

**BY ORDER OF THE COMMANDER
354TH FIGHTER WING (PACAF)**

**354th FIGHTER WING
INSTRUCTION 10-243**



28 DECEMBER 2009

Operations

AUGMENTATION DUTY PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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AFPAM 10-243, *Augmentation Duty*, establishes a flexible, installation commander directed augmentation program. This instruction establishes local guidelines for a successful Augmentation Duty (AD) Program at Eielson Air Force Base and applies exclusively to the 354th Fighter Wing (354 FW). Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule located at <https://www.my.af.mil/gcss-af61a/afrims/afrims/>. 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. See Attachment 1 for a glossary of references and supporting information.

The long title of this plan is 354th Fighter Wing Instruction 10-243, *Augmentation Duty Program*. The short title is 354 FWI 10-243. Both titles are UNCLASSIFIED. This plan considers provisions of AFI 10-701, *Operations Security (OPSEC)*, AFI 33-201, Volume 2, *Communications Security (COMSEC) User Requirements*, and AFI 31-401, *Information Security Program Management*. Disseminate information from this plan only to those personnel whose official duties specifically require knowledge of the plan.

1. Program Mission. The AD Program is designed to identify, track, place, and train a pool of individuals to temporarily augment 354 FW units that will be short the manpower required to accomplish mission-critical tasks during exercises, contingencies, wartime, or emergency situations. Any event requiring activation of AD teams may negatively impact accomplishment

of normally-assigned mission sets. This program is not intended to offset unit manning shortages during normal peacetime operations or for long term operations.

2. Policy. Installation plans, instructions, and scenarios drive the requirement for AD teams. Units leading these teams appoint AD team chiefs who develop proposed augmentation requirements, equipment needs, and training programs. The AD Program, as outlined in AFPAM 10-243, exists to utilize personnel in other than their normally assigned or Air Force Specialty Code duties. Augmentees will perform duties in accordance with this instruction and AFPAM 10-243. Once appointed, the standard obligation is to serve a minimum of 1 year in their AD position following full training. This program is designed to activate special work center teams based on wing needs.

3. Responsibilities.

3.1. **Wing Commander.** The Wing Commander (354 FW/CC) may authorize activation of AD personnel at any time deemed necessary.

3.2. **Vice Wing Commander.** The Vice Wing Commander (354 FW/CV) is responsible for the AD Program and will chair the Augmentation Review Board (ARB). The 354 FSS/FSOXI will facilitate the ARB and administer the AD Program on behalf of the 354 FW/CV. The 354 FW/CV may activate AD personnel at any time deemed necessary.

3.3. Group Commanders.

3.3.1. Serve as members of the ARB.

3.3.2. Appoint group superintendents as AD Monitors to serve as advisors to the ARB and manage their group AD Programs.

3.3.3. Use the ARB as the venue to vet new Augmentation Requirement Requests.

3.4. 354 FW Command Chief (354 FW/CCC).

3.4.1. Serves as the AD Program Manager and is directly responsible to the 354 FW/CV for overseeing the AD program and managing day-to-day administration of the program.

3.4.2. Provides ARB-approved tasking of augmentees to group AD Monitors for distribution.

3.4.3. Suspenses applicable group AD Monitors.

3.4.4. Collaborates with 168 ARW/CCC to coordinate, schedule, and ensure availability/funding for augmentees from the Air National Guard forces as required.

3.5. 354 FSS/FSOXI.

3.5.1. Serves as AD Program Administrator and validates manpower requirements under locally defined scenarios.

3.5.2. Determines unit strength/personnel availability and appropriate unit tasking levels.

3.5.3. Facilitates the ARB, produces meeting agendas/read-aheads, and publishes meeting minutes.

3.5.4. Manages appointment letters for AD Team Chiefs.

3.5.5. Manages approved requests for exemption. Exempt personnel will not be used in calculating augmentee distribution from unit strength.

3.6. Squadron Commanders.

3.6.1. Appoint squadron superintendents as AD Monitors to manage their squadron's augmentees, whether gained to their squadron or tasked to another squadron. Provide squadron AD Monitor appointment letters to their respective group AD Monitor.

