

**BY ORDER OF THE COMMANDER
ROBINS AIR FORCE BASE**

**ROBINS AIR FORCE BASE
INSTRUCTION 10-243**



11 AUGUST 2016

Operations

AUGMENTATION DUTY PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available on the e-Publishing website at www.e-Publishing.af.mil for downloading or ordering

RELEASABILITY: There are no releasability restrictions on this publication

OPR: 78 FSS/FSMPM

Certified by: 78 ABW/CV
(Colonel Dawn C. Lancaster)

Supersedes: ROBINSAFBI10-243,
12 May 2007

Pages: 24

This instruction provides guidance, establishes procedures, and defines responsibilities for the administration of the Augmentation Duty Program at Robins Air Force Base. These procedures apply to all Robins AFB wings and tenant unit personnel. AFPAM 10-243, *Augmentation Duty*, 1 August 2002, offers guidance on the Augmentation Duty Program. This instruction requires collecting and maintaining information protected by the Privacy Act of 1974 authorized by Title 10, U.S.C. 8013. 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. This publication may not be supplemented at any level. Requests for waivers must come through the chain of command from the commander of the office seeking relief from compliance. Waiver requests must be submitted to the OPR of this publication for coordination prior to certification and approval; waiver authority has not been delegated. The waiver approval authority for all compliance items within this publication are at Wing Level (Tier T-3). Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>. See Attachment 1 for a glossary of references and supporting information.

SUMMARY OF CHANGES

This document has been moderately revised and must be completely reviewed. Minor changes to the responsibilities of some key players. Search and Recovery team and Installation Mobility

team were deleted from team requirement. Minor office symbol changes: 78 MSS/DPMAE was changed to 78 FSS/FSMPM and WR-ALC/DPRS to Installation Manpower Office. Modified attachments and/or corrected attachments. 78th Mission Support Squadron and 78th Services Division merged and became 78th Force Support Squadron effective 1 Jul 2008.

Chapter 1— MISSION	4
1.1. Augmentation Duty Program.....	4
1.2. Supporting Teams.....	4
1.3. Supporting Grades.....	4
Chapter 2— RESPONSIBILITIES	5
2.1. Installation Commander will identify a chairperson, usually 78 ABW/CV, to act as the Augmentation Review Board (ARB) lead.....	5
2.2. Appointed Chairperson will:.....	5
2.3. Wing Commanders, Directors, Directorate Chiefs, Commanders or their deputies will:.....	5
2.4. Augmentation Review Board (ARB).....	6
2.5. Augmentation Program Manager (APM).....	6
2.6. Augmentation Working Group (AWG).....	7
2.7. Supported Organization:.....	7
2.8. Manpower Representative.....	8
2.9. Augmentee’s Supervisor.....	8
2.10. Augmentee.....	9
Chapter 3— IDENTIFYING AUGMENTEES	10
3.1. Manpower.....	10
3.2. Personnel Exempt from the Augmentation Duty Program.....	10
Chapter 4— AUGMENTEE RECOGNITION	11
4.1. Notable Achievement Award (NAA).....	11
4.2. Decoration.....	11
4.3. Pass.....	11
4.4. Time-Off Award.....	11
4.5. Certificates of Appreciation.....	11

Chapter 5— USING FEDERAL CIVILIAN EMPLOYEES FOR AUGMENTATION	12
5.1. Physical Qualifications.	12
5.2. Guidelines for Designating Augmentees.	12
5.3. Civilian Personnel Compensation Guidance.	12
Attachment 1— GLOSSARY OF REFERENCES AND SUPPORT INFORMATION	14
Attachment 2— TEAM CHIEF APPOINTMENT	15
Attachment 3— TEAM ROBINS FAIR SHARE CALCULATIONS	16
Attachment 4— AUGMENTEE ASSIGNMENT NOTIFICATION	17
Attachment 5— AUGMENTATION VALIDATION REQUEST	18
Attachment 6— INSTRUCTIONS FOR TOTAL FORCE ASSESSMENT WORKSHEET FOR VALIDATION OF AUGMENTEE REQUESTS	19
Attachment 7— TOTAL FORCE ASSESSMENT WORKSHEET FOR VALIDATION OF AUGMENTEE REQUEST	20
Attachment 8— SECURITY FORCES AUGMENTEES OPR: SECURITY FORCES (78 SFS)	21
Attachment 9— TEAM ACTIVATION	23
Attachment 10— ADMINISTRATIVE LEAVE FOR CIVILIANS (EXAMPLE)	24

