

**BY ORDER OF THE COMMANDER
OF JOINT BASE CHARLESTON**

**JOINT BASE CHARLESTON
INSTRUCTION 10-243**



4 JUNE 2014

Operations

AUGMENTATION DUTY

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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RELEASABILITY: There are no releasability restrictions on this publication.

OPR: 628 ABW/CCC

Certified by: 628 ABW/CC
(Col Jeffrey W. DeVore)

Pages: 10

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1. Overview. Augmentation is defined as installation-level realignment of personnel, in duties outside their primary skill set and unit of assignment, to meet the installation's short-term exercise, contingency, wartime, or emergency requirements. The Augmentation Duty Program is designed to assist commanders in validating, approving, and documenting the need for these additional, short-term personnel requirements. It also aids commanders in identifying, training, and tracking personnel to meet validated requirements.

2. Responsibilities.

2.1. The Commander, Joint Base Charleston (JBC) will establish an Augmentation Duty Program and Augmentation Review Board (ARB) to determine all installation-level augmentation requirements.

2.2. The Deputy Commander, Joint Base Charleston (DJBC) is the primary Augmentation Duty Program OPR and ARB chairperson. He/she advises the JBC on ARB decisions and serves as the primary approval authority for all augmentee call-ups.

2.3. The Command Chief (628 ABW/CCC), in close coordination with all wing, group, and mission partner senior enlisted leaders, oversees the Augmentation Duty Program on behalf of the DJBC and is responsible for day-to-day execution of the program.

2.4. The ARB will convene annually, or more often as deemed necessary by the DJBC, to validate and prioritize augmentation requirements and identify available resources to fill them. The ARB has overall responsibility for tasking units to meet augmentation requirements, and will also ensure training programs are established to ensure readiness of personnel to meet those requirements. The ARB will be comprised of two groups:

2.4.1. Board Members. Board members represent the command structure at wing, group, and mission partner levels. The DJBC serves as the chairperson. All Joint Base Charleston wing, group, and mission partner commanders (0-6 level or deputy) should serve as board members.

2.4.2. Board Advisors. Board Advisors represent installation support functions that provide key information for ARB action and decision making. At a minimum, advisors will consist of the Chief, Manpower & Organization (628 FSS/FSMM); Chief, Military Personnel (628 FSS/FSMP); and the Installation Augmentation Manager (628 ABW/XP). The chairperson may appoint additional advisors to the ARB as required.

2.5. The Chief, Manpower & Organization, using approved management engineering methods, advises the ARB regarding validation and approval of augmentation requirements. Specific responsibilities are:

2.5.1. Assist units in determining total augmentation requirements under approved scenarios.

2.5.2. Review all augmentation requests prior to each ARB meeting.

2.5.3. Advise the ARB based on their assessment of the need for and utilization of augmentees, and recommend approval/disapproval of augmentation requests.

2.6. The Chief, Military Personnel advises the ARB regarding validation and approval of exemption and shortfall/reclama requests as well as fair-share taskings. Specific responsibilities are:

2.6.1. Advise units regarding augmentee exemption and shortfall/reclama requests.

2.6.2. Review all exemption requests prior to each ARB meeting.

2.6.3. Advise the ARB based on their assessment of exemption requests, and recommend approval/disapproval of these requests.

2.6.4. Advise the ARB regarding fair-share unit taskings to fill all validated augmentation requirements. Fair-share taskings will be determined by subtracting ARB-approved exemptions from a unit's assigned E-1 through E-5 end strength.

2.7. The Installation Augmentation Manager, in close coordination with 628 ABW/CCC, administers the installation's Augmentation Duty Program. Specific responsibilities are:

