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SECRETARY OF THE AIR FORCE**

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**AUGMENTATION DUTY**

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This pamphlet compliments AF Policy Directive (AFPD) 10-2, *Readiness*. Refer recommended changes and conflicts between this and other publications to HQ USAF/DPFJ, 1540 Air Force Pentagon, Washington DC, 20330-1540 on Air Force Form 847, *Recommendation for Change of Publication*. The privacy act of 1974 affects this publication. The authority to collect and maintain the data prescribed in this pamphlet is Title 10 United States Code (U.S.C.), Section 8013. System of Records Notice Numbers, F036 HQ AFPC, Military Personnel Records Systems and F036 HQ AFPC Q, Personnel Data System (PDS), apply. Ensure that all records created by this AFI are maintained and disposed of IAW AFMAN 37-139, "Records Disposition Schedule."

The former Resource Augmentation Duty (READY) program, AFI 10-217, has been replaced with a more flexible, commander directed augmentation program. As such, this pamphlet contains a compilation of processes and procedures to help implement an effective program. The contents of this pamphlet are recommendations only and may be used entirely or in part.

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**(460SW)** This supplement implements Air Force Pamphlet 10-243, *Augmentation Duty*, 1 August 2002. This supplement establishes procedures and defines responsibilities for the administration of the Augmentation Program at Buckley Air Force Base (Buckley AFB). The Augmentation Program is designed to support Buckley AFB in identifying, training, and tracking personnel to meet short-term augmentation needs for installation-level exercises, contingencies, and emergency or wartime situations. It applies to all Department of Defense and Air Force personnel who are assigned, attached or associated with the 460th

Space Wing (460 SW), as well as tenant and associate units assigned to Buckley AFB. It does not apply to Air National Guard (ANG) units. **Attachment 1** contains a glossary of references and supporting information. Refer recommended changes and questions about this publication to 460th Mission Support Group Deputy Commander (460 MSG/CD), 18401 East A-Basin Avenue, Stop 97, Buckley Air Force Base, CO 80011-9500, using AF IMT 847, *Recommendation for Change of Publication*; route AF IMTs 847 from the field through the base publications/forms manager (460 SCS/SCSOKP). This publication requires the collection and or maintenance of information protected by the Privacy Act of 1974. 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 are disposed of in accordance with the AFRIMS Records Disposition Schedule (RDS) located at [https://afirms.amc.af.mil/rds\\_series.cfm](https://afirms.amc.af.mil/rds_series.cfm). The reporting requirement in this publication is exempt from licensing in accordance with paragraph 2.11.12 of AFI 33-324, *The Information Collections and Reports Management Program: Controlling Internal, Public, and Interagency Air Force Information Collections*. This publication requires collecting information protected by the Privacy Act of 1974 authorized by 10 U.S.C. 8013, Secretary of the Air Force.

### **Section A—Mission**

**1.** An augmentation program can assist commanders in validating, approving and documenting the need for additional personnel resources to support installation-level requirements. It can also aid commanders in identifying, training, and tracking personnel to meet short-term augmentee needs for installation-level exercises, contingencies, wartime, or emergency situations/scenarios. Use of an augmentation program is optional, and each installation should review its plans and requirements appropriately.

**1.1. (Added-460SW) Mission.** The Augmentation Program identifies, places, and trains personnel to meet augmentee needs for installation-level exercises, contingencies, and wartime or emergency situations.

**1.1.1. (Added-460SW)** Use the Augmentation Program to manage short-term augmentation needs. Augmentation normally refers to using people in other than their assigned Air Force Specialty Code (AFSC) duties.

**1.1.2. (Added-460SW)** Consider local needs and conditions when establishing and implementing augmentation requirements. Give top priority to augmentation required for wartime operations, contingencies, natural or man-made disasters, humanitarian scenarios and exercises.

**1.1.3. (Added-460SW)** Do not deploy augmentation-trained people in their augmentation duty. They may be dispatched from their home station to assist with off-base (or off-installation) emergencies whenever the use of Department of Defense (DoD) personnel has been properly authorized.

