

**BY ORDER OF THE COMMANDER  
8TH FIGHTER WING**

**8TH FIGHTER WING INSTRUCTION  
10-243**



**16 OCTOBER 2015**

**Operations**

**AUGMENTATION DUTY PROGRAM  
(PA)**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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OPR: 8 FSS/FSMM

Certified by: 8 MSG/CC  
(Colonel Seth C. Frank)

Pages: 19

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This instruction implements AFD 10-2, *Readiness*, and AFPAM 10-243 *Augmentation Duty*. This instruction establishes procedures and defines responsibilities for the administration of the Kunsan Air Base Augmentation Program. The Augmentation Program is designed to identify and train augmentees for the installation needs to include base exercises, contingencies, wartime, and emergencies. These procedures apply to all Kunsan personnel. 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 the AF Forms 847 from the field through the appropriate functional chain of command. 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). The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

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**SUMMARY OF CHANGES**

This document has been substantially revised and must be completely reviewed. Major changes include: augmentation procedures based upon real-world needs and incorporates a formal reclama process during augmentation activation. Several compliance areas were included

following recent Augmentee Review Board (ARB) decisions, and additional attachments were included which require a comprehensive review.

**1. Program Mission.** The 8 Fighter Wing (FW) Augmentation Program identifies augmentation requirements for installation-level scenarios which require additional manpower to support peacetime contingencies, emergency situations, and exercises.

**2. Office of Primary Responsibility (OPR):**

2.1. The 8 FW/CV will serve as the Augmentation Program OPR. The 8 FW/CV will establish an ARB to manage local augmentation programs, appoint members, and chair the ARB.

**3. Augmentation Review Board:**

3.1. The ARB is made up of two groups: Board members and advisors. Only Board Members will vote on ARB issues. Board Members and advisors are listed in Table 1.

**Table 1. ARB Members and Advisors**

8 FW/CV	Chairperson
8 OG/CC	Voting Member
8 MXG/CC	Voting Member
8 MSG/CC	Voting Member
8 MDG/CC	Voting Member
8 FW/CCC	Advisor
8 OG/CCC	Advisor
8 MXG/CCC	Advisor
8 MSG/CCC	Advisor
8 MDG/CCC	Advisor
8 WSA/SEA	Advisor
8 FW/SJA	Advisor
8 CES/CC	Advisor
8 SFS/CC	Advisor
Installation Augmentation Program Manager (8 FSS/FSMM)	Advisor
8 FSS/FSMM; Manpower Wartime Readiness NCO	Advisor
Unit Augmentation Program Monitor	Advisor
Augmentation Team Leaders	Advisor

3.1.1. In the case where a voting member (Group Commander) is not available, the deputy group commander of the respective group may act as the voting member.

**4. Responsibilities:**

**4.1. ARB Responsibilities:**

4.1.1. Determine the activities that require augmentation, the number of augmentees required to support each activity; the number of augmentees to be trained to meet the requirements; and ensure that training programs are established to meet the requirements. The ARB Chairperson will document, sign, and distribute ARB decisions to all units in

the form of ARB meeting minutes. The ARB meeting minutes are directive in nature and will be used as the authority and reference to implement decisions.

4.1.2. Approve augmentation requirements and exemptions based on the advice of requesting unit and advisors.

**4.2. ARB Chairperson:**

4.2.1. Ensure ARB convenes annually or more frequently to validate and prioritize standing augmentation requirements.

4.2.2. Ensure members and advisors attend all ARB meetings.

4.2.3. Ensure advisors provide the data, analysis, and information necessary for the ARB to make decisions.

**4.3. Group Commander:**

4.3.1. Serves as voting member to the ARB.

4.3.2. Submits all requested reclaims/shortfalls to the 8 FW/CC or CV (or designee) for approval or disapproval.

**4.4. Wing and Group CCC/WSA Senior Enlisted Advisor:**

4.4.1. Serves as the principle advisor to the respective group commander on matters pertaining to the augmentation program.

4.4.2. Provides necessary documentation or justification to the respective group commander for reclama/shortfall requests.

**4.5. Installation Augmentation Program Manager (IAPM):**

4.5.1. The Superintendent of Manpower & Organization (8 FSS/FSMM) will serve as the IAPM and will provide day-to-day administration and oversight of the augmentation program. During 8 FW contingencies, emergency situations, and exercises, the Emergency Support Function 6 (ESF-6) representative assigned to the Emergency Operations Center (EOC) will assume the duties of the IAPM.

