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**Command Policy**

**BASE DETAILS**

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This instruction implements 374 AWPD 90-1, *Base Detail*. It assigns responsibilities and establishes procedures for requesting and accomplishing recurring and special details. It applies to all assigned, attached, and tenant units.

**SUMMARY OF REVISIONS**

Converts 374 AWR to 374 AW instruction. Changes the title of paragraph **1.** from Policy on Base Detail Program to Base Detail Program Requests. Changes routing of detail requests (paragraph **1.**). Changes office of primary responsibility (OPR) for the detail management from the 374th Airlift Wing Monpower (374 AW/MO) to Command Section Executive Services (374 AW/CCA) (paragraph **2.1.2.**). Eliminates special and recurring detail. Eliminate attachment 1. New or revised material is indicated by a ( | ).

**1. Base Detail Program Requests.** To preserve the integrity of the program and to avoid possible claims of misuse or impropriety, the following restrictions apply:

1.1. Only details that impact the base community as a whole will be approved. Requests for tasks that only benefit one organization; such as office moves and inventories requiring disinterested personnel, will be denied, unless approved on a case-by-case basis by the 374th Airlift Wing Vice Commander (374 AW/CV) or designated representative.

1.2. Requests for details will be accepted only from official representatives of military units based at Yokota Air Base. Requests to support quasi-official or unofficial organizations or activities will not be approved, except requests for ambulance coverage, which will be approved on a case-by-case basis.

1.3. Organizations requesting personnel to perform a base detail will route the request through their Group Commander for review and indorsement. The Group Commander will indorse the request to 374 AW/CCA and state why the detail cannot or should not be performed from within group resources.

1.4. Base detail requests from Wing staff agencies will be sent to 374 AW/CCA for review and indorsement by 374 AW/CV. Baggage detail requests from US Forces, Japan (USFJ) and Wing Protocol (374 AW/CP) offices and cash verification requests from 374th Comptroller Squadron (374 CPTS) are exempt from this requirement.

## 2. Responsibilities:

2.1. Activities that require base detail support will:

2.1.1. Submit the request in sufficient time to allow the detail manager (paragraph 2.2.) time to provide adequate notification to tasked units (submit 30 days in advance of the detail start date or as soon as the requirement is known).

2.1.2. Route the request through the Group Commander for review and indorsement. Request the minimum number of personnel to adequately accomplish the detail. The request memorandum must contain the time, date, reporting location, grade requirement, number of personnel requested, duration of detail, authority for detail, and special instructions or qualifications. The detail monitor will provide a copy of this memorandum to the tasked unit as an attachment to the tasking memorandum.

2.1.3. Initiate any memorandum or special order required to appoint individuals to detail.

2.2. 374 AW/CCA or designated representative will:

2.2.1. Define and administer detail program requirements.

2.2.2. Ensure details are allocated proportionately, based on each unit's assigned strength and maintain statistics for unit review upon request.

2.2.3. Allocate details, by memorandum, on the day received. Use the facsimile or telephone to notify of short-notice details. If the detail is short-notice and distributed by telephone, a confirmation memorandum will be sent to the tasked units through distribution or facsimile.

2.3. Unit commanders and staff agency chiefs will:

2.3.1. Provide detail personnel by the established suspense date. Inability to meet an assigned detail must be justified in writing to 374 AW/CV and approved a minimum of 2 days prior to the detail start date.

2.3.2. Provide replacements if scheduled personnel cannot perform the assigned detail.

2.4. The 374th Mission Support Squadron Chief, Military Personnel Flight (374 MSS/DPM) will:

2.4.1. Ensure a unit strength roster is provided to 374 AW/CCA by the first duty day of each month. The roster will contain the unit strength of each unit assigned or attached to Yokota Air Base and will be broken out by grade.

2.4.2. Coordinate requirements for members of the Senior Airman Below-the-Zone (BTZ) Promotion Board (AFI 36-2502, *Airman Promotion Program*) and the Airman, Noncommissioned Officer (NCO), and Senior NCO of the Quarter Boards (AFI 36-2805/374 AWS1, *Yokota Air Base Quarterly and Annual Enlisted Awards Program*) with the Wing Senior Enlisted Advisor (374 AW/CCC).

2.5. The Wing Staff Judge Advocate (374 AW/JA) will submit nominees for membership on special courts-martial and administrative discharge boards to the Wing Commander (374 AW/CC). 374 AW/

CC, as the special court-martial convening authority and AFI 36-3208, *Administrative Separation Airmen*, administrative discharge board convening authority, will personally appoint these members.

2.6. The 374th Support Group (374 SPTG) will ensure fair and equitable distribution of Yokota Pride Patrol (base clean-up) taskings.

### **3. Detail Assignment Procedures:**

3.1. The unit strength summary provided by 374 MSS/DPM will be used by 374 AW/CCA to determine the available-for-detail strength of each unit. The unit strength minus approved exemptions will determine each unit's available-for-detail strength.

3.2. The Wing Executive Officer (374 AW/CCE) will prorate details in a fair and equitable manner based on the available-for-detail strength and prepare a detail tasking memorandum for each detail received.

3.3. The detail tasking memorandum will contain the name of the detail project officer or NCO, unit or staff agency, a contact phone number, and reporting instructions. Upon receipt of the tasking memorandum, the tasked unit or staff agency will assign the detail and indorse the memorandum to the detail project officer or NCO with an information copy to 374 AW/CCA.

3.4. Once the detail is assigned to a unit or staff agency, all communications regarding the detail instructions will be between the detail project officer or NCO and the tasked unit or agency.

3.5. The detail monitor will maintain records of assigned details. These records will be open for review by units and staff agencies.

**4. Detail Exemptions.** Details must be assigned in a fair and equitable manner. All units are eligible for base details and will support required taskings. Units with a unique mission, workload, or critical manning needs, either permanent or temporary, that cannot provide personnel for details, must submit a memorandum of justification to 374 AW/CV for approval. Only those organizations authorized by 374 AW/CV will be exempt from base detail participation. Approved waivers will be maintained at 374 AW/CCA for 1 year. Annual review and justification of exemption status will be accomplished by each unit and staff agency during February of each year.

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Commander