**1.1.4. (Added-460SW)** Air Force Instruction (AFI) 36-2101, *Classifying Military Personnel (Officer and Enlisted)*, allows individuals to perform duty outside their Control Air Force Specialty Code (CAFSC); however, AFI 36-2101, paragraph 3.34.2, prescribes that only the 460th Mission Support Squadron Commander (460 MSS/CC) may authorize use outside CAFSC beyond 130 and up to 180 days within a 12-month period. Refer to AFI 36-2101 for further reference to personnel use outside of CAFSC.

**1.1.5. (Added-460SW)** AFI 36-2606, *Reenlistment in the United States Air Force*, paragraph 2.13., Use of Selective Reenlistment Bonus Program (SRB) Airman, SRB recipients may not per-

form duty outside their SRB specialty for more than 90 days without written approval from Headquarters Air Force Personnel Center, Airman Assignments System Procedures (HQ AFPC/DPAAS2).

1.1.6. **(Added-460SW)** Augmentation program augmentees should remain in the program for a minimum of 12 months after having been trained in their augmentee duties. Augmentees will remain assigned to the augmentation program unless replaced in writing by the commander of the tasked unit. Air and Space Expeditionary Force (AEF) discipline is a primary concern. Personnel should not be assigned to augmentee duty during their deployment window, excluding enablers.

1.1.7. **(Added-460SW)** Use the Functional Augmentation Sourcing Matrix, developed by 460 MSS, as a guide for the Augmentation Review Board (ARB) to task units to provide personnel for specific augmentation duties. The ARB minutes will include these and any other augmentee-related decisions.

1.1.8. **(Added-460SW)** Command Post personnel, unless assigned more than authorized, are exempt from augmentation duties.

### ***Section B—Responsibilities***

2. The Host Installation Commander (Wing/CC) or equivalent GSU Commander should determine if an installation augmentation program is required. If a program is required, it's a local decision how it will be implemented and managed. Should it be determined a program is required, the processes and procedures in this pamphlet are offered as a structural framework for an effective program and may be used entirely or in part.

### ***Section C—Recommendations for an Effective Program***

#### **3. Processes and procedures**

3.1. If the Host Installation Commander (Wing/CC) or equivalent GSU Commander determines an augmentation program is required, recommend only one program for an installation.

3.2. Tenant units, at the discretion of the Host Installation Commander (Wing/CC) or equivalent GSU Commander, should be encouraged to participate in and receive benefits of the Host Installation augmentation program.

3.3. All non-Air Force organizations (i.e., DoD, other Services, etc.) residing on Air Force installations are strongly encouraged to participate in the augmentation program. Individual volunteers should be utilized after they obtain approval from their immediate commander.

3.4. Recommend appointment of an installation augmentation program OPR (generally the installation Vice Commander). The OPR should be responsible for establishing an augmentation review board (ARB) and appointing members.

3.4.1. The ARB should manage all local augmentation programs. The augmentation program OPR should be the board chairperson and the approval authority for all augmentee call-ups.

3.4.1. **(460SW)** The ARB is made up of two entities: Board Members and Board Advisors. For board members, 460 SW Vice Commander (460 SW/CV) or a designated representative will chair the ARB which consists of one voting member from each 460 SW group and tenant unit providing

augmentees, as well as the 460th Space Wing Command Chief Master Sergeant (460 SW/CCC). The ARB will meet quarterly or as directed by 460 SW/CV to revalidate details and unit tasking levels, and will emphasize minimizing mission impacts by eliminating and/or streamlining unnecessary details and exemptions.

3.4.2. The ARB should be made up of two groups of people: the board members (paragraph 3.4.2.1.) who represent the command structure at the group/wing level and those who function as board advisors (paragraph 3.4.2.2.) because of their unique positions in manning and requirements management. Board members and advisors should provide the Host Installation Commander with advice on decisions needed to meet the temporary augmentation needs of the installation. Advisors are an integral part of the board and represent the base functions that provide key information for ARB action.

3.4.2.1. Board Members: The Installation Vice Commander (or appointed augmentation program OPR) should be the chairperson. The Operations Group Commander (equivalent or deputy); Maintenance Group Commander (equivalent or deputy), Mission Support Group Commander (equivalent or deputy), Medical Group Commander (equivalent or deputy) and other commanders as applicable, should act as board members. The ARB Chairperson may designate key members from other installation organizations as required (i.e., tenant organizations and staff functions such as Staff Judge Advocate, Safety, etc.).

