

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



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Incorporating Change 1, 16 MAY 2012

Personnel

**MISAWA AIR BASE COMMUNITY
STANDARDS**

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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 in accordance with Air Force Manual (AFMAN) 33-363, Management of Records, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afirms/>." 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 interim change implements new guidelines on black marketing and illegal drugs, changes the pet waiver approval authority, clarifies the home business policy and adds an operational disclaimer for the LRS shuttle service. In particular, section 13, *Black Marketing* was completely rewritten and a new section, 17, *Illegal Drugs on Misawa Air Base* (OPR: SFS) was

inserted with subsequent sections renumbered. Section 9.4 under 9, *Policy on Pet Care* was modified to re-designate the pet waiver approval authority. Section 14.1, under 14, *Home Business Policy* was split into several sections for clarity and an additional phrase on potential limits to home businesses was included. Finally, the phrase "When operating," was inserted at the beginning of paragraph 16.1 to acknowledge that the LRS Express Shuttle is not a guaranteed service.

1. Equal Opportunity and Treatment Policy (OPR: 35th Fighter Wing Equal Opportunity Office).

1.1. 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. 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. Commanders will establish an active human relations education program for their units and consider the appropriateness of disciplinary action when members under their command have practiced unlawful discrimination or harassment. Unit commanders will inform the Equal Opportunity (EO) Office of any issues that surface involving discrimination or harassment, even if the matters are worked within the unit. **NOTE:** All non-USAF service commanders are responsible for the readiness of their assigned personnel and units. 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. The 35th Fighter Wing Commander is personally committed to keeping our community free from the debilitating affects 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.

2. Use of Alcohol on Misawa Air Base (OPR: 35th Security Forces Squadron).

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 alcoholic beverages for military or civilian members of the community under the age of 20 years.

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.

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

2.4. Personnel will not carry open containers of alcoholic beverages outside drinking establishments. Authorized drinking establishments (e.g., Enlisted and Officers' Clubs) will ensure appropriate action is taken to stop personnel from carrying open containers away from their establishments. 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 from the immediate area and that they properly dispose of empty containers. Violators (military, government civilian, and family member civilian) will be apprehended/detained and released only to their sponsor or sponsor's organization for action. See FWI 34-219 for additional guidance.

3. Use of Tobacco Products on Misawa Air Base (OPR: 35th Health and Wellness Center).

3.1. According to AFI 40-102, *Tobacco Use In The Air Force*, no tobacco products can be sold on the installation to anyone under the age of 18 (a minor). On Misawa Air Base, no minors will be allowed to purchase or use tobacco products of any kind. Violations will be reported to Security Forces.

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

3.3. IAW AFI 40-102_35FWSUP, smoking is only authorized on Misawa Air Base in designated tobacco use areas and designated Military Family Housing. Smoking is prohibited in all dormitories, tower style housing, and in designated smoke-free housing including all Senior Officer Quarters and Prestige Housing.

4. Operating Motorized or Non-motorized Vehicles (OPRs: 35th Fighter Wing Safety Office and 35th Security Forces Squadron).

4.1. 35 FWI 31-204, Misawa Air Base Motor Vehicle Traffic Supervision, addresses the wear/use of equipment when operating motorized/non-motorized vehicles.

4.2. Bicycles may be operated on running trails when they parallel roadways of intended travel. Cyclists, especially families and children, are encouraged to use the Red Conte, Security Hill or Smelt Running Trails instead of adjacent roadways for safety.

4.3. 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, Base Exchange, AAFES Shoppettes and banks. Pedestrians have the right of way on sidewalks. Exceptions to this restriction include dead-end streets, cul-de-sacs, and side roads/loops in the housing areas. Skateboarders, scooter riders and roller skaters/bladers are required to wear protective helmets equipped with an adjustable chinstrap.

4.4. Stereo headphones will not be worn while operating a motorized or non-motorized vehicle, or while running/jogging on roadways.

4.5. Wear of reflective gear is mandatory when jogging or exercising (including skateboarding, roller skating, etc) during hours of darkness, and in inclement weather.