Chapter 1

MISSION

1.1. Augmentation Duty Program. The Augmentation Duty Program is designed to support the Installation Commander (78 ABW/CC) in identifying, training, and tracking personnel to meet short-term augmentation needs for installation-level exercises, contingencies, wartime, or emergency situations/scenarios.

1.2. Supporting Teams. The Installation Commander has determined that an Augmentation Duty Program is necessary at Robins AFB. Information in this Instruction will be utilized to accomplish the program at this installation.

1.3. Supporting Grades. The Installation Commander and board members have determined that all active duty to include Active Guard and Reserve (AGR) (Title 10) in enlisted grade of E-1 through E-7 and officers, grade of O-1 through O-3 are eligible to augment as required. In addition, civilian grades GS-09/WG-10 and below or equivalent are eligible as long as managers and supervisors follow the guideline in the Master Labor Relations Agreement and locally bargained agreements for civilians under this program. Also, this includes civilians under any Air Force obligatory programs.

Chapter 2

RESPONSIBILITIES

2.1. Installation Commander will identify a chairperson, usually 78 ABW/CV, to act as the Augmentation Review Board (ARB) lead.

2.2. Appointed Chairperson will:

- 2.2.1. Identify functions that require augmentation.
- 2.2.2. Establish local guidelines to manage the Augmentation Duty Program.
- 2.2.3. Determine the minimum period the augmentees will remain in the program; volunteers are encouraged to stay in the program as long as they wish to remain.
- 2.2.4. Chair the annual ARB with all wing commanders and/or directors assigned to the installation.
- 2.2.5. Act as mediator for any discrepancies or concerns from the ARB members.
- 2.2.6. Review and evaluate guidance about the Augmentation Program.
- 2.2.7. Approve or disapprove Team Activations ([Attachment 7](#)).

2.3. Wing Commanders, Directors, Directorate Chiefs, Commanders or their deputies will:

- 2.3.1. Be a voting member on the ARB.
- 2.3.2. Appoint, in writing, a primary and alternate Team Chief to manage augmented teams (only commanders with designated teams). ([Attachment 2](#))
- 2.3.3. Ensure all eligible personnel in their unit/directorate, not deemed mission essential or exempt by the board, are available for the augmentee program.
- 2.3.4. Ensure managers and supervisors fully support the augmentation program.
- 2.3.5. Appoint military and civilian personnel to augmentee duties as required. Supervisors and augmentees will sign the letter, and a copy of the letter will be filed in the employees' file. A copy of the letter will be sent to AWG member ([Attachment 4](#)).
- 2.3.6. Make augmentees available for meetings, training and duty when scheduled.
- 2.3.7. Develop and maintain a method of recalling augmentees.
- 2.3.8. Identify replacement to be trained 60 days prior to augmentee leaving.
- 2.3.9. Ensure augmentees have proper badge and security clearance required for the position. See Job Description ([Attachment 6](#)) for requirements.
- 2.3.10. Be prepared at all times to supply the total number of augmentees for which the organization is tasked. Highly recommend a minimum 1 to 1 ratio of primary to alternate augmentees to ensure capability to support tasked numbers.
- 2.3.11. Ensure augmentees meet physical augmentation requirements of the job. See Job Description ([Attachment 6](#)) for requirements.

2.3.12. Replace augmentees if they no longer meet the physical requirements or are removed from duty by a supported organization.

