

23 JANUARY 2004

Manpower and Organization

WING DETAIL PROGRAM



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OPR: 60 AMW/CCEA (MSgt Donald Webb) Certified by: 60 AMW/CCE (Capt Sheelah Walker)
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This instruction implements AFD 38-1, *Organization*. It establishes policies and procedures for administering the wing detail program. It prescribes how details will be requested and tasked. The procedures ensure equitable selection of detail personnel and apply to all assigned Air Mobility Command organizations assigned to Travis Air Force Base.

SUMMARY OF REVISIONS

Updates instructions; realigns text formatting and incorporates ratio of groups to determine manning for details (i.e., Base Appearance Team). **A bar (|) indicates a change from the previous edition.**

1. General.

- 1.1. Definition. A base detail is a special, required task that 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 assigned and performed on a continual basis.
- 1.2. Groups/squadrons 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 unit 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 10 days in duration and should be limited to duty days only, except for Inspector General preparation, highly visible trials, and the Base Appearance Team which is a daily recurring detail (each group will be accountable for a 30-day period). Group superintendents may assign personnel to details on a daily, weekly, or monthly basis depending upon work center manning requirements. However, on recurring details, every attempt should be made to assign

personnel for at least one (1) full week to eliminate the necessity of training of new personnel on a daily basis.

2. Tasking Requirements.

2.1. Base details are limited to Public Affairs (PA)/Protocol support, local Commander Readiness Exercise (CRE) assistance, and specific 60 AMW/CC requests. Based on manning availability, First Term Airman Center (FTAC) personnel may be used to fill local CRE assistance type details. Details not falling in the above categories will be accomplished in-house, but not higher than the group level of the requesting organization.

3. Responsibilities.

3.1. The Superintendent, Wing Executive Services (60 AMW/CCEA) will:

3.1.1. Manage the Base Detail Program for the 60 AMW/DS.

3.1.2. Coordinate detail actions with 60 AMW/CCC and group superintendents.

3.1.3. Compute monthly, the total number available for each group based on the group assigned strength summary provided from 60 MSS/DPMAE and the approved group detail exemptions. Confirm validity of requirement and determine appropriate tasking. Maintain a file copy of request letter until tasking is completed. (see paragraph 5. for ratios).

3.1.4. Forward 60 AMW Form 89, **Request for Detail** to group superintendents (**Attachment 4**). On short-notice details, group superintendents are informed via e-mail or telephone. Written justification is required when groups are unable to support detail taskings.

3.2. 60 MSS/DPMAE will email to 60 AMW Wing Administration (distribution list) an assigned strength summary of all groups on Travis AFB, NLT the 30th of each month.

3.3. All group superintendent/detail managers will:

3.3.1. Maintain a copy of TAFBI 38-101, *Wing Detail Program*.

3.3.2. Notify the Base Detail Manager immediately through written correspondence (or verbally, if a conflict exists) signed by the group commander when assigned personnel strength changes occur (i.e., large number of people TDY, or on group deployments). Departure and return dates shall be included in the correspondence.

3.3.3. Forward annual Detail Exemption Letters to 60 AMW/CCEA NLT 1 January of each year. Exemption Letter must be endorsed by the group commander. (See paragraph 5.).

3.3.4. Complete 60 AMW Form 89, Blocks 1-13, or return reply via e-mail or fax, upon receipt of a tasking notice and forward to 60 AMW/CCEA by the established suspense date.

3.3.5. Ensure individuals selected for details are notified of the date, time, reporting place, POC's name, duty phone, and uniform requirements. For any additional information individuals selected for details need to call the detail POC, not 60 AMW/CCEA.

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 superintendent or representative must notify the detail POC, NLT the day before the replacement is scheduled to take place.

3.3.7. Notify 60 AMW/CCEA 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 double tasking of details to groups by 60 AMW/CCEA.

3.3.8. Uniform requirements for individuals performing details consist of 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. OPRs requesting a detail will specify uniform requirements and provide all necessary organizational equipment, tools, and additional required clothing, e.g., heavy duty gloves, rain gear, extreme cold weather gear, steel-toed boots, etc., to perform the detail.

4. Annual Detail Exemption/Relief from Details.

4.1. No organization on Travis AFB is exempt/excused from base details unless an approval letter is on file with 60 AMW/CCEA prior to the established suspense date. NOTE: A group’s participation in a base exercise is not an automatic exemption from recurring details.

4.2. Every group superintendent on Travis AFB must submit an annual detail exemption letter to 60 AMW/CCEA, NLT 1 January of each year, using the format in **Attachment 3** . Letters will be revalidated on an annual basis. If no exemption letter is received, taskings will be based on strength available from 60 MSS/DPMAE. NOTE: Exemption letters require group commander signature.

4.3. Exemptions will be broken down by number in each grade/rank (e.g., 3 E-6s, not 3 personnel). This breakdown is to differentiate all E-1s through E-6s, since the majority of base details are filled by these grades. For disapproved exemptions, 60 AMW/CCEA will hand carry a copy of the disapproved endorsement to the requesting group superintendent for notification. If you do not receive a disapproved endorsement letter within three (3) duty days and/or an email, all endorsements requested were approved.

4.4. If a group requires relief from the base detail program, the commander will submit written justification immediately to 60 AMW/CCEA using **Attachment 3** . Detail taskings will be filled by tasked organizations until the group’s request is approved by 60 AMW/DS. NOTE: Coordinate with respective squadrons for replacements, prior to submitting relief letters.