**4.5.2. IAPM Responsibilities:**

4.5.2.1. Schedule ARB meetings; provide agendas, minutes and other documents as required to all board members, advisors, and other ARB attendees.

4.5.2.2. Brief the 8 FW/CV (ARB Chairperson) on all actions and recommendations of the ARB advisors.

4.5.2.3. Confirm augmentation requirements and exemptions are documented and validated by the Manpower and Organization Element before submission to the ARB for action.

4.5.2.4. Provide quarterly status updates to ARB members and advisors.

4.5.2.5. Coordinate reclaims during all situations where the augmentation program has been initiated; to include peace time, contingencies, emergency situations, and exercises.

4.5.2.6. Ensure Augmentation Team Leaders (ATL) maintain augmentee training documentation and keep augmentee rosters current at all times.

4.5.2.7. Maintain program management tools, rosters, and appointment memoranda in a current and accurate state.

**4.6. Manpower and Organization Element (8 FSS/FSMM), Manpower Wartime Readiness NCO:**

4.6.1. Validate all augmentation program resource requests and exemptions.

4.6.2. Provide the ARB an augmentee fair share distribution using all 8 FW units, based on manpower authorizations from the Unit Manpower Document, and all approved exemptions in the grades of E-6 and below.

**4.7. Squadron Commanders:**

4.7.1. Maintain oversight of unit augmentee taskings.

4.7.2. Appoint in writing the Unit Augmentation Program Monitors (UAPM), and ATL (if applicable).

4.7.3. Ensure augmentees report to the ATL their absence due to leave, Temporary Duty (TDY), and Permanent Change of Station (PCS) departure dates at least 30 days prior. Exceptions are emergency leaves or medical (on quarters).

4.7.4. Ensure members assigned to SFS augmentation duty maintain suitability to bear firearms in accordance with (IAW) AFI 31-117, *Arming and Use of Force by Air Force Personnel*, paragraph 2.3., all inclusive. If a member is placed on the Do-Not-Arm (DNA) roster, a replacement must immediately be appointed.

4.7.5. Verify completion of required training for augmentee availability and activation.

4.7.6. Submit augmentee or exemption requests (**Attachment 4**) to IAPM for validation.

4.7.7. Submit reclama requests. (**Attachment 7**)

**4.8. Unit Augmentation Program Monitors (UAPM):**

4.8.1. Must have 6 months retainability and will continue duties until a trained replacement is appointed.

4.8.2. Provide Augmentee Appointment Letter or Roster (**Attachment 5 or locally approved alternative roster**) to applicable ATLs and IAPM.

4.8.3. Support Commanders in ensuring that any member assigned to SFS augmentation duty maintain suitability to bear firearms in accordance with AFI 31-117, paragraph 2.3., all inclusive.

4.8.4. Review training schedules and verify standing augmentation primary and ready reserve commitments are maintained IAW ARB fair share requirements (**Attachment 6**).

4.8.5. Ensure augmentees attend scheduled training.

4.8.6. Ensure augmentees have a Restricted Area Badge, when required.

4.8.7. Notify ATLS of training cancellations as soon as possible but no later than (NLT) 5 days prior to the scheduled training date. Exceptions are emergency leaves, medical (on quarters), or TDY.

4.8.8. Maintain copies of appointment letters for all members assigned to augmentation duty.

4.8.9. Identify augmentees that are within 60 days of PCS and schedule replacements for required training.

4.8.10. Ensure that upon initial appointment all augmentees have a minimum of 6 months retainability. Unit Commanders may identify and appoint any individual, regardless of rank, to participate in augmentee duties.

4.8.11. Consolidate squadron shortfall requests during exercises (**Attachments 7 & 8**).

**4.9. Augmentation Team Leaders (ATL) (Requesting Unit):**

4.9.1. Represent the organization requesting augmentee support.

4.9.2. Develop an augmentee training program and keep accurate records for all training.

4.9.3. Ensure rosters and appointment memorandums are current and accurate.

4.9.4. Provide essential equipment for augmentees to perform their assigned duties.

4.9.5. Notify UAPMs if an augmentee is required to have a Restricted Area Badge.

4.9.6. Track completed augmentee training and provide master training rosters to the augmentee's owning unit upon request of the UAPM or squadron commander.