2.3.13. Ensure personnel identified to operate vehicles (**See Job Description Attachment 6**) obtain appropriate operator's license and Flight line Competency Card.

2.3.14. Ensure augmentees have at least a 12-hour break prior to starting augmentee duty.

2.3.15. If a unit or organization needs to add or validate a previous Augmentation Duty Program Team, they will submit their request, in writing utilizing **attachment 5a, 5b, and 5c** format. Once coordinated through appropriate offices, request will be sent to the APM. The APM will present request to the Augmentation Review Board (ARB) for final approval/disapproval. See Augmentation Validation Request. (**Attachment 5a, 5b, and 5c**)

2.3.16. Identify the Augmentation Working Group (AWG) members, usually, the senior enlisted member of the wing, directorate or organization.

2.4. Augmentation Review Board (ARB). The ARB is comprised of the 78 ABW/CV (Chairperson), wing commanders or senior leaders from all wing level equivalent and tenant organization (may send designated representative, to serve as a voting member). Board members are only authorized one vote per organization and the chairperson will be the tie breaker. The ARB will meet at least annually (unless otherwise directed by the chairperson). The board members will consist of 78 ABW, AFRC, 461 ACW, 5 CCG, WR-ALC, AFLCM, AFSC, 116 ACW, and any other organization not listed that becomes part of team Robins.

2.4.1. Advisors to the ARB as a minimum are manpower, APM and others, as required.

2.4.2. The ARB is responsible for ensuring all local augmentation requirements are identified and met, and local training programs are established to meet those needs. The board validates and approves augmentation requirements and exemptions based on the installation Manpower Office advice. The ARB has overall responsibility for tasking installation units to meet augmentation requirements.

2.5. Augmentation Program Manager (APM). The 78 FSS/FSMPM will serve as the APM and provide oversight of the program. The APM will disseminate AF policy and guidance to the Augmentation Working Group (AWG) and senior leaders, schedule ARB meetings, and inform unit augmentation coordinators of any changes in teams or team chiefs. The APM will:

2.5.1. Schedule and develop the agenda for the ARB, and publish meeting minutes following AWG and ARB meetings.

2.5.2. Ensure all requests are validated and maintain a copy of validated requests that have been approved by the chairperson of the ARB.

2.5.3. Ensure all items from the AWG are brought to the ARB for discussion and resolution, if needed.

2.5.4. Calculate fair share numbers (**Attachment 2**) and coordinate with the ARB for final disposition.

2.5.5. Distribute fair share numbers to keys players.

2.5.6. Correct, change, and submit inputs to local instructions to the appropriate office for publishing.

2.5.7. Maintain an up-to-date copy of Augmentation listing and provide copies to AWG members and team chief.

2.6. Augmentation Working Group (AWG). The 78 ABW/CCC will chair and APM will facilitate the AWG meetings. AWG membership is comprised of the mission partner senior enlisted members. The working group's function is to facilitate the exchange of data, resolve program and personnel issues prior to the ARB, and maintain the overall program to ensure effective management of the augmentees. Additionally, the AWG will discuss status of training, augmentation requirements, and assignment of augmentees. The APM will ensure updates about the program are disseminated on a quarterly basis.

2.6.1. Assist commanders/directors in appointing augmentees and provide a listing of current augmentees to the appropriate team chief.

2.6.2. Monitor personnel assigned to augmentee positions and communicate any projected changes. Provide a replacement, in writing, to the appropriate team chief 60 days prior to augmentee's PCS, PCA, separation, or retirement.

2.6.3. Provide support organization with a written explanation no later than 24 hours after shortfall has been identified. Include manpower statistics, if required. Requests will be sent to APM and APM will coordinate request with the installation Manpower Office as required. Once the requirements have been validated, APM will present to AWG and ARB will approve/disapprove. (**Attachment 5a, 5b, and 5c**).

