearms on base that are not properly registered and stored could result in confiscation of the firearms, disciplinary action, or both.*

NAME *(Last First, MI)*	GRADE/RANK	SSN	ORGANIZATION	DUTY PHONE

FIRE-ARM NO.	WEAPON TYPE *(Rifle, Shotgun, etc.)*	MAKE *(Manufacture)*	CALIBER OR GAUGE	SERIAL NUMBER	RECEIPT FOR FIREARMS NOT RETAINED BY OWNER	
					DATE RECEIVED	SIGNATURE OF SUPPLY CLERK
1						
2						
3						
4						
5						

HAVE YOU BEEN CONVICTED OF A DOMESTIC VIOLENCE CRIME IN VIOLATION OF THE GUN CONTROL ACT/LAUTENBERG AMENDMENT? YES ☐ NO ☐
DID YOU RECEIVE THE GUN CONTROL ACT AND LAUTENBERG AMENDMENT BRIEFING? YES ☐ NO ☐
OWNER, ATTACH A COPY OF DD FORM 2760, QUALIFICATION TO POSSESS FIREARMS AND AMMUNITION.
I HAVE READ AND WILL COMPLY WITH AFI 31-101, AFI 31-207 AND SUPPLEMENTS THERETO AND DD FORM 2760.

SIGNATURE OF OWNER	DATE:	STORAGE LOCATION/ADDRESS

☐ RETAIN POSSESSION OF ABOVE FIREARM (S):
☐ STORE FIREARM (S) IN: AND WITHDRAW SAME:
☐ TEMPORARILY STORE IN: PENDING DISPOSITION:

WAS THE ANNUAL GUN CONTROL ACT OF 1968/LAUTENBERG AMENDMENT BRIEFED TO FIREARM OWNER BY UNIT COMMANDER? YES ☐ NO ☐

TYPE NAME, GRADE AND RANK OF UNIT COMMANDER OR DESIGNEE	SIGNATURE OF UNIT COMMANDER OR DESIGNEE	DATE:
TYPE NAME, GRADE AND RANK OF STORING UNIT COMMANDER OR DESIGNEE	SIGNATURE OF STORING UNIT COMMANDER OR DESIGNEE	DATE:

RECORD OF TEMPORARY WITHDRAWALS BY OWNER AND RETURN TO STORAGE

FIRE-ARM NO.	MAKE (Manufacture)	TEMPORARY WITHDRAWALS		RETURN TO STORAGE	
		DATE	SIGNATURE OF OWNER	DATE	SIGNATURE OF DESIGNATED CUSTODIAN

AF IMT 1314, 20051017, V1 PREVIOUS EDITIONS ARE OBSOLETE.

Attachment 2 (Page 18 of 18)

Privately Owned Weapons

Example 4

MEMORANDUM OF UNDERSTANDING

Registration, Transfer, and Deregistration of Privately Owned Weapons (POW)

DEPARTMENT OF THE AIR FORCE
PACIFIC AIR FORCES

MEMORANDUM OF UNDERSTANDING

FROM: POW OWNER

SUBJECT: Registration, Transfer, and Deregistration of Privately Owned Weapons (POW)

1. I, the undersigned, acknowledge as owner of POWs at Misawa AB, Japan I am required by law (18 U.S.C. 922(g)(9); E.O. 9397.) to register firearms via AF Fm 1314, *Firearm Registration* form and comply with all applicable DOD, Air Force, USFJ and local directives while residing in Japan. I understand my responsibility to properly deregister my POWs upon departure from Misawa. My signature acknowledges my understanding of responsibility as a POW owner.

2. I acknowledge my responsibility to monitor the security, safety and accountability of my firearms at all times. I will advise the 35 SFS POW Monitor when firearms are removed from authorized storage and contact the POW Monitors to update the AF Fm 1314 on file in the 35 SFS Armory. I understand the responsibility for security of my firearms is transferred to the armory only upon proper completion of AF FM 1314 maintained in the 35 SFS armory. It is solely my responsibility to update the AF FM 1314 unless legal right is granted via power of attorney. A new AF FM 1314 will be accomplished as changes in number or location require it.

3. I acknowledge failure to register POWs via AF FM 1314 with 35 SFS and/or the government of Japan as required could result in confiscation of the firearms. I am the only one who can checkout my firearms or update the AF FM 1314 without granting legal rights to another via power of attorney. I acknowledge a power of attorney is required to transfer ownership should I sell a firearm and be unavailable to sign.

4. I acknowledge failure to maintain correct information on the AF FM 1314, to include current residence and contact numbers may result in firearms being assessed as abandoned property and processed for disposal IAW AFI HQ USFJ 31-207 and DOD 4160.21M.

6. I, the undersigned, understand all questions related to this memorandum of understanding can be directed to the 35 SFS Armory, Bldg 648 (DSN 226-4005).

