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**Information Management**

**BASE DETAILS**



**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction prescribes a uniform system for requesting details, computing and allocating detail quotas, and selecting personnel to perform base level details. It is not intended to provide guidance for squadron or unit details. This regulation applies to all units assigned, attached, or tenants to Dover Air Force Base.

**1. POLICY:** Base Details are limited to those essential to mission accomplishment, required by regulation, or in the interest of good management practice. Unit and individual responsibilities will be governed by prescribing directives or instructions which apply to the specific detail duty.

**2. DETAILS:**

2.1. Recurring details include, but are not limited to the following:

2.1.1. Officer: Inventories, funds verification, reports of survey, urinalysis, mortuary escort, line of duty determinations, and wing boards.

2.1.2. Enlisted: Inventories, mortuary escort, fuel escort, and urinalysis observers.

2.2. One time details include:

2.2.1. Officer: Special inventories and investigations.

2.2.2. Enlisted: Special inventories and work details.

**3. ELIGIBILITY FOR DETAILS:**

3.1. All officers are eligible for base details except those exempted by regulation or the wing commander.

3.2. All enlisted personnel are eligible for base details except those exempted by regulation or the wing commander. Security Forces READY (Resource Augmentation Duty) personnel (while performing READY duties) and members of the base Honor Guard are exempt from details. Aircrew members are exempt from any detail that might result in loss of crew member qualification. Primary duty disaster preparedness personnel, disaster preparedness support team members, and Command Post personnel

#### 4. RESPONSIBILITIES

4.1. The Senior Enlisted Advisor's office is responsible for:

- 4.1.1. The overall administration of the base detail program.
- 4.1.2. Maintaining assigned strength information on all base units.
- 4.1.3. Computing and allocating prorated quotas for details to base units.
- 4.1.4. Notifying tasked units as soon as possible.

4.2. Unit commanders, first sergeants, or detail monitors are responsible for:

- 4.2.1. Selecting personnel to perform base details.
- 4.2.2. Notifying selected personnel when and where to report for the assigned detail.
- 4.2.3. Completing administrative notification of details as required in the detail notification letter.
- 4.2.4. Updating detail exemptions on a semiannual basis. (January & July)

4.3. The organization requesting the detail (OPR) is responsible for:

- 4.3.1. Contacting identified agencies when changes or no-shows occur.
- 4.3.2. Notifying Senior Enlisted Advisor, by letter, at least 15 days prior to upcoming miscellaneous detail request.

#### 5. PROCEDURES.

5.1. Submit requests for all recurring and one-time details (para 2.), in writing, to the Senior Enlisted Advisor. All requests for details should be submitted no later than 15 days prior to the details start date. Submit requests for emergency or short-notice details via telephone and coordinate through proper channels. All requests must include the following information:

- 5.1.1. Type of detail.
- 5.1.2. Authority or specific justification for the detail.
- 5.1.3. Number of personnel required to perform the detail.
- 5.1.4. Grade of personnel required for the detail.
- 5.1.5. Date and time the detail begins and the total number of days the detail is needed.
- 5.1.6. Office, building number, rank, name and telephone number of reporting official.
- 5.1.7. Any other significant information (uniform requirements, standby status, requirement to lift heavy objects, security requirements, government driver's license).

**6. CANCELTION OR CHANGES.**

6.1. If a detail is canceled or changed before the start date, the OPR must notify the Senior Enlisted Advisor, who in-turn will notify tasked organizations.

FELIX M. GRIEDER, Colonel, USAF  
Commander