History. This is an administrative change to Fort Leonard Wood (FLW) Regulation 210-23.

Summary. This regulation revises the previous FLW Reg 210-23. It establishes procedures for the procurement and use of post detail personnel.

Applicability. This regulation applies to all units assigned to Fort Leonard Wood.

Proponent and Exception Authority. The proponent of this regulation is the Directorate of Plans, Training, Mobilization, and Security (DPTMS).

Supplementation. Supplementation of this regulation is prohibited unless specifically approved by Headquarters, United States Army Maneuver Support Center of Excellence.

Suggested Improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to Commander, U.S. Army Maneuver Support Center of Excellence (IMNE-LNW), Fort Leonard Wood, Missouri 65473-5000.

Distribution. Electronic medium only and posted to FLW Web site.

FOR THE COMMANDER:

ROBERT A. TIPTON
COL, GS
Chief of Staff

JESSE FRENCH
Director, Human Resources

This regulation supersedes FLW Reg 210-23, 21 November 2005.
Summary of Changes
To
FLW REG 210-23, Installation Post Detail

FLW Reg 210-23 has undergone a revision. This revised regulation includes updates from the Basic Combat Training (BCT) Program of Instruction (POI).

- Adds additional acronyms and definitions.
- Changes terminology from three days to 72 hours (paragraphs 5c, 6b(2), 6b(4), 6c(2), and 6d(2)).
- Changes time from 0730 to 0830 on the day of the detail that units will receive needed equipment for post detail (paragraphs 5e, 6b(2), and 6c(3)).
- Adds approval request for one-time details based on projected availability of personnel (paragraph 6b(4)).
- Updates proper use of Soldiers on detail and defines requirements for military and civilian personnel by where they must have received Support Cadre Training Course (SCTC) on the proper supervision of detailed Soldiers (paragraph 6b(4)).
- Adds the requirement on a weekly rotational basis on days when there is no post detail for units to provide a 10-Soldier detail and two supervisors (paragraph 6c(1)).

Table of Contents

<table>
<thead>
<tr>
<th>Paragraph</th>
<th>Description</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Purpose</td>
<td>1</td>
</tr>
<tr>
<td>2</td>
<td>References and Forms</td>
<td>1</td>
</tr>
<tr>
<td>3</td>
<td>Explanation of Acronyms and Definitions</td>
<td>1</td>
</tr>
<tr>
<td>4</td>
<td>Objectives</td>
<td>1</td>
</tr>
<tr>
<td>5</td>
<td>General</td>
<td>1</td>
</tr>
<tr>
<td>6</td>
<td>Responsibilities</td>
<td>1</td>
</tr>
<tr>
<td>7</td>
<td>Restrictions</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Glossary</td>
<td>2</td>
</tr>
</tbody>
</table>
1. Purpose

To establish procedures for procurement, use, and control of personnel for post details.

2. References and Forms


   b. AR 210-22, Private Organizations on Department of The Army Installations. Referenced in paragraph 7a(3).

   c. AR 230-3, Department of The Army Welfare Fund. Referenced in paragraph 7a(3).

3. Explanation of acronyms, abbreviations, and terms

Acronyms, abbreviations, and special terms used in this regulation are explained in the glossary.

4. Objectives

Administration and operation of post details will be accomplished in accordance with statutory and regulatory requirements promulgated by higher headquarters to—

   a. Accomplish required tasks that are inherent functions assigned to installation agencies for which no personnel assets are provided on authorization documents.

   b. Accomplish required manual labor tasks of a nonrecurring nature for which no personnel assets are provided on authorization documents.

   c. Provide an equitable distribution of detail personnel based on requirements and availability of personnel.

5. General

   a. In accordance with BCT POI, each unit conducting BCT will schedule one day of post detail during a BCT cycle.

   b. Only Soldiers in initial military training (IMT) will conduct post detail.

   c. Each unit will be required to coordinate with the Installation Post Detail Noncommissioned Officer in Charge (NCOIC) for detail responsibilities, instructions, and requirements 72 hours prior to the post detail.

   d. During precoordination, the Installation Post Detail NCOIC will inform units of the number of Soldiers and the number of supervisory requirements needed for the detail day.

   e. Units will receive all equipment needed for detail responsibilities from the Installation Post Detail not later than (NLT) 0830 on the day of the detail.