2.6.4. Validate unit/organization requirement annually. Submit request to installation Manpower Office. Validation of augmentation requirements must be accomplished in accordance with **attachment 5a, 5b, and 5c** of this instruction and any other supporting documentation.

2.7. Supported Organization: Team Chiefs are appointed by their respective commanders/directors to manage the board approved teams. Appointment letter(s) will be provided to the APM, identifying the primary and alternate team chiefs. Notify 78 FSS/FSMPM, in writing, within 10 duty days when a change of team chief occurs. Team Chiefs will:

2.7.1. Develop a comprehensive augmentee training program (reference Job Training Administration and AFI 36-401 and AFMCSUP 1). Team chiefs will schedule and track all training and provide training updates to AWG and APM.

2.7.2. Provide training report by the 5th of each month to the AWG and APM.

2.7.3. Coordinate augmentee training requirements through the 78 ABW Commander's Action Group (CAG). Notification will be in writing (letter or e-mail) and will include the date, time, duration, type, and location of the training. A maximum advanced notice will be given prior to any training. This includes initial, refresher, requalification or annual.

2.7.4. Provide no-shows for training, in writing, to the AWG representative of the augmentee (info copy to APM), with details of missed training. All no-show letters will be signed by the supported squadron commander.

2.7.5. Notify augmentees of training requirements and scheduled classes. Monitor augmentee training status and report to the AWG member when a potential problem might be present.

2.7.6. Forward all requests for team activation/recall to 78 ABW/CV with coordination through 78 ABW/CCC for approval/disapproval (**Attachment 7**). Activation information will include the number and type of augmentees required for each shift, by unit/organization. (By-name requests will be allowed for training purposes only).

2.7.7. Provide a report of the hours each civilian augmentee worked to the respective AWG representative. The report will include augmentee's name, date, and start and end times of augmentee duty. This data will be provided to the respective AWG member within 5 duty days of the termination of the event or exercise.

2.7.8. Contact AWG member upon notification from installation commander that the base alert warning system is FPCON CHARLIE or DELTA. Augmentees must immediately report for augmentee duties within 1 hour of notification.

2.7.9. Provide each augmentee with a job description for their augmentee position. Job description will include a comprehensive description of duties to be performed, working conditions, physical requirements, training requirements, licensing/badge/security clearance requirements, and personal equipment required for the job. (**Attachment 6**).

2.7.10. Submit funding requirements to Squadron Commanders to purchase personal equipment required by the job, i.e., safety equipment, hearing/eye protection.

2.7.11. Provide a copy of the job description to the AWG member which will be provided to the augmentee's supervisor as an addendum to their regular job description.

2.7.12. Brief augmentee problems (shortages, no-shows for duty, or behavior) to the AWG member and APM.

2.7.13. Attend the AWG and ARB meetings.

2.7.14. Provide recognition for augmentees that perform in an outstanding manner, if desired. See Chapter 4 for recognition of augmentee.

2.8. Manpower Representative. Validate augmentation requirements, additions, and mission-essential requests. (**Attachment 5a, 5b, and 5c**) Provide authorized strength information by Personnel Account Symbol Code.

2.9. Augmentee's Supervisor. Support the Augmentation Duty Program and personnel assigned to augmentee duty.

2.9.1. Release augmentees for scheduled meetings, training, and augmentation duty.

2.9.2. Coordinate with AWG representative to develop and maintain a method of recalling augmentees.

2.9.3. Aid augmentee in securing safety equipment prior to reporting for duty. See Job Description (**Attachment 6**) for details.

2.9.4. Contact wing's AWG representative regarding any problems concerning an augmentee.

2.10. Augmentee. Maintain a professional behavior while functioning as an augmentee and be familiar with responsibilities and expectations as an augmentee.

2.10.1. Attend augmentee training as required and work closely with supervisors.

2.10.2. Identify problems and recommendations for improvements to the assigned team chief. 2.10.3. Bring all issued personal safety equipment, badge, and appropriate clothing when reporting for duty.

