

**BY ORDER OF THE COMMANDER
OF THE 51ST FIGHTER WING**

**51ST FIGHTER WING INSTRUCTION
38-2011**



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Manpower and Organization**

BASE DETAIL PROGRAM (BDP)

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This instruction implements Air Force Policy Directive (AFPD) 38-2, *Manpower*. This instruction establishes policies and procedures for administering the Base Detail Program (BDP). These procedures ensure equitable selection of detail personnel and apply to all active duty Air Force personnel assigned, attached, and from associate units on Osan Air Base. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through Major Command (MAJCOM) publications/forms managers. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>

SUMMARY OF CHANGES

This publication has been substantially revised and must be completely reviewed. This revision changes the responsible group/unit POCs from Group Commanders to Group Superintendents. The program manager was changed from Team Osan Career Advisor to NCOIC, Executive Staff. The approving authority to approve short term/temporary details has changed from 51 FW/CV to 51 FW/CCC. The Recurring Detail Description was added as an attachment to this instruction.

1. General.

1.1. All units on Osan will participate in base detail assignments based on a fair share system considering authorized enlisted personnel manning strength in the grades of E-1 through E-6.

1.2. Definition: A base detail is a required task that must be accomplished on or for Osan. 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) (see Attachment 2 for a list of reoccurring details and description).

1.3. The breakdown of responsible group/unit POCs is as follows:

1.3.1. 51 CPTS and 51 FW Staff Agencies (POC: 51 CPTS/CEM).

1.3.2. 51 MSG and all subordinate units (POC: 51 MSG/CCC).

1.3.3. 51 OG and all subordinate units (POC: 51 OG/CCC).

1.3.4. 51 MXG and all subordinate units (POC: 51 MXG/CCC).

1.3.5. 51 MDG and all subordinate units (POC: 51 MDG/CCC).

1.3.6. Seventh Air Force (7 AF) and subordinate units assigned to Osan (POC: Designated in writing by 7 AF/CCC).

1.3.7. Each associate unit commander will designate a POC in writing and provide a copy to the Base Detail Program Manager.

1.4. 4 All recurring details should be limited to 7 consecutive calendar days. Short-term details should not exceed 10 days in duration and be limited to week days only, whenever possible.

2. Responsibilities.

2.1. The NCOIC, Wing Executive Staff (51 FW/CCEA) will:

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

2.1.2. Coordinate with detail POCs for monthly requirement changes.

2.1.3. Coordinate with 51 FSS/FSMPD to obtain the Base Detail Numbers Monthly Roster.

2.1.4. Update unit strength and adjust equitable/fair share requirements as required.

2.1.5. Assign details to ensure coverage requirements are met.

2.1.6. Distribute Base Detail Tasked List, Detail Information Sheet, and Base Fair Share Matrix to all Group/Unit/Associated Unit POCs no later than the 15th of the month prior to the month details are to be performed.

2.1.7. Upon receipt of names/contact information of detail participants, provide the information to each detail OPR.

2.1.8. Notify Group/Unit/associated Units of all detail cancellations or changes.

2.2. All Group/Unit/Associate unit Superintendents or Senior Enlisted Leaders will:

2.2.1. Maintain a current copy of 51 FWI 38-2011.

2.2.2. Select personnel for details and ensure personnel selected for details are notified of the time, date, reporting location, detail OPR's name and duty phone number, and all uniform, training, or restricted area badge (line badge) requirements. Individuals tasked to perform details should contact the detail OPR.

2.2.3. Provide names and contact information of selected personnel to the Base Detail Program Manager in accordance by the prescribed suspense date. (osanbase.detailprogram@us.af.mil)

2.2.4. Individuals selected for details will not be scheduled for leave, appointments, or night/swing-shift duty during the entire detail period. If replacements are required, the tasked group/unit must notify the BDPM with replacement information NLT the day before the detail is scheduled to take place.

2.2.5. Coordinate replacement personnel with the other Unit Detail Program Managers when internal shortfalls, or special circumstances exist that effect the ability to supply personnel for the assigned details.