3.4.2.2. Board Advisors: At a minimum, advisors should consist of the servicing Manpower Office (MO) representative (requirements and shortfall/reclama advisors) and a designated military/civilian personnel availability advisor. The chairperson may appoint additional advisors to attend the ARB as required.

3.4.2.2. **(460SW)** Board Advisors are those who advise the board because of their unique positions in manning and requirements management. Advisors will provide 460 SW/CV with advice on decisions needed to meet the temporary augmentation needs of the installation. Advisors are an integral part of the board and represent base functions that provide key information for ARB action.

3.4.2.3. The ARB should be responsible for ensuring all local augmentation requirements are identified and met, and local training programs are established to meet those needs. The board should convene at least annually or more often, as directed by the chairperson, to revalidate requirements and prioritize exercise, contingency, wartime, or other emergency augmentation needs, and identify available resources to fill them. The board validates and approves augmentation requirements and exemptions based on the servicing MO representative's advice. The ARB has overall responsibility for tasking installation units to meet augmentation requirements.

3.4.2.3. **(460SW)** The ARB will equitably task Buckley AFB units based on eligible personnel assigned to assign personnel to meet augmentation requirements, unless a mission essential mechanism or another mechanism is voted upon and approved by the ARB.

3.4.2.4. The servicing MO representative to the ARB, using approved management engineering methods, should assist units in determining total augmentation requirements under locally defined scenarios. The MO should advise units regarding documenting augmentee shortfall/reclama requests, attend all ARB meetings, and review all augmentation requirements and exemptions forwarded to the ARB for action. The MO should advise the ARB based on their

assessment of the need for and utilization of augmentees, and recommend solutions to augmentee reclama/shortfall actions.

3.4.2.4. **(460SW)** The 460th Mission Support Squadron (460 MSS) will provide a manpower representative to serve as an ARB advisor and will:

3.4.2.4.1. **(Added-460SW)** Update the Functional Augmentation Sourcing Matrix prior to each ARB to facilitate the identification of resources needed to meet approved augmentation requirements. This matrix will include all Buckley AFB units and any participating Buckley AFB tenant units, as well as the factors the ARB has approved for use in making sourcing decisions.

3.4.2.4.2. **(Added-460SW)** Attend all ARB meetings in an advisory role. As advisor, 460 MSS will make recommendations based on its review/validation of resource identification.

3.4.2.5. **(Added-460SW)** Attendance at ARBs by board members, advisors, UACs, and UAPMs is mandatory. Minutes of the meetings will be recorded, signed by 460 Mission Support Group Deputy Commander (460 MSG/CD), approved by 460 SW/CV, and provided to all ARB members, advisors, UACs, and UAPMs. The 460 Mission Support Group Superintendent (460 MSG/CCC) is the recorder.

3.5. The augmentation program OPR should appoint an installation augmentation program Manager for the day-to-day overall administration of the installation's program. Specific responsibilities should be:

3.5.1. Schedule ARB meetings, provide agendas, minutes and other documents to all the members.

3.5.2. Brief the augmentation program OPR on all actions and recommendations of the ARB as required.

3.5.3. Maintain a database of all augmentation requirements and augmentee training status.

3.5.4. Ensure all requirements and exemptions are properly documented and validated by the manpower office before being sent to the ARB for action.

3.5.5. Publish a local operating instruction (OI) to establish procedures and define responsibilities for the administration of the installations augmentation program. At locations where an Air Reserve Component (ARC) and active duty are co-located, the OI should be coordinated through each component's senior commander prior to finalization. The OI should include such things as:

3.5.5.1. The procedures for determining exemptions, requesting exemptions, establishing requirements, tasking personnel, determining fair share taskings, replacing augmentees, and reporting shortfalls.

3.5.5.2. The roles and responsibilities of the installation commander, augmentation program OPR, augmentation program manager, ARB members, and unit augmentation coordinators.

3.5.5.3. Procedures to activate the augmentation program and what missions it would support.

3.5.5.4. Procedures for identifying and tracking the training of augmentees.

3.5.5.5. Any unique needs of the installation augmentation program.

3.5.6. **(Added-460SW)** Installation Augmentation Program Manager (IAPM). The IAPM provides policy and coordinates with other major commands (MAJCOM) and/or Headquarters Air Force as required. The 460 MSG/CD is the IAPM. The 460 MSG/CD implements all new augmentee requirements approved by the 460 SW/CV, augmentee call-ups, and any amendments to augmentation procedures. The IAPM or other designee will:

3.5.6.1. **(Added-460SW)** Disseminate Air Force policy and Augmentation Program guidance to the ARB and Augmentation Working Group (AWG).

