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OSAN AIR BASE**

**OSAN AIR BASE 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 Forms 847 from the field through the appropriate functional chain of command. 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 the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

SUMMARY OF CHANGES

This publication has been substantially revised. This revision changes the approving authority for details from 51 FW/CCC to 51 FW/CV. The 51st Mission Support Group is the appointed POC for heating and fuels escort duty. Fuel tank custodians are now tasked to execute the heating and fuels escort detail. Only personnel with RAB badges can escort on the flightline or other controlled areas. Team Osan Pride Patrol (TOPP) has been removed from 51 FW purview. Osan Construction Escort (OCE) has been delegated to the 51st Maintenance Group and 51st Mission Support Group for construction within restricted areas. The 51st Mission Support

Group will be responsible for construction outside of the restricted areas. The 694th Intelligence Surveillance and Reconnaissance Group (ISRG) will manage construction escorts for construction within bldg. 940. The Fitness Assessment Cell (FAC) was added to [Attachment 2](#).

1. General.

1.1. All units on Osan Air Base 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. Fair share numbers will be based on Unit Manning Document (UMD) funded positions.

1.2. Definition: A base detail is a required task that must be accomplished on or for Osan Air Base. 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. The 51 CPTS and 51 FW Staff Agencies (POC: 51 CPTS/CEM).

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

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

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

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

1.3.6. The 5 RS and all subordinate units (POC: 5 RS/CCC).

1.3.7. The 694 ISRG and all subordinate units (POC: 694 ISRG/CCC).

1.3.8. DET 2 18 IS and all subordinate units (POC: DET 2 18 IS/CCC).

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

1.4. Each associate subordinate unit commander will designate a POC in writing and provide a copy to the Base Detail Program Manager (BDPM).

1.4.1. All recurring details should be limited to 7 consecutive calendar days. Short-term details should not exceed 10 days in duration and should 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 BDPM on behalf of the 51 FW/CV.

2.1.2. Coordinate with detail POCs for monthly requirement changes.

2.1.3. Coordinate with 51 FSS/FSM to obtain the Base Detail Numbers.

2.1.4. Update unit manpower and adjust fair share requirements on a quarterly basis.

- 2.1.5. Assign details to ensure coverage requirements are met.
- 2.1.6. Make sure the Base Detail Task Calendar, Detail Information Sheet, and the Base Fair Share Matrix is updated no later than the 10th day 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 groups/units of all detail cancellations or changes.
- 2.2. All group/unit Superintendents or Senior Enlisted Leaders will:
 - 2.2.1. Maintain a current copy of OSANABI 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, duty phone number, and all uniform or training requirements.
 - 2.2.3. Provide names and contact information of selected personnel to the BDP SharePoint *NLT* 15 days *PRIOR* to the detail start date.
<https://osan.eis.pacaf.af.mil/51FW/51FWSTAFF/BDP/SitePages/Home.aspx>
 - 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 update the BDP SharePoint with replacement information *NLT* the day before the detail is scheduled to take place. Training for these individuals will take place on the first day of duty.
 - 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.
 - 2.2.6. Communicate with simultaneously tasked Groups/units to ensure distribution and fulfillment of manning and task requirements.
- 2.3. All Detail POCs will:
 - 2.3.1. Maintain a copy of OSANABI 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 POC for any replacements and identify no-shows. The augmentee's unit Commander or First Sergeant should also be informed of any reprimandable definition issues.
 - 2.3.4. Release detailee's to assigned units in the event all required duties are completed early or no longer needed. Escorts will not be scheduled for the week if they are only intended to be used on the weekends. Only schedule escorts when they will be used.

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

- 3.1. The 51 FW/CV 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 to the BDPM, in writing, 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 or equivalents will evaluate, endorse, and forward only those detail requests that comply with the guidelines of this instruction and detail requests that cannot or should not be handled internally within the group. Group Commanders or equivalents will 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.

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/CV 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 the BDP SharePoint. An information copy will be forwarded to the requesting organizations.

4.2. Unit First Sergeants will manage the program within their unit and consolidate names of detailees in the BDP SharePoint by the established suspense date (*NLT 15 days PRIOR* to the detail start date).

