

**BY ORDER OF THE COMMANDER
56TH FIGHTER WING (AETC)**

LUKE AFB INSTRUCTION 10-203



**17 JULY 2012
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**Operations
BASE DETAILS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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Certified by: 56 FW/CV
(Col Robert E. Webb)

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This instruction implements AFPAM 10-243, *Augmentation Duty*, and applies to all units assigned to the 56th Fighter Wing (56 FW). It establishes procedures for assigning military and civilian personnel to perform base details. **This publication does not apply to Air Force Reserve Command and to Air National Guard Units.** 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's chain of command. 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 document is substantially revised and must be completely reviewed. This version changes the OPR to 56 FW Command Section (56 FW/CCCE), removes the requirement for base detail monitors, and changes the detail tasking process and response procedures. Changes include renaming LUKEAFBI 36-2601 to LUKEAFBI 10-203.

1. Definitions.

1.1. Base Details. These are temporary tasks, beyond the responsibility or capability of any one unit, that have a wing-wide impact. A special task is of a temporary nature, separate and apart from primary or additional duties, which is required by directive or command policy,

and must be accomplished outside the personnel resources of the OPR. Base details are shared on an equitable basis, based upon each unit's assigned strength.

1.2. Additional Duties. These are duties assigned permanently, or for specified time periods, rather than on a one-time bases. Additional duties are not base details, and are not governed by this instruction (for example, Unit Security Manager, Safety Monitor, Unit Advisory Council Member, etc.).

1.3. Requester. The person, or unit, asking for a base detail to accomplish a particular task.

1.4. Tasked Agency. The unit, or staff agency, tasked to supply personnel for a base detail.

2. Detail Requirements. The Air Force's mission requires certain base details be performed. Many are not within the capability of the responsible activity. Others must be performed by disinterested personnel, not assigned to the OPR.

3. Policy:

3.1. All military and civilian personnel are eligible to perform base details. The details civilian employees are assigned to will be reasonably related to duties outlined in their official position descriptions (for example, wage grade employees wouldn't reasonably be expected to perform administrative-type duties or vice versa). Detail duty assignments must be consistent with the civilian employees' experience, training, and qualifications.

3.2. Base details take people away from their primary duties and assigned unit's mission. Therefore, commanders should ensure base details are kept to the minimum required to accomplish the mission.

3.3. Wing Exemptions. An exemption is a permanent exclusion from performing a base detail tasking based on mission requirements. Letters of exemption must be signed by the squadron commander, approved by the group commander, and forwarded to the 56 FW Vice Commander (56 FW/CV) for approval. Exemption letters are due to the Base Detail Manager (BDM) by the first Monday of each month for approval by the vice commander for possible inclusion into this instruction. Base detail taskings will be shared on a proportional basis based upon assigned personnel, minus wing authorized exemptions. Group commander's authorizing non-wing exemptions, within their group, are responsible for filling their proportional detail tasking. The following categories of individuals are wing exempt from performing base details:

3.3.1. Commander, staff agency chiefs (two-letter office symbols), and first sergeants.

3.3.2. Primary aircrew members. Exception: may be tasked to serve as evaluation officers for line-of-duty investigations.

3.3.3. Professional officers (chaplains, attorneys, dentists, physicians, nurses, and biomedical service officers engaged in direct patient care). Exception: may be detailed for tasks specifically related to the professional specialty.

3.3.4. Command Post shift workers (AFSC 13B3E and 1C3X1).

3.3.5. Fire Department and Ambulance personnel (AFSC 3E7X1).

3.3.6. Explosives Ordnance Disposal (EOD) personnel (AFSC 3E8X1).

3.3.7. Honor Guard personnel who are currently on active Honor Guard rotation. Honor Guard members who are not on rotation are not exempt.

4. Responsibilities:

4.1. The 56 FW/CV or designated representative will:

4.1.1. Appoint a BDM in writing.

4.1.2. Approve or disapprove all requests for personnel to perform base details. All requests must be submitted on Luke AFB Form 3, *Base Detail Request* (Attachment 2). See Attachment 3 for instructions on how to complete the form. Luke AFB Form 3 is available digitally on the Luke Air Force Base SharePoint web site at https://luke.eis.aetc.af.mil/56MSG/CS/56_SCO/SCOK/SCOKP/LUKE%20FORMS/Forms/AllItems.aspx.

4.1.3. Approve or disapprove wing exemption letters for inclusion into this instruction.

4.1.4. Forward all approved requests to the BDM.

4.2. The BDM will:

4.2.1. Administer the base detail program.

4.2.2. Maintain copies of wing exemptions. Incorporate approved wing exemptions in updates or changes to this instruction.

4.2.3. Use group proportions, based on total assigned personnel minus wing authorized exemptions, to “fair share” task the appropriate group(s) for the base detail.