3.5.6.2. **(Added-460SW)** Schedule ARB and AWG meetings; provide agendas, minutes and other documents to all the members, advisors and other guests.

3.5.6.3. **(Added-460SW)** Brief 460 SW/CV on all actions and recommendations of the AWG and ARB as required.

3.5.6.4. **(Added-460SW)** Work with UACs and UAPMs to ensure augmentee information and training status is tracked and updated on a monthly basis.

3.5.6.5. **(Added-460SW)** Ensure all requirements and exemptions are properly documented and validated before being sent to the ARB for action.

3.5.6.6. **(Added-460SW)** Advise units regarding documenting augmentee shortfall requests.

3.6. Each organization using or providing augmentation should appoint a unit augmentation coordinator to manage the unit augmentation program.

3.6. **(460SW)** Each unit that provides augmentees will appoint a Unit Augmentation Coordinator (UAC), otherwise referred to as a "provider." Although not mandatory, the squadron senior enlisted leader or first sergeant is likely the best member to be appointed as unit UAC. UACs will notify personnel of their assignments to particular details. UACs will be responsible for replacing augmentees no later than 60 days prior to PCS/separation/AEF window.

3.6.1. **(Added-460SW)** Augmented Unit Requirements. Unit Augmentation Program Managers (UAPM), otherwise referred to as "receivers," will be appointed by the commander, and the letter provided to the 460th Mission Support Group Deputy Commander (460 MSG/CD). The unit requesting augmentation will: (1) maintain a list of assigned personnel, (2) schedule and track team training, (3) ensure requests for augmentee replacement to individual units are timely, (4) forecast any increase/decrease in personnel needed for this detail through 460 MSG/CD, and (5) be responsible for providing any necessary special gear/equipment. The unit which is receiving augmentees is responsible for forecasting and budgeting for the cost of the required equipment.

3.7. The Installation Plans Office should ensure all appropriate installation plans/scenarios include ARB approved personnel augmentation requirements.

3.8. **(Added-460SW) Superintendent, 460th Mission Support Group.** The 460th Mission Support Group Superintendent (460 MSG/CCC) will assist the 460 MSG/CD as needed, to include liaising with other group/squadron superintendents to ensure the augmentation program's requirements are being met and to attempt to resolve any issues/concerns that arise for resolution at the lowest level possible.

3.9. **(Added-460SW) Augmentation Working Group.** An AWG will be established to facilitate the exchange of information, resolve program and personnel issues prior to an ARB, and provide overall program management to ensure effective implementation of the Buckley AFB Augmentation Pro-

gram. This body, which will meet as determined by the IAPM, will consist of 460 MSG/CD (Chairperson), a 460th Mission Support Squadron (460 MSS) representative, UACs, UAPMs, Group Superintendents, and functional representatives as needed.

#### 4. How to Use Augmentees.

4.1. Augmentation means using people in other than their assigned Control Air Force Specialty Code (CAFSC) duties. After unit commanders (who are seeking augmentees) exhaust their military personnel resource pool, recommend they look within their organization to see if there are skilled and/or trained Department of the Air Force (DAF) civilian members who can perform the duty prior to seeking assistance from other organizations through the ARB (see paragraph 5.2. and Section C, paragraph 7.).

##### 4.2. Establishing and Implementing Augmentation Requirements:

4.2.1. Consider local needs and conditions when determining augmentation requirements. Augmentation requirements are used primarily to support temporary, short-term workload surges during wartime, contingency, natural disaster, and exercise situations. Sustained use of augmentees should not be used to offset normal manpower shortfalls.

4.2.2. Units using augmentees decide augmentee duties and train the augmentees to perform those duties. Augmented units should fund for required training, necessary equipment, uniform items (rain gear, cold weather gear, etc.), and safety gear (steel toed boots, leatherwork gloves, reflective belts, etc.). The augmented unit tracks all required training and coordinates training with the augmentees' unit augmentation program coordinator.

