

**24 SEPTEMBER 2004**



**Personnel**

**BASE DETAILS**

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This instruction establishes procedures and responsibilities for assignment of base details. It applies to all wing and tenant units assigned to Hickam AFB.

**SUMMARY OF REVISIONS**

This revision updates all references of 15th Air Base Wing to 15th Airlift Wing. Paragraph **2.** expanded. Requirement to semiannually revalidate exemption letters deleted in paragraph **3.1.1.** Paragraphs **3.2.5.** and **3.4.1.** changed to task PACAF Commanders instead of First Sergeants. Paragraphs **3.4.** renumbered and reordered. Paragraph **3.4.2.** (original **3.4.1.**) amended to delete requirement to appoint an organizational focal point for details. Additional information added to paragraph **3.4.2.** Added **3.4.1.** a requirement for Groups, Tenant Units and PACAF Squadrons to submit a semiannual Detail Exemption Listing to 15 AW/CCA. Clarified 15 AW Staff Agencies tasking process and procedure in paragraph **3.4.2.** Added 3.5.1.1. Paragraphs 3.6 through 3.6.4 deleted. Paragraph **4.1.** added detailing how to submit a semiannual detail exemption listing. All subsequent paragraphs after **4.1.** renumbered. All references to READY replaced with Security Forces Augmentation. Expanded on paragraph **4.3.1.** Renumbered exemptions listed in **4.4.** Deleted exemption for units being augmented due to increase in mission. Added exemption **4.4.1.6.**, 65 AS aircrew members. Added paragraphs **4.4.2.2.** and 4.4.2.3 detailing requesting additional exemptions. Changed paragraph **5.** to read AF Records Disposition Schedule. Added Detail Exemption Listing, **Attachment 1** and changed Additional Detail Exemption Request, **Attachment 2.** This publication has been completely revised and must be reviewed.

**1. DEFINITION.** A base detail is a special task that is outside the purview of one office and is separate and distinct from an additional duty. They are required by Air Force directive, command policy, or 15 AW/CC/CV direction.

**2. GENERAL POLICY.** Details will be prorated among all organizations on a fair share basis according to present for duty strength minus approved exemptions. Detail requests will not require special skills or

training. See paragraph 4.4. for a listing of authorized exceptions. See [Attachment 2](#) for an example of how to request additional exemptions.

### 3. RESPONSIBILITIES.

- 3.1. The 15th Airlift Wing Vice Commander (15 AW/CV) approves or disapproves:
  - 3.1.1. All requests for additional exemption(s) from base details.
  - 3.1.2. All requests for temporary relief from a specific tasking.
  - 3.1.3. All requests for detail support that cannot be handled by unit in-house resources alone.
  - 3.1.4. Appointment of Base Detail Manager (BDM).
- 3.2. The 15th Airlift Wing command section staff (15 AW/CCA) will:
  - 3.2.1. Act as the Base Detail Manager (BDM)
  - 3.2.2. Manage the overall administration of the program.
  - 3.2.3. Ensure the 15AW Form 46, Base Detail Control Form, is properly accomplished by the requester. Inaccurate or incomplete forms will be returned.
  - 3.2.4. Ensure detail requests are validated through 15 AW/CV.
  - 3.2.5. Task details approved by 15 AW/CV. The units will be tasked according to procedures established in this instruction.
- 3.3. The Military Personnel Flight (15 MSS/DPMD) will provide a desire list of base wide unit manning strength, by grade, to the BDM monthly and upon request. This listing will only report numbers that are present for duty.
- 3.4. Groups, Tenant Units and PACAF Squadrons will:
  - 3.4.1. Submit a semiannual Detail Exemption Listing to 15 AW/CCA using the format detailed in [4.1](#).
  - 3.4.2. Receive base detail taskings. Taskings will be sent through Group, PACAF, and Tenant unit commanders, with the exception of the 15 AW Staff Agencies. 15 AW Staff Agencies will be considered a separate group with the highest ranking assigned Chief Master Sergeant acting as focal point for these taskings. That Chief Master Sergeant has the authority to equitably task any 15 AW Staff Agency to provide personnel for assigned taskings.
  - 3.4.3. Ensure detail tasking is filled by the task suspense date. If a tasker exemption is needed, the exemption will be requested in a timely manner.
- 3.5. Detail requester will:
  - 3.5.1. Provide a completed 15 AW Form 46, Base Detail Control Form to BDM which lists the number and grade of personnel required, specific instructions, material, equipment, transportation, and protective clothing needed to perform detail.
  - 3.5.2. Request ranks needed for detail by rank categories; Airman (E1-E4), NCO (E5-E6), SNCO (E7-E9), CGO (O1-O3), FGO (O4-O6).
  - 3.5.3. Coordinate changes to approved details with tasked organizations and BDM.

