

RECURRING AND SPECIAL BASE DETAILS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

This instruction applies to all units on Maxwell AFB and Gunter Annex. It establishes the responsibilities and procedures for administering base details and special duties. However, since administration of the urinalysis program was removed from the Base Detail Program tasking list, and given to 42d Medical Group (42 MG), this instruction exempts the 42 MG from performing all details except the Reports of Surveys. The base detail program cannot be used instead of assigned personnel and does not include taskings for courts martial or administrative boards. The detail program is used only for taskings that would have an adverse impact if assistance was not provided. Violation of this instruction may result in Uniform Code of Military Justice (UCMJ) action.

SUMMARY OF REVISIONS

This revision changes the approval of detail support request to the Commander, 42d Communications Squadron (42 CS/CC); combines the Maxwell AFB and Gunter Annex detail data bases; defines manual distribution of fair share when an inordinate amount of support is requested; revises attachment 3, Detail Tasking Letter; and adds attachment 4, Tasking Notification.

1. Taskings. The following constitute approved taskings through the base detail program. All other details must be approved by the Wing Commander (42 ABW/CC).

Quarterly Cash Verification	42 CPTS/FM
Accountable Forms Inventory	42 CS/SCS
Reports of Survey	ALL UNITS
Baggage Details	ALL UNITS
Accountable Test Inventory	42 MSS/DPM
Line of Duty Determinations	42 MSS/DPM
Joint Flag Officer Warfighting Course	CADRE/CC
Annual Inventory Observation	42 SVS/CC

***2. General.** Chief, Plans Flight (42 CS/SCX), is responsible for the allocation of base details and special duty details to assigned units based on their available strength. The 42 CS/SCX develops a detail program data base using statistics received from each unit and subtracts exemptions identified in each respective unit's exemption letter from the unit's available strength before data base entry. There are five data bases used to support the Maxwell AFB and Gunter Annex detail program: airman basic-senior airman, staff sergeant-technical sergeant, master sergeant-chief master sergeant, second lieutenant-captain, and major-lieutenant colonel. Organizations forward requests for detail support through 42 CS/CC for approval and 42 CS/SCX for action. Tasked units submit requests for release from detail taskings, in writing, within 3 duty days to 42 CS/SCX for consideration. This allows sufficient time for redistribution in the event a new unit is tasked.

3. Responsibilities.

***3.1. Base Detail Manager.** The Base Detail Manager (42 CS/SCXB) advises the tasked units of appropriate manpower quotas required for each approved detail. The Base Detail Manager receives, distributes, and monitors all correspondence from units concerning the base detail program.

***3.2. Detail Approval Authority.** The 42 ABW/CC or a designated representative approves base details and exemptions. However, authority has been delegated to 42 CS/CC to approve, disapprove, or exempt details on a day-to-day basis.

3.3. Each Unit:

*3.3.1. Is responsible for the prompt support of detail taskings. The organization's first sergeant normally administers the detail program in the unit; however, the responsibility for filling all detail taskings lies with unit commanders. Any problems with supporting a detail tasking should be promptly submitted in writing to 42 CS/SCX for consideration. The 42 CS/CC is the final authority.

*3.3.2. Ensures that semiannual exemption letters are prepared according to attachment 1 and forwarded to 42 CS/SCXB within 10 duty days. Each request must be fully justified and signed by the unit commander or first sergeant.

3.3.3. Unit commanders are responsible for administering their own program. The unit mission must be met while still supporting base details. If an individual fails to show up for a scheduled detail, the member's unit is responsible for providing a substitute immediately upon notification by the requester or detail manager. A detail is a mandatory formation, and disciplinary action may be taken for failure to go at the designated time and place. Unit commanders may appoint civilians having comparable grade equivalency of active duty personnel to perform details such as report of surveys, accountable forms inventory, and cash accountability.

3.3.4. Requesting Agencies.

*3.3.4.1. **Point of Contact.** Requesting agencies must appoint a point of contact (POC) for all requested details. The POC is responsible for notifying 42 CS/SCX of any changes to the detail. Once a detail is tasked, it is the responsibility of the requesting agency to directly communicate with tasked units.

*3.3.4.2. **Detail Request Format.** A written request, 14 calendar days or more in advance of actual date of detail, is required. Requests include those items identified in attachment 2. Submit requests to 42 CS/SCXB.

*3.3.4.3. **Short-Notice Details.** Short-notice details consist of any detail tasking with less than 14 calendar days notice. Requests submitted short of 14 days in advance are performed by the requesting unit unless there

are extenuating circumstances. These requests require 42 CS/CC written approval. The request, approval, or tasking may be done verbally when time dictates, with written confirmation to follow.

*3.3.4.4. **Documentation, Special Items, and Arrangements.** Any information pertaining to supervision, limitations, restrictions, or special qualifications (for example, equipment, clothing, and weight lifting limitations) must be cited by the unit requesting the detail. If special transportation is needed, unit OPRs requesting the detail must make those transportation arrangements and ensure any training on vehicle use is accomplished by detailee. All information is compiled on the detail tasking letter (attachment 3) and forwarded to the tasked unit.