2.3. All Detail POCs will:

2.3.1. Maintain a copy of 51 FWI 38-2011.

2.3.2. Not deviate from identified detail duties. If a deviation of detail is identified, then the Detail POC must notify the BDPM and request approval.

2.3.3. Contact the Group/Unit/Associate Unit POC for any replacements and identify no-shows. The detailee's unit Commander or First Sergeant should also be informed of any reprimandable issues.

2.3.4. Release detailee's to assigned units in the event all required duties are completed early or no longer needed.

3. Requesting Short-Term/Non-Recurring Details.

3.1. The 51 FW/CCC is the approving authority for all temporary/short term base details beyond the standard recurring details indicated.

3.2. The Requesting Organization will:

3.2.1. Furnish, in writing, to the BDPM all instructions, logistical support, and supervision necessary to accomplish assigned details to include work schedules, transportation, messing arrangements, and any special equipment needed.

3.2.2. Submit Unit Commander-approved detail requests to the Group Commander for consideration. The letter must include a POC and duty phone number.

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

3.3. 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 BDPM at least 15 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 will send an e-mail to the Base Detail Program Manager at mailto:osanbase.detailprogram@us.af.mil.

3.4. The BDPM will document the time and date the request is received, assign a control number, and route the package to 51 FW/CCC for consideration. Approved requests will be equitably allocated within two (2) duty days from approval. Disapproved requests will be returned to the requesting organization.

4. Responding to Detail Tasking:

4.1. The BDPM will equitably task groups/associate units via e-mail. An information copy will be forwarded to the requesting organization.

4.2. Group Superintendents will manage the program within their group, consolidate names of individual(s) to the BDPM by the established suspense date, by providing the requesting agency with name, organization, and duty phone of detailed.

4.3. If a tasked group/units are unable to support a detail tasking, the Group Superintendent will coordinate with the BDPM to attempt to manage short-term situations. If tasked groups/units are unable to support details for greater than 7 days, Group Commanders will provide written justification to the 51 FW/CCC no later than five (5) duty days prior to the scheduled start date of the detail. The 51 FW/CCC is the approval authority for release from detail taskings. The 51 FW/CCC will determine if shortfalls will be tasked to other groups or if the detail will be executed with less than the number of personnel requested.

5. Detail Execution:

5.1. Unit Commanders and First Sergeants are responsible for ensuring tasked personnel report for duty at the appropriate time, date, and place, and 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 the applicable Group Superintendent or associate unit POC and the BDPM of any no-shows.

5.2. The detail OPR will notify the BDPM and Group Superintendents when details do not extend to the actual number of days requested.

PATRICK T. McKENZIE, Colonel, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFPD 38-2, *Manpower*, 2 March 1995

AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*, 18 July 2011

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*, 22 September 2009

Abbreviations and Acronyms

7 AF—Seventh Air Force

51 FW—51st Fighter Wing

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

AFRIMS—Air Force Records Information Management System

BDP—Base Detail Program

BDPM—Base Detail Program Manager

DDRP—Drug Demand Reduction Program

MAJCOM—Major Command

OCE—Osan Construction Escort

OPR—Office of Primary Responsibility

RDS—Records Disposition Schedule

TOPP—Team Osan Pride Patrol

UIF—Unfavorable Information File

Attachment 2

RECURRING DETAIL DESCRIPTION

A2.1. Recurring Details

A2.1.1. 1 Drug Demand Reduction Program (DDRP). DDRP is an AF program designed to ensure fitness of the force through predominantly random urinalysis. The program requires observers to be available (on call, if not needed in place) during each day of testing.

A2.1.1.1. This detail requires two (2) male and one (1) 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, Bldg 818, at 0700.

A2.1.1.2. Observers must not be:

A2.1.1.2.1. Suspended from flying duties, PRP, or AFSC duties for reasons of incompetence or where mental capacity may be questionable.

A2.1.1.2.2. Pending disciplinary or administrative action.

A2.1.1.2.3. 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.

