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**Manpower and Organization
BASE DETAIL PROGRAM (PA)**

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This instruction establishes policies and procedures for administering the Base Detail Program. These procedures ensure equitable selection of detail personnel and apply to all active duty Air Force personnel assigned, attached and from tenant units on Osan AB. Privacy Act – 1974 as amended applies. You must safeguard all information on this form. Disclosure of information IAW DOD 5400.11R, *Department of Defense Privacy program*, AFI 33-127, *Electronic Messaging Registration and Authority*, AFI 33-219, *Telecommunications Monitoring and Assessment program (TMAP)*, and PL 93-579 is For Official Use Only.

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1. General.

1.1. All units on Osan AB will participate in base detail assignments on a fair share system based on authorized strength. See para **2.1.2.** for explanation. US Army personnel will only be tasked with participation in the Team Osan Pride Patrol as listed in para **3.2.** and short term details on a case by case basis following coordination with 35th Air Defense Artillery Brigade leadership.

1.2. Definition: A base detail is a required task that must be accomplished by utilizing a fair share distribution of authorized personnel strength. It can be a one-time, temporary requirement such as baggage detail for a distinguished visitor arrival, or it can be a recurring requirement such as the Drug Demand Reduction Program (DDRP).

1.3. Groups/Squadrons must exhaust their internal personnel resources for details 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.

1.4. The break down of responsible group/unit POCs is as follows:

1.4.1. 51 CPTS and 51 FW Staff Agencies (51 CPTS superintendent will act as POC).

1.4.2. 51 MSG and all subordinate units (51 MSG/CC will designate POC IAW para 2.2.1. of this instruction).

1.4.3. 51 OG and all subordinate units (51 OG/CC will designate POC IAW para 2.2.1. of this instruction).

1.4.4. 51 MXG and all subordinate units (51 MXG/CC will designate POC IAW para 2.2.1. of this instruction).

1.4.5. 51 MDG and all subordinate units (51 MDG/CC will designate POC IAW para 2.2.1. of this instruction).

1.4.6. 7 AF and subordinate units assigned to Osan AB exclusive of those subordinate to 51 FW (7 AF/DS will designate POC IAW para 2.2.1. of this instruction).

1.4.7. Each associate unit CC will designate a POC IAW para 2.2.1. of this instruction.

1.5. Whenever possible, details will not exceed 10 days in duration and should be limited to duty days only. Exceptions to this rule are as follows: DDRP, Team Osan Pride Patrol, Base Patrol, and the Heating Oil/Fuels Escort. On recurring details, personnel will be assigned for at least one week to eliminate the necessity of training new personnel on a daily basis. Exception: Base Patrol.

2. Responsibilities.

2.1. The Team Osan Career Assistance Advisor (51 FW/CCCA) will:

2.1.1. Act as the Base Detail Program Manager on behalf of the 51 FW/CCC.

2.1.2. Coordinate all detail requirements with each Group/Unit Superintendent and/or associate unit POC utilizing an equitable/fair share requirement. This requirement will be based on unit manning levels in the grade requirements as listed for each detail. These numbers are indicated on rosters generated by the Personnel Systems Management office and will be updated if notified by Group Superintendents/Associate Unit POCs of changes IAW para 2.2.3. of this instruction. Exception: The numbers of assigned female personnel in the grades of E-5 through E-7 will be updated on a quarterly basis. Man-days will be the unit of measure for determining equitable distribution of detail requirements. A man-day represents one detailed person for any part of a calendar day. Detail credit is determined by multiplying the number of personnel tasked by the number of days required. The Base Detail Program Manager will task each group/associate unit so that the number of man-days performed is representative of the group's percentage of the base authorized strength.