*3.3.4.5. **Recurring Requirements.** Previously approved recurring detail requirements can be forwarded directly to 42 CS/SCX, by letter, in sufficient time to allow for notification to units.

3.4. The 42 CS/SCXB Details Manager:

*3.4.1. Notifies each unit semiannually (January and July) to forward their exemption letters so data bases can be updated.

*3.4.2. Executes detail taskings as soon as they are received but no later than one workday after receipt, unless warranted.

*3.4.3. Distributes detail taskings as assigned by the computer-based program unless an inordinate amount of support is required. Fair share is calculated manually using the following formula:

OF PERSONNEL ASSIGNED TO UNIT / TOTAL PERSONNEL ASSIGNED TO BASE * # OF PERSONNEL NEEDED FOR TASKING = # OF PERSONNEL TO TASK.

*3.4.4. Notifies tasked unit in writing (attachment 4).

*4. **Documentation.** All documentation created or prescribed by this instruction is maintained in accordance with AFMAN 37-123, *Management Records*, and AFMAN 37-139, *Records Disposition Schedule*.

CAROL D. RISHER, Lt Col, USAF
Commander

Attachments:

1. Sample Exemption Letter
2. Detail Request Letter
3. Detail Tasking Letter
4. Sample Tasking Notification

(SAMPLE EXEMPTION LETTER)

MEMORANDUM FOR 42 CS/SCXB

(DATE)

FROM: (Your Unit)

SUBJECT: Detail Program Exemption Letter

1. In accordance with your request, we have identified our exemptions below.

<u>GRADE</u>	<u>NUMBER ASSIGNED</u>	<u>NUMBER EXEMPTED</u>	<u>NUMBER AVAILABLE</u>	<u>EXEMPTION AUTHORITY/ REASON FOR EXEMPTION</u>
AB	20	6	14	AMCR 66-10/Dedicated Crew Chief
AMN	10	0	10	
A1C	15	5	10	AFI 34-503/Honor Guard Member
SRA	7	4	3	AMCI 11-202, Vol I/Aircrew Member
SGT	16	0	16	
SSGT	10	0	10	
TSGT	5	0	5	
MSGT	3	1	2	AFPAM 36-2130/First Sergeant
SMSGT	1	0	1	
CMSGT	0	0	0	
2LT	2	0	2	
1LT	1	0	1	
CAPT	1	0	1	
MAJ	1	0	1	
LTC	1	1	0	CC Directed/Sq Comdr

2. Please post your detail data bases to reflect the above exemptions.

(Unit CC or First Sergeant)
SIGNATURE BLOCK

(SAMPLE DETAIL REQUEST LETTER)

MEMORANDUM FOR 42 CS/SCXB

(DATE)

FROM: (Your Unit)

SUBJECT: Request for Detail Support

1. Our unit is unable to satisfy manpower requirements for the detail identified below and requires the support of other base units to ensure this task is completed.

DETAIL DESCRIPTION: _____

REQUESTING AGENCY POC: _____

NUMBER OF PERSONNEL REQUIRED BY GRADE: _____

DATE, TIME, AND LOCATION TO REPORT: _____

UNIFORM: _____

DURATION OF DETAIL: _____

LIMITATIONS AND/OR SPECIAL QUALIFICATIONS REQUIRED BY DETAILEES: _____

2. This is a (one-time/recurring) requirement and your approval is required prior to the Base Detail Program initiating tasking action.

(Requesting Agency Comdr/First Sgt)
SIGNATURE BLOCK

(SAMPLE DETAIL TASKING LETTER)

MEMORANDUM FOR

FROM: 42 CS/SCXB

SUBJECT: Detail Tasking

1. The 42d Communications Squadron is responsible for administering the 42 ABW Detail Program. Every effort is made to task units on a "fair share" basis according to assigned available strength. Also, we track completed details to ensure units receive appropriate credit. Your organization has been tasked to provide ____ persons to support the detail identified below:

DETAIL NAME: _____

REQUESTING AGENCY: _____

REQUESTING AGENCY POC: _____

WHERE TO REPORT: _____

GRADE REQUIREMENT: _____

UNIFORM REQUIREMENT: _____

DATE(S) FOR DETAIL: _____

ADDITIONAL REMARKS: _____

2. Direct questions to 42 CS/SCXB (Ms Janet Russell, 3-3164). If your unit cannot support this tasking, please advise in writing why your unit cannot comply. Your letter or e-mail must arrive ten (10) workdays prior to detail start date so that we can task another organization. Your unit will remain at the top of the list and will continue to be tasked until you receive credit for a completed detail.

3. On the day of the detail, no-shows are identified by the requesting organization to your first sergeant/commander for immediate fill action. Once the detail is completed, the requesting organization notifies 42 CS/SCXB.

4. Your support of the wing's detail program is appreciated.

(SIGNATURE BLOCK)
Commander

(SAMPLE TASKING NOTIFICATION)

MEMORANDUM FOR:

FROM: 42 CS/SCXB

SUBJECT: Detail Tasking Notification

1. The following unit/units have been tasked to perform the following detail:

UNIT

OF PERSONNEL

2. All questions should be directed to the unit/units identified above.

(SIGNATURE BLOCK)
Base Detail Manager