

**1 OCTOBER 1998**



**Manpower and Organization**

**OFFICER AND AIRMAN DETAIL PROGRAM**

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OPR: 375 AW/CCA (TSgt Keith D. Mayhew)  
Supersedes SAFBI 38-101, 10 January 1997

Certified by: (Capt Harold Williams)  
Pages: 9  
Distribution: F

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This instruction establishes policies and procedures for administering the Base Detail Program on Scott AFB. It prescribes how details will be requested and tasked. The procedures ensure equitable selection of detail personnel and apply to all assigned and tenant organizations on Scott AFB.

**SUMMARY OF REVISIONS**

Updates instruction; realigns the OPR; changes office symbols; and updates “No Show” procedures.

**1. General:**

- 1.1. Definition. A base detail is a special, required task, which must be accomplished when an OPR does not have the necessary manpower. It is normally a one-time, temporary requirement. A detail is separate and distinct from an additional duty which is assigned and performed on a continual basis.
- 1.2. Groups/agencies will use their own resources for details and additional duties caused by temporarily increased workloads, relocations, etc. They will consider only military personnel assigned to their subelement as available resources for internal details and other special duties.
- 1.3. Requirements for specialized support or military formations, i.e., administrative personnel, parades, retreat ceremonies, project officers, and honor guards, are not base details. Appointments to serve on boards, panels, councils, projects, or committees are considered additional duties.
- 1.4. Whenever possible, details will not exceed 30 days in duration and should be limited to duty days only. Groups/agencies may assign personnel daily, weekly, or monthly, depending upon work center manning requirements. However, on recurring details, every attempt should be made to assign personnel for at least one full week to eliminate training of new personnel on a daily basis.

2. Base details will consist of, but are not limited to, special tasks of a temporary nature, the performance of which is not an integral part of the mission of the activity and exceeds the activity's ability to perform (e.g., baggage details, investigations or inquiries, and air shows/open houses).

3. Responsibilities:

3.1. The Chief, Wing Executive Services (375 AW/CCA) will:

3.1.1. Manage the Base Detail Program for the 375 AW/CV.

3.1.2. Brief the First Sergeants' Council as needed.

3.1.3. Compute monthly, the total number available for each group based on the group assigned strength summary from 375 MSS/DPMD and the approved group detail exemptions.

3.1.4. Confirm a valid requirement exists when a detail request is received and determine appropriate tasking. Maintain the request letter on file until tasking has been completed.

3.1.5. Prepare and forward a Scott AFB Form 19, **Request for Detail**, to groups/agencies according to **Attachment 3**. On short-notice details, telephone or E-Mail groups/agencies to inform them of tasking and request written justification when groups cannot support detail requirements.

3.2. The 375 MSS/DPMD will forward to 375 AW/CCA a monthly group assigned strength summary of all groups on Scott AFB NLT the 30th of each month.

3.3. All Group/Agency Detail Monitors will:

3.3.1. Maintain a copy of SAFBI 38-101, *Officer and Airman Detail Program*.

3.3.2. Notify the Base Detail Manager immediately through a letter (or verbally, if a conflict exists) signed by the commander when assigned personnel strength changes occur (i.e., large number of people going TDY or group deployments). Include the departure and return dates in the letter.

3.3.3. Forward annual Detail Exemption Letters, see paragraph 5., to 375 AW/CCA NLT 1 Jan of each year. The commander must sign the exemption letter.

3.3.4. Complete Scott AFB Form 19, Blocks 3-9, or return reply by E-Mail or FAX, upon receipt of a tasking notice and forward to 375 AW/CCA by the established suspense date. Responses may be sent by FAX to 256-3360. If names are not received by the established suspense date, the commander will be notified.

3.3.5. Ensure individuals selected for details are notified of the date, time, reporting place, POC's name and duty phone, and uniform requirements. Individuals selected for details should call the detail POC, not 375 AW/CCA for any additional information.

3.3.6. All efforts should be made to ensure individuals selected for details are not scheduled for leave, appointments, etc., during the entire detail period. If replacements are required, the tasked group/agency must notify the detail POC NLT the day the replacement will take place.

3.3.7. Notify the 375 AW/CCA whenever group personnel have been assigned permanently to base details (e.g., removing a member from the duty section due to conflicts, investigations, etc.). This action will eliminate the double tasking of details to groups by 375 AW/CCA.

4. The uniform requirements for individuals performing details are those appropriate clothing items listed as initial issue in AFI 36-3014, *Clothing Allowance for Air Force Personnel*, e.g., BDUs, appropriate headgear, boots, gloves, and jacket with liner. The OPRs requesting a detail will specify uniform and provide all necessary organizational equipment, tools, and additional required clothing, e.g., heavy duty gloves, rain gear, extreme cold weather gear, steel-toe shoe guards, etc., to perform the detail.

5. Annual Detail Exemption/Relief from Details:

5.1. No organization on Scott AFB is exempt/excused from base details, unless an approval letter is on file with 375 AW/CCA, prior to the established suspense date. **NOTE:** A group's participation in a base exercise is not an automatic exemption or excuse for not performing recurring details.

5.2. Every group/tenant organization on Scott AFB will submit a Annual Detail Exemption Letter to the 375 AW/CCA NLT 1 Jan of each year, using the format in **Attachment 1**. Letters will be revaluated on an annual basis. If no exemption letter is received, taskings will be based on strength available from 375 MSS/DPMD. **NOTE:** The commander will sign letters.

