

**BY ORDER OF THE COMMANDER,  
HEADQUARTERS, 11TH WING**

**BOLLING AIR FORCE BASE  
INSTRUCTION 36-11**

**25 AUGUST 2002**

**Personnel**

**RETURN TO 11TH WING OF AIR FORCE  
PERSONNEL**



**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements AFI 36-2110, Jul 94, Assignments, and explains the requirements for this type of reassignment, both temporary and permanent. It outlines the process to reassign and return Air Force personnel assigned to the Joint Staff, Office of the Secretary of Defense, Department of Defense, or other agencies outside the Air Force to HQ 11th Wing (HQ 11 WG) and other Air Force organizations. Finally, it explains methods of communication and documentation required. This instruction is applicable to all temporary or permanent reassignments of Air Force members assigned to agencies outside the Air Force when those reassignment actions arise due to unusual personnel circumstances.

## **1. Requirements for Temporary Return to HQ 11 WG:**

1.1. Temporary return (detail) to HQ 11 WG may be necessary for members who fall under HQ 11 WG for purpose of MAJCOM-level personnel administration and who have been deemed by their agency of assignment to be temporarily unable to fulfill their duty responsibilities. Examples include members who are subject to medical evaluation boards, members who need extended, inpatient medical treatment, members claiming conscientious objector status and members whose security clearances have been suspended. Members normally will not be detailed to HQ 11 WG solely for the purpose of accomplishing disciplinary action (see paragraph 1.4. below).

1.2. Notification requirements: Notification must include 11 WG/DPJA, Force Sustainment Branch, DSN 297-9089, and will include a memorandum indicating the reason for temporary placement, effective date and estimated date of return to the parent organization. If the request is based on alleged misconduct, the agency must attach a copy of a completed report of investigation (by a law enforcement agency, an Inspector General's office, or a commander-directed investigating officer). While members are detailed to HQ 11 WG, it is still the responsibility of the parent organization to complete all administrative actions required, to include performance evaluations and promotion recommendation forms.

1.3. If an extended period of time is required to accomplish actions for detailed personnel, or if the member is deemed to be permanently disqualified from performing duties in the outside agency, the parent agency may wish to request PCS action. The member's agency will send a written request to 11 WG/DPJA requesting permanent reassignment. The memorandum will specifically set out the reason or reasons the member is deemed unfit to perform duties with the agency and the reasons why the problem cannot be resolved by other means. The justification must be explicit in stating the mission-related reasons for the reassignment request. For example, a statement that a member is undergoing a medical evaluation board or is pending disciplinary action is not, in itself, justification for reassignment.

1.4. In misconduct cases, the decision to temporarily or permanently reassign a member to HQ 11 WG is independent of the decision to impose disciplinary action. Department of the Air Force Special Order GA-014 attaches all Air Force members assigned to agencies outside the Air Force, "e.g. JCS, OSD, DIA, DCMA, DLA, etc." to HQ 11 WG for purposes of UCMJ actions. It is not necessary to reassign or detail members to HQ 11 WG to carry out UCMJ action, although in particular cases there might be compelling reasons to do so. In the event disciplinary action is necessary, the member's agency should contact HQ 11 WG/JA (DSN 297-5297) for advice. In cases involving potential reassignment, it is usually preferable to accomplish disciplinary action prior to reassigning the member. *The agency must attach a copy of any disciplinary action to the reassignment request.*

## **2. Assignment Coordination:**

2.1. 11 WG/DPJA will coordinate with AFPC/DPAPP (Assignments Procedures) regarding any personnel actions involved in a permanent return to the HQ 11 WG or the Air Force.

## **3. Return to Duty:**

3.1. When an Air Force member is reassigned from an agency outside the Air Force, responsibility for placement will be with HQ 11 WG/DP.

3.1.1. Personnel returned to service will be placed in the local area of the losing unit, if possible, to ease impact on the member and family members and to conserve AF resources.

3.1.2. Members should be placed in an area or unit using the background experience of the returning member if possible; e.g., a member with civil engineering experience should be placed in a civil engineer unit.

3.1.3. Unit of placement will be based on the capability of the receiving unit to absorb the member using distribution and load factors; i.e., size of organization and number of "return to service" personnel already being accommodated.

3.1.4. 11 WG/CC will be notified of any pending return to duty of a Senior Noncommissioned Officers or officers.

**4. Support of Personnel returned to HQ 11 WG.** 11 MSS is responsible initially for supporting personnel returned to HQ 11 WG. HQ 11 WG/DP may determine that, due to the member's career field and qualifications, assignment to another HQ 11 WG organization is appropriate.

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Commander