

**BY ORDER OF THE COMMANDER
30TH SPACE WING**

30TH SPACE WING INSTRUCTION 10-201

26 JANUARY 2011



Operations

**VANDENBERG AFB AUGMENTATION
PROGRAM (VAP)**

COMPLIANCE WITH THIS INSTRUCTION IS MANDATORY

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(Col Kelly A. Kirts)

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This instruction implements Air Force Pamphlet (AFPAM) 10-243, Augmentation Duty, and outlines the purpose, procedures, and responsibilities for using the augmentation program. It applies to all personnel assigned to Vandenberg Air Force Base (VAFB), including tenant units when participating in this program. This publication does not apply to Air Force Reserve or Air National Guard units and members. This instruction requires collecting and maintaining information protected by the Privacy Act of 1974 authorized by Title 10, U.S.C., Section 8013. Send recommended changes and questions about this instruction to 30 SW/CCC, using AF Form 847, Recommendation for Change of Publication. 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/gcss-af61/afrims/afrims/>.

SUMMARY OF CHANGES

This document is substantially revised and must be completely reviewed. All organizational names and office symbols have been updated. Attachments have been updated to reflect changes in the Vandenberg AFB Augmentation Program.

1. Program Mission. The Augmentation Program validates, approves, and documents the need for additional personnel to support installation-level requirements. It identifies, trains, and tracks personnel to meet augmentee needs for VAFB-level exercises, contingencies, wartime, emergency, or recurring peacetime requirements tasked from outside the augmented squadron/unit.

2. Responsibilities:

2.1. Commander, 30th Space Wing (30 SW/CC).

2.1.1. Establishes the Vandenberg AFB Augmentation Program (VAP) through implementation of this instruction. This program is the only authorized augmentation program on VAFB.

2.1.2. Designates 30 SW/CV as the approval authority for the VAP.

2.2. 30th Space Wing Vice Commander (30 SW/CV).

2.2.1. Serves as approval authority for manning augmentation.

2.2.2. Chairs the Augmentation Review Board (ARB).

2.2.3. Maintains authority over all Augmentation Duty call-ups for base-wide exercises, contingencies, emergencies, and wartime conditions.

2.2.4. Establishes the Augmentation Working Group (AWG) and appoints 30 SW/CCC as the chairperson.

2.3. 30th Space Wing Command Chief (30 SW/CCC).

2.3.1. Serves as the AWG chair.

2.3.2. Acts as a liaison for the ARB, AWG and Group Monitors (GM) as required.

2.3.3. Distributes approved augmentation requests to GMs as levied by the AWG.

2.4. Augmented Unit (AU) Commanders (CCs of units that require augmentation).

2.4.1. Request and justify augmentee force requirements in writing to the 30 SW/CV.

2.4.2. Will justify the number of augmentees required, training requirements and parameters of how and when augmentees will be utilized.

2.4.3. Appoint in writing primary and alternate Augmentee Managers (AM) for a period of no less than one year. Replacements should be appointed at least 60 days prior to the departure of the previously assigned augmentee program manager.

2.4.4. Ensure all specialized clothing and equipment required to perform augmentation are available.

2.4.5. Notify supporting unit commanders, in writing of any augmentee training and/or recall no-shows.

2.4.6. Notify the 30 SW/CV and request recalls when augmentees are required.

2.5. Augmentee Managers

2.5.1. Track all assigned augmentees and their training status. As a minimum, grade, name, SSAN (last 5 digits), unit, date assigned, training required, date trained, and training expiration date will be collected, maintained, and available for review.

2.5.2. Coordinate all augmentee requirements and training through appointed Unit Monitors (UMs).

2.5.3. Notify GMs through their squadron Superintendent when experiencing problems with tasked units or UMs.

2.5.4. Develop and provide training schedules.

2.5.5. Schedule and notify all UMs and augmentees of training requirements at least 30 days in advance.

2.5.6. Provide monthly training reports to the 30 SW/CCC and GM identifying augmentees and their associated training status NLT the 5th duty day of each month.

2.5.7. Maintain current appointment letters for each UM, alternate UM and augmentee.

2.5.8. Establish and control augmentee recall procedures.

2.5.9. Notify GM and all UMs (by e-mail) when augmentees are no longer required or released.

2.6. Group Monitor (GM)

2.6.1. The Group Superintendent of the unit requesting augmentees acts as the GM.

2.6.2. Coordinates with the unit AM to verify force requirements prior to 30 SW/CV review.

2.6.3. Validates fair share of E-6 and below support with Manpower and Organization section (30 FSS/FSMM) and Military Personnel (30 FSS/FSMP) following 30 SW/CV augmentation approval.

2.6.4. Serves as members of the Augmentation Working Group.

2.6.5. Is responsible for the overall administration of their group's participation in the Augmentation Program, to include enforcing this instruction within their groups.

