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BEALE AIR FORCE BASE**

BEALE AFB INSTRUCTION 10-243

12 FEBRUARY 2014

Operations

WING AUGMENTATION PROGRAM



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This instruction implements policy guidance in AFPAM 10-243, *Augmentation Duty*, 1 August 2002, for executing the Wing Augmentation Program (WAP) at Beale AFB, CA. This instruction is applicable to the 9th Reconnaissance Wing and those tenant units that may participate in the program. This publication applies to Air Force Reserve Command (AFRC) Units. Paragraph 3.4 of this publication applies to Air Force Reserve Command (AFRC) Units. This publication does not apply to the Air National Guard (ANG). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using Air Force (AF) Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional's 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 are disposed of in accordance with the Air Force Records Disposition Schedule (RDS).

SUMMARY OF CHANGES

This document is substantially revised and must be completely reviewed. Significant revisions include the addition of responsibilities for squadron commanders, servicing manpower office representative, 9 RW/CCE, supervisors, augmentees, and provide specific guidance for those additional responsibilities. Revisions also clarify both the WAP activation process and Installation Command Center Directive (ICCD) dissemination procedures. Additional revisions direct the WAP Manager to maintain "fair share" quotas which will no longer be published in this instruction and establish parameters for tenant unit participation in the WAP.

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1. Mission.

1.1. The 9 RW augmentation program assists commanders in validating, approving and documenting the need for additional personnel resources to support installation-level, short-term augmentee needs for contingencies, wartime, emergency situations, or exercises. It also aids in identifying, training, and tracking personnel to meet these requirements.

1.2. Augmentation means using people in other than their assigned Control Air Force Specialty Code (CAFSC) duties. The WAP will be activated after the Wing Commander exhausts the existing military personnel resource pool from that functional area, unit, and/or group. Tenant units are encouraged but not required to participate in the program.

2. Responsibilities.

2.1. 9 RW/CC.

2.1.1. Designates formation of WAP and Augmentation Review Board (ARB).

2.1.2. Designates 9 RW/CV as chairperson of ARB

2.1.3. Designates 9 RW/XP as OPR to manage the WAP.

2.1.4. Ensures functional areas exhaust current military personnel resource pools prior to activating WAP requirements.

2.1.5. Approves activation of each requirement.

2.2. 9 RW/CV.

2.2.1. Serves as the ARB chairman.

2.2.2. Designates group commanders to serve as board members of the ARB.

2.2.3. Designates the servicing Manpower Office (MO) representative (requirements and shortfall/reclama advisor) and group superintendents to serve as board advisors.

2.2.4. Designates members as required (i.e., 9 RW/CCC, tenant organizations and staff functions such as Staff Judge Advocate, Safety, etc.) to serve on the ARB.

2.3. The Augmentation Review Board (ARB).

2.3.1. Board members consist of the chairperson (9 RW/CV), 9 RW/DS, 9 OG/CC (or CD), 9 MXG/CC (or CD), 9 MSG/CC (or CD), 9 MDG/CC (or CD), 548 ISRG/CC (or CD), and 940 WG/CV).

2.3.2. Board advisors consist of 9 RW/CCC and group superintendents, a servicing Manpower Office representative, the Augmentation Requirement Process Owners (ARPO), 9 RW/XP as the WAP Manager, and additional advisors as appointed by the chairperson.

2.3.3. Ensures all local augmentation requirements are identified and validated.

2.3.4. Ensures local training programs are established to meet augmentation requirements.

2.3.5. Ensures job descriptions are developed for each position.

2.3.6. Approves the number of augmentation requirements for each unit.

2.3.7. Convenes annually, or as often as deemed necessary by the 9 RW/CC, to prioritize requirements and identify available resources, approve augmentation requirements and exemptions, and task groups to fill augmentation requirements.

2.4. Group Commanders.

2.4.1. Serve as members of the ARB.

2.4.2. Ensure squadron commanders appoint a Unit Augmentation Coordinator (UAC) and applicable Augmentation Requirement Process Owners (ARPO).

2.4.3. Validate requirements submitted from within the group, and forward any new requirements or changes to the WAP Manager for submission to the next ARB. Before supported organizations request augmentation, every effort will be made to source internally before asking for external wing support.

2.4.4. Validate the proposed request drafted by the ARPO to activate any portion of the WAP, and submit the requirement to 9 RW/CC for approval.

2.4.5. Forward taskings to fill assigned quotas to the squadron commanders or group superintendent to fulfill.

2.5. Squadron Commanders.

2.5.1. Ensure an UAC is appointed to manage the unit augmentation program.

2.5.2. Supported Commanders.

2.5.2.1. Ensure an ARPO is appointed to manage any unit process requiring augmentation.

2.5.2.2. Coordinate with the WAP Manager to assist in the process to validate augmentee requirements. Before supported organizations request augmentation, every effort will be made to source internally before asking for external wing support.

2.5.2.3. Validate requirements identified by process owners and submit the proposed augmentee requirements to the Servicing Manpower Office Representative for review prior to submittal to group commander.

2.5.2.4. Submit proposed new requirements or changes to the group commander for final approval.

2.6. Group Superintendents.

2.6.1. Serve as an advisor for the ARB.

2.6.2. Coordinate with the other group superintendents prior to the ARB to discuss any changes or concerns.

2.6.3. Once group quotas are validated by the ARB, assign a quota to each squadron as appropriate to meet the annual WAP tasking. A pool of individuals larger than actual requirements will be trained to ensure the required number of individuals is available despite Air Expeditionary Force rotations, Temporary Duty leaves, etc.

2.6.4. Assist UAC in determining how best to fulfill squadron quota requirements.

2.6.5. Compile augmentee appointments provided by UACs and forward to the supported group superintendent. Courtesy copy the ARPO and the WAP Manager.

2.6.6. Ensure coordination between ARPOs and UACs allows for timely training and retention for the year for appointed augmentees requiring advanced training.