5. Policy on Inappropriate Civilian Attire, Language and Messages on Base (OPRs: 35th Equal Opportunity Office and 35th Mission Support Group).

5.1. Inappropriate civilian attire, language or messages which detract from a favorable, comfortable, and safe environment, will not be allowed on this installation. Below are three examples:

5.1.1. Wear of Civilian Attire: When in civilian attire, residents of Misawa Air Base will ensure their dress and personal appearance is commensurate with the standards traditionally associated with our Armed Forces. No one will wear civilian attire with inflammatory or derogatory messages that demean one's race, color, national origin, ethnic background, religion, gender, or age. Civilian attire that glamorizes illicit drugs or gang activity is prohibited. This includes obscene and/or profane words or messages.

5.1.2. Music with Inflammatory or Profane Lyrics: Residents of Misawa Air Base will not play music with inflammatory, profane or derogatory messages, or those which demean one's race, color, national origin, ethnic background, religion, gender, or age, at a volume audible to anyone other than consenting listeners; this includes car radios/stereos. Furthermore, acceptable music must be played at reasonable sound volume (heard no more than 15 feet from the vehicle) so as not to disturb residents of the community.

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

5.2. Display of flags, banners, or streamers with overt or implied inflammatory or derogatory messages that demean one's race, color, national origin, ethnic background, religion, gender, or age is prohibited on Misawa Air Base. This includes obscene and/or profane words or messages. When displaying the flag of any nation or U.S. state, only the current, official flag may be flown or displayed at Misawa Air Base.

5.3. Tattoos that are prejudicial to good order, discipline and morale, or are of a nature to bring discredit upon the Armed Forces are prohibited. The applicable service guidance will govern the wear of tattoos for U.S. military members on Misawa Air Base.

5.4. Active duty members are prohibited from wearing visible body piercings rings, studs, chains, etc. while in Japan, with the exception of U.S. Air Force females who are only allowed to wear earrings on and off base in accordance with AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*. All active duty members (female and male) are prohibited from splitting, puncturing or permanently altering any body part for other than approved medical procedures.

5.5. In public areas, television content must be appropriate for viewing by all age groups. All televisions must utilize V-chip 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. News broadcasts and individual sporting events, such as the NCAA Basketball Tournament, World Series, etc are permissible, as long as they are appropriate for all audiences.

6. Control of Family Members and Civilian (OPR: 35th Mission Support Group).

6.1. 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.

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

6.3. 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.

6.4. A minor found violating this instruction may be detained by Security Forces. Security Forces will contact the minor's sponsor or the sponsor's unit 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.

6.5. 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.

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

6.6.1. 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.

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

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

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

6.6.2.3. 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.

6.7. 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.).

6.8. 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.

7. Policy on Littering (OPR: 35th Civil Engineer Squadron).

7.1. 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.

7.2. 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.

7.3. 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.

7.4. 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.

7.5. An amnesty box is available for the disposal of unauthorized items. It is located in building 955, which is approximately 350 ft northwest of the car wash and gas station. Do not throw items in the amnesty box that should be recycled or put in regular trash receptacles.

8. Housing Appearance (OPR: 35th Civil Engineer Squadron).

8.1. The appearance of base housing directly reflects our pride in our installation and more importantly, our commitment to a safe, well-kept community. Our housing areas are essentially no different from planned communities in the United States, which prescribe appearance specifications, cleanliness standards, responsibilities, and the like. We must all contribute to keep housing areas clean and safe. Living on base is a privilege. Housing appearance standards are defined in the housing brochure provided to all occupants. 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 is grounds for revocation of on-base housing privileges. Primarily during the growing season (May - Oct), CES housing inspectors perform weekly yard inspections on Tuesdays. However, appearance inspections are conducted anytime during the week and discrepancy notices are issued when warranted.

8.2. Dormitory Parking Lot Snow Removal Policy/Schedule. Prior to the beginning of each snow season, the 35th Civil Engineer Squadron will establish a dormitory parking lot snow removal schedule and post it for public notice.