- 2.7.1. Schedule ARB meetings as well as provide agendas, minutes, and other documentation to all members as required.
 - 2.7.2. Conduct an annual call for augmentation and exemption requests.
 - 2.7.3. Ensure all augmentation and exemption requests are properly documented and validated by the Manpower & Organization office and/or Military Personnel section prior to being sent to the ARB for action/decision.
 - 2.7.4. Ensure Unit Augmentation Coordinators fulfill their responsibilities in accordance with this instruction.
 - 2.7.5. Ensure all appropriate installation plans/scenarios include ARB-approved augmentation requirements.
- 2.8. Unit Commanders will appoint a primary and alternate Unit Augmentation Coordinator to manage the unit's augmentation duty program.
- 2.9. Supported Unit (units receiving augmentees) Augmentation Coordinators will:
- 2.9.1. Determine and clearly define duties for each augmentee.
 - 2.9.2. Maintain a locally-devised database of all augmentation requirements and augmentee training status.
 - 2.9.3. Establish a training program. Track all required training and coordinate training with the augmentees' Unit Augmentation Coordinator. Notify supporting Unit Augmentation Coordinators and 628 ABW/CCC of training no-shows.
 - 2.9.4. Identify and fund required training, necessary equipment, uniform items (rain gear, cold weather gear, etc.), and safety gear (steel toed boots, leather work gloves, reflective belts, etc.).
 - 2.9.5. Coordinate with supporting Unit Augmentation Coordinators to replace augmentees who are departing for reassignment, separation, retirement, or deployment of 90 days or more, as well as those who are medically disqualified. Supported units will maintain 100 percent augmentee capability at all times.
 - 2.9.6. Provide augmentees who successfully complete their tour of duty with documentation reflecting the status of their training, qualification, and/or certification.
- 2.10. Supporting Unit (units supplying augmentees) Augmentation Coordinators will:
- 2.10.1. Manage unit augmentees and ensure all unit augmentation taskings, as determined by the ARB, are filled at all times.
 - 2.10.2. Assign augmentees to supported units using the template at Attachment 5.
 - 2.10.3. Ensure personnel assigned to augmentee duty meet all eligibility requirements to perform the duty. Units will not assign personnel with permanent medical or other disqualifying conditions.
 - 2.10.4. Ensure personnel assigned as primary or alternate to a deployment tasking are not assigned to augmentee duty until all other eligible resources have been exhausted. Augmentee duties will not be grounds for shortfall/reclama of a deployment tasking.

- 2.10.5. Ensure personnel assigned to augmentee duty have a minimum of one year retainability in the program after being trained in their augmentation duties.
- 2.10.6. Ensure augmentees attend scheduled training.
- 2.10.7. Monitor availability of augmentees and ensure 100 percent report for exercises, contingencies, wartime, or emergency situations as required. Once an exercise or contingency is announced, commanders will not approve leave for augmentees unless it is emergency leave.
- 2.10.8. Replace augmentees who are departing for reassignment, separation, retirement, or deployment of 90 days or more, as well as those who are medically disqualified.
- 2.10.9. Immediately advise the Installation Augmentation Manager of any difficulties with filling augmentee requirements due to deployments or other mission requirements.
- 2.10.10. Ensure augmentees return issued equipment/gear prior to reassignment, separation, retirement, or within 7 days after removal from augmentee duty.
- 2.10.11. Develop and maintain an augmentee recall roster. Unit Augmentation Coordinators will be directed by the DJBC or 628 ABW/CCC to implement the recall roster.

3. Process and Procedures.

3.1. Establishing and Implementing Augmentation Requirements.

- 3.1.1. Augmentation is used primarily to support temporary, short-term workload surges during exercise, contingency, wartime, and emergency situations. Sustained use of augmentees will not be used to offset normal manpower shortfalls.
- 3.1.2. Unit commanders will exhaust all military personnel and skilled/trained DoD civilian resources within their organization prior to seeking augmentation from other organizations.
- 3.1.3. Units requesting to establish or eliminate augmentation requirements must gain approval from the ARB.
- 3.1.4. Units will submit requests, using the template at Attachment 3 along with any supporting documentation, through their chain of command to the Installation Augmentation Manager.
- 3.1.5. Requests for augmentation may be submitted at any time, but no later than the suspense established by the Installation Augmentation Manager prior to the next scheduled ARB meeting. The Chief, Manpower & Organization will review requests and present them at the next ARB meeting. The augmentation request process is outlined in the flow chart at Attachment 2.
- 3.1.6. Requests for exemption from augmentation taskings may be submitted at any time, but no later than the suspense established by the Installation Augmentation Manager prior to the next scheduled ARB meeting. The Chief, Military Personnel will review requests and present them at the next ARB meeting. Units will submit requests, using the template at Attachment 4, through their chain of command to the Installation Augmentation Manager.