4.2.3. Prior to augmentees departing for PCS, reassignment, separation, or retirement, the augmented unit augmentation program coordinator should assure replacements are identified and trained. Personnel who have established retirement or approved separation dates should not be selected for augmentation duties. Close coordination between using and providing units and the augmentation program manager should be established to ensure there are no shortfalls in providing augmentee replacements.

4.2.4. When relieved from augmentation duty, members should be given any documentation reflecting the state of their training, qualification, and/or certification.

4.3. **(Added-460SW) UAPMs (Receivers):** UAPMs function as process owners and provide oversight of assigned augmentation function administration.

4.3.1. **(Added-460SW)** The functional users for each of the approved augmentation functions at Buckley AFB are:

4.3.1.1. **(Added-460SW)** 460th Security Forces Squadron (460 SFS). Security Forces augmentees provide support to the 460 SFS by assisting in the performance of security duties and traffic control when elevated Force Protection Conditions require additional security forces personnel to be available for duty, or when manning shortages exist. The target grade is E-6 and below for enlisted; 0-3 and below for officer.

4.3.1.2. **(Added-460SW)** 460th Civil Engineer Squadron Emergency Management Division (460 CES/CEX) Readiness Support Team (RST). RST augmentees may provide support for any readiness related area including disaster control, etc. The target grade is E-7 and below for enlisted; 0-3 and below for officer.

4.3.1.3. **(Added-460SW)** 460th Mission Support Group Services Division (460 MSG/SVMX) Search and Recovery (SAR) Team. The SAR Team is responsible for supporting the 460 MSG/SVMX search and recovery mission on Buckley AFB grounds in the event of a disaster such as a plane crash, bus accident, train mishap, or natural disaster. Target grade is E-8 and below for enlisted; 0-5 and below for officer.

4.3.1.4. **(Added-460SW)** 460th Logistics Readiness Squadron Pallet Build Up Team (460 LRS/LGRRR). The Pallet Build Up Team provides baggage handling and pallet build-ups for all deployment processes requiring these tasks. Target grade is E-7 and below for enlisted; 0-3 and below for officer.

4.3.2. **(Added-460SW)** Receivers will develop and provide a comprehensive training program for augmentees (both primary and alternates). They will provide all necessary equipment for augmentees to perform augmentation duties.

4.3.3. **(Added-460SW)** Receivers will track and document augmentee training, including the name, social security number and augmentee training completion dates, and will provide this information to the augmentee's unit via an AF Form 1098, *Special Task Certification and Recurring Training*.

4.3.4. **(Added-460SW)** Receivers will develop procedures for recall and equitable scheduling of augmentees with the approving authority of the 460 SW/CV. They will also provide as much lead-time as possible when notifying augmentees.

#### 4.4. **(Added-460SW) Decreasing or Increasing Augmentation Program Requests.**

4.4.1. **(Added-460SW)** Unit Augmentation Program Managers (Receivers) will submit a request to increase/decrease augmentation requirements that have been previously validated and approved by the ARB no later than 30 days prior to necessary adjustment. The exception is for confrontation management teams, which may be recalled immediately by the IAPM.

4.4.2. **(Added-460SW)** Once 460 MSG/CD validates an augmentation requirement request, it will be forwarded to the ARB Chairperson with a recommendation for ARB consideration.

4.5. **(Added-460SW) Augmentation Exemptions or Shortfalls.** Personnel exempt from Augmentation Program duties are personnel performing duties or assigned to a unit identified as exempt in an existing Air Force Instruction/publication (such as Command Post personnel). Providers requesting exemptions not included in a current AFI/publication or a reduction in the number of tasked augmentees will staff an exemption request through 460 MSG/CD. Requests will be discussed at the next Augmentation Working Group meeting for ARB approval or disapproval. Shortfalls will be worked out between providers and receivers. The 460 MSG/CD will provide resolution for shortfalls that cannot be worked out at the provider/receiver level, with 460 SW/CV being the final approval/disapproval authority if 460 MSG/CD cannot resolve the issue.

4.6. **(Added-460SW) Augmentation Augmentee Activation.** The 460 SW/CV is the approval authority on augmentee call-up. Receivers will develop procedures for recall and equitable scheduling. Receivers and providers will provide as much lead-time as possible when notifying augmentees. At the direction of 460 SW/CV, the designated representative, or the Installation Command Center (ICC), receivers will contact providers by phone, memo, email or by any other means necessary. When receivers contact the providers, augmentees will respond immediately and in accordance with mission requirements. Augmentees can be tasked for real-world or exercise events.