Chapter 3

IDENTIFYING AUGMENTEES

3.1. Manpower. The installation Manpower Office will assist team chiefs in determining the total augmentation requirements under locally defined scenarios. Directorates/units requesting release from augmentation quotas will forward requests to the APM. The installation Manpower Office will review/ validate request.

3.2. Personnel Exempt from the Augmentation Duty Program. The augmentation duties of Unit Type Code (UTC) personnel should not conflict with their UTC training and deployment/on-call timeframe. Members assigned to a UTC and subject to deploy in support of an operations plan (OPLAN) take priority over local augmentation requirements. Augmentation program duties should not be grounds for a shortfall or reclama of a deployment tasking. Priority will be placed on UTC commitments over those for local augmentation requirements.

3.2.1. All requested exemptions must be identified by a signed letter from the owning wing commander/director. Exemption requests must be forwarded to installation Manpower Office for validation and provided to APM for presentation at the ARB. The ARB will determine final disposition.

Chapter 4

AUGMENTEE RECOGNITION

4.1. Notable Achievement Award (NAA). The Support Organization will determine if the NAA is warranted for any major contributions by an augmentee. A “Time-Off” incentive award may also be given.

4.2. Decoration. The Support Organization may submit any military augmentee for a decoration based on any outstanding contributions while on augmentee duty.

4.3. Pass. The Support Organization may recommend military personnel for up to a 3-day pass for outstanding performance while on augmentee duty.

4.4. Time-Off Award. The Support Organization may recommend any civilian augmentee for up to 8-hour time off award for outstanding performance while on augmentee duty.

4.5. Certificates of Appreciation. Certificates of Appreciation may also be awarded to recognize outstanding augmentees.

Chapter 5

USING FEDERAL CIVILIAN EMPLOYEES FOR AUGMENTATION

5.1. Physical Qualifications. The supervisor of the augmentee needs to review the applicable job description/Health Qualifications and Physical Requirements (HQPR) to determine if the augmentee duties require any physical qualifications other than those required by the employee's regular job. If so, employee should be directed to report to Occupational Medical Services (OMS) for a physical examination at no expense to the employee.

5.1.1. When possible, try and match personal skills and capabilities with augmentee duties.

5.2. Guidelines for Designating Augmentees.

5.2.1. All augmentees will be designated within 10 work days of notification to the directorate/commander.

5.2.2. Civilians will be utilized as appropriate for the respective teams.

5.2.3. Managers and supervisors will follow union guidance as outlined in the Master Labor Agreement and Local Supplement, when selecting personnel for the augmentation program, to include soliciting volunteers and/or drafting, as needed. Supervisors should refer to Chapter 3 for exemptions to the candidate pool. Exemptions must be submitted in writing to the supervisor upon being drafted for augmentee duties. Exemptions will be permitted by agreement between the organizational supervisor and the appropriate organizational steward.

5.2.4. If the tasked organization is unable to obtain sufficient volunteers, the following special circumstances should be considered before drafting:

5.2.4.1. Personnel selected should not be needed in any other wartime mission.

5.2.4.2. Supervisors may screen hardship requests for exemption on a case-by-case basis.

5.3. Civilian Personnel Compensation Guidance. The following is provided to help properly account for exercise/contingency hours worked by augmentees:

5.3.1. The payday starts at 0001 hours and ends at 2400 hours.

5.3.2. Timekeepers will mark the time sheets with "Exercise/Contingency" in the remarks time in/out section.

5.3.3. Night differential of 10% is authorized for General Schedule (GS) augmentees when their scheduled shift falls between 1800 and 0600.

5.3.4. For Wage Grade (WG) augmentees, shift differential is authorized at 7.5% when most of their shift is between 1500 and 2400 hours, and 10% when most of their shift falls between 2300 and 0800 hours. If the augmentee's normal shift is at a higher differential, they will receive the higher rate for time worked as an augmentee.