3.2. Augmentee Call-Up Procedures.

3.2.1. When a supported unit deems it necessary to utilize augmentees, the unit commander will submit a request through their chain of command to the DJBC. The request will include the number of personnel required, beginning date, estimated duration, and justification.

3.2.2. Upon approval, the DJBC or 628 ABW/CCC will notify supporting Unit Augmentation Coordinators and provide necessary tasking information. The supporting Unit Augmentation Coordinator will in turn notify their augmentees.

3.2.3. If the supported unit does not request use of all allotted augmentees, the Installation Augmentation Manager will determine each supporting unit's fair-share tasking based on the percentage of tasked personnel.

3.2.4. Upon notification of a recall, augmentees will report immediately to the supported unit for accountability. Only the DJBC may direct alternate reporting procedures.

3.2.5. Augmentees not utilized by the supported unit will be returned immediately to the supporting unit and notify their Unit Augmentation Monitor. The supported unit will notify both the DJBC and supporting unit when unutilized augmentees are returned.

JEFFREY W. DEVORE, Colonel, USAF
Commander, Joint Base Charleston

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

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

Prescribed Forms

None

Adopted Forms

AF Form 847, *Recommendation /or Change of Publication*

Abbreviations and Acronyms

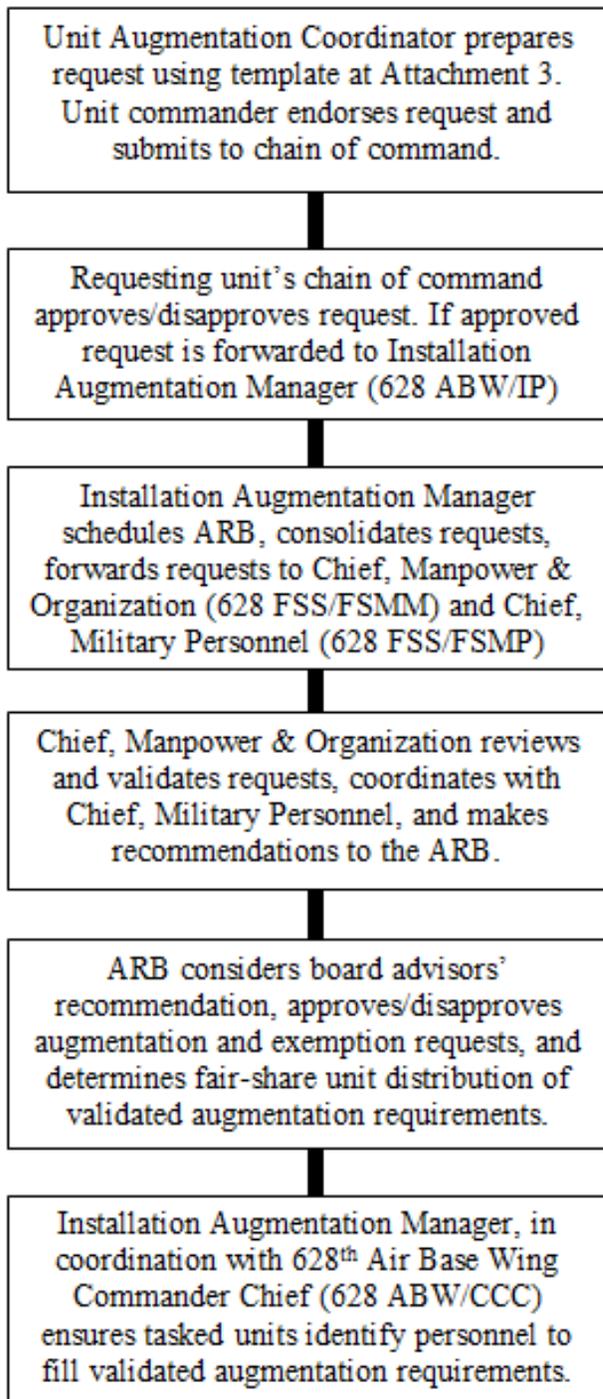
ARB—Augmentation Review Board DoD-Department of Defense