## 5. Identifying Augmentees.

5.1. Members assigned to a Unit Type Code (UTC), primaries and alternates, generally should not be assigned augmentation duties until all other eligible resources are exhausted. In the event eligible resources are not available, commanders may assign personnel on UTCs. The augmentation duties of UTC personnel should not conflict with their UTC training and deployment/on-call timeframe. Members assigned to a UTC are subject to deploy in support of an Operations Plan (OPLAN) that takes priority over local augmentation requirements. Augmentation program duties should not be grounds for a shortfall or reclama of a deployment tasking.

5.2. In addition to military personnel, commanders are highly encouraged to consider the use of DAF civilians, ARC, and contractor personnel in filling augmentation requirements.

5.2.1. Before DAF civilian employees are used for augmentation duties all legal, regulatory and bargaining agreement stipulations should be followed closely.

5.2.2. Collocated ARC units may be utilized to fill known augmentee requirements. Close coordination and scheduling with the ARC units is required to ensure availability of personnel and funding to meet the augmentation needs.

5.2.3. Prior to placing contractor personnel in augmentation, the duty should be documented appropriately in the employee's contract.

5.3. Types of augmentation performed by members assigned to a UTC should not require extensive or recurring training and should be for short-term usage.

5.4. Augmentation trained people should not deploy in their augmentation duty. They may be dispatched from their home station to assist with off-base (or off-installation) emergencies whenever the use of DoD personnel has been properly authorized. In overseas areas, they may also be dispatched to those locations where the commander has a co-located operating base (COB) or forward operating location (FOL) base reception responsibilities.

5.5. In an emergency, deployed commanders should consider forming a Site augmentation program and use deployed personnel for those duties.

5.6. Restrictions apply when individuals and selective reenlistment bonus (SRB) recipients perform duty outside their 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. Suggest no more than 120 days (90 days for SRB specialties) per year for augmentation duty.

5.7. Trained augmentees should remain in the program for a minimum of one year after having been trained in their augmentation duties.

### 5.8. (Added-460SW) Unit Commanders (Providers):

5.8.1. (Added-460SW) Appoint, in writing, a primary and alternate UAC and provide appointment letters to the IAPM. The level of appointment (e.g., group vice squadron) will be left to each group and below commander.

5.8.2. (Added-460SW) Ensure all personnel in their unit within the approved augmentation pool (who are not deemed exempt) are made available for Augmentation Program use.

5.8.3. **(Added-460SW)** Officially appoint augmentees in writing (**Attachment 6 (Added)**). When replacing augmentees, submit notification (**Attachment 7 (Added)**) to 460 MSG/CD and the affected UAPM, accompanied by replacement appointment letter (**Attachment 6 (Added)**) no later than 30 days prior to relief of duty.

5.8.4. **(Added-460SW)** Review and ensure augmentee/exemption requests are valid and cannot be filled using existing personnel from within the squadron or agency.

5.8.5. **(Added-460SW)** Will maintain a database and track unit personnel assigned to augmentation positions and coordinate with 460 MSG/CD any projected changes in availability to include definitive deployment extended Temporary Duty (TDY), separation, retirement, permanent change of station (PCS), permanent change of assignment (PCA), medical waivers etc., in excess of 14 days.

5.8.6. **(Added-460SW)** Will track the number of days that unit personnel serve in the augmentation program to ensure compliance with AFI 36-2101, paragraph 3.34.2, and AFI 36-2606, paragraph 2.13.

## **6. Augmentee Tracking and Training.**

6.1. The augmentation program manager and unit augmentation program coordinators should track all augmentees and the status of the augmentees' training.

6.2. Locally devised spreadsheets and/or databases and their contents can be locally determined. Recommend they contain, as a minimum, the name, grade, unit of assignment, UTC (if applicable), dates of deployment vulnerability (if applicable), type of augmentation, date assigned, date qualified, and other information needed to track the training status.

## **7. Using Federal Civilian Employees for Augmentation.**

(Note: IAW Title 5 USC (Chapter 71), statutory, regulatory, collective bargaining agreements and obligations must be following before using civilian employees.)