5.3.5. GS and WG employees required to work in excess of 8 hours in a day or in excess of 40 hours in an administrative work week shall be entitled to overtime compensation in accordance with governing rules, regulations, policies, etc.

5.3.6. Augmentees are authorized administrative leave as deemed necessary by the Team Chief and approved by 78 FSS/FSMCA. ([Attachment 8](#))

5.3.7. Team chiefs will furnish the details of hours worked by the augmentee within 5 of the termination of the event or exercise and 1 day prior to the end of the pay period, should such occur during exercise/event, when possible. Data will be provided to the individual's representative.

JEFFREY R. KING, Colonel, USAF
Commander

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

AFI 36-401, *Employee Training and Development*, 28 June 2002

AFI 36-401, AFMCSUP 1 *Employee Training and Development*, 11 April 2011

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

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

Adopted Forms

AF Form 847, *Recommendation for Change of Publication* , dated 22 Sep 2009

Abbreviations and Acronyms

AF—Air Force

AFB—Air Force Base

AFMAN—Air Force Manual

AFPAM—Air Force Pamphlet

AFRIMS—Air Force Records Information Management System

AGR—Active Guard and Reserve

APM—Augmentation Program Manager

ARB—Augmentation Review Board

AWG—Augmentation Working Group

FMB—Financial Management Board

OPLAN—Operations Plan

OPR—Office of Primary Responsibility

RDS—Records Disposition Schedule

UTC—Unit Type Code

Attachment 2

TEAM CHIEF APPOINTMENT

Figure A2.1. Team Chief Appointment.

MEMORANDUM FOR 78 FSS/FSMPM

FROM: Commander/Director

SUBJECT: Team Chief Assignment for the _____ Team.

1. The following individuals are assigned as the primary and alternate Team Chief for subject team:

The following is provided:

PRIMARY TEAM CHIEF

LAST NAME, FIRST, MI:

RANK/GRADE:

OFFICE SYMBOL:

DUTY PHONE:

HOME OR CELL PHONE:

EMAIL:

ALTERNATE TEAM CHIEF

LAST NAME, FIRST, MI:

RANK/GRADE:

OFFICE SYMBOL:

DUTY PHONE:

HOME OR CELL PHONE:

EMAIL:

2. The duties of the Supported Organization is as prescribed in para 2.7 of this instruction.

3. This memorandum requires collecting and maintaining information protected by the Privacy Act of 1974 authorized by Title 10, U.S.C. 8013.

(Commander or Director's signature block)

Note: For Team Chiefs appointment use only.

Attachment 3

TEAM ROBINS FAIR SHARE CALCULATIONS

Table A3.1. Fair Share Calculations.

Calculations:	
Total number authorized in organization:	Total number of personnel eligible within the unit; must meet status and grade requirement to be counted
Divided by Team Robins total available	(Total number of personnel eligible at Team Robins that meets required category and grade requirement for team)
Multiplied by the team total number of augmentees required	
Equals = total number organization/unit	“fair share” requires

Table A3.2. Fair Share Calculations Example.

Example:	
Total number authorized in organization	879
Divided by Robins total available	<u>3704</u>
	0.237
Multiplied by the total number of augmentees required	<u>104</u>
	Total 24.6
Total support required by unit	<u>25</u>
<small>(rounded to nearest whole number)</small>	

Attachment 4

AUGMENTEE ASSIGNMENT NOTIFICATION

Figure A4.1. Augmentee Assignment Notification.

MEMORANDUM FOR _____ Date _____

FROM: Commander/Director

SUBJECT: Notification of Assignment as an Augmentation Team Member or Alternate

1. This is notification that you have been assigned as an Augmentation team member. You are assigned to the _____ Team, starting _____ and ending _____. Team chief POC is _____, _____ (unit), _____ (phone).

2. In accordance with Robins AFI 10-243, assignment for initial period is ___ months. If you wish to remain on the team after the initial period, you may volunteer to extend. If for some reason you need to come off the team, you must submit a formal request through your supervisor. Each case will be reviewed by the Augmentation Working Group (AWG) and elevated to the Augmentation Review Board (ARB), if needed.

