

**BY ORDER OF THE COMMANDER
45TH SPACE WING**

45TH SPACE WING INSTRUCTION 10-204

20 NOVEMBER 2013



Operations

AUGMENTATION DUTY

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFPAM 10-243, *Augmentation Duty* and AFPD 10-2, *Readiness*, and outlines the purpose, procedures, and responsibilities for using the augmentation program. It applies to all personnel assigned to Patrick AFB, Cape Canaveral AFS, and tenant units. Ensure 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 (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>

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managers. 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-af61a/afirms/afirms/>.

SUMMARY OF CHANGES

This publication has been revised and must be completely reviewed. This version has the following, but not limited to, changes: the layout to be more user/reader friendly, updates office symbols throughout, defines the fair share pool from assigned verses authorized, identifies what constitutes as exceptions, gives augmentation validation to Base Manpower Office, inserts equipment requirements, and deletes the reclama procedures and the sample training status update letter.

1. Program Mission. The Augmentation Program identifies, places and trains people to meet augmentation needs for installation-level exercises, contingencies, wartime or emergency situations and scenarios.

2. Definitions:

2.1. **User:** Unit that identifies/requests Augmentation Program support.

2.2. **Unit Augmentation Coordinator (UAC):** Unit Point of Contact (POC) for the Augmentation Program.

2.3. **Augmentee:** Individual filling valid Augmentation Program requirement. These duties must be outside of the individual's Air Force Specialty Code (AFSC) and daily duties. Augmentees will remain assigned in the program for a minimum of 1-year after being trained in their duties.

2.4. **Base Augmentation Manager (BAM):** The overall base POC for the administration of the Base Augmentation Program.

2.5. **Augmentation Review Board (ARB):** Voting members consist of Installation Vice Commander (45 SW/CV), all Group Commanders (or designee), tasked tenant unit Commanders (or designee) and Wing Command Chief (45 SW/CCC). 45 SW/CV will be the board chairman. Advisory members to the board consist of representatives from the Manpower Office (45 FSS/FSMM) and BAM (45 FSS/CC or designee). Board will convene bi-annually or when requested by 45 SW/CV.

2.6. **Augmentee Eligible Ranks:** The assigned (not authorized) officer ranks of O-3 and below and enlisted ranks of E-6 and below, will be used to determine the manning numbers available to develop the "fair share" for supporting organizations.

2.7. **Exceptions:** Are personnel with a valid Air Force Instruction (AFI) exemption prohibiting participation in augmentation duties, shift work personnel, Chaplains & assistants, and the Flights/Sections being augmented. These exceptions shall be subtracted from the total eligible population before determining "fair share". Any deviation to the "fair share" process beyond this must be approved in writing by the ARB.

3. Responsibilities:

3.1. **Base Augmentation Manager (BAM):** The BAM position is normally filled by the Force Support Squadron Commander (or designee). The BAM will be responsible for scheduling annual ARB meetings, providing agenda and preparing minutes as necessary. The BAM will also calculate a unit's "fair share" using the method approved by the ARB.

3.2. Commanders:

3.2.1. Releases the number of augmentees per the ARBs "fair share" tasking.

3.2.2. Ensures tasked personnel are made available for training and augmentation duty when required.

3.2.3. Ensures that back-up personnel are trained to fulfill the unit's augmentation "fair share" taskings.

3.2.4. Ensures personnel released for augmentation duty are under the operational control of the augmented program user while performing augmentation duties, and are not scheduled for leave, temporary duty (TDY), or training during their augmentation duty period.

3.2.5. Will not reassign augmentees for a period of 1-year after being appointed to augmentation duty unless augmentee is reassigned/PCS'd/Separated/Retired. Requests for exception to this rule will be routed from the Unit Commander to the BAM for approval.

3.2.6. Appoint a UAC (Atch 1) to manage the unit's program.

3.3. Group Superintendents:

3.3.1. Validate "fair share" numbers provided by the Base Manpower Office on a quarterly basis.

3.4. User:

3.4.1. New requirements will be submitted to the ARB after review/validation by the Base Manpower Office (45 FSS/FSMM). Units must make every attempt at filling their own augmentation requirements from within their own organization utilizing military assets before requesting support from the ARB.

3.4.2. Users will submit changes to existing augmentation requirements through the Base Manpower Office (45 FSS/FSMM) to the BAM. Manpower will validate requested change and forward to the BAM for presentation to the ARB for approval/disapproval.