8.2.1. All individuals on base must move their vehicles from the designated parking lots to allow snow removal operations. Prominent signs will be displayed at the entrance to each lot to remind individuals of parking lot clearing times and their responsibility to remove their vehicles.

8.2.2. Individuals failing to remove their vehicles on snow removal days may be subject to adverse actions, as well as ticketing, towing and possible driving privilege suspension based on the following guidelines:

Table 1. Adverse Actions.

1st Offense	Towing
2nd Offense	Towing/30 day driving suspension
3rd Offense	Towing/60 day driving suspension

8.3. Operation of radio controlled vehicles in parking lots. Radio controlled vehicles of any type will not be operated in housing, dormitory, or tower parking lots.

9. Policy on Pet Care (OPR: 35th Force Support Squadron).

9.1. 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.

9.2. If you wish to have a pet other than a cat, dog, gerbil, hamster, guinea pig, rabbit, fish, turtle, passerine bird (perching birds and song birds), or psittacine bird (parrots), you must submit a written request to the 35th Mission Support Group Commander through the Base Veterinarian, Housing Office, and the Base Civil Engineer for consideration before acceptance of housing. Upon veterinary review, recommendations will be forwarded to the 35th Mission Support Group Commander 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.

9.3. 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.

9.4. 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.

9.5. 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 <https://misawa.eim.pacaf.af.mil/35FW/35MSG/Lists/Links1/DispForm.aspx?ID=7>

9.6. 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.

9.7. 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.

9.8. 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.

9.9. 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.

9.10. Pet owners must report lost, deceased, and/or new pets to the base Veterinary Treatment Facility within 24 hours.

9.11. 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.

9.12. 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.

9.13. 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.

9.14. If you see a stray animal, please call the Security Forces Operations Desk immediately to assist with the pet's safe return to the owner and/or capture for the stray adoption program through Force Support Stray Animal Program. For your safety and the safety of the animal, do not feed stray animals or try to capture them.

9.15. 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.

10. Pacific Ocean and Base Beach Aquatic Activities (OPR: 35th Fighter Wing Safety Office).

10.1. Due to the powerful ocean rip current in the Pacific Ocean near Misawa, aquatic activities can be very dangerous. Paragraphs 10.2 and 10.3 comprise Misawa Air Base's policy for using the Pacific Ocean between Hachinohe and the northeast tip of the Shimokita Peninsula.

10.2. There is no swimming, scuba diving, snorkeling or water skiing in the Pacific Ocean between Hachinohe and the northeast tip of the Shimokita Peninsula. The only exception to this is with a lifeguard present at Misawa Veedol Beach (or Misawa Beach), which is south on Route 338, adjacent to the Misawa Fishing Port. Do not confuse this with Miss Veedol Beach, which is also off-limits. Ocean areas south of Hachinohe can also be dangerous; swim only in areas designated as such. Swimming is permitted at the base beach only in the roped-off swimming area.

10.3. Surfing, windsurfing, jet skiing and kayaking are allowed 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. All but surfers 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.

11. Prohibition on Explosive Items in on Base Facilities (OPRs: 35th Fighter Wing Safety Office and 35th Security Forces Squadron).

11.1. Storing smokeless powders and primers is prohibited in any on-base facility, including base housing, unless the location meets Air Force standards and is approved by Wing Weapons Safety, the Fire Emergency Services, and Security Forces. In addition, hand-loading operations will not be conducted in any facilities on base unless specifically designed for that operation, and approved by the 35th Mission Support Group Commander through Wing Weapons Safety, the Fire Emergency Services, and Security Forces.

11.2. Fireworks are not authorized on the installation unless approved for a specific event.

11.3. Military family housing occupants may store no more than three weapons in their on-base quarters or in the Security Forces Armory. All weapons must be registered with Security Forces. For further guidance on possession, storage and registration of weapons refer to 35 FWI 31-101, *Installation Security Instruction*.

11.4. Off-base housing occupants and dormitory occupants may store up to three weapons in the Security Forces Armory. Privately owned rifles, shotguns, or other dangerous weapons are prohibited in all dormitories.