### **7.1. Employee participation.**

7.1.1. Augmentation duties assigned to civilian employees should be assigned to those whose official position description requires them to perform similar tasks. Management should look for civilian volunteers within their own organization, then volunteers from other organizations prior to tasking civilians to accomplish augmentation duties.

7.1.2. Key and Emergency-Essential (EE) employees are identified as such because their job skills are critical during emergencies. Also, certain other Air Force civilians are subject to military recall. Therefore, it's anticipated these categories of civilians would not be identified as augmentees for contingency/wartime operations.

7.1.3. Upon determining that augmentation needs require the skills and qualifications of Nonappropriated Fund (NAF) employees or resources, the installation or other commander concerned should take necessary action to contract with the "owning" NAFI (Nonappropriated Fund Instrumentality) for those services or resources. Such contracts with NAFIs are permissible under the circumstances addressed in AFM 64-302, *Nonappropriated Fund (NAF) Contracting Procedures*, paragraph 5.15. Prior to executing a contract, the 63- and 64- series Air Force directives should be reviewed and complied with if appropriate.

7.1.4. Local National employees paid from Appropriated Funds may participate insofar as allowed by the Status of Forces Agreement of that country.

7.1.5. Because of legal, regulatory, bargaining agreement and financial concerns, other than those already in like positions, civilian employees should not be allowed to perform duties where there is an inherent possibility of danger to life or limb, such as firefighters or security police.

**7.2. Official Credit for Augmentation.** The augmentation duty to be performed by civilian employees should be described in a letter addressed to each employee and signed by the supervisor of the augmentee, with an informational copy to the employee's supervisor of record. The supervisor's employee brief should be annotated to reflect each time the employee is assigned to perform the augmentation duty. If assignment of duties is anticipated to be for 30 or more consecutive calendar days and if the augmentation duties differs sufficiently from the employee's permanent position to warrant a different classification, assignment should be handled as an official detail in compliance with the competitive process as outlined in AFM 36-203, *Staffing Civilian Positions*. Standard Core Personnel Documents (SCPDs) from the AF SCPD Library (<http://www.afpc.af.mil>) should be used to document augmentation duties whenever there is an SCPD that provides an accurate statement of the augmentation work assignment. Also, if during a 12-month period, the employee should accumulate 20 or more workdays performing augmentation and the duties differ sufficiently from the employee's permanent position to warrant a different classification, credit can be obtained by submitting proper documentation to the CPF. The request should indicate duties performed, the period of time they were performed, and certification by the augmentation supervisor the employee performed those duties in a satisfactory manner. These duties should be coded into the DCPDS as a detail. Details are considered when determining qualifications for vacant positions. (See AFM 36-505, *Skill Coding*)

**7.3. Additional Information.** The augmentee should meet all requirements of the augmentation duties. The augmentation supervisor should ensure the employee is properly trained to perform these duties by providing on-the-job training or formal training.

7.3.1. Physical Qualifications. The augmentation duty supervisor needs to work with the CPF to determine if the augmentee duties require any physical qualifications other than those required by the employee's regular job. If so, a physical examination should be conducted at no expense to the employee.

7.3.2. Security Clearance. Augmentees selected for duties requiring special security clearances should be selected from those already possessing such a clearance.

7.3.3. Compensation. Civilian employees required to work more than 8 hours a day or 40 hours a week are usually compensated appropriately either in the form of compensatory time off or payment of overtime (paid from either owning or using organization funds). Premium pay for work performed on a Sunday or a holiday plus shift differential could be a factor, depending on hours worked. Determination of funds to be used should occur prior to overtime being performed. (See AFI 36-802, *Pay Setting* and AFI 36-807, *Weekly and Daily Scheduling of Work and Holiday Observations*)

7.3.4. Local Collective Bargaining Obligations. Prior to implementation of local procedures for the assignment of civilian employees to augmentation duties, appropriate local bargaining obligations must be satisfied IAW Title 5 USC, Chapter 71.

13.4.1. **(460SW)** AF IMT 1098, *Special Task Certification and Recurring Training*.