DJBC—Deputy Joint Base Commander JBC-Joint Base Commander

QPR—Office of Primary Responsibility Attachment 2

Attachment 2

AUGMENTATION REQUEST PROCESS



Attachment 3

AUGMENTATION REQUEST MEMORANDUM EXAMPLE

Your Letterhead

Date

MEMORANDUM FOR Your CHAIN OF COMMAND

FROM: Your UNIT/CC

SUBJECT: Augmentation Request for you Unit

1. The purpose of this memorandum is to request augmentation for your unit. The following justification is provided:
 - a. Personnel Requested: Provide the number of requested augmentees.
 - b. Duty Description: Describe the activity to be performed by requested augmentees.
 - c. Current Manning Levels: Provide the number of personnel currently performing the activity. Include numbers for authorized, assigned, deployed, exempted (as approved by the ARB), etc.
 - d. Mission Impact: Describe how not obtaining augmentees will impact your unit's ability to successfully perform its assigned mission. Be specific, i.e. need for increased coverage, 24-hour shifts, why the mission cannot be accomplished within existing resources, etc.
 - e. References: Identify all applicable directives, instructions, references, etc, to support your request. Include applicable paragraph numbers for each reference.
2. My POC for this request is TSgt Unit Augmentation Coordinator, DSN 673-1234.

UNIT A. COMMANDER, Lt Col, USAF
Commander

1st Ind, Your CHAIN OF COMMAND
MEMORANDUM FOR 628 ABW/IP

Concur/Nonconcur

JOHN B. DOE, Col, USAF
Commander

2nd Ind, 628 ABW/XP
MEMORANDUM FOR Your UNIT/CC

Your request was approved/disapproved by the ARB on _____

JAMES C. SMITH, Maj, USAF
Chief, Plans and Programs

Attachment 4

EXEMPTION REQUEST MEMORANDUM EXAMPLE

Your Letterhead

Date

MEMORANDUM FOR Your CHAIN OF COMMAND

FROM: Your UNIT/CC

SUBJECT: Exemption Request for Your Unit

1. The purpose of this memorandum is to request exemption from augmentation taskings for your unit. The following justification is provided:
 - a. Exemptions Requested: Provide the number of personnel requested for exemption from augmentation tasking.
 - b. Current Manning Levels: Provide the number of personnel currently authorized, assigned, deployed, etc.
 - c. Mission Impact: Describe how not obtaining the requested exemption will impact your unit's ability to successfully perform its assigned mission. Be specific, i.e. not able to provide a given service or cover required 24-hour shifts, etc.
 - d. References: Identify any applicable directives, instructions, references, etc, to support your request. Include applicable paragraph numbers for each reference.
2. My POC for this request is TSgt Unit Augmentation Coordinator, DSN 673-1234.

UNIT A. COMMANDER, Lt Col, USAF
Commander

1st Ind, Your CHAIN OF COMMAND
MEMORANDUM FOR 628 ABW/XP
Concur/Nonconcur

JOHN B. DOE, Col, USAF
Commander

2nd Ind, 628 ABW/XP
MEMORANDUM FOR Your UNIT/CC

Your request was approved/disapproved by the ARB on _____

JAMES C. SMITH, Maj, USAF
Chief, Plans and Programs

Attachment 5

AUGMENTEE APPOINTMENT MEMORANDUM EXAMPLE

<hr/> <hr/> <p>Your Letterhead</p> <hr/> <hr/>	<p>Date</p>
<p>MEMORANDUM FOR SUPPORTED UNIT AUGMENTATION COORDINATOR</p> <p style="text-align: center;">628 ABW/CCC</p> <p>FROM: Your UNIT/CC</p> <p>SUBJECT: Augmentee Appointment</p> <p>1. The following member(s) is (are) assigned as an augmentee. I certify, to the best of my knowledge, the member(s) has (have) at least 12 months retainability to serve as an augmentee as of the date of this letter.</p> <ul style="list-style-type: none">a. Last Name, First Name, MI:b. Rank:c. DOS:d. OFFICE SYMBOL:e. DUTY PHONE: <p>2. (As required) This member is replacing Last Name, First Name, MI; Rank.</p> <p>3. (As required) Justification for this replacement is reassignment, separation, retirement, deployment tasking, medical/administrative disqualification, other (specify).</p> <p>4. My POC for this request is TSgt Unit Augmentation Coordinator, DSN 673-1234.</p> <p style="text-align: right;">UNIT A. COMMANDER, Lt Col, USAF Commander</p>	