3.5.4. Release detailed personnel back to their unit if detail ends earlier than scheduled.

3.5.5. Return completed 15 AW Form 46 to the BDM at end of detail.

#### 4. PROCEDURES.

##### 4.1. Submitting a Semiannual Detail Exemption Listing.

4.1.1. Groups, Tenant Units and PACAF Squadrons must submit semiannual Detail Exemption Listing to 15 AW/CCA using the format in **Attachment 1**. The Detail Exemption Listing must list the total number of authorized exemptions per rank category (see **4.1.2.** for rank categories and **4.4.1.** for authorized exemptions) and the reason for exemption. Exemptions due to Air Force, MAJCOM, or base instruction must list the instruction including applicable paragraph. Exemptions **4.4.1.1.** and **4.4.1.2.**, 15 SFS and 324 IS personnel, should not be listed on exemption listing. The 15 SFS and 324 IS exemptions will be automatically be deducted from present for duty strength.

##### 4.1.2. Rank categories are broken down as follows:

4.1.2.1. Airman: E1-E4

4.1.2.2. NCO: E5-E6

4.1.2.3. SNCO: E7-E9

4.1.2.4. CGO: O1-O3

4.1.2.5. FGO: O4-O6

4.1.3. The Detail Exemption Listing must be signed by Group, PACAF, or tenant unit commanders. This letter can only include authorized exemptions covered under **4.4.1.** The semiannual Detail Exemption Listings must be received by 15 AW/CCA by 1 January and 1 July. On 1 January or 1 July, the previous exemption letter will expire. If updated letters are not received by due date, exempted personnel will not be deducted from your end strength for the upcoming half year (previous letters will not be used).

##### 4.2. Detail Requests.

4.2.1. Detail requests will be submitted in writing using 15AW Form 46 and will be signed by the unit Commander or Staff Agency Chief. The request will then be forwarded to the respective Group Commander. If it meets the definition of a base detail and should be tasked base wide, the request will be forwarded to the BDM who will coordinate approval of the request through the 15AW/CV.

4.2.2. Send detail requests to the BDM at least 20 workdays before the date of the detail. Short notice requests (less than 20 days notice) must be justified in writing, and will be hand carried through channels to the BDM. When an annual event (i.e., Community Appreciation Day, Tops in Blue, etc.) dates are known, a detail request must be submitted to the BDM at least 30 workdays days prior to the start date of the detail.

4.2.3. Under emergency situations, details may be requested by telephone. These requests will be validated with, as a minimum, the 15 AW/CV before being tasked.

4.2.4. Disapproved requests will be returned to the originator.

#### 4.3. Detail Tasking.

4.3.1. Approved base details will be tasked by the BDM equitably on a fair share basis. The BDM will use a detail-tasking matrix to allocate details based on the number of personnel available for details (number of personnel present for duty less approved exemptions). The Wing Vice Commander has the final authority to reallocate numbers as needed.

4.3.2. The BDM will provide tasked units with a copy of the detail-tasking matrix.

4.3.3. The BDM will provide tasked units with the detail POC, contact phone number, dates, times, location, uniform, and specific requirements, etc.

#### 4.4. Exemptions.

4.4.1. Authorized exemptions include:

4.4.1.1. Security Forces.

4.4.1.2. 324 IS personnel.

4.4.1.3. Honor Guard members.

4.4.1.4. Professional Military Education (PME) Staff.

4.4.1.5. Security and Services personnel assigned to Bellows AFS.

4.4.1.6. 65 AS aircrew members.