4.9.7. Account for augmentees when activated and provide accountability status to the augmentee's assigned unit. During exercises, provide accountability status to the EOC and ESF representative (**Attachment 8**).

4.9.8. Submit an Augmentation Requirement Request Memorandum (**Attachment 3**) to the IAPM and Manpower and Organization Element (8 FSS/FSMM) for validation.

4.9.9. Notify the IAPM and owning unit of training no-shows in writing.

**4.10. Augmentee Responsibilities:**

4.10.1. Augmentees will ensure they have a minimum of 6 months retainability, possess a current weapons qualification (if applicable), and will continue assigned augmentee duties until a trained replacement is appointed.

4.10.2. Must notify the UAPM and the SFS ATL if they are placed on medical restrictions, determined to be unfit to bear firearms, or to have a qualifying conviction of domestic violence in accordance with AFI 31-117, paragraph 2.3., all inclusive.

4.10.3. Must report for duty upon activation by the 8 FW/CC, IAW 8 FWI 10-401, *Pyramid Recall System*.

4.10.4. Meet all training, duty, and equipment requirements as specified by the ATL.

4.10.5. Immediately notify their UAPM and ATL of availability changes at least 30 days prior to leave, TDY, extended medical profile, or other absences.

4.10.6. Notify UAPM and ATL 60 days prior to PCS.

#### **5. Augmentation Validation:**

5.1. The augmentation validation process is required to justify and approve duties requiring additional manpower to meet mission requirements in a specific functional area.

5.2. Augmentation requests must be submitted, in writing, from the functional area squadron commander to modify or add new requirements to the standing primary, ready reserve, and exercise augmentation requirements as outlined in **Table 2. (Attachments 2 & 3)**

5.2.1. Request must include the proposed number of augmentees required, a detailed description of duties to be performed, and training requirement(s).

5.2.2. Submit new requirements to the IAPM for consideration at the next ARB; although, this process can be initiated and approved by the ARB chairperson at any time.

5.3. The IAPM will coordinate with Manpower Wartime Readiness Non-Commissioned Officer (NCO) to validate requirement(s) and establish fair share requirements by group and squadron.

5.4. Upon ARB approval of the augmentation requirement, the specific function will be added to the 8 FW augmentation list.

5.5. **Attachment 6** provides a description of Standing Primary and Ready Reserve Augmentation Requirements.

**Table 2. Kunsan Air Base Standing Augmentation Requirements Primary And Ready Reserve Summary Table**

UNIT	Security Forces			EMST			SMT		
	Primary	Ready Reserve	*Exercise (50%)	Primary	Ready Reserve	Exercise (100%)	Primary	Ready Reserve	Exercise (100%)
8 FW	0	2	0	0	0	0	6	3	6
8 CPTS	9	18	5	0	0	0	2	0	2
<b>WSA Total:</b>	<b>9</b>	<b>20</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>8</b>	<b>3</b>	<b>8</b>
8 MSG	0	0	0	0	0	0	0	0	0
8 CS	0	10	0	22	11	22	0	0	0
8 FSS	11	15	6	0	0	0	6	3	6
8 LRS	55	30	26	0	0	0	1	0	1
8 CES	0	0	0	0	0	0	36	18	36
8 SFS	0	0	0	0	0	0	0	0	0
<b>MSG Total:</b>	<b>66</b>	<b>55</b>	<b>32</b>	<b>22</b>	<b>11</b>	<b>22</b>	<b>43</b>	<b>21</b>	<b>43</b>
8 MXG	31	6	16	0	0	0	6	3	6
8 AMXS	0	0	0	0	0	0	12	6	12
8 MXS	97	6	47	0	0	0	12	6	12
<b>8 MXG Total:</b>	<b>128</b>	<b>12</b>	<b>63</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>30</b>	<b>15</b>	<b>30</b>
8 MDG	0	0	0	0	0	0	0	0	0
8 MDOS	0	4	0	0	0	0	3	2	3
8 MDSS	0	3	0	0	0	0	3	2	3
<b>8 MDG Total:</b>	<b>0</b>	<b>7</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6</b>	<b>4</b>	<b>6</b>
8 OG	0	0	0	0	0	0	0	0	0
8 OSS	0	8	0	0	0	0	3	3	3
35 FS	0	0	0	0	0	0	3	2	3
80 FS	0	0	0	0	0	0	3	2	3
<b>8 OG Total:</b>	<b>0</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>9</b>	<b>7</b>	<b>9</b>
<b>FW TOTAL:</b>	<b>203</b>	<b>102</b>	<b>100</b>	<b>22</b>	<b>11</b>	<b>22</b>	<b>96</b>	<b>50</b>	<b>96</b>

**NOTE:** SF participation in exercises is routinely 70% of SFS authorized manning after factoring real-world posts. Subsequently, SFS requires 50% of the primary SF augmentation requirement to validate the capability.

