

**BY ORDER OF THE COMMANDER  
35TH FIGHTER WING**

**35TH FIGHTER WING INSTRUCTION  
10-243**



**3 OCTOBER 2012**

**Operations**

**AUGMENTATION FORCE  
PROGRAM (AUGFOR)**

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This instruction implements Air Force Policy Directive (AFPD) 10-2, *Readiness*. This instruction outlines the purpose, procedures and responsibilities for using the AUGFOR program. It applies to all personnel assigned to the 35th Fighter Wing (35 FW) organizations on Misawa Air Base (MAB), Japan, and tenant organizations when utilized. Organizations subject to this instruction may create supplements which correspond and further support these policies. 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>. Additionally, if the publication generates a report(s), alert readers in a statement and cite all applicable Reports Control Numbers in accordance with AFI 33-324. 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 Form 847s from the field through the appropriate functional's chain of command.

**1. MAB Augmentation Program.** The AUGFOR program is established to provide a uniform system for identifying, training, and placing augmentee personnel to meet mission needs for installation-level exercises, contingencies, wartime or emergency situations/scenarios and to help local commanders make the best possible use of existing resources. The MAB AUGFOR Program is broken into 3 Categories; Phase I- Activated during an Initial Readiness Response Exercise (IRRE), Phase II- Activated during a Contingency Emergency Response Exercise

(CERE) and Pre-Phase- Activated during a Real World AUGFOR tasking), each having functions specific to individual phases.

1.1. Functions. The AUGFOR Program is in place to manage augmentation of the following functions in three (3) phases at Misawa Air Base.

1.1.1. Phase I (IRRE) includes the following functions

- 1.1.1.1. Deployment Control Facility (DCC)
- 1.1.1.2. Cargo Deployment Function (CDF)
- 1.1.1.3. Deployment Vehicle Operations (DVO)
- 1.1.1.4. Personnel Deployment Function (PDF)
- 1.1.1.5. Personnel Readiness Function (PRF)
- 1.1.1.6. Exercise White Cell (IME-White Cell)
- 1.1.1.7. Exercise (IME- EOC)
- 1.1.1.8. Mobility Bag Distribution
- 1.1.1.9. Alternate EOC (WARM)
- 1.1.1.10. Nestable Fuel Tank Build-Up (NFTBU)
- 1.1.1.11. Role Players

1.1.2. Phase II (CERE) includes the following functions:

- 1.1.2.1. Readiness Support Team (RST)
- 1.1.2.2. Contamination Control Area (CCA)
- 1.1.2.3. Transition Area (TA)
- 1.1.2.4. Alternate EOC (Warm)
- 1.1.2.5. Role Players

1.1.3. Pre-Phase/ Real World AUGFOR

- 1.1.3.1. Security Forces (SFS)
- 1.1.3.2. Emergency Family Assistance Center (EFACC)
  - 1.1.3.3. Non Combatant Evacuation Operations (NEO)
  - 1.1.3.4. Safe Haven Operations

## **2. Explanation of Terms.**

2.1. Mission Essential. Any individual working within their Air Force Specialty Code (AFSC) according to their Career Field Education Training Plan (CFETP) guide, who is needed to perform critical tasks during a contingency. Taskings for additional manpower outside the primary unit and directly related to the mission of 35 FW will be considered an AUGFOR tasking. Any other requests for temporary manpower (i.e. Misawa Air Fest) will be designated as a Wing Approved Detail but will follow the same procedures outlined in this instruction.

### 3. Responsibilities.

#### 3.1. 35th Fighter Wing Commander (35 FW/CC):

- 3.1.1. Responsible for determining if an Augmentation Program is required.
- 3.1.2. Delegates OPR responsibilities to the 35 FW/CV to administer the AUGFOR Program.

#### 3.2. 35th Fighter Vice Wing Commander (35 FW/CV):

- 3.2.1. Serves as MAB Office of Primary Responsibility (OPR) for the 35 FW AUGFOR program.
- 3.2.2. Reviews and approves any recommended changes of the AUGFOR Working Group (AWG).
- 3.2.3. Appoints a Base AUGFOR Manager for MAB.
- 3.2.4. Is the final approval authority for all direct mission related AUGFOR augmentation taskings and any other Wing Approved Details.