2.7. Servicing Manpower Office Representative.

2.7.1. Attends all ARB meetings.

2.7.2. Assists units in determining total augmentation requirements under locally defined scenarios.

2.7.3. Validates manpower requirements to include number of personnel, skill requirements, and grade requirements based on projected workload.

2.7.4. Reviews all augmentation requirements and exemptions forwarded to the ARB for action.

2.7.5. Advises the ARB based on their assessment of the need for and utilization of augmentees, and suggests options to keep personnel requirements as low as possible.

2.8. 9 RW/XP.

2.8.1. Serves as the WAP Manager.

2.8.2. Schedules ARB meetings, provides agendas, minutes and other documents to all the members.

2.8.2.1. Announces the ARB will convene and distributes the BAFBI10-212, the previous list of functionally employed exemptions (para. 3.2.3), and a current point of contact (POC) roster to any person or office listed as a responsible agency as determined in Chapter 2 of this instruction no later than (NLT) one month prior to the ARB. Requests new requirements or changes to existing requirements be submitted to the WAP Manager. In addition, updates to the exemption worksheet are required based on units' current circumstances. (Deployed exemptions are compiled from 9 CPTS and/or Installation Defense Officer (IDO) and should not be considered.) For both requirement and exemption deliverables, sets a suspense of two weeks prior to the ARB to allow for calculations of quotas.

2.8.2.2. Schedules the annual (or impromptu) ARB through 9 RW/CCE ensuring members in para. 2.3.1 and 2.3.2. are invited NLT 2 weeks prior to proposed ARB date.

2.8.2.3. Compiles new or changed requirements from the groups after ensuring review by Manpower Office. Creates new annual quotas based on para. 3.2. Distributes the proposed requirements to the members in para. 2.3.1 and 2.3.2 to facilitate review and validation NLT 1 week prior to ARB.

2.8.2.4. Requests 9 RW/CCC and Group Superintendents convene to discuss and validate requirements and quotas NLT two days prior to ARB to allow for recalculations.

2.8.2.5. Facilitates ARB. Distributes meeting minutes NLT two weeks later.

2.8.3. Maintains 9 RW guidance outlining WAP processes.

2.8.4. Presents requests for new augmentee requirements to the ARB. Ensures all requirements and exemptions are properly documented and validated before being sent to the ARB for action.

2.8.5. Ensures all reviews of installation plans depict the WAP accurately, and any requirements published elsewhere accurately correspond to the official requirements in BAFBI10-212.

2.8.6. Maintains a file of all job descriptions being used for each approved requirement.

2.8.7. Maintains a current roster of ARPOs and other POCs related to WAP.

2.8.8. Maintains an augmentee roster on the 9 RW/XP SharePoint. Roster will be updated every 120 days.

2.9. **9 RW/ICC.** Finalizes and distributes Installation Control Center Directives (ICCD) to activate augmentation requirements upon Wing Commander approval. The ICCD will be drafted by the requesting ARPO and validated by the requesting Group Commander. ICCD distribution is covered in para. 3.3.3.

2.10. **9 RW/CCE.** If the ICC has not been activated, the 9 RW/CCE will distribute the approved requests to activate augmentation. ICCD distribution is covered in para. 3.3.3.

2.11. **Unit Augmentation Coordinator (UAC).**

2.11.1. Typically, the UAC responsibility is delegated to the squadron First Sergeant and facilitated by the unit training office. Each UAC position will have a primary and alternate assigned to ensure personnel are readily available.

2.11.2. Acts as the primary point of contact for the unit providing the augmentees.

2.11.3. Appoints personnel to fill the "advanced training required" augmentee positions tasked by the group. Augmentees will be identified by appointment letter, which the UAC will forward to the group superintendent for compilation.

2.11.4. Ensures augmentees are not appointed to more than one position requiring advanced training.

2.11.5. Notifies unit individuals of their appointed augmentation duty.

2.11.6. Ensures augmentees are capable of performing the tasks required, to include holding appropriate security clearances.

2.11.7. Ensures replacements are identified and trained before appointed augmentees depart for deployment, Permanent Change of Station (PCS), reassignment, separation, or retirement. Provides the group superintendent the replacement name, contact info, clearance, and any limiting factors. Courtesy copies the ARPO and the WAP Manager with the changes.

2.11.8. Tracks individuals trained for augmentation duties that require advanced training.

2.11.9. When augmentation has been directed, the UAC identifies individuals to meet the tasking, or submits the shortfall to the group superintendent to be re-tasked within the group.

2.12. Augmentation Requirement Process Owners (ARPO).

- 2.12.1. Acts as the primary point of contact for the supported unit (the unit requesting the augmentees).
- 2.12.2. Submits new requirements or changes to existing requirements using Attachment 2. Submissions are routed through the Squadron Commander to Group Commander for review and validation prior to the ARB.
- 2.12.3. Attends ARB meetings to advocate for the proposed/changed requirements.
- 2.12.4. Develops, conducts, and tracks training to assist augmentees in performance of their assigned duties.
 - 2.12.4.1. Provides “Just in Time” training, which can be informal. Each augmented position will have a pre-briefing designed to inform the member of the duties upon activation of the requirement.
 - 2.12.4.2. Ensures required training is identified to the UAC at least five duty days before the training date and accomplished in a timely manner.
 - 2.12.4.3. Maintains training records for augmentation requirements that require formal training prior to activation.
 - 2.12.4.4. Provides a copy of completion of training to each individual.
 - 2.12.4.5. Provides training opportunities for night shift augmentees to reduce disruption of normal work/rest cycles.
- 2.12.5. The unit requesting augmentation is responsible for forecasting and budgeting for the cost of the equipment required to perform augmentee duties. This may include, but is not limited to, required training, necessary equipment, uniform items (rain gear, cold weather gear, etc.), and safety gear (steel toed boots, leatherwork gloves, reflective belts, etc.). This applies only to equipment not previously issued to augmentees.
- 2.12.6. When augmentees are required, ARPO requests activation of the WAP IAW para. 3.3 of this instruction. Before supported organizations request augmentation, every effort will be made to source internally before asking for external wing support.

