

**BY ORDER OF THE COMMANDER
AVIANO AIR BASE (USAFE)**

AVIANO AIR BASE INSTRUCTION

38-101



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Manpower and Organization

BASE DETAIL PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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Certified by: 31 FW/CCC
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This instruction implements Air Force Policy Directive (AFPD) 38-2, *Manpower*. It establishes policies and procedures for administering the Base Detail Program and assigning details. It applies to all military personnel assigned or attached to Aviano Air Base, Italy. All groups and associate/tenant units will perform an equitable share of details. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW Air Force Manual (AFMAN) 33-363, Management of Records, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). 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 Forms 847 from the field through the appropriate functional chain of command.

SUMMARY OF CHANGES

This document is substantially revised and must be completely reviewed.

1. GENERAL. Failure by military members to obey (the mandatory provisions in this paragraph (or section)) is a violation of Article 92 of the UCMJ.

1.1. The purpose of the detail program is to provide manpower for work requirements or short-term events that organizations are unable to support utilizing their current manning. Before requesting manpower assistance from the detail program, consideration must first be given to use of extended duty hours, shift-work and utilization of manpower from the functional elements within the requesting organization or group. Assigning personnel to

duties other than their primary duties will be done only as a last resort. Base details are considered to be any type of duty that benefits the base populace as a whole. Commanders must make every effort to reduce or eliminate base details.

1.2. Typing and secretarial support for inspections, boards, panels, etc., is the responsibility of the OPR for the inspection, board, panel, etc.

2. RESPONSIBILITIES. Failure by military members to obey (the mandatory provisions in this paragraph (or section)) is a violation of Article 92 of the UCMJ.

2.1. The 31 FW/CCC is responsible for implementing the program. The 31 FW/CCC is the approving official, levying official and exemption authority for all wing details.

2.2. The 31 FW/CCCEA oversees the base detail program.

2.3. The OPR for the detail is responsible for coordinating any special requirements (i.e., a request for special driving qualifications such as forklift qualifications, semi-tractor trailer qualifications, etc.).

2.4. Each group is responsible for tasking their individual squadrons, providing names to the detail point of contact (POC), and maintaining a matrix which details a fair share over quarterly periods.

3. PROCEDURES. Failure by military members to obey (the mandatory provisions in this paragraph (or section)) is a violation of Article 92 of the UCMJ.

3.1. Units will submit requests using the detail request memorandum (**Attachment 2**). Detail requests will be completed by the OPR, coordinated through their Group Chief Enlisted Manager (CEM) and submitted to the Base Detail Program Manager via e-mail 31FW/CCM@us.af.mil. To the maximum extent possible, detail requests will be submitted no later than three weeks prior to the effective date of the detail to allow the tasked unit(s) time to identify tasked personnel. In worst case scenarios, detail requests may be submitted no later than two weeks prior to the effective date of the detail should scheduling conflicts occur between the Contracting Agent (31 CONS, 31 CES/PMO) and the contractor. Requests submitted with less than two weeks notice will result in possible scheduling delays by the tasked unit(s). If the authority for a detail is regulatory, a copy of the page or paragraph of the regulation/instruction needs to accompany the detail request memorandum.

3.1.1. Taking into account each group's personnel assigned and number of details previously performed, the 31 FW/CCC will directly task groups. Fair share percentages are based on the groups respective target population (E1-E6) vs. total population. Every reasonable attempt will be made to keep the strength percentage and the details performed percentage the same. While numbers tasked to groups cannot be exactly fair-shared for every detail, the fair-share percentage over annual periods will represent an overall fair-share distribution among the groups. **Note:** groups are identified as Operations Group (OG), Maintenance Group (MXG), Mission Support Group (MSG), Medical Group (MDG), and Wing Staff Agencies (WSA). The 31 FW Vice Commander (31 FW/CV) will be notified when the Wing is tasked more than 1% of its total workforce.

3.1.2. 31 FW/CCCEA is responsible for maintaining a matrix/spreadsheet of all details fair shared percentages per group. At the beginning of each calendar year MXG will

receive less recurring detail taskings than the other 4 Groups in anticipation of supporting the majority of the secure area escorts details (see para 4.1.3 for further clarification).

3.2. Tasked groups are responsible for tasking their squadrons and providing names of the individuals that will perform the detail to the detail OPR.

3.3. If the detail OPR encounters any problems with the detailees or there is a no show, the OPR should contact the CCE or CEM of the Group identified to fill the detail. Group CCE/CEMs should work closely with their squadron section commanders/first sergeants when tasking members.

3.4. Detailees will return to their duty sections when the detail is completed unless otherwise directed.

3.5. Exemption requests are sent through the base detail manager to the 31 FW/CCC for approval. Requests for exemptions must contain complete justification. Exemption requests will be resubmitted annually for re-evaluation. Tasked organizations are still responsible for assigned detail taskings until exemptions are approved.

4. TYPES OF DETAILS. Failure by military members to obey (the mandatory provisions in this paragraph (or section)) is a violation of Article 92 of the UCMJ.

4.1. The 31 FW supports four types of details:

4.1.1. Special Duty Details. These details are performed on a one-time basis for a short period of time. Examples of special duty details would be: setting up for a special event (i.e., FW/CC Call, facility grand opening or distinguished visitor assistance).