#### 3.3. Base AUGFOR Manager:

- 3.3.1. Overall Point of Contact (POC) for Misawa's AUGFOR Program.
- 3.3.2. Manages AWG meetings, including scheduling, visual aids/briefings, agendas and minutes. A meeting should occur annually to allow approval for any recommended changes that may affect the following calendar year. Timeframe of meeting is contingent upon MAB AUGFOR mission.
- 3.3.3. Maintains a database (AUGFOR Master Matrix) of all augmentation force requirements, augmentees and augmentee training status. Matrix will include the following information for each augmentee assigned to the team: name, rank, training status (either fully trained or not trained), team assignment, unit, date assigned to augmentation duty and DEROS. The AUGFOR Master Matrix once revalidated by AWG and approved by 35 FW/CV will become a tasking template for the forthcoming year.
- 3.3.4. Ensures 35 FW/CV is fully aware of the program status to include any proposed changes or unscheduled temporary requests for AUGFOR manpower. Forwards all AUGFOR requests for final approval.
- 3.3.5. Trains all newly appointed Group Superintendents on program reporting and training requirements.
- 3.3.6. Approves all replacements of AUGFOR augmentees. Replacement of individual augmentees does not require 35 FW/CV approval, it is normally coordinated between the individual's Group Superintendent, Unit AUGFOR Manager and Base AUGFOR Manager.

#### 3.4. AUGFOR Working Group (AWG):

- 3.4.1. Chaired by the 35 FW/CV or delegated to the 35 FW/CCC.

3.4.2. Members are Misawa AB Group Superintendents and a manpower advisor. Additional members may include squadron chiefs, Unit AUGFOR Managers and AUGFOR Task Leaders.

3.4.3. Validates all AUGFOR requirements for the coming year, including requests to add and/or delete AUGFOR Teams, requests to increase and/or decrease team size. The purpose of the meeting will to review the quarterly revalidation of AUGFOR Teams conducted by the Group Superintendents and unit manning utilized to develop augmentation "fair share" distribution.

3.4.4. Consolidates all requirements into an augmentation plan.

### 3.5. Unit AUGFOR Manager:

3.5.1. Ensures the unit provides all augmentees as approved by the Group Superintendent.

3.5.2. Responsible for removing augmentees from the AUGFOR program 30 days prior to a permanent change of station (PCS). Unit AUGFOR Managers should identify replacements and ensure they are fully trained in their AUGFOR duties 30 days prior to relieving current assigned augmentees.

3.5.3. Ensures each augmentee will remain in the assigned position for a minimum of 12 months, to help control time and money required to train and equip individuals. This process is required whenever changes occur.

3.5.4. Responsible for notifying the AUGFOR Task Leader of conflicts their augmentees have with scheduled training.

### 3.6. Group Superintendents:

3.6.1. Group Superintendents serve as a direct link to the group commander and ensure all requirements are met by the respective units within their group. Group Superintendents serve as the approval authority for members selected to fill specific AUGFOR taskings. They also fair share specific taskings among units within their group based on current availability. In the event a tasking cannot be met due to manpower shortages or by degrading the mission capability the Group Chief should immediately notify the Base AUGFOR Manager who will in turn attempt to get the tasking filled by another group. In the event the tasking still cannot be filled by another group the Base AUGFOR Manager will notify the 35 FW/CV who can either accept the short fall or provide other guidance to fill the spot.

3.6.2. Forwards updated AUGFOR Master Matrix spreadsheet to Base AUGFOR Manager as changes and swap outs occur.

### 3.7. AUGFOR Task Leader:

3.7.1. Serves as the point-of-contact (POC) for specific AUGFOR functional areas commonly referred to as taskings.

3.7.2. Notifies Group Superintendent if the augmentee is unable to be fully qualified for augmentation duty. Group Superintendent will then identify another individual to fill the requirement and flow the change to the base AUGFOR Manager.

3.7.3. Requests augmentees when required for mission necessity (see paragraph 4.3.), establishes work schedules and receives/accounts for augmentees during operations.

3.7.4. Equips augmentees with proper augmentation duty-related equipment including safety items (i.e., gloves, steel-toe boots, etc.) if required. Any augmentee that requires duty-related individual issue equipment must provide a letter signed by the augmentee and his unit AUGFOR Manager certifying that they do not have the same equipment previously issued from Air Force funds.

### 3.8. Augmentees:

3.8.1. Must notify the Unit AUGFOR manager of any change in their availability to perform augmentation duty or attend augmentation training due to PCS, Temporary Duty (TDY), medical profile or any other reason as soon as they become aware of the condition or situation.