3. The signing of this form signifies that the employee has been notified.

Employee Signature _____ Date _____

Duty Phone: _____ Unit Office Symbol: _____

Supervisor Signature _____ Date _____

Signed by
Commander/Director/APM/

cc:
Augmentee

Attachment 5

AUGMENTATION VALIDATION REQUEST

Figure A5.1. Augmentation Validation Request.

MEMORANDUM FOR INSTALLATION MANPOWER OFFICE 78 ABW/CV		Date
FROM: Commander/Director		
SUBJECT: Augmentation Validation Request		
1. BRIEF DESCRIPTION OF AUGMENTATION DUTY:		
2. NUMBER OF REQUIRED AUGMENTEES: Be sure to specify exact number required.		
3. JUSTIFICATION FOR REQUIREMENT: How many personnel authorized, how many on UTC positions, increased requirements during exercise, real-world, etc. (example: Security Forces would need to tell us how many gates are to be manned, what hours, how many personnel are required per gate, will requirements be 24 hours a day, 7 days a week, etc.)		
4. REASON REQUIREMENT CANNOT BE MET WITH UNIT RESOURCES:		
5. AUGMENTEE ELIGIBILITY REQUIRMENTS:		
6. DESCRIPTION OF TRAINING REQUIRMENT (s): (see Attachment 6 for example).		
NOTE: The more facts and figures an organization can provide, the easier and quicker the validation will be. If a manpower standard is used to calculate augmentee requirements, ensure it is stated in the request.		
Signature		Squadron Commander/Director
Manpower Office:	Concur/Nonconcur	_____
Group Commander/Director:	Concur/Nonconcur	_____
78 ABW/CV/CCC:	Concur/Nonconcur	_____
APM:	Final disposition	_____
cc: 78 FSS/FSMPM		

Attachment 6

**INSTRUCTIONS FOR TOTAL FORCE ASSESSMENT WORKSHEET FOR
VALIDATION OF AUGMENTEE REQUESTS**

Figure A6.1. Instructions for Total Force Assessment Worksheet for Validation of Augmentee Requests.

GENERAL: Validations are held annually to update current and solicit new requirements to the Augmentation Duty Program. Verification is completed in accordance with this AFI, attachments 5A, 5B and 5C.

Requesting Organization: self explanatory

PAS CODE: self explanatory

POC: self explanatory

DATE: self explanatory

Requested Number of Augmentees: self explanatory

Available Resources: list available officers and enlisted

Assigned Strength: put as of date and list assigned strength for officers and enlisted

Approved Temporary over hires: list available officers and enlisted

UMD Auths: Submit "actual deployment" data from 1 Jan – 31 Dec; breakdown by month by officer, enlisted. Information may be obtained through UMD.

Less Contingency Requirements:

1. list actual deployments from peak mobility requirement from previous 12 months
2. list other organization you support
3. list team name
4. list all unavailable such as profiles, discipline, etc.

Total Available Resources According to UMD: Add and subtract all columns and total

REQUIRED RESOURCES: List the minimum CONUS requirement through FPCON Charlie/Delta by officers and enlisted

List Mission Essential Services: List services such as Cmd/Cntrl, AT/FP, Cmbt Arms Invest, Working Dogs, 99 Alarmed Fac/ISS, Pass & ID, R&A, Info Sec Pgm Sup/Veh/Mobility Spt/Training Flt Gate Guards, Operations Flt

List Discontinued/Reduced Services: List services such as that is no longer needed or have been reduced in your organization SFMQ, S1, S3 - Training, K-9 Trainer, Investigations, S4 – Mobility, S5 - PL4/MAS Administrator

List Supporting Documents: Provide formal requests with any AFI references, pamphlets, policy letters etc. to justify your team

List any Remarks deemed necessary to support your requirement: Total of _____ personnel for _____ due to the overlap of the AEF bundles Wartime Support Posture (WSP) requires _____ Augmentees per day - Sustained requirement

Remember to provide full justification for your requirements in order for Manpower, Personnel and Senior Leaders to properly assess/validate your request.