11.5. BB and pellet guns are strictly forbidden to be owned or used on Misawa Air Base.

11.6. All personnel assigned to Misawa Air Base are prohibited from owning, storing or carrying dangerous instruments. Dangerous instruments are defined as any of the following:

11.6.1. Replicas of weapons used as a joke, jest or in a threatening manner towards any individual.

11.6.2. Any other weapons that will propel an object by non-explosive means such as air rifles, air pistols, sling shots, etc.

11.6.3. Spring release knives, switchblade knives, edged swords, or double-edged knives with blades 2.2 inches or longer other than those used in the households, camping, fishing, or hunting are prohibited.

11.6.4. Metal ("brass") knuckles, blackjacks or any other object constructed for the purposes of inflicting bodily harm are prohibited.

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

11.6.6. Any instrument in the design of a weapon used in connection with the practice of self-defense. NOTE: Dangerous weapons required for duty (e.g., O/C pepper spray and collapsible batons) are exempt from the above requirements, so long as authorized personnel in the line of duty carry them. Small containers for mace and O/C pepper spray intended for self-defense are exempt from this list and may be carried.

11.6.7. Stun guns or any other similar devices are prohibited.

11.7. Paintball markers are considered gaming instruments and as such are not classified as weapons.

11.7.1. Paintball markers 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 removed.

11.7.2. Paintball markers may only be used on Misawa AB at the 35th FSS Paintball Fields or other designated paintball venue (indoor or special event) sponsored by the 35th FSS. Use of paintball markers at these facilities is limited to their respective hours of operation and subject to established rules of play and safety requirements. At no time will a paintball marker be set to a speed greater than 290 fps (feet per second).

11.7.3. All personnel engaged in paintball play will wear a full-face type paintball protective mask.

12. Safety and Mishap Incident Reporting (OPR: 35th Fighter Wing Safety Office).

12.1. The safe execution of the wing's mission is paramount. Unit commanders and supervisors at all levels must aggressively monitor operations and establish a mishap prevention program. In addition to the reporting and investigation procedures dictated by higher headquarters regulations, the following procedures will be followed in the event of any incident resulting in property damage, injury to personnel, or high accident potential (HAP):

12.1.1. Any military or civilian personnel (including Japanese Local Nationals) involved in the mishap will brief the unit commander/agency chief and safety representative of the incident. To initiate the required reporting actions to higher headquarters, the unit safety representative will notify wing safety as soon as possible after the incident.

12.1.2. The unit commander/agency chief will brief the appropriate group commander on the details of the mishap and suggest corrective actions to preclude the same or similar incident from happening again.

12.1.3. The group commander or associate unit commander/agency chief will inform the wing or vice commander of the incident and explain what actions have been taken. At that time, the wing or vice commander will determine if the personnel involved, unit commander, and group commander/associate agency chief will need to brief him in person on the mishap. The briefings are not a substitute for formal safety investigations but are intended to raise the safety awareness of all personnel assigned, attached, or associated with Misawa Air Base.

12.2. Wing Safety will establish an effective liaison program with sister service safety agencies. Wing Safety will serve as the interface for base-wide safety issues and provide information on mishaps and corrective actions taken by the different service commanders to the Commander, 35th Fighter Wing, who has ultimate responsibility for safety concerns on the base.

13. Black Marketing (OPR: 35th Fighter Wing Staff Judge Advocate).

13.1. Status of Forces Agreement (SOFA) personnel are prohibited from transferring personal property to residents of Japan, with limited exceptions as described in the following sections.

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

13.2.1. **(Delete)**

13.2.2. **(Delete)**

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

13.4. 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.

13.5. 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.

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

14. Home Business Policy (OPR: 35th Civil Engineer Squadron)

14.1. 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.

14.2. 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 35th Force Support Squadron for these activities.

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

14.4. 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.

14.5. 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.

15. Construction Sites Safety (OPR: 35th Civil Engineer Squadron)

15.1. 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.

15.2. 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:

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

15.2.2. 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.

15.3. 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.

15.4. 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.

15.5. 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.