4.3. If a tasked group/unit is 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 51 FW/CV no later than ten (10) duty days prior to the scheduled start date of the detail. The 51 FW/CV is the approval authority for release from detail tasking. The 51 FW/CV 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 and ensure adequate training occurs. The detail OPR will notify the applicable Group Superintendent or associate group/unit POC of any no-shows.

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

WILLIAM D. BETTS, Colonel,
Commander

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

AFPD 38-2, *Manpower*, 24 April 2018

AFI 23-204, *Organizational fuel tanks*, 24 July 2012

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

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

7 AF—Seventh Air Force

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

AFRIMS—Air Force Records Information Management System

AFSC—Air Force Specialty Code

BDP—Base Detail Program

BDPM—Base Detail Program Manager

CPR/AED—Cardiopulmonary Resuscitation/Automated External Defibrillator

DDRP—Drug Demand Reduction Program

FAC—Fitness Assessment Cell

FSC—Fitness & Sports Center

HOF—Heating Oil/Fuel

ISRG—Intelligence Surveillance and Reconnaissance Group

OCE—Osan Construction Escort

OPR—Office of Primary Responsibility

PRP—Personnel Reliability Program

PTL—Physical Training Leader

RDS—Records Disposition Schedule

TOPP—Team Osan Pride Patrol

UFPMs—Unit Fitness Program Manager

UIF—Unfavorable Information File

UMD—Unit Manning Document

Attachment 2**RECURRING DETAIL DESCRIPTION****A2.1. Recurring Details.**

A2.1.1. 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. The OPR for this detail is 51 FW/DDRP at DSN 784-1246. This detail requires two (2) males and one (1) female observer each day testing is conducted. They should be in the grades of E-5 through E-6. 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, non-judicial, 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 (HOF) Escort. This is a recurring detail that is accomplished by fuel tank custodians/building custodians. The purpose of this detail is to refill 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. 51 LRS/LGRF are responsible for scheduling, coordinating and training all Osan AB's fuel tank custodians. The escort detail will be manned contingent upon the following seasonal/discretionary requirements, unless emergency situations arise dictating additional manning:

A2.1.2.1.1. October - February; four (4) personnel per week

A2.1.2.1.2. March - September; two (2) personnel per week

A2.1.2.2. Manning short falls in the HOF escort duty will be taken from within 51st Mission Support Group's workforce

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. Facility Managers or Tank Custodians will escort fuels personnel to their facility as needed when in a controlled area. Otherwise, escorts will be used from the base pool of escort duty personnel for each day. Each building's tank custodian is responsible for HOF escort duty as well as adhering to the tank custodian duties outlined in AFI 23-204, *Organizational fuel tanks*, including, but not limited to:

A2.1.2.2.3. Prospective custodians must complete initial fuel tank custodian training. Training is held every Wednesday at 1300 in building 1223.

A2.1.2.2.3.1. The custodian must escort 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. The custodian must monitor the meter reading prior to each fueling operation and verify that the meter reading and amount of fuel utilized match at the end of each fueling operation.

A2.1.2.2.3.3. The custodian must conduct a 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. Fitness Assessment Cell (FAC): The FAC will be augmented by military Physical Training Leaders (PTLs) and (UFPMs) from units throughout the installation. Fitness & Sports Center (FSC) staff should not be used to augment the FAC unless there are no FAC augmentees scheduled from the wing rotation schedule. Mission requirements are as follows:

A2.1.3.1. Augmentees will consist of 2 (two) males and 2 (two) females

A2.1.3.2. Report for duty at the FAC in Bldg. 1419, Monday – Friday from 0530-1300 hrs.

A2.1.3.3. PTL (Physical Training Leader) Augmentee requirements:

A2.1.3.3.1. All new FAC PTLs will meet existing PTL requirements, plus complete 1 (one) hour of "Just in Time" PTL augmentee training.

A2.1.3.3.2. Current FA score with a minimum of 75 points

A2.1.3.3.3. **(CPR/AED)** Certification.

A2.1.3.4. Augmentees are required to report to the FAC one week prior to augmentee duties. Instructions are completed in the FAC test building, which include policy review, site familiarization, reception procedures, equipment utilization, hands on taping, and correct counting of the muscular components. Once completed, augmentees will be familiarized with the indoor/outdoor track, number of laps for 1.5mi run and 2km walk, start/stop locations and course guidelines.