2.13. Supervisors of Augmentees.

- 2.13.1. Support the ARPO and the personnel assigned to augmentation duty.
- 2.13.2. Release augmentees for scheduled meetings, training, and augmentation duty.
- 2.13.3. Develop and maintain a method of recalling augmentees.
- 2.13.4. Ensure augmentees have required safety equipment prior to reporting for duty.
- 2.13.5. Contact the ARPO regarding problems concerning an augmentee.
- 2.13.6. Work with the ARPO on recommendations for recognition, if applicable.

2.14. Augmentees.

- 2.14.1. Augmentees requiring specialized and/or advanced training will have retainability for a minimum of a year.

2.14.2. Augmentees are responsible for notifying the ARPO and their supervisor, if their eligibility to perform the requirement is affected due to PCS, deployment, or any other circumstances.

2.14.3. Augmentees are responsible for retaining any training, qualification or certification documentation.

2.14.4. Augmentees are responsible to maintain a professional attitude while functioning as an augmentee.

2.14.5. Augmentees must become familiar with responsibilities and expectations to perform the specific functions.

3. Augmentation Requirements.

3.1. Establishing and Implementing Augmentation Requirements.

3.1.1. Local needs and conditions will be used to determine requirements. Augmentees are used primarily to support temporary, short-term workload surges during wartime, contingency, natural disaster, and exercise situations. Sustained use of augmentees will not be used to offset normal manpower shortfalls. Attachments 3 through 15 of this instruction identify functional areas supported by the WAP and identify requirements such as job description, training, and justification.

3.1.2. The ARPO will identify processes requiring augmentation and train augmentees to perform those duties.

3.1.3. Security Forces, Contamination Control Area (CCA), ICC/Crisis Action Team (CAT) Admin, Cargo Deployment Quick Fix Team, Readiness Support Team (RST), Emergency Operations (EOC) Admin, and Deployment Control Center (DCC) Admin taskings require individuals with extensive training prior to a required activation of the WAP.

3.1.4. A pool of individuals larger than actual requirements will be trained and monitored by each group to ensure the required number of individuals is available despite AEF rotations, TDYs, leaves, etc.

3.1.5. Taskings will be rotated between units every 6 months during longer augmentation requirements.

3.2. Quotas.

3.2.1. The goal of this process is to ensure quotas assigned are based on an accurate reflection of resources available.

3.2.2. Group "fair share" quotas will be based on each group's percentage of available personnel and will be established using a formula agreed upon by the ARB (Figures 3.1. and 3.2). Quota numbers are adjusted to offset decimal place results in computations.

Figure 3.1. Group's "Fair Share" Quota Computation.

$$\text{Group's Quota} = \frac{\text{Total Quota Required}}{\text{Total Wing Available}} \times \text{Group's Total Available}$$

Figure 3.2. SFS Augmentation.

$$\text{MSG Quota} = \frac{40 \text{ Total Required}}{800 \text{ Wing Total}} \times 200 \text{ Total MSG Available} = 10$$

Figure 3.3. Group Number Available.

$$\text{Group's Total Available} = \text{Group's Total Assigned} - \text{Exemptions}$$

3.2.2.1. The number of requirements and the quotas associated with the requirements will be looked at on an annual basis by the ARB.

3.2.2.2. If there is a significant change in a group's number of "availables", forward the change to 9 RW/XP for re-computation.

3.2.2.3. Quotas are levied against the groups. When a requirement is activated it is the group's responsibility for meeting the quota.

3.2.2.4. Quotas will be maintained by the WAP Manager and available on the 9 RW/XP SharePoint.

3.2.3. Exemptions.

3.2.3.1. Average number of deployed personnel. To ensure that each unit's quota takes into account that at any given time there are personnel serving outside the base, the unit availability numbers will reflect actual manning less an average number of personnel TDY, based on the deployment history from the previous year. The ARB chairman will approve the final number of exempted personnel by group.

3.2.3.2. Functionally Employed Personnel. Individuals already performing the tasks as part of their functional responsibilities (i.e. SFS personnel for Security Forces Augmentation).

3.2.3.3. Regulatory positions that preclude the performance of additional duties as defined by their functional instruction.

3.2.3.4. Personnel already tasked to support contingency/exercise functions. Individuals cannot be available for two taskings to support a particular contingency or exercise. For example, a person tasked for SFS augmentation cannot also be tasked for Deployment Control Center (DCC) admin.

3.2.3.5. Variations for the Formula. In some cases, quota assignments are made on a practical basis rather than a strict quota. In those instances, they have been annotated in attachments 4,7,9,and 13 of this instruction. For example, 9 MSG assumes responsibility for providing Readiness Support Team personnel. In exchange, adjustments are made to their quota in other augmentation areas.

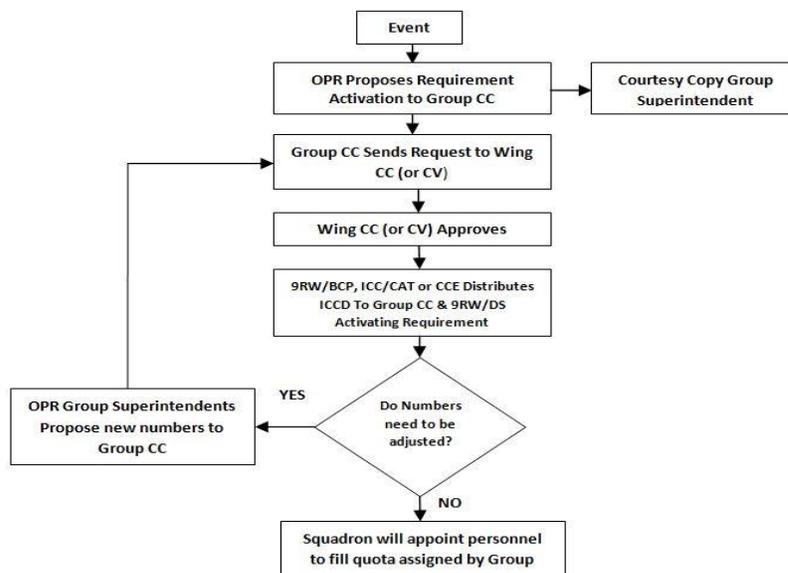
3.3. Activation.