16. LRS Express Shuttle (OPR: 35th Logistics Readiness Squadron)

16.1. When operating, the LRS Express is a duty passenger shuttle/service provided to the Misawa AB community. The route is designed to make official duty areas of Misawa Air Base accessible. The following standards will be enforced:

16.1.1. Remain respectful to the driver and all passengers. Foul language will be grounds for removal from the shuttle.

16.1.2. Drivers will only pick up/drop off at designated shuttle stops.

16.1.3. Notify the driver of desired stop and remain seated until the vehicle comes to a complete stop and exit through the main door.

16.1.4. Do not extend body, limbs or objects through the windows.

16.1.5. Do not consume food or drink while on the shuttle.

16.1.6. Dispose of trash in designated waste receptacles before boarding.

16.1.7. Ensure dependents under the age of 10 are accompanied by a person 12 years of age or older.

16.1.8. Wear appropriate clothing (shoes and shirts). Roller blades/skates will not be worn on the shuttle.

16.1.9. Passengers not adhering to the standards will be taken to Security Forces.

16.2. The LRS Express passenger priority system is as follows:

16.2.1. On-duty military in uniform.

16.2.2. Off-duty military or DoD civilian employees.

16.2.3. Family members.

16.2.4. Retirees.

16.2.5. Visitors.

17. Illegal Drugs on Misawa Air Base (OPR: 35th Security Forces Squadron).

17.1. The unauthorized manufacture, receipt, possession, use, or distribution of controlled substances at Misawa Air Base or by military members, civilian employees, contractors, or dependents attached to Misawa Air Base is prohibited. Military members will be processed in accordance with the UCMJ, while civilian employees, dependents, and visitors will be processed in accordance with United States law, Japanese law, 35 FWI 51-901, and all other applicable regulations.

17.2. Synthetic marijuana has become a problem 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. Even before it became a federal crime, this drug was banned by the Air Force through regulation. The manufacture, receipt, possession, use, or distribution of any form of synthetic marijuana or like chemical substances on Misawa Air Base or by military members, civilian employees, contractors, or dependents attached to Misawa Air Base will not be tolerated and will be processed accordingly.

18. Prescribed and Adopted Forms.

18.1. Prescribed Forms:

No Forms Prescribed.

18.2. Adopted Forms.

AF Form 847, Recommendation for Change of Publication

MICHAEL D. ROTHSTEIN, Col, USAF
Commander

Attachment 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 Community Action Information Board (CAIB) 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 access (visual sight and hearing distance) to adult supervision.	NO	NO	NO
Age 6 ***	NO	NO	YES; Playground or yard with immediate access (visual sight and hearing distance) 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.	YES; 11 year olds only ***(SEE BELOW)	NO
Age 11 ***	YES; with ready access (phone number to an adult supervisor) *(SEE BELOW)	NO	YES	YES; with keys removed and handbrake applied.	YES; 11 year olds only ***(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 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 6.8. of this instruction).	YES	YES	YES **(SEE BELOW)	YES **(SEE BELOW)
Age 17 ***	YES	YES; (NOTE: see paragraph 6.8. of this instruction).	YES	YES	YES **(SEE BELOW)	YES **(SEE BELOW)
Age 18 ***	YES	YES; (NOTE: see paragraph 6.8. of this instruction).	YES	YES	YES **(SEE BELOW)	YES **(SEE BELOW)

