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Communications and Information

**ADMINISTERING THE COMMAND DETAIL
PROGRAM**



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFD 37-1, *Air Force Information Management*, and establishes responsibilities and procedures for requesting, assigning, and performing command details. It applies to all permanent-party personnel assigned to the USAF Academy.

SUMMARY OF REVISIONS

Changes the primary approval or disapproval authority to 10 ABW/CV for details (paragraph 2) including requests for waivers or excusals (paragraph 6); adds that the supervisor of the detail is responsible to provide roll call and feedback to the 10 CS/CSS (paragraphs **4.9.-4.10.**); adds that unit detail monitors or first sergeants are responsible to provide detailee with all pertinent information about the detail (paragraph **5.1.1.**). A "I" indicates revised material since the last edition.

1. What is a Command Detail? A command detail is a function or task essential to the Academy's mission, which an Academy organization requests and cannot perform using the people or financial resources under the requester's control. Command details include only duties that may be filled by members from **any** organization. They do not include requests for specific skills, AFSCs, or knowledge.

2. Managing the Program:

2.1. 10th Communications Squadron Commanders Support Staff (10 CS/CSS). 10 CS/CSS acts for the 10th Air Base Wing Commander (10 ABW/CC) in monitoring and tasking Academy organizations for requested details.

2.2. 10 CS/CSS:

2.2.1. Inputs organizational strength data, provided by the Military Personnel Flight (10 MSS/DPM) on a quarterly basis, into a computer program that determines which organization is next to

fill a detail and the number of people required from that organization. Although civilians may be used to fill a detail where appropriate, their numbers are not added to the organization's strength data.

2.2.2. Documents any deviations or exemptions from the computer's tasking and tasks the organization on the next detail processed.

2.2.3. Updates data with each detail and gives detail credit on the estimated number of hours it takes to accomplish the detail. For example, if the detail takes an estimated 4 hours, 10 CS/CSS gives 4 hours of credit; if the detail takes an estimated 3 days (based on an 8-hour day), 10 CS/CSS gives 24 hours of credit. It does not credit organizations failing to support assigned details.

2.2.4. Forwards a copy of the detail delegation memorandum to the AFGE Local 1867 so they can track the assignment of civilians.

3. Who May Request Detail Personnel. The Commandant of Cadets, the Dean of Faculty, the Director of Athletics, the 10 ABW Commander, the Preparatory School Commander, and the USAFA Staff elements (DP/FM/HC/HO/IG/JA/PA/RR/SE/CCP).

4. Requesting Details. Detail requesters:

4.1. Exhaust all available internal manpower resources (military and civilian), possible contract/service agreements, or any other means to accomplish the task before requesting command details. Since the Academy's manpower pool will not always be available, commanders and supervisors must actively try to accomplish their missions other than through the Command Detail Program.

4.2. Consider these examples of proper command details in deciding whether the duty falls into the correct category; however, 10 ABW/CV or a designated representative must approve all requests, except pallbearers, CORONA, graduation, and cadet in-processing.

4.2.1. Disinterested party inventories and cash verifications.

4.2.2. Supporting official visits and conferences.

4.2.3. Pallbearers for funerals.

4.2.4. Financial liability officers under Reports of Survey.

4.2.5. Summary Court Officers.

4.2.6. Courts-martial support personnel (other than members).

4.3. Make your request for detail support, using the format in [Attachment 1](#), as far in advance as possible (but not less than 30 days). In the cases of those details occurring on short notice (for example, Summary Courts Officer and some directed by 10 ABW/CC), notify 10 ABW/CV as soon as notification is made. After approval, fax or telephone 10 CS/CSS to expedite processing time.

4.4. Organization requesting detail is responsible for arranging all meetings and briefings for tasked individuals.

4.5. Immediately notify 10 CS/CSS if detail is cancelled or changed.

4.6. Make sure all tasked individuals get a proper briefing on their duties to include job safety training as outlined in AFI 91-301, *Air Force Occupational and Environmental Safety, Fire Prevention and Health (AFOSH) Program*, Attachment 2, emphasizing safety-related issues.

- 4.7. As necessary, issue all required personnel protective equipment (PPE) to detailed personnel to safely accomplish the task; i.e., foot, eye, and hearing protection, gloves, traffic vests, flashlights, etc. Requestor is responsible for supplying the necessary equipment.
- 4.8. Appoint detail supervisor and ensure individuals are supervised at all times.
- 4.9. The supervisor for each detail will provide feedback to the 10 CS so credit can be given.
- 4.10. The supervisor will do a roll call to ensure detailers are present. If they do not show up, provide that feedback at the end of the detail to the 10 CS.
- 4.11. Advise the tasked organization's commander's support staff when detailed personnel fail to report at the proper time and date.