3.3.1. When a situation arises requiring activation of a particular WAP process, the ARPO of the functional area to be augmented will draft a request and route it through the group commander for validation on the way to the 9 RW/CC as the approval authority (Figure 3.3.).

3.3.1.1. The request will identify the requirement being activated, functional POC, numbers of personnel to be tasked and reporting instructions for tasked augmentees. Sample requests can be found in Attachment 16 (single request) and Attachment 17 (multiple requests).

3.3.1.2. This request must be made as soon as possible.

Figure 3.4. Process for Activation of Requirements.



3.3.2. If implementation is approved, the ICC/CAT will transmit the ICCD. If the ICC is not activated, the 9 RW/CCE or 9 RW/BCP will transmit the approved request depending on current circumstances.

3.3.2.1. The ICCD will be distributed to group commanders and superintendents, 9 RW/DS and, if applicable, Group Control Centers (GCC) and tenant units.

3.3.2.2. The ICCD will contain information for individuals on where to report, whom to report to, as well as any special reporting instructions.

3.3.3. Group Superintendents will assign a quota to each squadron as appropriate to meet the group's tasking.

3.3.4. Unit Augmentation Coordinator will appoint personnel to fill the quota assigned by their group and forward the list of individuals to the group for compilation.

3.3.5. Group Superintendents will compile squadron input and forward to the supported group. Courtesy copy the ARPO and the WAP Manager.

3.3.6. Individual squadron shortfalls should be re-tasked within their group. If a group cannot meet their augmentee quota due to personnel shortages, the total shortfall will be identified to 9 RW/CV who will, in coordination with the WAP Manager re-task those positions as required.

3.3.7. Augmentees for Security Forces, CCA, CAT, Cargo Deployment Quick Fix Team, RST, EOC, DCC and other augmentations that require advanced training will be recalled from the unit's list of trained personnel.

3.3.8. Groups assigned quotas for "just in time" functions will select individuals at the time of activation and provide them with reporting information.

3.4. Tenant Unit Participation.

3.4.1. 940 WG Participation.

3.4.1.1. The 940 WG will normally support augmentation for the 9 RW during "combined wings" Phase I and Phase II exercises and inspections. Available augmentation support will be determined on an annual basis and presented to the 9 RW during the ARB.

3.4.1.2. 940 WG augmentation is subject to real world constraints; therefore, it will be a set quota when able and not determined by the fair share formula.

3.4.1.3. Close coordination and scheduling with the 940 WG is required to ensure availability of personnel and funding to meet the augmentation needs.

3.4.2. 548 Intelligence Surveillance Reconnaissance Group (548 ISRG) Participation.

3.4.2.1. The 548 ISRG will support augmentation for the 9 RW when able. Available augmentation support will be determined on an annual basis and presented to the 9 RW during the ARB.

3.4.2.2. 548 ISRG augmentation is subject to real world constraints; therefore, it will be a set quota when able and not determined by the fair share formula.

3.4.3. All Beale AFB tenant units are encouraged to participate in and receive benefits of the installation augmentation program.

PHIL A. STEWART, Colonel, USAF
Commander, 9th Reconnaissance Wing

ATTACHMENT 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 10-2501, *Air Force Emergency Management (EM) Program Planning and Operations*, 14 January 2007

AFMAN 10-2507, *Readiness and Emergency Management (R&EM) Flight Operations*, 14 May 2009

AFMAN 36-363, *Management of Records*, 18 May 2006

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

Prescribed Forms

There are no prescribed forms in this instruction

Adopted Form

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

ARB—Augmentation Review Board

ARPO—Augmentation Requirement Process Owner

CAFSC—Control Air Force Specialty Code

CAT—Crisis Action Team

CCA—Contamination Control Area

CCA—Contamination Control Area

CDF—Cargo Deployment Function

CDF—Cargo Deployment Function

CST—Computer Service Technician

DCC—Deployment Control Center

EEP—Exercise Entry Point

EM—Emergency Management

EOC—Emergency Operations Center

GCC—Group Control Center

ICCD—Installation Control Center Directive

IDO—Installation Defense Officer

MO—Manpower Office

NLT—No Later Than

OPR—Office of Primary Responsibility
ORI—Operational Readiness Inspections
PCS—Permanent Change of Station
PDF—Personnel Deployment Function
POC—Point of Contact
POD—Point of Dispensing
RST—Readiness Support Team
RDS—Records Disposition Schedule
TIC—Toxic Industrial Chemical
UAC—Unit Augmentation Coordinator
UCC—Unit Control Center
UIF—Unfavorable Information File
WAP—Wing Augmentation Program

ATTACHMENT 2

AUGMENTATION REQUIREMENT REQUEST FORM TEMPLATE

Figure A2.1. Augmentation Requirement Template.

OPR: Functional Area requesting augmentation and name/title of unit POC		
AUGMENTATION DUTY: Title of duty to be performed		
DESCRIPTION: Task(s) to be accomplished		
REQUIREMENTS: Define manning and resource considerations for this augmentation.		
TRAINING: Identify training needed (advanced or “just-in-time, length of training, how long currency for training is) to perform required tasks.		
JUSTIFICATION: Brief explanation of why augmentation is required. Include applicable guidance and/or regulations where appropriate.		
REQUIRED COORDINATION: Signature Date Required Coordination		
Unit Commander:	Concur/Nonconcur	_____
Group Commander:	Concur/Nonconcur	_____
Comments:		
AUGMENTATION REVIEW BOARD ACTION:		
APPROVED/DISAPPROVED		
CHAIRMAN, AUGMENTATION REVIEW BOARD		

ATTACHMENT 3
SECURITY FORCES AUGMENTATION TEMPLATE

Figure A3.1. Security Forces Augmentation Template.