## 6. Augmentation Exemptions:

6.1. Augmentee exemptions are submitted when a unit has a justifiable reason why they cannot support the augmentation program, in part or in full (i.e. mission, AFSC specifications, etc.).

6.2. Exemptions must be submitted to the IAPM, in writing, from the functional area squadron commander. They are submitted for consideration at the next ARB; although, this process can be initiated and approved by the ARB chairperson at any time. (**Attachment 4**)

6.3. Exemptions must include justification and supporting documentation.

6.4. The IAPM will coordinate with Manpower Readiness NCO to validate the exemption list and provide any additional justification and a recommendation of approval/disapproval to the ARB.

6.5. Upon ARB approval of the exemption, it will be added to the consolidated exemption list maintained by the IAPM and considered during the fair share validation process.

## 7. Augmentation Activation:

7.1. 8 FW/CC or CV (or designee) is the approval authority to activate augmentee personnel IAW 8 FWI 10-401.

7.2. Activation may occur during peacetime, contingency operations, short-notice emergencies and exercises.

7.3. The IAPM will initiate communication with the approved augmentation functional areas per mission requirement needs; ATLS represent the functional areas.

7.3.1. If the EOC is activated the ESF-6 will act as the IAPM.

7.4. Squadron commanders requiring augmentation will determine the number of augmentees needed to meet mission needs and publish reporting instructions.

7.4.1. The ATL will forward augmentee requirements to the IAPM. The IAPM will forward the consolidated list of requirements to the 8 FW/CC or CV (or designee). See **Attachment 8** for exercise anomalies.

7.4.2. If the EOC is activated, the ESF-6 will coordinate/consolidate augmentee requirements with the appropriate functional areas and the EOC director and forward to the 8 FW/CC or CV (or designee).

7.5. The 8 FW/CC or CV (or designee) will approve or disapprove requirements and direct activation of augmentees via the Crisis Action Standard Operating Procedures (CASOPs) or by Senior Staff Directive (SSD).

7.6. Upon activation of augmentees, UAPMs will determine augmentee availability.

7.6.1. UAPMs will complete the following actions upon activation for all members.

7.6.1.1. Take initial accountability. See **Attachment 8** for exercise anomalies.

7.6.1.2. Verify training currency.

7.6.1.3. Ensure SFS augmentees are still suitable to bear firearms in accordance with AFI 31-117, paragraph 2.3., all inclusive.

7.6.1.4. Provide augmentees with the required reporting instructions from the ATLS.

7.7. UAPMs will submit the names of recalled augmentees as well as any possible reclaims to the IAPM. The IAPM will in turn submit the list of names and prospective reclaims to each respective ATL.

7.7.1. If the EOC is activated, the UAPMs or the Unit Control Centers (UCCs) will submit names to their functional EOC representative.

7.7.2. EOC representatives will report their overall augmentee availability to ESF-6.

7.7.3. ESF-6 will notify the respective ATLS of augmentee availability and any possible reclamation.

7.8. If a unit cannot support the augmentation requirement, they must submit a reclamation justification letter (**Attachment 7**) signed by the unit commander through their respective Group Commander to the 8 FW/CC or CV (or designee).

7.9. The IAPM / ESF-6 will report the status of augmentation requirements to the 8 FW/CC or CV (or designee). The status will include total augmentation numbers, reclamation justifications, and a risk assessment.

## **8. Reclamation Requirements:**

8.1. Reclamations are the inability for units to provide support to the augmentation program upon activation; reclamation are not exemptions.

8.2. Units will identify reclamation when augmentation is activated. See **Attachment 8** for exercise anomalies.

8.3. Squadron Commanders will submit reclamation requests through their Group Commander to the 8 FW/CC or CV (or designee) for approval or disapproval. All mitigation options must be exhausted by the tasked unit prior to submitting the reclamation. (**Attachment 7**)

## **9. Augmentee Replacement:**

9.1. Units that desire to replace an augmentee after activation must have a replacement identified, in-place, and the change pre-coordinated with the ATL prior to removing the augmentee from post.