_____
FIRSTNAME MI. LASTNAME, Rank
USAF/DOD Affiliation

Email:
Home Phone:
Work Phone:

Attachment 3

AGE MATRIX FOR CONTROL OF MINOR FAMILY MEMBERS*

Figure A3.1. Age Matrix For Control Of Minor Family Members*

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.

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 ***	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 remove handbrake applied.	YES */** (SEE BELOW)	NO
Age 12 ***	YES	YES; with access to adult supervision. SPONSORS MUST BE IN LOCAL AREA ****	YES	YES	YES ** (SEE BELOW)	YES ** (SEE BELOW)
Age 13 ***	YES	YES; with access to adult supervision. SPONSORS MUST BE IN LOCAL AREA	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	YES	YES	YES ** (SEE BELOW)	YES ** (SEE BELOW)
Age 15 ***	YES	YES; with access to adult supervision. SPONSORS MUST BE IN LOCAL AREA	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 BABY SITTIG 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	Bouldering Wall	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	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 supervision required.	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 supervision required.	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 supervision required.	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 supervision required.	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 supervision required.	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	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	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	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	Must be safety certified to use bouldering wall and be accompanied by another climber	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	Must be safety certified to use bouldering wall and be accompanied by another climber	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	Must be safety certified to use bouldering wall and be accompanied by another climber	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	Must be safety certified to use bouldering wall and be accompanied by another climber	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	Must be safety certified to use bouldering wall and be accompanied by another climber	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	Must be safety certified to use bouldering wall and be accompanied by another climber	Unrestricted

Attachment 5

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

Figure 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.
Age 13	Direct parent/guardian supervision required for Cardio and Weight Rooms.	Unrestricted	Direct parent/guardian supervision required. Cannot operate power equipment.	Direct parent/guardian supervision required unless child demonstrates ability to swim pool length.	Parent/guardian must attend safety brief with player and co-sign safety card annually	Direct parent/guardian supervision required.	Direct parent/guardian supervision required.
Age 14	Direct parent/guardian supervision required for Cardio and Weight Rooms.	Unrestricted	Direct parent/guardian supervision required. Cannot operate power equipment.	Direct parent/guardian supervision required unless child demonstrates ability to swim pool length.	Parent/guardian must attend safety brief with player and co-sign safety card annually	Direct parent/guardian supervision required.	Direct parent/guardian supervision required.
Age 15	Direct parent/guardian supervision required for Cardio and Weight Rooms.	Unrestricted	Direct parent/guardian supervision required. Cannot operate power equipment.	Direct parent/guardian supervision required unless child demonstrates ability to swim pool length.	Parent/guardian must attend safety brief with player and co-sign safety card annually	Direct parent/guardian supervision required.	Direct parent/guardian supervision required.
Age 16	Unrestricted	Unrestricted	Parent/guardian written permission required.	Unrestricted	Parent/guardian must attend safety brief with player and co-sign safety card annually	Unrestricted. For power boat rental: licensed operator under direct supervision of licensed parent/guardian required	Direct parent/guardian supervision required.
Age 17	Unrestricted	Unrestricted	Parent/guardian written permission required.	Unrestricted	Parent/guardian must attend safety brief with player and co-sign safety card annually	Unrestricted. For power boat rental: licensed operator under direct supervision of licensed parent/guardian required	Direct parent/guardian supervision required.
Age 18	Unrestricted	Unrestricted	Unrestricted	Unrestricted	Unrestricted	Unrestricted	Unrestricted

Attachment 6

CONSTRUCTION SITE SAFETY

A6.1. Construction sites on Misawa Air Base: May be present at any time or 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

POLICY ON 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. If we have neat, orderly, and clean surroundings, we feel better about ourselves, our jobs, and our place in the community. Clutter or disarray erodes confidence in our ability to properly take care of our affairs, and displays a lack of pride in our community and ourselves.

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

A7.3. The ground rules regarding litter are simple. If you drop it or see it, pick it up; if you're responsible for any trash or a mess, clean it up. If you are responsible for a specific area, keep it clean and neat. This also means responsibility for ensuring litter is disposed of properly. 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 Civil Engineer Squadron (IAW 35 FWI 32-6003, Grounds Maintenance), Facility Managers or their designated agents will perform grounds maintenance consisting of, but not limited to, weed eating all flower beds, curbs and gutters, mowing all grass areas, picking up all trash, mower clippings and branches, sweeping sidewalks, streets, and parking lots, and controlling the removal of snow and ice form sidewalks and steps. Receiver 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 don't leave refuse in public areas; throw it in trash cans.

A7.5. Everyone is expected to pitch in and pick up trash when we see it. The Misawa standard for cleanliness requires a team effort to keep the installation litter-free.

A7.6. An amnesty box is available for the disposal of unauthorized airline carry on items. This 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. Littering, Refuse Collection, Disposal, and Recycling.