OPR: 9 SFS/CC

AUGMENTATION DUTY: Security Force Augmentees

DESCRIPTION: Security postings are required in support of increased Force Protection Conditions (FPCON).

REQUIREMENTS: Total trained augmentation force is 40 individuals.

-Qualification requirements include:

-Hold the grade of E-1 to E-4

-Mature, trustworthy, and responsible

-Current security clearance and restricted area badge

-No Unfavorable Information File (UIF), not on a control roster, nor any pending disciplinary action

-Not enrolled in the Drug/Alcohol Rehabilitation Program

-No record of UCMJ violations

-Valid driver's license

-Not on any physical or mental profile that would preclude carrying a weapon

Personnel will not be assigned to perform SFS augmentee duty and process the mobility line. Use of personnel that are unable to deploy (due to dwell status, assignment to AEF rotation, etc.) but are fully qualified to perform augmentee duties (not on physical profile) are desired in order to meet minimum available personnel for the program as well as provide enough personnel for units to meet deployment taskings.

TRAINING: Advanced specialized training will be scheduled through 9 SFS. Individuals must complete all phases of training to serve as a security forces augmentee. The training is 40 hours (five days) of instruction, including eight hours of weapons qualification. Those firing weapons will need to qualify as a Category A member. Training is valid for 12 months from the date of graduation. Training covers basic Law Enforcement functions such as searching, handcuffing, challenging, patrol stops, responding to incidents/alarms, etc.

REPORTING:

Upon recall, augmentees will immediately report to 9th Security Forces Squadron, Bldg 25470. Security Forces personnel will consider duty hours worked prior to recall when assigning the augmentees' work schedule.

Augmentees will ensure they bring all issued equipment when reporting for augmentee duty.

JUSTIFICATION: To ensure the safety and security of Beale AFB, augmentees would be needed during both real world and exercise-driven FPCON increases.

NOTE:

9 SFS personnel will be exempt from 9 MSG numbers. When activated, it is assumed all 9 SFS personnel will be actively engaged in supporting the mission.

The requirement is for 40 E-1 through E-4, all others will be exempt for determining quotas.

ATTACHMENT 4

CONTAMINATION CONTROL AREA (CCA) MANAGEMENT AND OPERATIONS
TEMPLATE**Figure A4.1. Contamination Control Area (CCA) Management and Operations Template.**

OPR: 9 CES/CC

AUGMENTATION DUTY: CCA Assistant

DESCRIPTION: Mans a position in the contamination control area to assist contaminated individuals transition from a “dirty” to a “clean” environment

REQUIREMENTS: Twenty-two personnel maximum are needed to ensure 24-hour coverage contamination control activities. Individuals should be in the grade of E-1 to E-6.

TRAINING: Advanced training for CCA personnel will be provided by 9 CES/CEXM. Training consists of eight hours initial, four hours refresher quarterly and participation in at least one exercise annually consisting of setting up either a chemical or a radiological decontamination station.

JUSTIFICATION: Beale must maintain the capability to return individuals to duty after being caught in a contaminated environment. This includes threat of real-world terrorist activity targeting Beale AFB as well as simulating operations in a deployed location for local exercises and inspections.

NOTE:

The requirement is for 22 E-1 through E-6, all others will be exempt for determining quotas. 9 CES personnel will form a cadre to be supported by augmentees. 9 MSG will be exempt from this tasking due to taking responsibility for all Readiness Support Team augmentee positions.

ATTACHMENT 5

ADMINISTRATION TEAM MEMBER, INSTALLATION CONTROL CENTER /
CRISIS ACTION TEAM (ICC/CAT) TEMPLATE**Figure A5.1. Administration Team Member Installation control Center Crisis Action Team (ICC/CAT) Template.**

OPR: 9 OSS/ADO

AUGMENTATION DUTY: Administration team member for ICC/CAT

DESCRIPTION: Selected personnel provide administrative support, to include: Monitor all incoming communications and relay inputs to the CAT as appropriate. Act as a link between CAT members and their respective control centers while CAT telephones are disabled and/or when briefings are in progress. Draft required reports and correspondence for ICC/CAT. Collect/display status information for ICC/CAT situational awareness. Operate informational displays for briefing presentations. Assist with briefings as directed, provide user assistance for common software applications, and manage CAT inputs to the systems outlined in the Beale C4 Plan. Monitor and report progress of all recalls. Produce and publish ICCDs for dissemination. Track unit receipt and execution; provide updates as required. Capture significant events chronologically in both a hard-copy and electronic event log. Review incoming/outgoing messages to ensure continuity of CAT. This is an excellent opportunity for young airmen to gain a better appreciation for base processes from a wing command center.

REQUIREMENTS: Fourteen (14) individuals are required to ensure 24-hour/7 day coverage. Seven (7) individuals will be on each shift to cover two 12-hour shifts per day. Four (4) in the grade of E-5 through E-6 are required as NCO Admin Coordinators and 10 in the grade of E-1 through E-6 are required as Administrators. Team members should have good communication and computer skills. Due to the high visibility, high demand, and dynamic environment all Augmentee candidates will be interviewed by the ICC Manager or CAT Director prior to being accepted. Appointees should not have conflicting emergency/contingency duties, nor be expected to PCS within 12 months. A SECRET security clearance is required.

TRAINING: Advanced training will be provided by the primary ICC Manager, CAT Director or Deputy. In-processing and obtaining the required credentials will precede training and typically takes 15-30 days. Upon selection the Augmentee will be given an in-processing form from the ICC Manager. Post in-processing initial training will consist of one full day or two half-days. Recurring proficiency training will take place once a month for approximately two hours.

JUSTIFICATION: Positions ensure smooth execution of command and control of the installation during any crisis, contingency, or disaster.

NOTE:

The requirement is for E-1 through E-6, all others will be exempt for determining quotas. The requirement is further defined as four (4) E-5/E-6 and ten (10) E-1 through E-4.