9.2. In the event a unit needs to remove an augmentee and cannot replace them, the unit will follow the reclamation procedures listed in para. 8.3.

JEREMY T. SLOANE, Colonel, USAF  
Commander

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

AFPD 10-2, *Readiness*, 6 Nov 2012

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

AFI31-117, *Arming and Use of Force by Air Force Personnel*, 17 Mar 2015

8FWI 10-401, *Pyramid Recall System*, 10 Jun 2013

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

***Adopted Forms***

AF Form 847, *Recommendation for Change of Publication*

***Abbreviations:***

**AB** —Air Base

**AFI** —Air Force Instruction

**AFSC** —Air Force Specialty Code

**ARB** —Augmentation Review Board

**ATL** —Augmentation Team Leader

**CASOP** — Crisis Action Standard Operating Procedure

**CBRN** —Chemical, Biological, Radiological, and Nuclear

**CES** —Civil Engineer Squadron

**CPS** —Collective Protection System

**DNA** —Do-Not-Arm

**EMST** —Emergency Management Support Team

**EOC** —Emergency Operations Center

**ESF** —Emergency Support Function

**ESSS** —Electronic Staff Summary Sheet

**FW** —Fighter Wing

**IAPM** —Installation Augmentation Program Manager

**IAW** —In Accordance With

**LIMFAC** —Limiting Factor

**NCO** —Non-Commissioned Officer

**NLT** —No Later Than

**OPR** —Office of Primary Responsibility

**PACAF** —Pacific Air Forces

**PCS** —Permanent Change of Station

**SF** —Security Forces

**SMT** —Shelter Management Team

**SSD** —Senior Staff Directive

**TACON** —Tactical Control

**TDY** —Temporary Duty

**UAPC** —Unit Augmentation Program Coordinator

**UAPM** —Unit Augmentation Program Monitor

**UCC** —Unit Control Center

**Attachment 2****AUGMENTATION REQUEST MEMORANDUM FORMAT****Figure A2.1. Augmentation Request Memorandum Format**

MEMORANDUM FOR 8 FW INSTALLATION AUGMENTATION PROGRAM MANAGER

FROM: (Requestor Name, Unit/Office Symbol)

SUBJECT: Augmentation Duty Request

1. AUGMENTATION DUTY/DUTY DESCRIPTION (Describe duties to be performed.)
2. REQUIREMENTS: (Include number of personnel requested and current manning levels by AFSC (Air Force Specialty Code))
3. JUSTIFICATION/MISSION IMPACT/REFERENCES: (Describe how not getting Personnel will impact your unit's ability to successfully perform its assigned mission. Provide applicable references such as AFIs, PACAF Instructions, or 8 FWIs, etc. as memorandum attachments.) – Fill out Attachment 2 questionnaire form for manpower validation
4. OPR: (Requesting Unit ATL and contact information)
5. REQUIRED COORDINATION: Coordinate Augmentation Duty Request memorandum using an Electronic Staff Summary Sheet (eSSS) to the requesting Unit Commander, 8 FSS Manpower & Organization Element, and the requested unit's Group Commander. The Augmentation Review Board Chairman signs the eSSS and memorandum approving/disapproving the request.

TED WILLIAMS, Col, USAF

CHAIRMAN, AUGMENTATION REVIEW BOARD

Attachment(s):

## Attachment 3

## AUGMENTATION REQUIREMENT REQUEST

Figure A3.1. Augmentation Requirement Request

**QUESTIONNAIRE FORM (Supplement to Attachment 2)**

1. How many personnel are you requesting\_\_\_\_\_?

2. What will they be used for\_\_\_\_\_?

\* Include official SF Post Manning Priority Charts (if applicable)

3. What will their role be?

\* Real-world (and exercise) mission? Yes/No      If Yes, what proportion\_\_\_\_\_?

\* Exercise "role-player" mission?      Yes/No      If Yes, what proportion\_\_\_\_\_?

4. What will their frequency of use be?

\* On-call? Yes/No      If Yes, \_\_weekly \_\_Monthly \_\_Qrtly

\* Recurring duties? Yes/No      If Yes, \_\_\_Weekly \_\_\_Monthly \_\_\_Qrtly

How many duty hours per duration:\_\_\_\_\_

\* Shift Worker? Yes/No

\* Training Days? Yes/No      If Yes, how many days\_\_\_\_\_?