5. Responding to Requests for Detail Personnel. The tasked agency's commander, first sergeant, or detail monitor:

- 5.1. Uses the following criteria when deciding eligibility:
 - 5.1.1. Unit detail monitor or first sergeant will provide the detailee with all pertinent detail information (reporting instructions, uniform to be worn, etc.)
 - 5.1.2. Junior and mid-grade enlisted, officers, and civilians. All permanent-party enlisted (AB through SMSgt) and officer (2d Lt through Lt Col) personnel are eligible for command details. You may assign appropriated fund civilians details according to their grades and job descriptions. Use volunteers, when possible, before using mandatory tasking for civilians. Do not assign civilians to details that would require personal expenses such as obtaining clothing their jobs do not normally require. Use the following pay grades as military grade equivalents when tasking civilians:

E-1 through E-8 O-1 through O-5
GS-01 to GS-07 GS-08 to GS/GM-12
WG-01 to WG-15 WS-11 to WS-15
WL-01 to WL-15
WS-01 to WS-10

- 5.1.3. Senior enlisted, officers, and civilians. You may assign a detail to chief master sergeants, senior officers (colonel and above), and civilians (GM/GS-13, WS-16, and above) only when a detail specifically requires those grades. The 10 CS/CSS does not count these people in the manpower resources. However, organizations receive credit for details these people perform.
- 5.2. Does not assign details to the following people and are not included in the manpower pool. Each unit is responsible for providing a memorandum, approved by 10 ABW/CV, with a list of people who are exempt from details to the 10 CS/CSS.
 - 5.2.1. Security Forces Squadron (SFS) Personnel.
 - 5.2.2. Individuals assigned to the USAFA Honor Guard.
 - 5.2.3. Individuals assigned as 10 SFS augmentees under the READY Program.

- 5.2.4. Doctors, nurses, and physician assistants assigned to the 10th Medical Group (10 MDG).
- 5.2.5. Chaplains (USAFA/HC and 10 ABW/HC).
- 5.2.6. Lawyers assigned to the Staff Judge Advocate (USAFA/JA and 10 ABW/JA).
- 5.2.7. Firefighters assigned to the 10th Civil Engineer Group (10 CEG).
- 5.2.8. Mortuary Affairs Officer and appointed alternates (10 SVS/SVM).
- 5.2.9. Individuals permanently assigned to the Command Post.
- 5.2.10. Those specifically excused, in writing, by 10 ABW/CV as outlined in paragraph 6.
- 5.2.11. Inspector General personnel (HQ USAFA/IG).
- 5.3. Fills all quotas within the suspense date established by 10 CS/CSS.
- 5.4. Maintains an equitable system on each individual assigned and levies details accordingly.
- 5.5. Sends written justification to 10 CS/CSS for excusal from detail requirements if their organization cannot support the detail as tasked (see paragraph 6).
- 5.6. Acts immediately when a requesting agency (requester) advises them that an individual fails to report for a detail by finding the missing individual or providing an acceptable substitute.
- 5.7. Coordinates with 10 CS/CSS for time periods during which they wish to speed up or delay their detail tasking because of mission requirements (see paragraph 6).
- 5.8. Appoints, in writing, to 10 CS/CSS a primary and alternate detail monitor and updates these memorandums as soon as changes occur.

6. Requesting Waivers or Excusals. Organizations requesting waivers or excusals from performing command details must fully justify themselves, in writing, and acquire the Commandant of Cadets, Dean of the Faculty, Director of Athletics, 10 ABW Commander, Preparatory School Commander, and the USAFA Staff elements (DP/FM/HC/HO/IG/JA/PA/RR/SE/CCP) signature on their requests. Include relevant information extracted from Air Force or higher headquarters directives, or on local commitments. Send justifications to 10 ABW/CV for approval or disapproval. If there is a specific time period during the year when a squadron needs to be excused from details, send a memorandum at least 30 days before the time period to 10 ABW/CV. Include in the memorandum the specific time period of excusal, reason for excusal, and point of contact.

7. Granting Compensatory Time and Requesting Credit for Details:

- 7.1. The Academy encourages supervisors to grant compensatory time off to eligible personnel who perform details during other than normal duty hours. Pay overtime to Federal Wage System and non-exempt employees if worked beyond normal duty hours.
- 7.2. Academy organizations that directly task Academy people for specific details (safety investigations, escort officers, discharge boards, courts-martial, pallbearers, etc.) must report, in writing, to 10

CS/CSS the name, grade, organization, dates of the detail, and number of estimated hours of credit to be given.

STEVEN C. MUHS, Lt Col, USAF
Commander, 10th Communications Squadron

Attachment 1**SAMPLE DETAIL REQUEST MEMORANDUM
(USE APPROPRIATE LETTERHEAD)**

Date

MEMORANDUM FOR HQ 10 ABW/CV

FROM: (Must be two-letter office symbol)

SUBJECT: Request for Command Detail Support

1. Under USAFAI 33-301, request command detail support for the following:
 - a. Type of detail: (inventory, conference support, Graduation Week, CORONA, etc.)
 - b. Authority for this request: (Reference the appropriate instruction, OPLAN, etc. **DO NOT USE THIS INSTRUCTION AS THE AUTHORITY.**)
 - c. Date requirement became known:
 - d. Number of personnel supplied in house:
 - e. Date and time detail is required:
 - f. Number of personnel required:
 - g. Number of estimated hours and/or days detail personnel will be used:
 - h. Type of uniform to be worn:
 - i. Place, date, time, and person to whom detail personnel will report:
 - j. Detail supervisor/phone number:
 - k. Date/time organizational meeting will be held:
 - l. Other applicable information:
2. This detail is essential to the mission of the United States Air Force Academy. I have exhausted all internal resources and I certify that this detail cannot be accomplished without the support of the Command Detail Program.

(Signature of individual at 2-letter office symbol)