A7.8. All waste must be pre-sorted prior to placing into garbage containers. Recycling is mandatory at Misawa AB. When using plastic bags to segregate recyclables, use clear bags so the contents can be identified.

A7.8.1. Recyclables: Glass (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 on flyer and magnet distributed by Civil Engineering Environmental element. When recycling plastic bottles, remove the cap and labels:

A7.8.1.1. All items, except bulk waste, should be bagged and tied separately. Newspapers, magazines and books must 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.

A7.8.1.2. Recycling Container: One recycling bin is provided for each housing unit. If these bins are not in your unit when you move in, you can pick them up at the CE Self Help Store (Bldg 790, DSN 226-4992).

A7.8.2. Household Hazardous Items:

A7.8.2.1. Centralized Collection Points: Are available for household hazardous items for proper disposal and recycling. Please dispose of the following household hazardous items as described below.

A7.8.2.2. Reusable US Manufactured Cleaning Products and Paint: Partially opened half full containers of Windex, Ajax, 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 the Self Help Store can be returned to the Self Help Store (Bldg 993, DSN 225-7086 for Housing Occupant issue and reutilization). Paint issued from the Self-help can be returned for disposal within 30 days of issue (used or unused).

A7.8.2.3. Household Batteries: Outside Main BX and inside the Commissary at theYokota Community Center.

A7.8.2.4. Auto Batteries : Auto Skills Center (Bldg 767, DSN 226-4654).

A7.8.2.5. Propane Tanks: Issued by AAFES (Bldg 1214, DSN 225-8429).

A7.8.2.6. Auto Oils, Diesel, Kerosene, Antifreeze and Oil Filters: Auto Skills Center (Bldg 767, DSN 226-4654).

A7.8.2.7. Car Tires: Auto skills center (Bldg 767, DSN 226-4654)

A7.8.2.8. Burned-Out Florescent Bulbs: Can be exchanged for new bulbs at Misawa CE Self Help Store (Bldg 790, DSN 226-4992) . Broken fluorescent bulbs should be contained in a way to avoid exposure to mercury dust inside prior to being turned in.

A7.8.2.9. There is no centralized collection point available for small propane bottles, gasoline, and charcoal lighter fluid. Contact the Base Environmental Office at 225-5440 for proper disposal.

A7.8.2.10. Cooking Oil and Grease: Please do not pour cooking oil and grease down drains, to include storm drains. Instead, please allow oil/grease to cool and pour into an original container or use other container then drop of at Recycling Center, Bldg 1366, 226-5446. Cool cooking and grease can also be poured into empty milk carton lined with paper products. Use enough paper products (paper towels, newspaper, etc.) to absorb oil/grease and then place in your household trash. Another option for easy disposal is to use commercial products to solidify or absorb cooking oil/grease. These products can be found at the 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.

A7.8.3. Sanitary Concerns: Excrements 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.

A7.8.4. Garbage DOs and DON'Ts.

A7.8.4.1. DO:

A7.8.4.1.1. Use the containers for household refuse and recycling only.

A7.8.4.1.2. Wash the containers.

A7.8.4.1.3. Police the area daily. If your children are taking the garbage bags to the curb, ensure that they take them out on scheduled days.

A7.8.4.1.4. Keep lids on the containers at all times.

A7.8.4.1.5. Ensure garbage is placed in proper container(s) in tower garbage rooms and not placed haphazardly.

A7.8.4.1.6. Combustible trash place in trash container, non-combustible and recyclables place in recycling container.

A7.8.4.2. DON'T:

A7.8.4.2.1. Allow your garbage can to overflow.

A7.8.4.2.2. Place hot ashes or charcoal in garbage can.

A7.8.4.2.3. Place car batteries, paint, solvents, or flammable liquids in the garbage can. Place car tires bulk waste or MFH tower trash area. See paragraph 1.8. for details on disposal.

A7.8.4.2.4. Place heavy metals, tree limbs, grass clippings, or leaves in garbage cans or around the adjacent area. See paragraph 1.13. for details on disposal. 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.

A7.8.5. Large Bulk Item Pick-up. MFH: Curbside pick-up for large bulk items are provided once a week. Items must be placed on the curbside, only along the street, which is 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 226-9009.

A7.8.6. **(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

POLICY ON 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.

A8.1.1. 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.

A8.2. 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".

A8.3. 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.

A8.4. 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: Acat, 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. Refer to the housing pamphlet for further details and fencing guidelines. This brochure is located on the MSG HUD at the following address: **https://misawa.eim.pacaf.af.mil/35FW/35MSG/Lists/Links1/DispForm.aspx?ID=7**

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 and the animal will be subject to removal from base or 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 right to base veterinary care for their pets and housing privileges.

A9.16. Residents are unauthorized 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.