4.4.1.7. Personnel exempt from performing details per any Air Force, MAJCOM, or Hickam instruction.

4.4.2. Requesting any other exemptions.

4.4.2.1. Requests for additional exemptions (for exemptions not covered in section **4.4.1.**) must be submitted in writing to the 15 AW/CV using format in **Attachment 2**. This additional exemption request must list an expiration date. The expiration date will be when exemption is no longer necessary, not to exceed one year. If reason for exemption is still valid after one year, a new exemption request must be submitted. The requests must be approved by 15 AW/CV to be considered valid. 15 AW/CV will provide approved requests to 15 AW/CCA for tasking purposes.

4.4.2.2. Request for exemptions due to TDY or deployment are unnecessary. The monthly base matrix used to task organizations only includes present for duty numbers. Each organization's orderly room is responsible for ensuring they update personnel statuses so their present for duty numbers are correct.

**5. RECORDS.** Dispose of records IAW the Air Force Records Disposition Schedule.

**6. PRESCRIBED FORMS.** 15 AW Form 46, Base Detail Control Form.

RAYMOND G. TORRES, Colonel, USAF  
Commander, 15th Airlift Wing

**Attachment 1****SAMPLE OF DETAIL EXEMPTION LISTING**

MEMORANDUM FOR 15 AW/CCC

15 AW/CV

15 AW/CCA (Base Detail Manager)

IN TURN

FROM: (Group, PACAF, or Tenant Commander Office Symbol)

SUBJECT: Detail Exemption Listing

1. The following numbers (broken down by rank category) are exempted from base details per 15AWI36-2101, paragraph **4.4.1.1. – 4.4.1.7.** *List each rank category affected, #s per rank category, and reason below.* Deductions for 15 SFS and 324 IS personnel should not be listed on exemption listing. The 15 SFS and 324 IS exemptions will be automatically be deducted.

*Example*

<u>RANK</u>	<u># EXEMPTED</u>	<u>REASON(S) FOR EXEMPTION</u>
E1-E4	25	15 HG (Honor Guard), 5 Aircrew
E5-E6	20	18 AFI 99-9999, para 9.9, 2 PME
E7-E9	10	7 PME, 3 Bellows
O1-O3	5	3 Aircrew, 1 HG, 1 Bellows
O4-O6	1	1 AFI 99-9999, para 9.9

2. I certify that the exemptions listed above are only those authorized by 15AWI36-2101, paragraph **4.4.1.1. – 4.4.1.7.** Any exemption not listed under paragraph 4.3.1.1 – 4.3.1.7 must be approved by the 15 AW/CV and an additional detail exemption request will be submitted.

3. A new detail exemption listing will be submitted semiannually. Please contact MSgt John Doe at 449-9999 with any questions.

REQUESTING OFFICIAL SIGNATURE BLOCK  
Group, PACAF, or Tenant Unit Commander

**Attachment 2**

**SAMPLE OF ADDITIONAL DETAIL EXEMPTION REQUEST**

MEMORANDUM FOR 15 AW/CCC

15 AW/CV

15 AW/CCA (Base Detail Manager)

IN TURN

FROM: (Group, PACAF, or Tenant Commander Office Symbol)

SUBJECT: Request for an Additional Detail Exemption

1. Request the following additional exemptions from base details:

a. Security Forces Augmentee (SFA)/other taskings for \_\_\_\_\_ are significant and seriously impact our ability to fulfill detail taskings. Request a manpower adjustment based on justification below.

2. *Justification for request.*

3. If approved, request the following numbers (broken down by category rank) be exempt from base details per 15AWI36-2101, paragraph 4.3.2.3. *List each rank category affected and #s per rank category below.*

*Example*

<u>RANK</u>	<u># REQUESTED EXEMPTED</u>
E1-E4	25
E5-E6	20
E7-E9	10
O1-O3	5
O4-O6	1

2. These exemptions, if approved, will expire on \_\_\_\_\_ (*expiration date can not exceed 1 year*). Please contact MSgt John Doe at 449-9999 with any questions.

REQUESTING OFFICIAL SIGNATURE BLOCK  
Group, PACAF, or Tenant Unit Commander