ATTACHMENT 6

CARGO DEPLOYMENT QUICK FIX TEAM TEMPLATE

Figure A6.1. Cargo Deployment Quick Fix Team Template.

OPR: 9 SD/CC

AUGMENTATION DUTY: On-site Quick Fix Team for the Cargo Deployment Function (CDF).

DESCRIPTION: Provide a team of trained personnel to ensure the proper physical preparation of aircraft cargo and the ability to assist units in corrective actions.

REQUIREMENTS: A maximum of twenty individuals are required to support 24-hour shift CDF operations. Two E-6's, four E-5's, and 14 E-1 through E-4's build up the team.

TRAINING: Advanced intensive Cargo Pallet Build-up and Preparation Training are required for all augmentees as well as some Personal Protective Equipment (PPE) to be provided by 9 LRS (except steel-toed boots which are to be provided for by the tasked unit). The training is approximately three hours long and is valid for 12 months.

JUSTIFICATION: Existing 9th Support Division personnel are required to man all aspects of the cargo deployment process. However, additional personnel are required to ensure proper cargo preparation prior to equipment entering 9th Support Division's CDF. These personnel will help ensure there is sufficient time to fix problems as they arise, preventing cargo frustrations from simple errors.

NOTE:

The requirement is for E-1 through E-6, all others will be exempt for determining quotas. The requirement is further defined as two (2) E-6, four (4) E-5, and 14 E-1 through E-4.

ATTACHMENT 7
READINESS SUPPORT TEAM (RST) TEMPLATE

Figure A7.1. Readiness Support Team (RST) Template.

OPR: 9 CES/CC

AUGMENTATION DUTY: RST

DESCRIPTION: The RST augments the Emergency Management (EM) Flight during peacetime conditions. Team members perform selected, critical emergency management operational tasks where EM manning is insufficient. The team members work under EM flight supervision and assist in the performance of CBRN monitoring, Toxic Industrial Chemical (TIC) monitoring, major accident response and Emergency Management Control Center duties.

REQUIREMENTS: Eight persons are needed to ensure 24-hour coverage. Four persons are needed for one, 12-hour shift. Appointees should be in the grade E-4 to E-6. Appointees should not have conflicting emergency/contingency duties, nor be expected to PCS within 12 months.

TRAINING: Advanced training for RST will be provided by 9 CES/CEX. Training will be extensive and may entail off-site training funded by HQ ACC/A7XX. At a minimum, RST members will receive 16 hours of initial training and four hours quarterly. Additionally, members gain proficiency through exercise participation.

JUSTIFICATION: Due to the limited manning of the 9 CES/CEX flight, as well as the many tasks required of Emergency Management personnel during disaster and emergency operations, it is nearly impossible for the Emergency Management Flight to accomplish all of these tasks internally. References for establishing and training the teams are found in AFI 10-2501, para. 6.6.6., AFMAN 10-2507 Ch 4.

NOTE:

The requirement is for eight (8) E-4 through E-6, all others will be exempt for determining quotas. 9 MSG will take responsibility for filling all Readiness Support Team augmentee positions due to full exemption from filling CCA management and operations augmentation.

ATTACHMENT 8

ADMINISTRATION TEAM MEMBER, EMERGENCY OPERATIONS CENTER (EOC)
TEMPLATE**Figure A8.1. Administration Team Member Emergency Operations Center (EOC) Template.**

OPR: 9 MSG/CCE

AUGMENTATION DUTY: Administration Team Member, Emergency Operations (EOC)

DESCRIPTION: Individuals serve as administrative support for the EOC as well as act as messengers in the event degraded communications preclude normal electronic communications.

REQUIREMENTS: Depending on exercise type, up to 12 personnel are needed to provide 24-hour coverage, two 12-hour shifts, and meet mission contingencies. Administration team members should be in the grade of E-1 to E-6 and have good communication skills.

TRAINING: Advanced training will be provided by the EOC Manager. If qualified/armed individuals are required for security, SFS augmentees may be used.

JUSTIFICATION: Positions ensure smooth execution of EOC support functions as well as responsibilities for maintaining log of events, preparing required briefing material and other correspondence.

NOTE:

The requirement is for 12 E-1 through E-6, all others will be exempt for determining quotas.

ATTACHMENT 9
SHELTER MANAGEMENT TEMPLATE

Figure A9.1. Shelter Management Template.

OPR: 9 CES/CC

AUGMENTATION DUTY: Shelter Manager

DESCRIPTION: A shelter program assures a protective program is available to protect the base population from the effects of war and disaster. Shelter managers are vital to meeting the peacetime emergency and wartime responsibilities of the Wing's full spectrum threat response program. They provide management of shelter occupants during shelter activation and are responsible for radiological exposure control procedures within their shelter. During disasters that require relocation of base or local community personnel into shelters, shelter managers provide overall management and coordinate shelter requirements with the Wing Installation Control Center (ICC) and outside relief agencies.

REQUIREMENTS: 16 FGO's and 16 SNCO's are needed to operate eight shelters on a 24-hour basis. Both wartime and natural disaster shelters would not be activated simultaneously; however, worst-case scenario would require eight natural disaster shelters to support evacuation and sheltering of base personnel as well as reception of flood refugees due to local flooding.

TRAINING: Just-in-time training is required prior to shelter activation. Training will be provided by 9 CES/CEXM. Training is approximately two hours long and is valid for 20 months.

JUSTIFICATION: Shelter managers operate in direct support of emergency and wartime operations. Shelters are activated at the direction of the Wing Commander through the Installation Control Center (ICC). References are found in: AFI 10-2501, para 3.12.; Beale Installation Emergency Management Plan 10-2, Annexes B and Beale Evacuee Reception Plan.

NOTE:

The requirement is for 16 field grade officers and 16 senior non-commissioned officers, all others will be exempt for determining quotas. For this requirement it is assumed that Medical personnel will be required to support medical operations during this time and are exempt from this quota.