3.6.2. Appoint an AD Team Chief for each augmentation team gained to their squadron, as applicable.

3.6.3. Gaining commanders must monitor augmentee utilization. Augmentees will be utilized only as approved by the ARB.

3.6.4. Gaining commanders must fully integrate augmentees into their organization and make proper accommodations for shifts, meals, rest periods, etc.

3.6.5. Gaining commanders must ensure all augmentees are properly equipped, to include funding/issuing equipment above and beyond that issued by the parent unit.

3.7. Group/Squadron AD Monitors.

3.7.1. Serve as advisors to the ARB (group AD Monitors only).

3.7.2. Ensure commanders are informed on any AD issues and provide program management oversight by supporting the AD taskings for their group/squadron.

3.7.3. Ensure sufficient numbers of personnel are trained and available to meet all required tasks, to include a sufficient number of alternate personnel who are trained, equipped, and available to serve, should the primary-assigned individual be unavailable for duty.

3.7.4. Distribute AD taskings throughout their group/squadron.

3.8. Squadron AD Monitors.

3.8.1. Appoint augmentees to fill AD taskings.

3.8.1.1. Ensure augmentees are identified and selected, to the largest extent possible, who have at least 1 year retainability. AD Monitors should consider that personnel may be activated for extended periods of time based on the nature of the contingency and their AD tasking.

3.8.1.2. Track individual augmentee status to include the individual's rank, name, date assigned to AD, DEROS, date trained, and availability.

3.8.1.3. Identify replacement augmentees as soon as current members are projected for departure or otherwise determined unavailable for AD. Replacement personnel should be trained before the current member becomes unavailable.

3.8.2. Ensure augmentees return user-issued equipment prior to permanent change of station or within 30 days after removal from assignment as an augmentee.

3.8.3. Submit fully justified Augmentation Requirement Requests (as applicable) in accordance with paragraph 4.2. See Attachment 2 for information on submitting Augmentation Requirement Requests.

3.8.4. Identify and justify any exemptions to AD. See Attachment 3 for information on submitting Requests for Exemption.

3.9. AD Team Chiefs.

3.9.1. Serve as advisors to the ARB.

3.9.2. Assist squadron AD Monitors with Augmentation Requirement Requests.

3.9.3. Initiate recall of their team augmentees in accordance with paragraph 4.4.

3.9.4. Are ultimately responsible for the training of augmentees.

3.9.4.1. Schedule, conduct, and document training of all augmentees for their respective team. AD Team Chiefs must coordinate all training events with the respective group AD Monitors no later than 14 days prior to the event to allow ample opportunity to deconflict schedules and ensure augmentee availability and attendance.

3.9.4.2. Provide annual training forecasts and schedule updates to group AD Monitors.

3.9.4.3. Provide training documentation upon completion of augmentee training, i.e. AF Form 1256, *Certificate of Training*, to the augmentee's squadron AD Monitor.

3.9.4.4. Provide a list of augmentee training no-shows, vacancies, or problems to squadron and group AD Monitors within 24 hours after augmentees are declared no-shows for training.

3.9.4.5. Advise the appropriate group AD Monitor of any squadron/unit not meeting their AD tasking. Notify the 354 FW/CCC of any group not responding to the preceding advisement.

3.9.5. Ensure the cost of all training, unique equipment items, and uniform items necessary for the performance of AD are covered by the unit requiring augmentation.

3.10. Augmentees.

3.10.1. Personnel.

3.10.1.1. All military personnel are subject to AD; however, the target populace is E-1 through E-4.

3.10.1.2. All military personnel selected as an augmentee, to the greatest extent possible, must have at least 12 months remaining on station.

3.10.1.3. All appropriated civilian personnel are subject to supporting Eielson's emergency and/or contingency operations. However, the target populace includes all employees aligned against in-garrison expeditionary site plan mission requirements.

3.10.1.3.1. Civilian employees may only be used within their job series skill set.

3.10.1.3.2. Volunteer civilian employees may be used outside their job series if training is provided.

3.10.1.3.3. Compensation for extended hours is given primarily through "comp time." Only by exception is overtime authorized.

3.10.2. Attend required training and complete all training requirements as outlined by the AD Team Chief. Notify the squadron AD Monitor of all training issues.