5. 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
NCOs	SSgt through TSgt
Airman	AB through SrA

Base Appearance Team Detail Ratios/month as of 1 Jan 2004:	
MSG	3
MDG	2
OG	1
MXG	3
615 AMOG	1 (every 2 months)—2 months on/1 month off
Wing Staff/Tenant Units	1 (every 3 months)—1 month on/2 months off

5.1. 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.

6. Detail Request Letters.

6.1. Submit 60 AMW Form 89 to 60 AMW/CCEA NLT 15 workdays, prior to detail date. ([Attachment 4](#)).

7. Administrative Procedures.

7.1. The group superintendent or their designated representative must sign Block 13 of 60 AMW Form 89.

7.2. 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 60 AMW/CCEA will dispose of records IAW AFMAN 37-139, *Records Disposition Schedule*, after completion of tasking.

8. No Shows.

8.1. 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 60 AMW/CCEA with all "No Shows". Missed requirements will be added to that group's next tasking.

9. Form Prescribed: 60 AMW Form 89, Request for Detail.

ALLARD R. CARNEY, Colonel, USAF
Director of Wing Staff

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

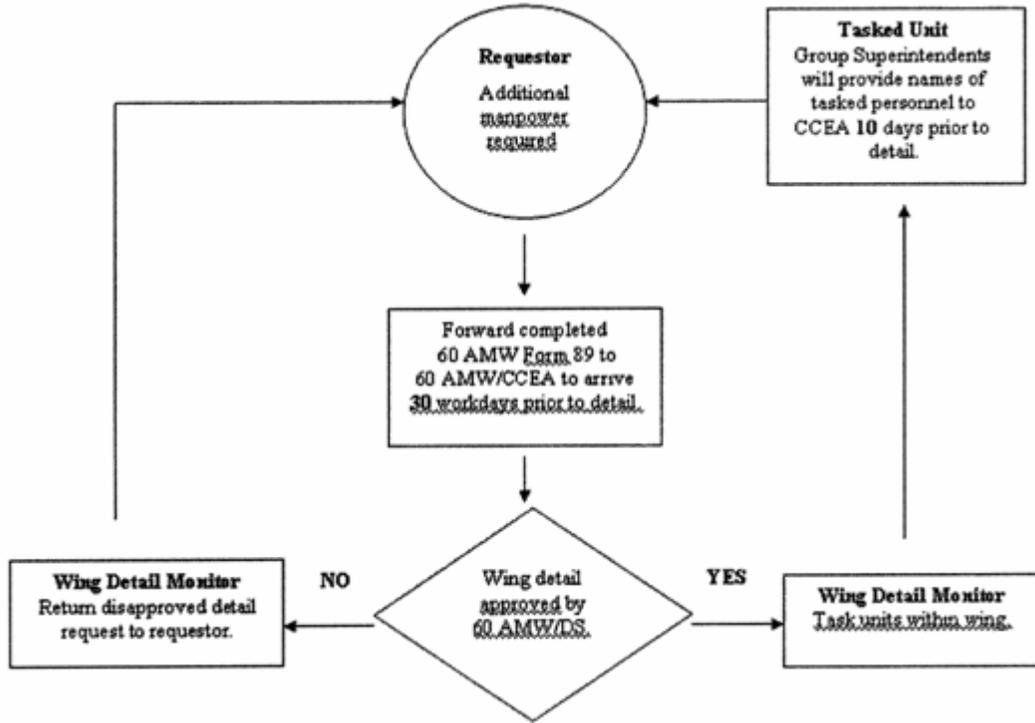
AFPD 38-1, *Organization*

AFMAN, 37-139, *Records Disposition Schedule*

AFI 36-3014, *Clothing Allowance for Air Force Personnel*

Attachment 2

WING DETAIL FLOW CHART



Attachment 3

DETAIL EXEMPTION LETTER



(DATE)

MEMORANDUM FOR 60 AMW/CCEA

ATTENTION: WING DETAIL MANAGER

FROM: 60 MXG/CC

501 Hanger Avenue
Travis AFB CA 94535

SUBJECT: Detail Exemption Letter

1. The 60th Maintenance Group requests exemption from all details for quarters CY03/00 and CY04/00. AFSC manning across the group is down 28% on top of the 12 percent of our people that are scheduled for deployment during this same time period.
2. My POC for this request is CMSgt XXXXX.

XXXXXXXX, Colonel, USAF
Commander

Attachment 4

REQUEST FOR DETAIL

REQUEST FOR DETAIL		
PART I REQUEST FOR DETAIL		
1. FROM:	2. TO: 60 AMW/CCEA	3. DATE
4. TYPE OF DETAIL:		
5. REASON/JUSTIFICATION: <i>(Authority)</i>		
6. PERSONNEL/SPECIAL REQUIREMENTS: <i>(Rank, number of people, driver's license, etc.)</i>		
7. UNIFORM REQUIREMENTS:		
8. PLACE: <i>(Building and room number)</i>		
9. BEGINNING DATE AND TIME:	10. ENDING DATE AND TIME:	
11. DETAIL OPR: <i>(Rank, name, FAS, phone no.)</i>		
12. TYPED NAME AND GRADE OF COMMANDER:	13. SIGNATURE OF REQUESTER:	
PART II APPOINTMENT OF DETAIL		
14. FROM:	15. TO:	16. DATE:
17. THE FOLLOWING ORGANIZATION(S) ARE TASKED TO PROVIDE DETAIL SUPPORT AS LISTED ABOVE: <i>(Orgn, rank, number of people)</i>		18. APPROVING OFFICIAL:
		<input type="checkbox"/> APPROVE <input type="checkbox"/> DISAPPROVE