ATTACHMENT 10
DEPLOYMENT SECURITY TEMPLATE

Figure A10.1. Deployment Security Template.

OPR: 9 LRS/CC

AUGMENTATION DUTY: Deployment Security

DESCRIPTION: Deployment security personnel assist the deployment mission by controlling access to the Deployment Control Center (DCC) and Personnel Deployment Function (PDF) during real-world and exercise mobility operations.

REQUIREMENTS: Eight total individuals are needed. Four individuals are required each 12-hour shift to support DCC and PDF operations. All augmentees will be interchangeable for the DCC and PDF. Augmentees will be in the grade of E-1 to E 4.

TRAINING: Approximately two hours of just-in-time training is required.

JUSTIFICATION: Deployment operations are critical missions requiring positive control of facilities, assets, and personnel. 9 LRS cannot adequately ensure a secure environment due to continuous mission requirements and manning levels. Additional individuals are required to provide security during DCC and PDF operations.

NOTE:

The requirement is for eight (8) E-1 through E-4, all others will be exempt for determining quotas.

ATTACHMENT 11**ADMINISTRATION TEAM MEMBER, DEPLOYMENT CONTROL CENTER (DCC)
TEMPLATE****Figure A11.1. Administration Team Member Deployment Control Center (DCC) Template.**

OPR: 9 LRS/CC

AUGMENTATION DUTY: Administration Team Member, Deployment Control Center (DCC)

DESCRIPTION: Provides administrative support to the DCC. This includes drafting required reports and correspondence, collecting and reviewing shortfall paperwork for the Installation Deployment Officer's approval, displaying chalk status information on the whiteboard for the DCC/IDO situational awareness, and preparing packages for station files and/or turn in to inspectors. Support will be required during real-world and exercise mobility operations.

REQUIREMENTS: Four individuals are required. Two individuals are required each 12-hour shift to support DCC operations. Recommend augmentees be in the grade of E-5 or above with excellent communication and computer skills. A highly capable E-4 may be substituted.

TRAINING: Approximately four hours of just-in-time training is required to include Mobility 101, system account generation and introduction (LOGMOD, VOC, DCO), and DCC orientation. The driving factor requiring advanced training is the requirement for system account generation.

JUSTIFICATION: Existing Logistics Readiness personnel are required to monitor all aspects of the mobility process. Additional individuals are required to ensure status tracking and reporting are accomplished as required by AFI 10-403.

NOTE:

The requirement is for four (4) E-5 and above; all others will be exempt for determining quotas. A highly capable E-4 can be substituted.

ATTACHMENT 12
MOULAGEES TEMPLATE

Figure A12.1. Moulagees Template.

OPR: 9 RW/XP

AUGMENTATION DUTY: Moulagee

DESCRIPTION: Performs duties in support of the Wing's operational readiness exercises, Major Accident Response Exercises, and operational readiness inspections (ORIs) for realistic inputs. Individuals will be provided cosmetic make-up and realistic simulated injuries for volunteers participating in various phases of exercises.

REQUIREMENTS: A maximum of twenty persons are needed to provide 24-hour coverage to ensure sufficient moulagees are available to support the existing scenario. Individuals should be in the grade of E-1 to E-6 although any rank is welcome.

TRAINING: No training is required to serve as a moulagee. Individuals should report with an unserviceable uniform if possible. If not available, 9 RW/XP will provide one.

JUSTIFICATION: The moulagees required for this are in direct support of wing and headquarters conducted exercises or inspections and is an exercise only requirement. Requirements for moulagee victims are a core requirement found in the 9 RW Base Exercise Plan.

NOTE:

9 MDG has accepted responsibility for all moulagee make-up technician positions. 9 MDG is exempt from moulagee quotas. The requirement is for 20 E-1 through E-6, although any rank is allowed.

ATTACHMENT 13

EXERCISE ENTRY POINT (EEP) PERSONNEL TEMPLATE

Figure A13.1. Exercise Entry Point (EEP) Personnel Template.

OPR: 9 LRS/CC

AUGMENTATION DUTY: Exercise Entry Point (EEP) Personnel

DESCRIPTION: Performs duties in support of the Wing's phase II operational readiness exercises (OREs) and ACC phase II operational readiness inspections (ORIs). The EEP serves as the transition point into the exercise play area and while it's not a gradable item, it becomes vulnerable to assessment by the inspectors. EEP personnel ensure all participants have been briefed on the current exercise status, ensure all personnel entering the play area have the required items, are outfitted in the proper Mission Oriented Protective Posture, and have been briefed on appropriate response codes and other pertinent information regarding the execution of the ORE/ORI.

REQUIREMENTS: Twelve personnel are needed to ensure two six-person teams per shift (24-hour coverage) to perform the required inspections and briefing criteria in the Base X Plan. One person should be in the grade of O-1 to O-3, one person should be in the grade of E-7 to E-9 and ten personnel should be in the grade of E-5 to E-6 (five per shift).

TRAINING: Just-in-time training (approximately 30 minutes) will be provided by LRS one to two days prior to STARTEX.

JUSTIFICATION: Exercise Entry Point Personnel operate in direct support of 9 RW and Headquarters conducted exercises and are an exercise only requirement in accordance with the 9 RW Base X Plan.

NOTE:

The requirement is for O-1 through O-3, E-5 through E-9; all others will be exempt for determining quotas. The requirement is further defined as one (1) O-1 through O-3, one (1) E-7 through E-9, and ten (10) E-5 through E-6.

ATTACHMENT 14
DCC LOGMOD ADMINISTRATORS TEMPLATE

Figure A14.1. DCC Logmod Administrators Template.

OPR: 9 LRS/LGRD

AUGMENTATION DUTY: LOGMOD Board Administrators

DESCRIPTION: Performs duties in support of the Wing's operational readiness exercises (OREs) and ACC operational readiness inspections (ORIs) as well as real-world DCC contingency operations. The DCC LOGMOD Administrators are responsible for maintaining Cargo and PAX Deployment Schedules of Events (DSOEs). Per AFI 10-403 (Sep 2012), units will maintain manual DSOEs in the event of a LOGMOD outage.