What duration? \_\_weekly \_\_monthly \_\_\_Qrtly      \_\_semi-annual

5. What factors specifically drive the Numbers? Please explain:  
(e.g. Directives, mission, span of control, event schedules)

6. What factors specifically drive the frequency of use? Please explain:  
(e.g. shifts, durations of workloads, event schedules)

7. Are there specific Limiting Factors (LIMFACs) or requirements Personnel must have (AFSC, prefix, weapons, specific training)

**Attachment 4****EXEMPTION REQUEST MEMORANDUM FORMAT****Figure A4.1. Exemption Request Memorandum Format**

MEMORANDUM FOR 8 FW INSTALLATION AUGMENTATION PROGRAM MANAGER

FROM: (Requestor Name, Unit/Office Symbol)

SUBJECT: Augmentation Duty Exemption Request - Mission Essential Short Title

1. AUGMENTATION DUTY EXEMPTION TITLE (Describe duties to be performed.)
2. REQUIREMENTS: (Include number of personnel requested and current manning levels by AFSC)
3. JUSTIFICATION/MISSION IMPACT/REFERENCES: (Describe how not getting Personnel will impact your unit's ability to successfully perform its assigned mission. Provide applicable references such as AFIs, PACAF Instructions, or 8 FWIs including them as attachments to the memorandum.)
4. OPR: (Requesting Unit POC with contact information)
5. REQUIRED COORDINATION: Coordinate Augmentation Duty Exemption Request memorandum using an eSSS to the providing Unit Commander, the providing unit's Group Commander, and 8 FSS Manpower & Organization Element. The Augmentation Review Board Chairman signs the eSSS and memorandum approving/disapproving the request.

TED WILLIAMS, Col, USAF  
CHAIRMAN, AUGMENTATION REVIEW BOARD

Attachment(s):

Attachment 5

AUGMENTEE PROGRAM APPOINTMENT MEMORANDUM FORMAT

Figure A5.1. Augmentee Program Appointment Memorandum Format

MEMORANDUM FOR 8 FW Installation Augmentation Program Manager					Date Signed
FROM: Your Squadron Commander					
SUBJECT: Augmentation Program Augmentee (Specify Program type...CCA, RST, SFS, SMT) or Unit Augmentation Program Coordinator (UAPC) or Augmentation Team Leaders (ATL) Appointment.					
1. In accordance with 8 FWI 10-243, I appoint the following personnel as an Augmentation Program Augmentee or UAPC or ATL:					
<u>Name</u>	<u>Program</u>	<u>Office Symbol</u>	<u>Duty Phone</u>	<u>Home Phone</u>	<u>DEROS</u>
Primary: Augmentee Monitor's name, etc. (ex: SMT)					
Alternate: Augmentee Monitor's name, etc. (ex: ATL)					
2. If you have any questions, please contact NAME or OFFICE SYMBOL at 782-xxxx.					
					Your commander's name, rank, USAF Commander
CC: UAPC ATL (if applicable) Each individual named in memo					

**Attachment 6****DESCRIPTION AND BREAKDOWN OF 8 FW STANDING AUGMENTATION REQUIREMENTS****Figure A6.1. Description and Breakdown of 8 FW Standing Augmentation Requirements**

1. PRIMARY AUGMENTATION REQUIREMENTS. Primary Augmentees are personnel designated to serve in an augmentation capacity as their primary duty during exercises and/or contingency operations for the duration of their assignment at Kunsan AB. Units are responsible for ensuring they have the appropriate number of Primary Augmentees trained and ready to report for augmentation duty WHEN recalled. This is not an additional duty.

a. Security Forces Augmentation. In order to “Defend the Base,” the 8th Security Forces Squadron (8 SFS) requires 203 augmentees to establish the base defensive posture and fill 56 wartime posts. Units are tasked to provide augmentees to 8 SFS in accordance with the requirements summary table below. Designated SF augmentees are considered members of the USAF Arming Group A, and therefore specifically authorized to bear and use firearms in-garrison, and to support peace and wartime functions IAW AFI 31-117, *Arming and Use of Force by Air Force Personnel*, paragraph 2.2.1.4. 8 SFS will manage, train, equip, and retain tactical control (TACON) over all assigned Security Forces augmentees (when activated). The DFC will require only that number of SF Augmentees as related to the proportion of the security posts needed to defend the areas of the installation involved in exercise simulations/evaluations.