6. Responsibilities

   a. Garrison Command. Provide appropriate manning and funding to DPTMS for the management of post detail.

   b. DPTMS.

      (1) Plan, coordinate, and manage the Installation Post Detail Program.

      (2) Provide detailed instructions to units at least 72 hours prior to the detail day. Provide all equipment needed to complete details. Equipment should be signed over to the unit NLT 0830 on the day of the detail.

      (3) Ensure, through proper supervision and assistance, that detail responsibilities are completed daily and correctly.

      (4) Approve requests for one-time details based on projected availability of personnel scheduled for post support. Request for details made less than 72 hours from required date will be denied. Only legitimate details will be approved; the Installation Post Detail NCOIC will ensure that Soldiers on detail are not being used in an inappropriate manner. Only military or civilian personnel who have received the SCTC on the proper supervision of IMT Soldiers will be allowed to use privates on a detail.

   c. All schools and units training BCT will—

      (1) Schedule unit post detail through Range Facility Management Support System (RFMSS) (during Week 2 or Week 3 of the BCT; between Monday and Saturday) based upon the unit’s training plan. This will be scheduled during the unit’s laydown in RFMSS through DPTMS Scheduling. On a weekly rotational basis on days when there is no post detail, units will provide a 10-Soldier detail and two supervisors.

      (2) Provide appropriate coordination with the Installation Post Detail at least 72 hours prior for detail responsibilities, instructions, and requirements.
(3) Procure appropriate detail equipment from the Installation Post Detail NLT 0830 on the day of the detail. Unit personnel procuring equipment will be required to operate military vehicle with a trailer and be responsible for appropriate accountability and cleanliness of equipment upon return to the Installation Post Detail.

(4) Plan and coordinate transportation and meal requirements for the detail day.

d. Using units and organizations will—

(1) Carefully plan work requirements in advance to achieve maximum utilization.

(2) Submit a request at least 72 hours prior for one-time details to the Installation Post Detail NCOIC providing basic information of who, what, where, and when, as well as a brief justification as to why the detail cannot be performed with available assets. The requesting agency will be notified of approval/disapproval of their request.

(3) Arrange for pick up, supervision (only by SCTC-trained personnel), and transport of detail personnel. After completion of duties, detail personnel will be returned to the Installation Post Detail NCOIC. All detail personnel who have not been picked up by the using agencies by 1000 will automatically be returned to their unit.

(4) If using agencies have finished with detail personnel prior to 1600, the agency supervisor will return detail personnel to the Installation Post Detail NCOIC or make arrangements for their return.

7. Restrictions

a. Details will not be provided for—

(1) Tasks that could cause damage to boots or uniform (for example, paint details).

(2) Janitorial duties or other local projects that can normally be accomplished by unit personnel or contracted privately.

(3) Private organizations as defined in AR 210-22 and Nonappropriated Funds Instrumentality (NAFI) as defined in AR 230-3.

b. DPTMS and brigade and battalion commanders or their representatives will periodically inspect post support details to ensure compliance with these restrictions.

Glossary

a. Acronyms:

AR
Army regulation

BCT
basic combat training

DPTMS
Directorate of Plans, Training, Mobilization, and Security

FLW
Fort Leonard Wood

IMT
Initial military training

NAFI
Nonappropriated Funds Instrumentality

NCOIC
noncommissioned officer in charge

NLT
not later than

POI
program of instruction

RFMSS
Range Facility Management Support System

SCTC
Support Cadre Training Course

b. Definitions:

One-time Detail - Those requested for the accomplishment of a specific task for a designated period.

Post Composite - A recurring detail composed of a specific company from a training brigade.

Post Detail - A Soldier or group of Soldiers detailed to a post level staff agency to accomplish a task that requires only a minimum skill common to all or most Soldiers. Details normally require only unskilled labor (for example, an area police detail, grass cutting, leaf raking, or moving equipment or furniture).

Post Support - Recurring detail to accomplish a specific task for a specific period.