REQUIREMENTS: Two personnel are required to support 24 hour operations (one per shift). Personnel should be in the grade of E-3 or E-4 and possess excellent computer skills as well as communication skills.

TRAINING: Just-in-time training (approximately 2 hours) will be provided by 9 LRS about one week prior to STARTEX, if circumstances allow.

JUSTIFICATION: Currently there is no back-up system for LOGMOD. In the event of a LOGMOD outage, AFI 10-403 requires that units develop manual DSOEs. In an exercise or contingency situation, the DCC requires additional personnel to record DSOEs as well as provide real-time event information to the Installation Deployment Officer.

NOTE:

The requirement is for E-3 or E-4; all others will be exempt for determining quotas.

ATTACHMENT 15
ATNAS OPS LIAISON TEMPLATE

Figure A15.1. ATNAS OPS Liaison Template.

OPR: 9 RW/XP

AUGMENTATION DUTY: ATNAS OPS Liaison

DESCRIPTION: Assist the War Lord with communication and logistics requirements.

REQUIREMENTS: Four personnel are needed to ensure two 2-person teams per 12-hour shift (for 24-hour coverage). The requirement is for two FGOs and two NCOs.

TRAINING: Just-in-time is required (approximately one hour) and will be provided by 9 RW/XP.

JUSTIFICATION: Manning in the 9 RW/XP office does not cover the increased taskings/requirements during the execution of a Wing exercise.

NOTE:

The requirement is for two (2) O-4 through O-5, and two (2) E-4 through E-6; all others will be exempt for determining quotas.

ATTACHMENT 16

SAMPLE WAP ACTIVATION REQUEST - SINGLE REQUEST TEMPLATE

Figure A16.1. Sample WAP Activation Request – Single Request Template.

EXERCISE	EXERCISE	EXERCISE
UNCLASSIFIED		
INSTALLATION CONTROL CENTER DIRECTIVE ICCD XX-YY (X=Last two digits of year Y=get number from 9 RW/CP, or the ICC/CAT)		
		9 March 2013
SUBJECT: Wing Augmentation Program (WAP) Activation		
WAP Requirement Being Activated: In preparation for April Air Show:(Reason for activation: list requirements being activated)		
POC: TSgt John Doe, 9 SFS/XXX, 4-1234 (Rank, First & Last, Office, Phone Number)		
Tasking Matrix: (List multiple taskings if needed)		
Security Forces Augmentation (Refer to annual quota requirement for fair share distribution.)		
Rank Required	MXG	MSG OG MDG WSA
E-1 – E-4	19	10 4 4 1
Reporting Instructions & Suspense: Units will notify individuals tasked and instruct them to contact TSgt John Doe through email (john.doe@beale.af.mil) or phone call (4-1234) to determine duty requirements (show time, location, uniform, etc.) NLT 18 March @ 1500.		
		PHIL A. STEWART, Colonel, USAF Commander, 9th Reconnaissance Wing
UNCLASSIFIED	EXERCISE	EXERCISE
EXERCISE	EXERCISE	EXERCISE

ATTACHMENT 17

SAMPLE WAP ACTIVATION REQUEST - MULTIPLE REQUESTS TEMPLATE

Figure A17.1. Sample WAP Activation Request – Multiple Requests Template.

EXERCISE UNCLASSIFIED	EXERCISE	EXERCISE																								
INSTALLATION CONTROL CENTER DIRECTIVE ICCD XX-YY (X=Last two digits of year Y=get number from 9 RW/CP, or the ICC/CAT) SUBJECT: Wing Augmentation Program (WAP) Multiple Activation 1. CWAP Requirement Being Activated: In preparation for 11-14 Oct, Operation Readiness Exercise 12-2, there four WAP requirements to be activated. 2. Tasking Matrix & POCs: Administration Team Member, ICC/CAT POC: (Rank, First & Last Name, Office Symbol (Phone #) Email: first.lastname@beale.af.mil																										
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;"># Required</th> <th style="width: 10%;">MXG</th> <th style="width: 10%;">MSG</th> <th style="width: 10%;">OG</th> <th style="width: 10%;">MDG</th> <th style="width: 10%;">WSA</th> </tr> </thead> <tbody> <tr> <td>Avail E-1 to E-6 (8 Required)</td> <td style="text-align: center;">3</td> <td style="text-align: center;">3</td> <td style="text-align: center;">1</td> <td style="text-align: center;">1</td> <td style="text-align: center;">0</td> </tr> </tbody> </table>			# Required	MXG	MSG	OG	MDG	WSA	Avail E-1 to E-6 (8 Required)	3	3	1	1	0												
# Required	MXG	MSG	OG	MDG	WSA																					
Avail E-1 to E-6 (8 Required)	3	3	1	1	0																					
Cargo Deployment Quick Fix Team POC: (Rank, First & Last Name, Office Symbol (Phone #) Email: first.lastname@beale.af.mil																										
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# Required	MXG	MSG	OG	MDG	WSA																					
Avail E-6 (2 Required)	1	1	0	0	0																					
Avail E-5 (4 Required)	2	1	1	0	0																					
Avail E-1 to E-4 (14 Required)	6	6	1	1	0																					
Administration Team Member, DCC (Rank, First & Last, Office, Phone Number) POC: (Rank, First & Last Name, Office Symbol (Phone #) Email: first.lastname@beale.af.mil																										
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# Required	MXG	MSG	OG	MDG	WSA																					
Avail NCO (4 Required/2 Shifts)	2	1	0	1	0																					
3. Reporting Instructions & Suspense: Groups will notify individuals tasked and instruct them to contact the WAP POC via email to determine duty requirements (show time, location, uniform, etc.) NLT 17 Sept 12 @ 1500.																										
PHIL A. STEWART, Colonel, USAF Commander, 9th Reconnaissance Wing																										
UNCLASSIFIED EXERCISE	EXERCISE	EXERCISE																								