5.2.1. Exemptions will be broken down by number in each grade/rank (e.g., 3, E-6s, not 23, E-1s-E-7s). This breakdown is to differentiate all E-1s through E-6s, since the majority of base details are filled by these grades. If any requested exemptions are disapproved, 375 AW/CCA will forward a copy of the disapproved endorsement to the requesting group for notification. If you do not receive a disapproved endorsement letter, all endorsements requested were approved.

5.2.2. If a group requires relief from the Base Detail Program, the commander will submit written justification immediately to 375 AW/CCA using **Attachment 1**. Detail taskings will be filled by organizations until the group's request is approved by 375 AW/CV. **NOTE:** Coordinate with respective parent groups for replacements, prior to submitting relief letters.

6. Categories for Base Details. Normally, details will consist of the following categories:

Field Grade Officers	(Maj through Col)
Company Grade Officers	(2d Lt through Capt)
SNCOs	(MSgt through CMSgt)
Junior Enlisted	(AB through TSgt)
Airmen	(AB through SrA)

6.1. Group quotas in each category will be determined by subtracting the number of excused personnel from the number assigned. Then, the resulting figure will be used to determine the number of personnel available to pull details in each category.

7. Detail Request Letters:

7.1. Submit letter, see **Attachment 2**, to 375 AW/CCA NLT 12 workdays, prior to detail date.

7.2. Either the squadron first sergeant, commander, or other appropriate equivalent must sign all requests.

7.3. It is the responsibility of the requesting agency to prepare administrative orders or letters of appointment, if required. Also, the requesting agency should maintain a copy of the tasking letter for future reference. The 375 AW/CCA will dispose of records IAW AFMAN 37-139, *Records Disposition Schedule*, after the completion of the taskings.

**8. “No Shows.** Detail OPRs will notify the individual’s first sergeant for a replacement when detail personnel fail to report on the appointed date and time. The OPR will contact 375 AW/CCA with all “No Shows,” so an increase can be added to the groups tasking total.

**9. Form Prescribed:** Scott AFB Form 19, **Request for Detail.**

ALAN L. JOSEPH, Colonel, USAF  
Vice Commander

Attachment 1

ANNUAL DETAIL EXEMPTION LETTER

MEMORANDUM FOR 375 AW/CCA  
101 Heritage Drive, Room 124  
Scott AFB IL 62225-5305

FROM: Commander

SUBJECT: Annual Detail Exemption Letter

1. Request you approve the following exemptions from our group's total strength:

RANK	# EXEMPT	AUTHORITY/REASON
AB	6	AFI 34-503, Atch 2/Honor Guard
TSgt	22	Aeroevac Aircrew Members (provide justification in letter)

2. The following references justifying these exemptions are attached: List the paragraph(s).

3. There is no governing directive for exemption. A full written justification for our exemption is:

4. Total number and rank of exemptions (list each rank separately):

a. E-1	10
b. E-4	6
c. 0-3	2
d. Total	18

**NOTE:** Keep a copy of this letter on file in your group. Approved exemption letters will remain on file in 375 AW/CCA.

JOHN M. DOE, Major, USAF  
Commander

**Attachment 2**

**SAMPLE DETAIL REQUEST LETTER**

MEMORANDUM FOR 375 AW/CCA

101 Heritage Drive, Room 124  
Scott AFB IL 62225-5305

FROM: Group/Agency POC

SUBJECT: Detail Request (Name of Detail)

1. In support of (name of detail), request a detail set-up for (specific dates). The following specifics are provided:

- a. Number of People Required:
- b. Rank Category:
- c. Uniform:
- d. Date, Time, Location, and POC's Name and Duty Phone:
- e. Duration:
- f. Duties:
- g. Special Requirements:
- h. Authority: 375 AW/CC-sponsored or state the instruction/regulation that pertains.

2. In-house resources are not available. Contact Capt Doe, 256-1111, with any questions.

JOHN M. DOE, MSgt, USAF  
First Sergeant, Group/Squadron CC  
or Equivalent Office Personnel

Attachment 3

SCOTT AFB FORM 19

REQUEST FOR DETAIL			
<b>SECTION I. (CCA: Complete and forward to OPR)</b>			
1. TO:	2. FROM: <p style="text-align: center;">375 AW/CCA</p>	3. DATE:	
4. NUMBER IN DETAIL:	5. PURPOSE:		
6. REPORT TO:	7. TIME OF REPORTING (Hour and Date):	8. UNIFORM:	
9. ADDITIONAL INSTRUCTIONS:			
10. TYPED NAME, GRADE, AND TITLE OF REQUESTER:		11. SIGNATURE OF REQUESTER:	
<b>SECTION II. (OPR: Complete and return to CCA)</b>			
1. TO: <p style="text-align: center;">375 AW/CCA</p>	2. FROM:	3. DATE:	
<b>CONCURRENCE: Receipt acknowledge. Detail will report as requested. The following personnel have been selected:</b>			
4. GRADE	5. NAME (Last, First, and MI)	6. OFFICE SYMBOL	7. DUTY PHONE
8. TYPED NAME AND GRADE OF COMMANDER OR REPRESENTATIVE:		9. SIGNATURE OF COMMANDER OR REPRESENTATIVE:	