2.1.3. Upon receipt of names/contact information of detail participants, provide the information to the detail POC.

2.1.4. Provide a schedule of manning requirements for all details.

2.1.5. Update the current group/unit strengths and adjust the equitable/fair share requirement as needed.

2.2. All Group/Unit Superintendents and associate unit POCs will:

- 2.2.1. Be designated in writing as detail program POC for their group/unit and will provide a copy of this designation to the Base Detail Program Manager.
- 2.2.2. Maintain a copy of 51 FWI 38-2011.
- 2.2.3. Notify the Base Detail Program Manager through written correspondence signed by the Group Commander or appropriate Unit Commander (associate units) when assigned personnel strength changes of plus or minus 10 percent or more occur.
- 2.2.4. Select personnel for details and then ensure personnel selected for details are notified of the date, time, reporting location, detail POC's name, duty phone number, and any uniform requirements. For any additional information, individuals selected for details need to contact the detail POC.
- 2.2.5. Provide names and contact information of selected personnel to the Base Detail Program Manager at least three duty days prior to the start of a temporary/one-time detail and at least 15 days prior to the start of an individual's term for recurring details.
- 2.2.6. Individuals selected for details will not be scheduled for leave, appointments, etc., during the entire detail period. If replacements are required, the tasked group/unit must notify the detail POC with replacement information NLT the day before the replacement is scheduled to take place.

3. Recurring Details.

3.1. *Drug Demand Reduction Program.* DDRP is an AF program designed to ensure fitness of the force through predominantly random urinalysis. The program requires observers be available during each day of testing.

- 3.1.1. This detail requires two male and one female observer each day testing is conducted. They should be in the grades of E-5 through E-7. Observers will report to the DDRP Manager's office, at 0700 hrs. All assigned units will provide observers, by gender, when tasked by the Base Detail Program Manager.
- 3.1.2. Observers must not be:
 - 3.1.2.1. Suspended from flying duties, PRP or AFSC duties for reasons of incompetence or where mental capacity may be questionable.
 - 3.1.2.2. Pending disciplinary or administrative action.
 - 3.1.2.3. Previously tested positive for drug use, convicted by any court of a drug offense or any offense punishable by more than one year of confinement.
 - 3.1.2.4. Previously found (in judicial, nonjudicial, or administrative proceeding) to have committed any crime involving deliberate falsehood (including false official statements, forgery, false pass offenses, perjury, false swearing, larceny by false pretenses, fraudulent enlistment, fraud, impersonation, altering a public record, obstructing justice, or hoax).
 - 3.1.2.5. Pending PCS assignment or retirement/separation within 45 days. This is necessary to allow for processing of samples and legal proceedings, if required.
 - 3.1.2.6. Identified as having an Unfavorable Information File (UIF) or on the Control Roster.
 - 3.1.2.7. Under any prescribed medication which impairs judgment and/or precludes military duties.

3.1.2.8. Selected to provide samples themselves during the random urinalysis testing (In the event this situation arises during the week a member is assigned to observer duties, the tasked group must provide an alternate observer for that day of testing).

3.1.3. Personnel being assigned DDRP observer duties will be identified by name at least 15 days prior to the start of the detail week along with an alternate for each member by gender.

3.1.4. In the event there is no testing or when all testing is completed before the end of normal duty hours (0700-1600 hrs), personnel will be directed back to their duty section. In the event one or more individuals have trouble completing testing, observers will remain until all testing is complete.

3.2. Team Osan Pride Patrol. This is a base level detail that is performed on a weekly continual basis. The purpose is to help maintain the appearance of facilities and common areas of Osan AB which either do not have a responsible agency assigned or where the responsible agency is not equipped/manned to handle those tasks needing to be accomplished. The POC office for this detail is 51 CES/CEORH, Horizontal Shop, 784-5305.

3.2.1. Duties include but are not limited to:

3.2.1.1. Trash details in base common areas, not already covered by contract workers, or areas requiring additional attention following adverse weather or special occasions/events.

3.2.1.2. Minor painting projects to improve facility appearance.

3.2.1.3. Sandbag details for readiness purposes.

3.2.1.4. Minor manual labor as needed.

3.2.2. Pride Patrol requires six personnel in the grades of E-5 and below. Personnel taskings will be equitably distributed to all units on Osan AB, to include all associate units, based on authorized strength, as stated in para. 2.1.2. Personnel will perform Pride Patrol for one week.

3.2.3. The hours for Pride Patrol are 0745 – 1600, Monday through Friday. Detail personnel will report to Bldg. 425 in the 51 CES complex, unless informed otherwise.

3.2.4. The Civil Engineer Squadron will provide all detail personnel protective equipment which must be worn at all times while performing Pride Patrol duties.

3.2.5. Wet and/or cold weather gear is the responsibility of the individual and will be brought as conditions dictate.

3.2.6. In the event there are no taskings for the day, personnel will report back to their respective duty sections.

3.2.7. Pride Patrol will not be manned during wing level or higher readiness exercises.

3.3. Heating Oil/Fuels Escort. This is a recurring detail for the purpose of refilling the heating oil tanks utilized for hot water and heating systems.