3.4.3. Maintains listing of personnel augmenting program, documenting date assigned to augmentation duty, training dates and all training documentation, and provide to the BAM for presentation at the ARB.

3.4.4. Plans/schedules training for augmentees. Reports no-shows back to the UAC.

3.5. Unit Augmentee Coordinator (UAC):

3.5.1. Identify specific names (Atch 2) of augmentees to Users in support of augmentee program.

3.5.2. Ensures augmentees attend training provided by users.

3.5.3. Notifies users in writing (Atch 3) when tasked personnel are selected for reassignment, separation, retirement or when personnel have satisfied their 1-year requirement and are going to be replaced.

3.6. Augmentee:

3.6.1. Will notify UAC of changes to their availability to perform augmentation duties.

3.6.2. Will attend all scheduled augmentation training.

3.7. Augmentation Review Board (ARB):

3.7.1. Approve/Disapprove requests for establishment or changes to augmentation requirements as presented by Users through the BAM.

3.7.2. Approve methodology for computation of unit's "fair share" requirements.

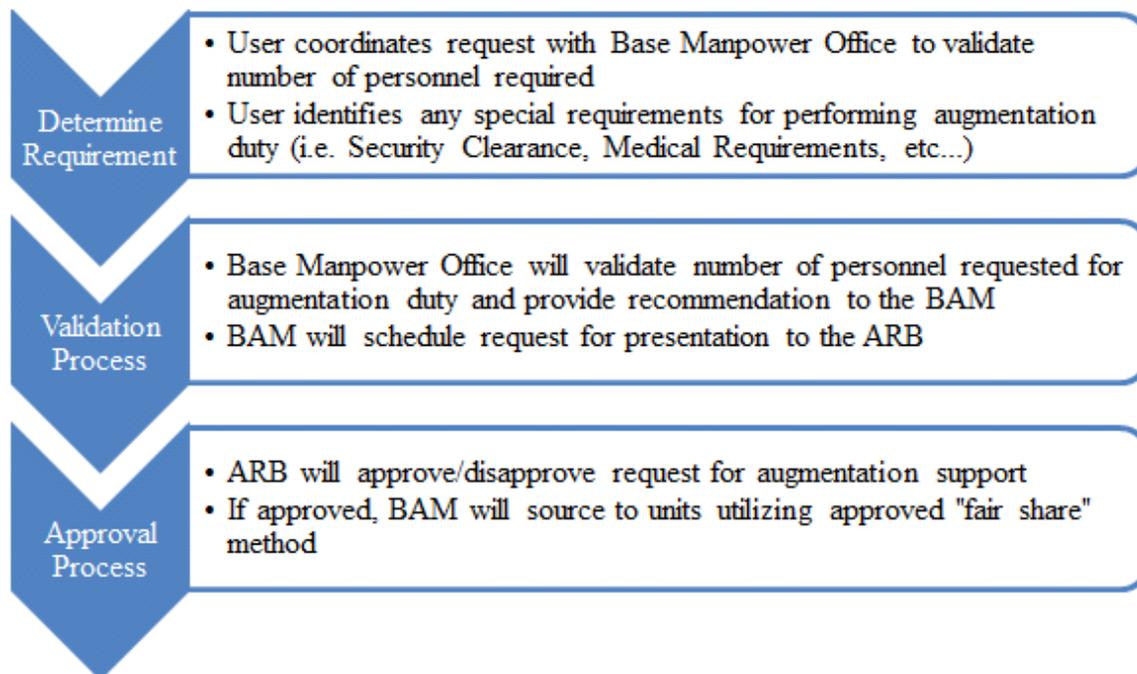
3.7.3. Meet on an annual basis or as directed by the ARB chairman.

4. Using the Augmentation Program:

4.1. Any unit that determines they cannot accomplish mission requirements with existing personnel may request assistance through this program (Figure 1).

4.1.1. New requests will be submitted in memorandum format and include the following information: number of augmentees requested, rationale for augmentation, special requirements, expected duration of augmentation duties and summary of training requirements.

Figure 1. The Augmentation Program



Note: During emergencies or contingency operations, requests will be submitted to the 45 SW/CV through group commander. The 45 SW/CV may convene an emergency board to vote on the proposed request.

4.2. Changing Augmentation Requirements:

4.2.1. Changes to the number of augmentees requested will be submitted to the Base Manpower Office and routed to the BAM for presentation to the ARB for approval/disapproval.