3.10.3. Inform the squadron AD Monitor of any discrepancy that would prevent them from performing their AD, i.e. TDY, leave, medical disqualification, etc.

4. Procedures.

4.1. The Augmentation Review Board (ARB).

4.1.1. Will convene at least annually or as deemed necessary by the FW/CC.

4.1.2. Is chaired by the 354 FW/CV and will consist of the Group Commanders and advisors to include 354 FSS/FSOXI and AD Team Chiefs. Squadron AD Monitors attend as functional advisors at group AD Monitor request.

4.1.3. The 354 FSS/FSOXI will present to the ARB a validation of AD requirements and recommended allocation of AD requirements for each group.

4.1.4. The ARB will review AD requirements, define the method of augmentee distribution, and revalidate them on an annual basis. The ARB will review and approve/disapprove all Requests for Exemption. Augmentee distribution will be determined by subtracting approved Requests for Exemption from available unit strength.

4.1.5. When there are insufficient resources to perform all augmentation tasks, the ARB will prioritize requirements.

4.2. Requesting Augmentation.

4.2.1. Squadron AD Monitors must exhaust all unit resources, to include administrative, support, and non-mission-essential personnel, prior to requesting augmentation. Upon determining that requirements cannot be filled from within the unit, squadron AD Monitors and AD Team Chiefs will submit an Augmentation Requirement Request to 354 FSS/FSOXI for review by the ARB. The 354 FSS/FSOXI will consolidate all Augmentation Requirement Requests for ARB review. See Attachment 2 for the Augmentation Requirement Request template.

4.2.2. All Augmentation Requirement Requests will be staffed through the following: Squadron AD Monitor, squadron commander, group AD Monitor, group commander, and 354 FSS/FSOXI. The action officer will be the AD Team Chief of the requested augmentation team requirement.

4.2.2.1. All out-of-cycle Augmentation Requirement Requests must be staffed via eSSS.

4.2.3. All Augmentation Requirement Requests will contain the following information:

4.2.3.1. Justification for team or change to team composition, i.e. AFI, OPlan, base instruction, base plan, manning documents, etc.

4.2.3.2. Definable criteria for use of augmentees, i.e. increased FPCON, Phase 1 operation, etc.

4.2.3.3. Number of positions requested and method of determination, i.e. AFI, FWI, manpower standard, OPlan, etc.

4.2.3.4. Training and equipment/uniform requirements.

4.3. Exemptions.

4.3.1. Defined as those individuals/positions that are limited or prohibited from performing additional or augmentation duties.

4.3.2. Squadron AD Monitors will submit valid Requests for Exemption to 354 FSS/FSOXI. The 354 FSS/FSOXI will consolidate all Requests for Exemption for review by the ARB. All exemptions will be reviewed annually by the ARB.

4.3.3. All Requests for Exemption will be staffed through the following: Squadron commander, group AD Monitor, group commander and 354 FSS/FSOXI. The action officer will be the squadron AD Monitor.

4.3.4. All Requests for Exemption will contain the following information:

4.3.4.1. Justification for exemption, i.e. AFI, PACAFI, base instruction, etc. When requesting exemptions for the purpose of unit contingency requirements, units must demonstrate employment of all personnel outside the target group (E-1 through E-4).

4.3.4.2. Function of personnel, i.e. SF, fire protection, command post controller, etc.

4.3.4.3. Number and grade/skill level of personnel exempt.

4.4. Activating Augmentees.

4.4.1. The 354 FW/CC authorizes activation of AD personnel as deemed necessary.

4.4.2. AD Team Chiefs will coordinate with the Installation Control Center/Emergency Operations Center, as authorized by the 354 FW/CC or CV, to initiate recall of their team's augmentees. All recalls must be coordinated with the respective group AD Monitors to allow ample opportunity to deconflict schedules and ensure augmentee availability and attendance.

5. Prescribed and Adopted Forms.

AF Form 847, *Recommendation for Change of Publication*; AF Form 1256, *Certificate of Training*; 354FW34, *Augmentation Requirement Form*.