3.3.1. This is considered a base detail; however, it will be exclusively manned by 51 LRS and 51 MXS personnel. These two units will receive man-day credit for manning this detail. MSG and MXG Superintendents should take into account these permanent taskings when they solicit within their respective groups. The POC office for this detail is 51 LRS/LGRF at 784-4062. The escort

detail will be manned utilizing the following seasonal requirements unless emergency situations arise dictating additional manning:

3.3.1.1. December – January; four personnel

3.3.1.2. February – March; three personnel

3.3.1.3. April – May; two personnel

3.3.1.4. June – August; one person

3.3.1.5. September; two personnel

3.3.1.6. October – November; three personnel

3.3.2. Escorts will:

3.3.2.1. Report to Bldg. 623, for duty from 0700-1700 hrs Monday through Friday, the same hours apply during all base exercises.

3.3.2.2. Receive training from base fuels personnel on their duties and responsibilities. The training will include but not be limited to:

3.3.2.2.1. Escorting the fuel truck from the entry point onto the installation, to all refueling locations on the base, and back the exit of the installation.

3.3.2.2.2. Monitoring fuel meter read out prior to beginning of each fueling operation and verifying meter reading and recording amount of fuel utilized match at the end of each fueling operation.

3.3.2.2.3. Conducting cursory inspection of each fuel tank to be filled to ensure there are no obvious signs of leakage or damage which could result in a dangerous situation.

4. Requesting Short Term Details.

4.1. 51 FW/CV is the approving authority for all temporary/short term base details.

4.2. The Requesting Organization will:

4.2.1. Furnish all instructions, logistical support, and supervision necessary to accomplish assigned details to include work schedules, transportation (as required), messing arrangements, and any special equipment needed.

4.2.2. Submit Unit Commander approved detail requests to the Group Commander for consideration. The letter must include a point of contact and duty phone extension.

4.2.3. The requesting agency will prepare and issue letters of appointment or special orders, when required.

4.3. Group Commanders will evaluate, endorse and forward only those detail requests that comply with the guidelines of this instruction and cannot or should not be handled internally within the group. Forward endorsed requests to the Base Detail Program Manager at least 10 duty days prior to the first day of the detail request. Requests that fail to meet this suspense must be accompanied by a letter of justification from the Group Commander. Short notice requests which cannot be submitted within the prescribed time frame should be hand-carried to the Base Detail Program Manager.

4.4. The Base Detail Program Manager will document the time and date requests are received, assign a control number and route to the detail approving official for consideration. Approved requests will be equitably allocated within two duty days from approval. Disapproved requests will be returned to the requesting organization.

5. Responding to Detail Tasking:

5.1. The Base Detail Program Manager will equitably task groups/associate units via e-mail, followed by a hard copy of the approved detail request. An information copy will be forwarded to the requesting organization.

5.2. Group Superintendents will manage the program within their group. Consolidate names of individual(s) to the detail OPR NLT the established suspense date by providing the requesting agency with name, organization, and duty phone of detailed personnel and provide an information copy to Base Detail Program Manager.

5.3. If a tasked group is unable to support the detail tasking, the Group Commander will provide written justification to 51 FW/CV NLT three duty days prior to the scheduled start date of the detail. 51 FW/CV is the approval authority for release from detail taskings. 51 FW/CV will determine if short-falls will be tasked to other groups or if the detail will be executed with less than the number of personnel requested.

5.4. Failure to provide the names of tasked personnel to the OPR and Base Detail Program Manager by the suspense date does not relieve the group of the responsibility to fill the tasking.

6. Detail Execution:

6.1. Unit Commanders and First Sergeants are responsible for ensuring tasked personnel report for duty at the appropriate place and time.

6.2. Unit Commanders and First Sergeants are responsible to ensure tasked personnel are not scheduled for other appointments while performing detail duty. If an assigned detail member must be removed, the Unit Commander or First Sergeant will ensure a replacement is available for the duration of the absence. The detail OPR will notify Group Superintendents/associate unit POC and the Base Detail Program Manager of any no-shows.

6.3. The detail OPR will notify the Base Detail Program Manager and Group Superintendents when details do not extend to the actual number of days requested.

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Commander