CHARLES F. WALD, Lt Gen, USAF  
DCS/Air & Space Operations

**(460SW)**

DONALD W. MCGEE, JR., Colonel, USAF  
Commander

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

AFPD 10-2, Readiness

AFI 36-802, Pay Setting

AFI 36-807, Weekly and Daily Scheduling of Work and Holiday Overtime

AFI 36-2101, Classifying Military Personnel

AFI 36-2606, Reenlistment in the United States Air Force

AFM 36-203, Staffing Civilian Positions

AFM 36-505, Skill Coding

AFM 64-302, *Nonappropriated Fund (NAF) Contracting Procedures*

***Abbreviations and Acronyms***

**ARC**—Air Reserve Component

**CAFSC**—Control Air Force Specialty Code

**CPF**—Civilian Personnel Flight

**CSS**—Commanders Support Staff

**COB**—Co-located Operating Base

**DAF**—Department of the Air Force

**DCPDS**—Defense Civilian Personnel Data System

**DIN**—Data Identification Number

**DoD**—Department of Defense

**DPXJ**—Readiness and Joint Matters Division

**DPW**—Director of Personnel Accountability

**DPX**—Division of Personnel and Systems

**DRU**—Direct Reporting Unit

**EE**—Emergency-Essential

**FOA**—Field Operating Activities

**FOL**—Forward Operating Location

**GSU**—Geographically Separated Unit

**HQ AFPC**—Headquarters Air Force Personnel Center

**HQ USAF**—Headquarters United States Air Force

**MAJCOM**—Major Command  
**MILPDS**—Military Personnel Data System  
**MPF**—Military Personnel Flight  
**MO**—Manpower Office  
**NAF**—Non-Appropriated Fund  
**NAFI**—Non-Appropriated Fund Instrumentality  
**OI**—Operating Instruction  
**OPLAN**—Operations Plan  
**OPR**—Office of Primary Responsibility  
**PC-III**—Personnel Concept III  
**PCS**—Permanent Change of Station  
**READY**—Resource Augmentation Duty  
**ARB**—Augmentation Review Board  
**SCPD**—Standard Core Personnel Documents  
**SRB**—Selective Reenlistment Bonus  
**TNG-YR-MO**—Training-Year-Month  
**UTC**—Unit Type Code  
**YYMM**—Year Year Month Month (9812)

**Attachment 1 (460SW)****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPAM 10-243, *Augmentation Duty*, 1 August 2002

AFI 33-332, *Privacy Act Program*, 29 January 2004

***Abbreviations and Acronyms***

**AWG**—Augmentation Working Group

**IAPM**—Installation Augmentation Program Manager

**LRS**—Logistics Readiness Squadron

**RST**—Readiness Support Team

**SAR**—Search and Recovery Team

**SFS**—Security Forces Squadron

**UAC**—Unit Augmentation Coordinator

**UAPM**—Unit Augmentation Program Manager

***Terms***

**Unit Augmentation Program Manager (receiver)**—Point of contact for units/squadrons who require augmenting.

**Unit Augmentation Coordinator (provider)**—Point of contact for units/squadrons who provide augmentees.

**Attachment 6 (Added-460SW)****SAMPLE UNIT APPOINTMENT LETTER FOR AUGMENTATION SUPPORT**

XX Date XX

MEMORANDUM FOR 460 MSG/CD

FROM: Unit Providing Augmentees

SUBJECT: Augmentation Duty Program Augmentee Appointment

1. The following individuals are appointed as (Select One: SF/SAR/RST/LRS) augmentees.

<u>Rank</u>	<u>Name</u>	<u>Duty Title</u>	<u>Duty Phone</u>
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2. All personnel listed above have at least a Secret security clearance and are not members of the Crisis Action Team, Survival Recovery Center or Installation Command Center.

3. Our unit point of contact for the augmentation program is XXXX at XXXX.

Unit Commander

**Attachment 7 (Added-460SW)**

**SAMPLE UNIT REMOVAL FROM AUGMENTATION SUPPORT**

XX Date XX

MEMORANDUM FOR 460 MSG/CD

FROM: Unit Providing Augmentees

SUBJECT: Removal from Augmentation Support

1. We hereby request removal of     (name/rank)     from (SFS/SAR/RST/LRS) augmentation duties. This member will (PCS/PCA/separate/complete 18 months) effective on (date).
2. Attached is the appointment letter for (name/rank). The member will not be removed from the augmentation team until the replacement is trained. If you have any questions, please contact XXXX at 7-XXXX

Unit Commander