b. Emergency Management Support Team (EMST) Augmentation. The 8th Civil Engineer Squadron (8 CES) requires 22 augmentees to establish EMSTs to perform Chemical, Biological, Radiological, and Nuclear (CBRN) reconnaissance and assist with CBRN command and control. Units are tasked to provide augmentees to 8 CES in accordance with the requirements summary table below. 8 CES will manage and train all EMST augmentees.

c. Shelter Management Team (SMT) Requirement. SMTs are not an augmentation requirement, but instead a mission requirement for units that own and operate within Collective Protection System (CPS) facilities. EXCEPTION: 8 CPTS and 8 LRS will augment 8 OG to meet their SMT requirement based on the table below. See the requirements summary table for minimum SMT manning expectations.

2. READY RESERVE AUGMENTATION REQUIREMENTS. Ready Reserve Augmentees are an additional pool of trained augmentees for surge capacity during contingency operations only. Units are responsible for ensuring these members are trained and ready to report for augmentation duty IF recalled, based on the requirements summary table below. Ready Reserve Augmentees will not be tasked to report during exercises but may replace primary augmentees as mission needs dictate. These members will serve in their unit-assigned capacity unless specifically recalled by the 8 FW/CC.

Attachment 7

AUGMENTEE RECLAMA REQUEST

Figure A7.1. Augmentee Reclama Request



DEPARTMENT OF THE AIR FORCE  
8TH FIGHTER WING (PACAF)  
KUNSAN AIR BASE, REPUBLIC OF KOREA

DD MMM YY

MEMORANDUM FOR 8FW/CC

FROM: 8XXS/CC

SUBJECT: Augmentee Reclama Request - (SFS, SMT, EMST)

1. Below is a reclama request of XX augmentees for (SFS, SMT, or EMST).

Unit	Primary Rqmt	Available to Support	Reclama	Rank	Name	Reason
8 XXS	#	#	-#	SrA	Doe, John	Mid-tour
				A1C	Doe, Jane	Medical restriction
8 YYS	#	#	-#	XXX	XXX	XXX
				XXX	XXX	XXX
8 XXG TOTAL	#	#	-#			

2. All mitigation options have been exhausted and the unit is requesting reclama of XX augmentees for [SFS, SMT, or EMST]. If you have questions, please contact the 8 XXG POC, CMSgt Joe Smith, DSN 782-XXXX.

SQUADRON CC, RANK, USAF  
Commander

Attachment:  
[AFI Justification, etc.]

1st Ind, 8 XXG/CC

DD MMM YY

MEMORANDUM FOR 8FW/CC (or designee)

Request approval / disapproval of augmentee reclama.

GROUP CC, Col, USAF  
Commander

2nd Ind to 8 XXS/CC, DD MMM YY, Augmentee Reclama Request

8 FW/CC

DD MMM YY

MEMORANDUM FOR 8 XXS/CC

Request for reclama approved / disapproved.

WING CC. Col, USAF  
Commander

Cc:  
GP/CC  
IAPM  
ATL

## Attachment 8

### EXERCISE ANOMALIES

#### **A8.1. Unit Augmentation Program Manager (UAPM).**

A8.1.1. During exercises, the UAPM will consolidate squadron shortfall requests using Attachment 7 for submission to the respective group commander. Shortfall requests must include a narrative risk assessment by the group commander to support shortfalls unrelated to training and availability.

#### **A8.2. Augmentation Team Leaders (ATL) (Requesting Party).**

A8.2.1. During exercises, the ATL will account for augmentees when activated and provide accountability status to the EOC and ESF representative.

#### **A8.3. Exercise Augmentation Requirements.**

A8.3.1. Exercise augmentation requirements validate unique capabilities and the distribution of fair share taskings levied upon each squadron.

#### **A8.4. Augmentation Activation.**

A8.4.1. The ESF-6 will facilitate augmentation requests to the 8 FW/CC or CV (or designee) for decision.

A8.4.2. ATLs will complete the following actions upon activation for all members.

A8.4.2.1. Take initial accountability.

#### **A8.5. Shortfall Requests**

A8.5.1. Group Commanders will submit shortfall requests prior to scheduled operational readiness exercises.