2.6.6. Ensure their group's required numbers of augmentees are appointed, trained and available, to include alternates.

2.7. Augmentation Review Board.

2.7.1. Comprised of all Vandenberg group commanders and tenant unit commanders participating in the augmentation program, who serve as voting members. 30 SW/CV serves as chair and will carry a vote in the event of a tie. Advisors (non-voting members) include the following: 30 SW/CCC, 30 FSS/FSMM, 30 FSS/FSMP and GM.

2.7.2. Meets at as needed to review requirements or resolve any issues requiring attention.

2.8. Augmentation Working Group.

2.8.1. Is comprised of the 30 SW/CCC (Chairperson) and all Group and Tenant Commanders, Superintendents and GMs assigned to Vandenberg AFB. The chairperson may include other key members in the AWG as needed. The AWG will:

2.8.2. Addresses and resolve matters pertaining to the VAP and act as the primary advisory body to the ARB.

2.8.3. Resolves any conflicts that cannot be resolved by the GM, UMs and squadron Superintendents. The AWG will convene only if there is a dispute with fare share numbers.

2.8.4. Make recommendations to the ARB on augmentation requests and or changes.

2.8.5. Meets as required to review, validate, and prioritize augmentation plans and requirements.

2.9. Supporting Unit Commanders (CCs of units tasked to provide augmentees).

2.9.1. Appoint, in writing, a primary and alternate Unit Monitor (UM) to the augmented unit (courtesy copy the respective GM) to manage the unit's program.

2.9.2. Appoint, in writing, the 30 SW/CV approved number of augmentees, plus alternates, to the augmented unit AM (courtesy copy the respective GM). It is recommended that one and a half to two times the requirement be appointed.

2.9.3. Ensure personnel provided for augmentation duty are under the operational control of the augmented unit while performing augmentation duties, and are not scheduled for leave, temporary duty (TDY), or training during their augmentation duty period.

2.9.4. Ensure replacements are appointed for primary augmentees who will be PCSing, separating, or who will otherwise be determined unavailable for augmentee duty. This should be accomplished 60 days prior to unavailability. Incumbents will not be released until replacements are appointed and trained.

2.10. Augmentees:

2.10.1. Report to the Augmented Unit (AU) when directed.

2.10.2. Will fall under the operational control of the AU for all appointments, duty schedules, and training until officially relieved of augmentation duty.

2.10.3. Complete required training prescribed by the AU within the prescribed time.

2.10.4. Immediately notify UM if a change in availability occurs (that is, medical waiver, TDY, and so forth).

2.10.5. Return any equipment issued by the AU upon termination of participation in the augmentation program.

3. Determining Fair Share of Augmentees:

3.1. The GM will coordinate with 30 FSS FSMM / 30 FSS FSMP to determine fair share amounts. This amount will be based on a unit's total number of E-6 and below authorized, assigned and the total number of augmentees required.

3.2. Unless specifically exempted by the AWG, all personnel assigned to Vandenberg AFB are considered available to perform augmentation duty.

4. Exemptions/Removal and Replacement of Augmentees:

4.1. Exemptions. If a unit is unable to fill an augmentation tasking, the UM will notify the applicable AM, who will try to source a replacement through the GM. If a unit is unable to fill the tasking, the UM will request exemption from the tasking to the VAP Manager. Requests will be made in writing (using format at Attachment 4) as early as possible, but not

later than 10 duty days prior to the scheduled training date for the affected AU. AMs requesting exemption will provide the circumstances, including the period of time for the exemption, which preclude them from filling the tasking. The AWG may convene to discuss and resolve the issue. A response will be provided back to the GM. In cases where the AWG cannot resolve the issue, the matter will be presented to ARB for resolution.

4.2. Removal and Replacement of Augmentees. If a tasked unit needs to remove an assigned augmentee, the UM will provide a replacement via an updated appointment letter (courtesy copy their respective GM) to the affected AU prior to removing the augmentee. If the unit is unable to replace the augmentee, they will coordinate with their GM, who will attempt to resolve the issue by sourcing a replacement. In cases where the group or tenant unit is unable to provide a replacement, the GM will inform the VAP Manager via the exemption process described in paragraph 4.1.. If required, the VAP Manager will convene the AWG to resolve filling the tasking.

4.3. If an augmentee is unavailable upon recall, the UM will first try to fill the requirement with an alternate from within the unit. If none are available, the UM will elevate the shortfall to the GM through the AM, who will attempt to resolve the issue. Only after all resources at the unit and group/tenant unit level have been exhausted, will the AM request assistance from the VAP Manager in filling the requirement.