* LATCHKEY TRAINING REQUIRED

** RED CROSS BABY SITTING 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 2

AGE MATRIX FOR USE OF WEASEL'S DEN RECREATION FACILITY

Age of Child	Ramps, & Hockey	Inline Skating Rink & 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) required to supervise. Helmet, elbow, knee pads and wrist guards required.	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) required to supervise. Helmet, elbow, knee pads and wrist guards required.	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 supervision required.
Age 6	Direct Parent; Guardian; Sibling (age 16 or older 1:2 ratio) required to supervise. Helmet, elbow, knee pads and wrist guards required.	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 supervision required.
Age 7	Direct Parent; Guardian; Sibling (age 16 or older 1:2 ratio) required to supervise. Helmet, elbow, knee pads and wrist guards required.	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 supervision required.
Age 8	Direct Parent; Guardian; Sibling (age 16 or older 1:2 ratio) required to supervise. Helmet, elbow, knee pads and wrist guards required.	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 supervision required.
Age 9	Direct Parent; Guardian; Sibling (age 16 or older 1:2 ratio) required to supervise. Helmet, elbow, knee pads and wrist guards required.	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 supervision required.
Age 10	Direct Parent; Guardian; Sibling (age 16 or older 1:2 ratio) required to supervise. Helmet, elbow, knee pads and wrist guards required.	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; Sibling (age 16 or older 1:2 ratio) required to supervise.	Direct Parent; Guardian; Sibling (age 16 or older 1:2 ratio) required to supervise.
Age 11	Direct Parent; Guardian; Sibling (age 16 or older 1:2 ratio) required to supervise. Helmet, elbow, knee pads and wrist guards required.	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; Sibling (age 16 or older 1:2 ratio) required to supervise.	Direct Parent; Guardian; Sibling (age 16 or older 1:2 ratio) required to supervise.
Age 12	Direct Parent; Guardian; Sibling (age 16 or older 1:2 ratio) required to supervise. Helmet, elbow, knee pads and wrist guards required.	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; Sibling (age 16 or older 1:2 ratio) required to supervise.	Direct Parent; Guardian; Sibling (age 16 or older 1:2 ratio) required to supervise.
Age 13	Unrestricted. Helmet, elbow, knee pads and wrist guards required.	Unrestricted, Helmet required. Elbow, knee pads, wrist guards recommended.	Only allowed in area when directly supervised and playing with youth 12 yrs 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, elbow, knee pads and wrist guards required.	Unrestricted, Helmet required. Elbow, knee pads, wrist guards recommended.	Only allowed in area when directly supervised and playing with youth 12 yrs 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, elbow, knee pads and wrist guards required.	Unrestricted, Helmet required. Elbow, knee pads, wrist guards recommended.	Only allowed in area when directly supervised and playing with youth 12 yrs 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, elbow, knee pads and wrist guards required.	Unrestricted, Helmet required. Elbow, knee pads, wrist guards recommended.	Only allowed in area when directly supervising youth 12 yrs 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, elbow, knee pads and wrist guards required.	Unrestricted, Helmet required. Elbow, knee pads, wrist guards recommended.	Only allowed in area when directly supervising youth 12 yrs 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, elbow, knee pads and wrist guards required.	Unrestricted, Helmet required. Elbow, knee pads, wrist guards recommended.	Only allowed in area when directly supervising youth 12 yrs 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 3

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 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 10	Direct Parent/guardian supervision required. No access to Cardio and Weight Rooms.	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 Parent/guardian supervision required. No access to Cardio and Weight Rooms.	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 Parent/guardian supervision required for Cardio and Weight Rooms.	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.

Attachment 4

SAMPLE MEMORANDUM FOR DORMITORY PARKING LOT SNOW REMOVAL SCHEDULE

MEMORANDUM FOR DORM RESIDENTS

FROM: _____/CC

SUBJECT: Dormitory Parking Lot Snow Removal Schedule

1. 35 CES will be clearing snow, as required, from our dormitory parking lots on the following days and times:

Day	Time	Parking Lot Location

All individuals will remove their vehicles from the designated parking lots to allow snow removal operations. Prominent signs will be displayed to remind individuals of snow removal operations and their responsibility to remove their vehicles from the impacted parking lots.

2. Individuals failing to remove their vehicles on snow removal days may be subject to adverse actions, as well as ticketing, towing and possible driving privilege suspension based on the following guidelines:

1st Offense	Towing
2nd Offense	Towing/30 day driving suspension
3rd Offense	Towing/60 day driving suspension

3. This directive will remain in effect until rescinded.

NAME, RANK, USAF
Commander, _____

1st Ind, Dorm Resident

MEMORANDUM FOR _____/CC

Printed Name and Signature

Bldg. Room no. Date