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Civil Engineer

BASE BEAUTIFICATION DETAIL



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This instruction implements AFD 90-1, Policy Formulation. It establishes the guidelines and outlines the management of the base beautification detail for Eielson Air Force Base (EAFB). It lists organizational and individual responsibilities. This instruction applies to all units with personnel assigned to EAFB.

1. General.

1.1. Definition. A base detail is a special task that is outside the purview of an office and is separate and distinct from an additional duty. They are required by Air Force directive, command policy, or 354 FW/CC/CV direction.

1.2. Policy. The base beautification detail will be prorated among all organizations on a fair share basis according to present for duty strength minus deployed personnel and approved exemptions. This detail will not require special skills or training.

1.3. Responsibilities.

1.3.1. The wing commander approves or disapproves:

1.3.1.1. All requests for permanent exemption(s) from the base beautification detail. Exemptions will be revalidated annually.

1.3.1.2. Annual submission of base beautification detail organizational taskings.

1.3.2. Group Chief Enlisted Managers (CEM):

1.3.2.1. Works with squadron first sergeants to ensure support for the base beautification detail is ongoing. If a squadron is unable to meet their tasking due to relevant manning shortfalls such as TDY commitments, group CEMs will task another squadron under their purview.

1.3.3. Squadron commanders and first sergeants will:

- 1.3.3.1. Monitor the program and ensure tasked individuals are available for detail support.
- 1.3.3.2. Work through their respective group CEMs for accommodation if a squadron is unable to meet their tasking due to relevant manning shortfalls such as TDY commitments.
- 1.3.4. The 354th Civil Engineer Squadron Operations Flight Commander (354 CES/CEO) will:
 - 1.3.4.1. Assign the base beautification detail NCOIC.
- 1.3.5. The 354th Civil Engineer Squadron Horizontal Construction Section (354 CES/CEOH) will:
 - 1.3.5.1. Manage the overall administration and supervision of the base beautification detail.
- 1.3.6. The 354th Transportation Squadron will:
 - 1.3.6.1. Provide a six-passenger vehicle for transporting detail personnel in the execution of their assigned duties.
- 1.4. Procedures:
 - 1.4.1. General:
 - 1.4.1.1. The base beautification detail has traditionally been activated each year during the month of May. It remains active through 20 October or until the snow or temperatures create a safety hazard.
 - 1.4.1.2. The detail is manned with one individual from four separate squadrons on a weekly rotational basis with the 354th Civil Engineer Squadron providing one NCO for guidance and supervision (a total of five personnel).
 - 1.4.2. Base beautification detail NCOIC.
 - 1.4.2.1. Only Noncommissioned Officers will perform duty as the base beautification detail Team Chief.
 - 1.4.2.2. The Horizontal Construction Section foreman or assistant will issue a Land Mobile Radio to the detail NCOIC. This radio will be tuned to the "snow net" and used in cases of emergency and for receiving instructions provided by the section foreman.
 - 1.4.2.3. The detail NCOIC will follow the established daily clean-up routes as outlined in the Base Beautification Detail Continuity Folder. The Horizontal Construction Section Foreman will explain the continuity folder to the detail NCOIC. The Horizontal Construction Section Foreman will provide verbal direction for any changes to the daily routes.
 - 1.4.2.4. The detail NCOIC will provide constant supervision of assigned personnel and their activities. If the detail NCOIC cannot be with the team at all times due to official appointments or other excused absences, the NCOIC will make arrangements for another NCO to cover his/her detail responsibilities. At no time will detail personnel go unsupervised.
 - 1.4.2.5. The detail NCOIC will sign a roster recording that they have conducted a safety briefing. While active the roster will be kept in the detail continuity folder. When full, this roster will be given to the Horizontal Construction Section Foreman to be filed and maintained for at least 2 years.
 - 1.4.2.6. At the beginning of each week the detail NCOIC will perform a safety briefing. The

standard detail safety briefing is located in the continuity folder. This safety briefing will be repeated every time a new member joins the detail. Detail members will sign a roster documenting they have received the safety briefing. While active this roster will be maintained in the continuity folder. When full, the safety-briefing roster will be given to the Horizontal Construction Section Foreman to be filed and maintained for 2 years.

1.4.2.7. The detail NCOIC will maintain a sign-in roster for detail members. Detail members will, at a minimum, sign in daily and provide their name, organization, and duty telephone number. When full, the sign-in sheets will be given to the Horizontal Construction Section Foreman to be filed and maintained for at least two years.

1.4.2.8. The detail NCOIC will report all issues of misconduct by detail members to the Horizontal Construction Section Foreman immediately via radio or telephone.

1.4.3. Base beautification detail members will:

1.4.3.1. Report for duty at 0730 hours, building 4105, each day they are assigned to the detail. If members need to go to sick call or any other official appointment they are to notify the detail NCOIC and their respective first sergeants so a replacement can be provided. Members will not be allowed time off for appointments without a replacement to assume their duties. The detail will meet again at the end of the shift, 1630 hours for accountability of issued items as well as a review of work accomplished and work to be accomplished throughout the week. Should work be completed or curtailed before 1630 hours the detail will meet, accountability and review will take place, and detail members will be released to return to their squadrons.

1.4.3.2. At the beginning of each duty day members will be issued a reflective safety vest. This vest is to be worn whenever a detail member is outside of the assigned detail vehicle. Members will be walking up to 7 miles per day and most of that time will be spent walking along roadways. This vest will provide increased visibility and will reduce the risk of a pedestrian/vehicle accident.

1.4.3.3. Members will be required to wear leather work gloves at all times while performing litter clean-up duties. Gloves will be issued to each detail member and returned at the end of each duty day. Gloves are required for sanitary and personal protective reasons. Detail members will be handling items such as broken glass, wood chips, drink cups, and loose papers. Detail members must use extreme caution when handling sharp objects.

1.4.3.4. Detail work will not stop due to rain, wind, or other inclement weather. It is advised that detail members dress in layers and bring inclement weather gear with them when reporting for duty.

1.4.3.5. Seat belts will be worn at all times while being transported in a government vehicle.

1.4.3.6. Drinking water will be provided and work rest cycles will be observed throughout the day. If a detail member becomes fatigued or feels they are getting sick they will notify the detail NCOIC immediately. Appropriate medical attention will be sought if necessary.

1.4.3.7. Detail members must use extreme caution around woodland areas of the installation. If a member encounters moose, bear, or other wildlife they are to stay well clear and not harass or otherwise provoke the animals. Detail members should take particular caution if encountering female wildlife with calves or cubs.

1.4.3.7.1. Horseplay by detail members will not be tolerated. Members are not to go in or near any streams, lakes, or rivers. Members will not push, shove, or act as if they are going to push or shove anyone towards waterways and roadways. All incidents of horseplay will be immediately reported back to the detail member's squadron.

1.4.3.8. Use of mosquito repellent, sunscreen, and any other form of personal protective items necessary to protect members from Alaska's harsh environment is highly encouraged.

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