3.8.2. Must consider augmentee duty as their primary duty when ordered to report to their team and should be motivated and dedicated to their augmentee mission.

3.8.3. The augmentation duties of UTC personnel should not conflict with their UTC training and deployment or on-call timeframe. Deploying members assigned to a UTC in support of an Operations Plan (OPLAN) take priority over local augmentation requirements. Augmentation program duties should not be grounds for a shortfall or reclama of a deployment tasking.

3.8.4. Restrictions apply when individuals and Selective Reenlistment Bonus (SRB) recipients perform duty outside their Control Air Force Specialty Code (CAFSC). AFI 36-2101, *Classifying Military Personnel*, paragraph 3.34., and AFI 36-2606, *Reenlistment in the United States Air Force*, paragraph 2.13. should be reviewed and complied with if required. It is recommended that AUGFOR duty be no more than 120 days (90 days for SRB specialties) per calendar year.

## 4. Using the AUGFOR Program:

### 4.1. Creating and deleting augmentation requirements.

4.1.1. Requests to expand or reduce AUGFOR positions or to create a new AUGFOR tasking should be routed as follows: initiated by AUGFOR Task Leader, owning Squadron Commander, Group Superintendent, owning Group Commander, Base AUGFOR Manager, and then presented at the next AWG. Emergency requests for AUGFOR manpower should be presented to the 35 FW/CV through the chain of command.

4.1.2. The AUGFOR program, including AUGFOR Task requirements and unit “fair share” will be revalidated by the Group Superintendent annually.

4.1.3. Group Superintendents will validate each unit’s wartime manpower requirements by operational audit. Manpower requirements will be calculated using the applicable wartime Man-hour Availability Factor (MAF). The formula will be assigned strength – UTC-tasked personnel – mission essential personnel = available personnel for augmentation use. Manpower will calculate the number of squadron mission essential personnel in their validation.

4.1.4. Group Superintendents will request each unit annually review the manpower validation worksheet from the prior year. If the unit has a substantial mission or personnel change, the Group Superintendent will revalidate their wartime manpower requirements.

4.1.4.1. Group Superintendent provides results of the validation to the AWG for review and recommendation to the 35 FW/CV. The 35 FW/CV approves the recommendations, and directs implementation.

#### 4.2. Training.

4.2.1. AUGFOR Task Leaders should schedule all augmentees for training through their Group Superintendent, to ensure information flow correctly to the owning squadron.

4.2.2. Training will be conducted during Wing Warrior Days unless otherwise directed. All AUGFOR training dates will be approved by the 35 FW/CV.

4.2.3. Training will be conducted in accordance with AFI 36-2201, Volume 1-6, to include proper documentation annotated on specifically devised AF Fm 797 and additional information sent to supervisors for submission into AF Form 623A, On-The-Job Training Record-Continuation Sheet.

4.2.4. Training plans will be developed and utilized by the AUGFOR Task Leader.

4.2.5. The Base AUGFOR Manager will keep the 35 FW/CV apprised of all training schedules and follow up with post-training feedback.

#### 4.3. Initiating the AUGFOR Program.

4.3.1. All requests for AUGFOR Task activations outside of normally scheduled wing level exercises must be approved by the 35 FW/CV.

4.3.1.1. AUGFOR Task Leader requests activation of the AUGFOR Program through his/her chain of command.

4.3.2. The AUGFOR program will be initiated by CAT Installation Directive. This will be the primary method of activation of an AUGFOR team. Using a CAT Installation Directive (CID) reduces miscommunication, ensures rapid dissemination and protects Operation Security (OPSEC).

STEPHEN C. WILLIAMS, Colonel, USAF  
Commander

**Attachment 1**

**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION**

***References***

Air Force Policy Directive (AFPD) 10-2, *Readiness*, 30 Oct 2006

AFI 33-324, *The Information Collections and Reports Management Program: controlling Internal, Public, and Interagency Air Force Information Collections*, 1 Jun 2000.

AFMAN 33-363, *Management of Records*, 1 Mar 2008.

AFI 36-2101, *Classifying Military Personnel (officer and Enlisted)*, 14 Jun 2010

AFI 36-2606, *Reenlistment in the United States Air Force*, 9 May 2011

***Adopted Forms***

AF Form 623A, *On-the-Job Training Record-Continuation Sheet*, 1 Mar 1979.

AF Fm 797, *Job Qualification Standard Continuation/command JQS*, 1 Aug 2002

AF Form 847, *Recommendation for Change of Publication*, 22 Sep 2009