4.2.4. Keep records of details tasked.

4.2.5. Send taskings directly to the group superintendents.

4.3. The group commander will:

4.3.1. Approve or disapprove all group requests for exemptions from base details. (Attachment 3 is a sample). Forward requested wing exemptions to the 56 FW/CV for approval and inclusion into this instruction.

4.4. The group superintendent will:

4.4.1. Act as the OPR for taskings within their organization.

4.4.2. Fill tasking by responding to the base detail manager’s request by the suspense date. The response should include the name, rank, office symbol, and duty phone of each person selected to fill the detail tasking.

4.4.3. Provide a replacement of equal rank and qualification, if the original assignee is unable to perform the detail. Notify the BDM of the change.

4.5. Requester will:

4.5.1. Submit Luke AFB Form 3 to the squadron or group first sergeant, commander, and group commander to be forwarded to the 56 FW/CV for final approval. **NOTE:** BDM must receive the request at least 30 working days prior to suspense date.

4.5.2. Prepare appropriate administrative orders when required.

4.5.3. Provide office space, equipment, supplies, safety equipment, and similar support requirements for detail assignees.

5. Procedures:

5.1. Agencies requesting assistance under this instruction will submit requests using Luke AFB Form 3. All requests must be signed by the squadron or group first sergeant and commander or staff agency chief, and routed through their respective group commander prior to being forwarded to the 56 FW/CV for approval. The request must reach the BDM at least 30 working days prior to the suspense date.

5.2. The 56 FW/CV approves or disapproves details and sends requests to the BDM. BDM will task the group(s) using the proportional fair share formula. Group(s) tasked will email BDM names and requested information for the tasking by the suspense date.

5.3. If a short suspense is imposed by higher authority, telephone the request to BDM, giving information required on Luke AFB Form 3, and forward a follow-up request immediately.

JERRY D. HARRIS, JR.
Brigadier General, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFMAN 33-363, *Management of Records*, 1 March 2008

AFPAM 10-243, *Augmentation Duty*, 1 August 2002

Prescribed Form

Luke AFB Form 3, *Base Detail*, 1 September 1995

Adopted Form

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AFB—Air Force Base

AFI—Air Force Instruction

AFPAM—Air Force Pamphlet

AFPD—Air Force Policy Directive

AFRIMS—Air Force Records Information Management System

BDM—Base Detail Manager

CV—Vice Commander

EOD—Explosives Ordnance Disposal

FW—Fighter Wing

OPR—Office of Primary Responsibility

RDS—Records Disposition Schedule

Attachment 3**INSTRUCTIONS ON HOW TO FILL OUT LUKE FORM 3, BASE DETAIL REQUEST****A3.1. : REQUESTING AGENCY**

A3.1.1. **Organization/Office Symbol:** Self-Explanatory.

A3.1.2. **Date of Request:** Self-Explanatory.

A3.1.3. **Suspense Date:** Suspense date is defined as the date you need the names of detailees. This is not the date of the detail. (Para 4.4.1. & 5.1.).

A3.1.4. **Requester's Name/Grade/Duty Phone:** Self-Explanatory.

A3.1.5. **Name of Detail:** Short Title

A3.1.6. **Detail Date(s):** Exact date(s),time needed, and location (basically the who, what, when, where).

A3.1.7. **Directive or Authority:** Ideally an AFI, OPLAN or similar directive, but not all details have that.

A3.1.8. **Number of Personnel Required by Grade:** Self-Explanatory (NOTE: Sgt is included with AB - SrAs).

A3.1.9. **Purpose/Justification of Detail:** Explain why your unit can't perform the task and the reason for the detail.

A3.1.10. **Special Requirements:** List any requirements needed for this task, realizing you, as the tasker, are responsible for providing the special requirements. (Para 4.4.3.).

A3.1.11. **Detailed personnel will report to:** Self-Explanatory. Give a place and phone number as well as a person's name.

Requesting agency only completes Section I. Route through squadron first sergeant and commander for signatures, then forward to respective group monitor who will forward it to the 56 FW/CV for approval/disapproval.

A3.2. SECTION III: To be completed by BDM.

A3.3. SECTION IV: Unit(s) furnish the name/grade/organization and duty phone of individual(s) tasked, and forward to respective group monitor.

Attachment 4**SAMPLE EXEMPTION MEMORANDUM**

DEPARTMENT OF THE AIR FORCE
56TH OPERATIONS GROUP(AETC)
LUKE AIR FORCE BASE, ARIZONA

MEMORANDUM FOR 56 FW/CV
Base Detail Manager
INTURN

FROM: 56 OG/CC

SUBJECT: Exemption from the Base Detail Program

Provide complete justification to include the total number of exemptions by rank. Include dates of the exemption period. Cite directives and attach a copy of any referenced paragraph, if applicable.

JOHN M. DOE, Colonel, USAF
Commander