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Communications and Information

BASE DETAIL PROGRAM

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This instruction explains how the base detail program is managed. In addition, it explains how to request detail support. It applies to all military units assigned to the 89th Airlift Wing and tenant units, as agreed to in the interservice support agreements and memorandums of agreement or understanding.

1. General Guidance. The following procedures apply to both officer and enlisted personnel who are tasked to perform details. Performance of these duties and details will take precedence over normal duties.

1.1. Prior to requesting detail support, an organization must have expended every reasonable effort to use in-house resources, or the task must be of such a nature that only outside resources could perform the duties of the detail while maintaining the integrity of the task.

1.2. The organization requesting personnel for boards, audits, inventories, investigations, or other administrative procedures, must ensure that requested personnel report for duty as required, that the detailed personnel are briefed according to the task, and that all required reports are promptly prepared.

1.3. All details will be distributed equitably using strength data provided by the Military Personnel Flight. Detail distribution is based on the percentage of personnel assigned by grade and by organization in relationship to base population after exemptions are subtracted. Exemptions include personnel actually performing READY Program duties, and other personnel that are routinely unavailable due to flying mission requirements, etc. Selection for officer and enlisted details are computed by using the number of people assigned to each unit by grade. The assigned strength is adjusted for all approved exemptions. Separate computation is made for the following categories of personnel: AB-SrA, SSgt-TSgt, MSgt-CMSgt, 2d Lt-Capt, and Maj - Col. The Base Detail Program Monitor will re-compute unit quotas on an as-needed basis.

2. Responsibilities:

2.1. 89 AW Commander (89 AW/CC). The wing commander has overall responsibility for the Base Detail Program. The commander has delegated primary responsibility for administration of the program to the 89th Airlift Wing Command Chief Master Sergeant (89 AW/CCC), with concurrent responsibility delegated to the 89th Airlift Wing Director of Staff (89 AW/DS).

2.2. 89 AW/CCC. CCC is the Base Detail Program Administrator (BDPA). All requests for details must be validated by the BDPA. Following successful validation of a request for the use of detail resources, the BDPA ensures that units are fairly and systematically tasked to fill detail requirements.

2.3. 89 AW Command Chief Master Sergeant Executive Assistant (89 AW/CCCE). CCCE acts with the full authority of 89 AW/CC and CCC in managing the Base Detail Program, and serves as the Base Details Program Monitor (BDPM).

2.3.1. The BDPM is the liaison between the wing, groups and outside agencies requesting details support. The BDPM, upon request from authorized tasking agencies, and validation of this request by the BDPA, will request detail support from each group (and/or tenant unit as applicable) on a systematic "fair-share" basis.

2.3.2. Maintains an historical record of details filled, by group, and will take these data into consideration when filling detail requests.

2.3.3. Allocates details to units based on adjusted assigned strength, grade requirements, and duration of the detail.

2.4. 89 AW/DS. In the absence of CCC, DS will serve as the BDPA.

2.5. 89 AW Chief, Command Section Administration (89 AW/CCEA). In the absence of CCCE, CCEA will serve as the BDPM.

2.6. 89 AW Subordinate Unit Commanders.

2.6.1. When tasked, provide BDPM with a roster of personnel supporting detail requirements with the following data: name, rank, duty phone, supervisor's name and rank, and supervisor's duty phone. Select personnel and provide names to the BDPM within the time specified.

2.6.2. Ensure selected personnel are available to perform detail. Members must not have conflicting commitments, such as personal appointments, military leave/TDY, or administrative actions which would interfere with the assigned detail.

2.6.3. Appoint individuals to detail by letter or special order, when required.

2.6.4. Provide replacement(s) of equal grade and/or qualifications to fill the detail if personnel, previously identified, become unavailable to fill a detail. Will also inform all interested parties, i.e., requesting agency and BDPM of changes in personnel.

2.6.5. Group commanders will provide a listing of any exemptions of each subordinate unit, by grade, to the BDPM upon request.

3. Procedures:

3.1. Wing staff agencies and units submit requests for details, in writing, to the BDPM not later than 14 duty days before the date of the detail. All requests must include:

3.1.1. Justification. Must be specific; cite applicable directive if detail is required by special order or letter of appointment. Include impact statement regarding ramifications of not receiving requested detail support.

3.1.2. Number of personnel, grade, and other qualifications needed.

3.1.3. Name, grade, title, duty phone number, and location of the individual to whom the detail personnel will report for briefings, as well as the date and time, and location of briefings.

3.1.4. Date and time the detail will begin, expected duration of detail, and completion date and time of detail.

3.1.5. Uniform requirement:

3.2. Organizations tasked to provide personnel for a detail are notified by the BDPM in writing, or by telephone if time does not permit, followed by written confirmation. The BDPM advises the unit(s) regarding the number of personnel they are to furnish, any limited grade requirements, time, date, purpose, dress, and other reporting requirements.

3.3. Units requesting and receiving detail support will ensure that personnel released early from a detail return to their duty section, and are responsible for informing the detailed member's duty section and first sergeant that the member has been released early from the detail.

3.4. If personnel, identified to the BDPM by the unit to fill a detail, cannot perform the detail, the tasked unit must provide replacement(s) of equal grade and/or qualifications to fill the detail. The tasked unit will inform all interested parties, i.e., requesting agency and BDPM, of changes in personnel, in writing whenever possible.

3.5. No Show and Late Reporting. The detail supervisor (person in charge of the detail) must notify the owning organization of the person(s) who fail to show or report late for a detail. The detail supervisor will also notify the BDPM, in writing, to ensure detail records remain accurate.

4. Waiver Requests:

4.1. Initiating. A request for waiver from performing details must be fully justified, in writing, and signed by the unit commander or wing staff agency chief, as applicable. Justification may contain information extracted from Air Force publications, higher headquarters directives, or be based on local commitments/requirements. The waiver request must be coordinated through the group commander or DS, as applicable, then forwarded to the BDPM. Permanent waivers must be renewed annually and sent to the BDPM by 1 October.

4.2. Approval. Authority for approval and disapproval of waiver requests rests with the BDPA.

4.3. Appeal. Waiver decisions can be appealed to 89 AW/CC, in writing, and must be coordinated through the unit or wing staff agency's respective group commander or the DS, as applicable.

JAMES A. HAWKINS, Brigadier General, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION***Abbreviations and Acronyms*

BDPA—Base Details Program Administrator; primary BDPA is 89 AW/CCC. 89 AW/DS serves as the BDPA in absence of 89 AW/CCC. Administers the Base Detail Program on behalf of 89 AW/CC.

BDPM—Base Details Program Monitor; primary BDPM is 89 AW/CCCE. 89 AW/CCEA serves the BDPM in absence of 89 AW/CCCE. Executes the Base Detail Program.

Attachment 2

EXAMPLES OF BASE DETAILS

<u>DETAILS</u>	<u>FREQUENCY</u>	<u>HOURS TO ACCOMPLISH</u>
Base Cleanup	Varies	Varies
Baggage Detail	Varies	Varies (Amn)
Wing Directed Retirement Ceremonies or Special Events	Monthly	Varies
Joint Services Open House	Annual	Varies
Snow Removal Augmentee	Varies	Varies (20 people)
Red Carpet for VIPs	Varies	Varies
Wing Change of Command Ceremony	Varies	Varies
Weight Checks of Training Aids	Monthly	1 (1 person)
Mortuary Escort	Varies	Varies (1 person)