5. Adopted Forms or Prescribed Forms: There are no adopted or prescribed forms used in this publication.

RICHARD W. BOLTZ, Colonel, USAF
Commander

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

AFPAM10-243, Augmentation Duty, 1 August 2002

Abbreviations and Acronyms

ARB—Augmentation Review Board

AM—Augmentee Manager

AU—Augmented Unit

AWG—Augmentation Working Group

DAF—Department of the Air Force

FSS—Force Support Squadron

GM—Group Monitor

FSMM—Manpower and Organization

FSMP—Military Personnel

NLT—No Later Than

PCS—Permanent Change of Station

TDY—Temporary Duty

UM—Unit Monitor

VAP—Vandenberg AFB Augmentation Program

Attachment 2**AUGMENTEE APPOINTMENT LETTER**

MEMORANDUM FOR (AUGMENTED UNIT) [Use letterhead and Arial 12 pt font]

FROM: SQ/Unit CC

SUBJECT: FOUO - (Augmentation Duty) Appointment Letter - FOUO

1. The following individual/personnel have been appointed (augmentation duty) augmentee/s for a period of no less than one year from the date of this memo.

Grade	Name	SSAN (U/FOUO) (Last 5 digits)	Office Symbol	Duty Phone

2. Each augmentee is responsible for the following:

- a. Notifying the squadron monitor of any situation that may preclude them from performing their duties (i.e. all leaves, TDYs, PCS, or periods of profile/physical injury).
- b. Completing all training requirements associated with the augmentation duty, as determined by the Augmented Unit.
- c. Reporting to the augmented unit as required when directed to do so by a competent authority (i.e. Unit Monitor, Group Monitor, Unit Commander, etc).
- d. Reporting back to your assigned unit immediately upon release from augmentee duties by the Augmented Unit.

3. This letter supersedes all previous letters, same subject. Please direct any questions on this matter to my unit monitor, MSgt Soandso, (Unit/Office Symbol) at 222-3456.

4. The information contained herein is personal and will not be disclosed without the consent of the individual. The disclosure of any information may constitute an invasion of privacy IAW AFI 33-332, Privacy Act Program.

[Start 2-line signature block on fifth line]

Squadron CC Signature Block

cc:

Each Individual

Applicable Group Monitor

Applicable Unit Monitor

FOR OFFICIAL USE ONLY

Attachment 3**AUGMENTATION REQUIREMENT REQUEST**

NOTE: Electronic version of this letter is acceptable. Use letterhead and Arial 12 pt font

MEMORANDUM FOR 30 SW AUGMENTATION WORKING GROUP

FROM: Unit or SQ/CC

SUBJECT: Augmentation Requirement Request/Change

1. Request for new augmentation support: YES_____ NO_____
2. Request for changes to existing augmentation team: YES_____ NO_____
3. Justification/rational for new requirement or change:
4. Number of positions/grades requested or changed:
5. Parameters of use: How, when, and timeline for augmentee use, i.e. Will require augmentees indefinitely when FPCON goes to XX level, % of needed AFSCs are deployed, etc.
6. Training and or equipment requirements: Who, what type, how long, how often, where, type equipment, etc.?

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Unit or SQ/CC Signature Block

1st Ind, 30 SW Augmentation Working Group

MEMORANDUM FOR 30 SW AUGMENTATION REVIEW BOARD

Concur/Non-Concur

[Start 2-line signature block on fifth line]

30 SW/CCC Signature Block

2d Ind to Unit or SQ/CC, Original Memo Date, Augmentation Requirement Request/Change

MEMORANDUM FOR UNIT or SQ/CC

Concur/Non-Concur

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30 SW/CV Signature Block

Attachment 4

REQUEST FOR EXEMPTION(S) TO THE AUGMENTATION PROGRAM

NOTE: Electronic version of this letter is acceptable. Use letterhead and Arial 12 pt font

MEMORANDUM FOR AUGMENTATION WORKING GROUP

FROM: Unit or SQ/CC

SUBJECT: (Augmentation Duty) Exemption Request

1. Proposed Exemption(s): (Identify augmentation position/s that unit is unable to support)
2. Circumstances: (Explain in detail the circumstances for the exemption request to include the period time it will be required.)
3. Current Augmentees: (List the name/s and grade/s of the personnel currently supporting this augmentation requirement.)
4. Additional Information: (Provide any additional information to support or justify the exemption request.)

[Start 2-line signature block on fifth line]

Unit or SQ/CC Signature Block

1st Ind, 30 SW Augmentation Working Group

MEMORANDUM FOR UNIT or SQ/CC (or 30 SW AUGMENTATION REVIEW BOARD when elevated for resolution)

Concur/Non-Concur (or Recommend Concur/Non-Concur when elevated to ARB)

[Start 2-line signature block on fifth line]

30 SW/CCC Signature Block

(AWG will add the following endorsement only when elevating the Exemption to the ARB)

2d Ind to Unit or SQ/CC, Original Memo Date, (Augmentation Duty) Exemption Request

MEMORANDUM FOR UNIT or SQ/CC

Concur/Non-Concur

[Start 2-line signature block on fifth line]

30 SW/CV Signature Block