4.3. Deletion of Augmentation Requirements:

4.3.1. Deletion of augmentation requirements will be submitted via memorandum directly to the BAM for presentation to the ARB.

5. Training Requirements:**5.1. Users:**

5.1.1. Users will provide training and maintain training documentation for all augmentees in their program.

5.1.1.1. Users will provide written notification of training to the augmentee's UAC to ensure training is also documented in the augmentees electronic training record.

6. Equipment Requirements:**6.1. Users:**

6.1.1. Provides all equipment necessary for augmentee to perform augmentation.

6.1.2. Retrieves equipment from augmentee when relieved of augmentation.

6.2. Commanders:

6.2.1. If an individual is voluntarily (not due to PCS/separation/retirement/extended TDY/deployment) removed from the Augmentation Program prior to serving 1-year, the unit will reimburse the user for cost of non-transferrable gear and replace the member immediately. Exceptions to this policy will be approved by 45 SW/CV.

7. Activation of the Augmentation Program:

7.1. Users will submit requests to activate the augmentation support program through appropriate command channels to the 45 SW/CC or 45 SW/CV. This program will not be initiated basewide without 45 SW/CC or 45 SW/CV approval.

7.2. 45 SW/CC or 45 SW/CV will notify the BAM to activate the program.

7.3. The BAM will notify the users, who will notify the UAC and provide the when/where augmentees are needed. The UAC will notify the augmentees.

NINA M ARMAGNO, Brigadier General, USAF
Commander

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

AFPAM 10-243, *Augmentation Duty*

AFPD 10-2, *Readiness*

AFI 33-332, *Air Force Privacy Program*

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFRIMS—Air Force Records Information Management System

AFSC—Air Force Specialty Code

ARB—Augmentation Review Board

BAM—Base Augmentation Manager

MAJCOM—Major Command

OPR—Office of Primary Responsibility

PDS—Personnel Data System

POC—Point of Contact

RDS—Records Disposition Schedule

TDY—Temporary Duty

UAC—Unit Augmentation Coordinator

Attachment 2

SAMPLE UNIT AUGMENTATION COORDINATOR APPOINTMENT LETTER

Figure A2.1. Sample Unit Augmentation Coordinator Appointment Letter

(To be completed by the Augmentee Providing Commander)

MEMORANDUM FOR: 45 FSS/CC (Base Augmentee Manager)

FROM: Unit Commander

SUBJECT: Appointment of Unit Augmentation Coordinator

1. The following individuals are appointed as Unit Augmentation Coordinators:

PRIMARY:

RANK/NAME	UNIT/OFFICE	DUTY PHONE
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ALTERNATE:

RANK/NAME	UNIT/OFFICE	DUTY PHONE
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2. This letter supersedes letter dated _____ and will remain in effect until superseded or rescinded.

Signature, USAF
Commander

cc: All User Coordinators

Attachment 3

SAMPLE AUGMENTEE APPOINTMENT LETTER

Figure A3.1. Sample Augmentee Appointment Letter

(To be completed by the Augmentee's Commander)

MEMORANDUM FOR: Augmentee User

FROM: Augmentee's Commander

SUBJECT: Appointment as Augmentee for (Insert Program Name)

1. The following individuals are appointed as Augmentees for (Insert Program Name). They will be made available as directed by the Augmentation Review Board for augmentation duty and training.

PRIMARY:

RANK/NAME	UNIT/OFFICE	DUTY PHONE
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ALTERNATE: (Appointment and training of alternates is HIGHLY encouraged)

RANK/NAME	UNIT/OFFICE	DUTY PHONE
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2. This letter supersedes letter dated _____ and will remain in effect until superseded or rescinded.

Signature, USAF
Commander

cc: individual (s)

Attachment 4

SAMPLE AUGMENTEE REMOVAL/REPLACEMENT LETTER

Figure A4.1. Sample Augmentee Removal/Replacement Letter

(To be completed by the Augmentee's Commander)

MEMORANDUM FOR: Augmentee User

FROM: Augmentee's Commander

SUBJECT: Removal of Augmentee for (Insert Program Name)

1. The following has been identified for (PCS/Separation/Retirement), or has completed minimum of 1-year as an augmentee, and will need to be removed from the augmentation program.

RANK/NAMEUNIT/OFFICEDUTY PHONE

2. Member will turn-in all issued gear/items associated with the augmentation program.

(Note: If unit is voluntarily replacing individual prior to completion of 1-year on program, unit is responsible for replacement of any equipment that is not turned back in).

Signature, USAF
Commander

cc: individual