A2.1.1.2.4. 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).

A2.1.1.2.5. Pending PCS assignment or retirement/separation within 45 days. This is necessary to allow for processing of samples and legal proceedings, if required.

A2.1.1.2.6. Identified as having an Unfavorable Information File (UIF) or on the Control Roster.

A2.1.1.2.7. Under any prescribed medication which impairs judgment and/or precludes military duties.

A2.1.1.2.8. 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.

A2.1.1.3. Personnel assigned DDRP observer duties will be identified by name at least 7 days prior to the start of the detail week along with an alternate for each member by gender.

A2.1.1.4. In the event there is no testing or when all testing is completed before the end of normal duty hours (0700-1600 hours), personnel will be directed back to their duty section. If one or more individuals have trouble completing testing, observers will remain until all testing is complete.

A2.1.2. Heating Oil/Fuels Escort. This is a recurring detail for the purpose of refilling the heating oil tanks utilized for facility hot water and heating systems.

A2.1.2.1. The OPR for this detail is 51 LRS/LGRF at DSN 784-0180. The escort detail will be manned utilizing the following seasonal requirements, unless emergency situations arise dictating additional manning:

A2.1.2.1.1. December - January; four (4) personnel per week

A2.1.2.1.2. February - March; three (3) personnel per week

A2.1.2.1.3. April; two (2) personnel per week

A2.1.2.1.4. May - September; one (1) person per week

A2.1.2.1.5. October - November; three (3) personnel per week.

A2.1.2.2. Heating Oils/Fuels Escorts will:

A2.1.2.2.1. Under no circumstance will females who are pregnant or think they are pregnant be allowed to perform this detail.

A2.1.2.2.2. Report to Bldg 1223 for duty from 0700-1700, Monday through Friday (these same hours apply during all base exercises).

A2.1.2.2.3. Receive training from base fuels personnel on their duties and responsibilities on first day of duty. The training will include, but not be limited to, the following:

A2.1.2.2.3.1. Escorting the fuel truck from the entry point onto the installation, to all refueling locations on the base, and back to the exit of the installation.

A2.1.2.2.3.2. Monitoring fuel meter reading prior to each fueling operation and verifying that the meter reading and amount of fuel utilized match at the end of each fueling operation.

A2.1.2.2.3.3. Conducting cursory inspection of each fuel tank to be filled, ensuring there are no obvious signs of leakage or damage which could result in a dangerous situation.

A2.1.3. Osan Construction Escort (OCE) Detail.

A2.1.3.1. The OCE detail was developed to provide contracting support of base upgrades/projects. The number of required escorts per week will be determined no later than the 10th of each month prior to the month the detail is required.

A2.1.3.2. The OCE detail requires personnel in the grades of E-5 and below. Personnel taskings will be distributed between 51 MSG and 51 MXG only due to line badge requirements/restrictions. Personnel will perform escort duty for one week.

A2.1.3.3. Escorts will report to the detail OPR and receive training upon arrival, 51 CES/CECC, DSN 784-5227.

A2.1.4. Team Osan Pride Patrol (TOPP).

A2.1.4.1. The TOPP detail was created to provide a means to ensure base cleanliness and to cover any miscellaneous base beatification needs.

A2.1.4.2. The TOPP OPR is the 51 CES/CE, 784-5305. This Detail personnel will report to Bldg. 425 in the 51 CES complex, unless informed otherwise.

A2.1.4.3. Pride Patrol requires eight 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 every weekend

A2.1.4.4. Duty hours 0900-1200 on weekends and at other times as required (i.e. holidays, approved exercises). There will be situations where duty hours may be extended to 1600 due to requirements, in which case the respective squadrons will be notified.

A2.1.4.5. All assigned personnel will report to building 307 at the start of each duty day, unless otherwise informed. Uniform of the day is BDU's/ABU's (rain gear if required), individuals must be within Air Force Instruction (AFI) 36-2903, *Dress and Personal Appearance of Air Force Personnel*, Base Pride Patrol NCOIC will issue required safety equipment for the day.