MICHAEL J. JORDAN, Colonel, USAF
Commander

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

AFPAM 10-243, *Augmentation Duty*

AFMAN 37-123, *Management of Records*

AFI 10-701, *Operations Security (OPSEC)*

AFI 33-201, Volume 2, *Communications Security (COMSEC) User Requirements*

AFI 31-401, *Information Security Program Management*

Abbreviations & Acronyms

AD— Augmentation Duty

AFI— Air Force Instruction

AFMAN— Air Force Manual

AFPAM— Air Force Pamphlet

ARB— Augmentation Review Board

DEROS— Date Eligible for Return from Overseas

eSSS— Electronic Staff Summary Sheet

FPCON— Force Protection Condition

FWI— Fighter Wing Instruction

OPlan— Operations Plan

OPR— Office of Primary Responsibility

PACAFI— Pacific Air Forces Instruction

SF— Security Forces

TDY— Temporary Duty

Attachment 2

SAMPLE AUGMENTATION REQUIREMENT REQUEST

AUGMENTATION REQUIREMENT ANALYSIS		1. Directive: 354 FW Plan, etc	2. Functional Representative: Unit/Office, Phone	
3. Team Lead: Office/Unit, Phone	4. Team Title:	5. Duty Location or Assembly Point:		6. Date:
7. Recalled When: Approved by 354 FW/CC during accidents and natural disasters, such as military aircraft mishaps and hurricanes.				
8. Mission: Brief description. <i>To secure resources vital to generate support and employ air and space power.</i>		9. Total Personnel Required: 22 persons, must be military Method of determination: OPlan XXXX/354 FW Plan XXXX		
Assumptions: Below requirements assume owner/user will provide security for owner/user PL resources.				
Required Training:	Specialized Equipment or Uniform Requirements:	Unit Organic Capabilities:	Augmentation Required:	
Training: What specialized training and who will provide it. <i>354 SFS will provide training to all SFS Augmentees as required to ensure full qualifications.</i> Training Documentation: How the training will be tracked and recorded and who will do it. <i>354 SFS will document (regardless of rank) all SF team training on an AF Form 797, Job Qualification Standard Continuation Sheet.</i>	Equipment: What special equipment (if any) will be utilized and who will provide it. <i>All specialized equipment will be issued by 354 LRS for SF operations.</i> Uniform: What special uniform item (if any) and who will provide it. <i>There are no special uniform requirements unless operating in the winter months (Sep – Apr); standard winter issue from unit will suffice.</i>	354 SFS will provide: FPCON ALPHA: (XX Post) XX – Regular SFS Members XX – S/Staff SFS members. FPCON BRAVO: (XX Post) XX – Regular SFS Members XX – S/Staff SFS members. FPCON CHARLIE: (XX Post) XX – Regular SFS Members XX – S/Staff SFS members. FPCON DELTA: (XX Post) XX – Regular SFS Members XX – S/Staff SFS members.	Based on XX, XX or XX SF personnel deployed. 354 FW units will provide: FPCON ALPHA: (XX Post) X/X/X-SF Augmentees FPCON ALPHA: (XX Post) X/X/X-SF Augmentees FPCON ALPHA: (XX Post) X/X/XX-SF Augmentees FPCON ALPHA: (XX Post) X/X/XX-SF Augmentees	

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Attachment 3

SAMPLE REQUEST FOR EXEMPTION

Date

MEMORANDUM FOR 354 FSS/FSOXI
FROM: SQ/CC
SUBJECT: Augmentation Request for Exemption

1. **Proposed exemptions:** (Identify duties and number of personnel/positions that should be considered as “exempt” when applying percentage of unit taskings for augmentation duty.)
2. **Justification for exemption:** (AFI, PACAFI, base instruction, etc; provide paragraph reference.)
3. **Function of personnel:** (i.e. SF, fire protection, CP controller, etc.)
4. **Number and grade of personnel exempt:** (Provide specific number and grade/skill level.)

Squadron CC’s Signature Block

1st Ind, 354 FSS/FSOXI

MEMORANDUM FOR 354 FW/CC

Recommend approval/disapproval

FSS/FSOXI’s Signature Block

2nd Ind, 354 FW/CC

MEMORANDUM FOR Squadron CC

Approved/Disapproved.

354 FW/CC Signature Block
Brigadier General, USAF
Commander