4.1.2. 31 FW Approved Recurring Details. A complete list of 31 FW approved recurring details can be found at **Attachment 4**.

4.1.3. Secure Area Escorts: Requirements for secure area escorts must be validated by the 31 MSG/CEM prior to being submitted to the Base Detail Program Manager. Majority of the secure area escort details will be tasked to MXG until their fair share percentages are equal to the other Groups. Once MXG's fair share totals have caught up to the other Groups, the balance of the secure area escorts requirements will be distributed fairly to each Group.

4.1.4. Assignment of Inquiry or Investigating Officials. These are only considered details if the authority clearly states that the wing or installation commander must appoint these officials. Otherwise, these officials must be obtained from other areas within the squadron or group as specified, determined by, or appointed by governing directives.

LANCE K. LANDRUM,
Brigadier General, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 38-2, *Manpower*, 02 March 1995

AFMAN 33-363, *Management of Records*, 01 March 2008

Abbreviations and Acronyms

CCCEA—Command Chief’s Executive Assistant

CEM—Chief Enlisted Manager

FTAC—First Term Airmen’s Center

MSG—Mission Support Group

MXG—Maintenance Group

OPR—Office of Primary Responsibility

POC—Point of Contact

Attachment 2

DETAIL REQUEST MEMORANDUM

Figure A2.1. Sample Detail Request Memorandum for OPR.



DEPARTMENT OF THE AIR FORCE
31ST FIGHTER WING (USAFE)

Date

MEMORANDUM FOR 31 FW/CCC

31 FW/DS

FROM: YOUR SQUADRON AND OFFICE SYMBOL

SUBJECT: NAME OF DETAIL

1. Provided is information for the NAME OF DETAIL

a. **Detail Requested:** NAME OF DETAIL

b. **Detail Authority:** ANNOTATE SPECIAL AUTHORITY, IF ANY, FOR THE DETAIL

c. **Number of Personnel Required:** SELF-EXPLANATORY

d. **Number of Days Required:** SELF-EXPLANATORY

e. **Security Qualifications:** SELF-EXPLANATORY

f. **POC and Reporting Instructions:** INDICATE THE DETAIL POC, PHONE NUMBER, AND DIRECTIONS TO WHERE YOU WOULD LIKE THE WORK DETAILEES TO REPORT. ATTACH A MAP IF NECESSARY.

g. **Uniform/Equipment Requirements:** SELF-EXPLANATORY

h. **Special Instructions:** SELF-EXPLANATORY

2. If you have any questions about this detail, please contact the POC provided in paragraph f.

SIGNATURE ELEMENT OF PERSON
REQUESTING DETAIL SUPPORT

Attachment 3

DETAIL ASSIGNMENT MEMORANDUM

Figure A3.1. Sample Detail Assignment Memorandum from 31 FW/CCC.



DEPARTMENT OF THE AIR FORCE
31ST FIGHTER WING (USAFE)

Date

MEMORANDUM FOR TASKED GROUP(S)/CCE/CEM

FROM: 31 FW/CCC

SUBJECT: NAME OF DETAIL

1. Your group is tasked to fill the following base detail:
 - a. **Detail Requested:** NAME OF DETAIL
 - b. **Detail Authority:** ANNOTATE SPECIAL AUTHORITY, IF ANY, FOR THE DETAIL
 - c. **Number of Personnel Required:** SELF-EXPLANATORY
 - d. **Number of Days Required:** SELF-EXPLANATORY
 - e. **Security Qualifications:** SELF-EXPLANATORY
 - f. **POC and Reporting Instructions:** INDICATE THE DETAIL POC, PHONE NUMBER, AND DIRECTIONS TO WHERE YOU WOULD LIKE THE WORK DETAILEES TO REPORT. ATTACH A MAP IF NECESSARY.
 - g. **Uniform/Equipment Requirements:** SELF-EXPLANATORY
 - h. **Special Instructions:** SELF-EXPLANATORY
 - i. **Group(s) Selected:**

<i>Group</i>	# of Personnel	<i>Group</i>	# of Personnel

2. If you have any questions about the Base Detail Program, please contact the Base Detail Program Manager, 31fw.command@aviano.af.mil. If you have any questions about this detail, please contact the POC provided in paragraph f.

31 FW/CCC SIGNATURE BLOCK

Attachment 4

31 FW RECURRING BASE DETAILS

Table A4.1. Recurring (On-Going) Base Details Chart.

DETAIL	# DAYS/WEEKS TASKED	HOW OFTEN TASKED?	# OF INDIVIDUALS TASKED/RANK	DETAIL POCs
Amn Bay Orderly	7 days	Year-round	6 Amn	31 CES/CEHD
Drug Testing Observer	One month / 5 days a week (Monday – Friday)	Year-round	3 personnel (two males / one female)	31 MDOS/SGOM
Contracting ELVIS Gate Escort	One week (Monday – Friday)	Year-round	4 Amn	31 SFS
Fitness Assessment Cell (FAC)	60 Day rotation with some rotations at 30days to meet Male/Female ratios	Year-round	3 SrA (ALS graduate only) 2 Males/1 Female	31 FSS