All requests are sent to Installation Manpower Office.

Attachment 7

TOTAL FORCE ASSESSMENT WORKSHEET FOR VALIDATION OF AUGMENTEE REQUEST

Figure A7.1. Total Force Assessment Worksheet for Validation of Augmentee Request.

TOTAL FORCE ASSESSMENT WORKSHEET FOR VALIDATION OF AUGMENTEE REQUEST			
Requesting Organization: _____	PAS CODE _____		
POC: _____	DATE: _____		
	Officer	Enlisted	Total
Requested Number of Augmentees:			
AVAILABLE RESOURCES			
	Officer	Enlisted	Total
Assigned Strength: as of _____			
DOD Guards currently on duty (SF only):			
Approved Temporary Over hires:			
UMD Auths:			
Total Authorized:			
Less Contingency Req'mnts (ACTUAL DEPLOYMENTS):			
- Peak Mobility Req'mnt From Previous 12 Mos:			
- Support to Other Orgs (List):			
-- Team Name			
Unavailable (Profiles, discipline, etc.)			
Total Available Resources According to UMD:			
** REQUIRED RESOURCES**			
Min CONUS Sust Req thru FPCON Charlie/Delta	Officer	Enlisted	Total
List Mission Essential Svcs (example below)			
Total Resource Req'mnt			
TOTALS	Officer	Enlisted	Total
Net Resource Req'mnt (a "minus" denotes a shortage, a "plus" denotes a surplus.)			
List Discontinued/Reduced Svcs (example below)	Officer	Enlisted	Total
Total			
List Supporting Documents (please attached)			
REMARKS			

Attachment 8

SECURITY FORCES AUGMENTEES OPR: SECURITY FORCES (78 SFS)

A8.1. Job Description Military Only. Provides security and law enforcement coverage for Robins Air Force Base. Responds to alarms and protects resources located in the mass aircraft parking areas and other areas around the installation. Enforces traffic, safety, local laws, and Air Force regulations. Participates in unit and base level exercises and responds to emergencies. Patrols restricted areas in direct support of Protection Level 2-4 resources and Level 1 resources when mission dictates. Controls personnel and vehicle access to Robins AFB. Directs and routes pedestrian and vehicular traffic.

Table A8.1. SFS Augmentees Training Requirements.

TRAINING REQUIREMENTS
All SFS augmentees will be required to attend an initial 3-day classroom training session. If they remain an augmentee beyond 24 months a refresher training session will be required at that time and every 24 months thereafter. The training will consist of: Arming/Use of Force, Legal Authority and Jurisdiction, SF Duty Standards, Searching and Handcuffing, Restricted Area Entry Control, Detect Security Breaches, Initiate Alarms, Challenge and Identify, Respond to Alarms, Deploy as an SF member, Communications, Blood borne Pathogens, Rules of Engagement, Tactics, SF Concepts and Operations, Installation Entry Control and Weapons Safety. Additionally, all augmentees must qualify annually and meet Arming Group B qualification standards on the M-16A2 IAW AFI 36-2226, <i>Combat Arms Program</i> . This will be conducted in conjunction with 78 ABW quarterly exercise. The objective of this recall will be to not only assess readiness, but to also identify and remedy any discrepancies with personnel, training or equipment shortfalls. The personnel to be recalled will randomly be selected from the most current augmentee listing provided by the unit POCs.

Table A8.2. SFS Augmentees Position Requirements.

POSITION REQUIREMENTS	
Functional Requirements	Heavy lifting (70 lbs. and over) Long periods of standing or walking Normal color vision Visual acuity correctable to 20/20 in one eye 20/30 in the other Can't take medication that impairs ability to carry firearms No recorded evidence of personality disorder

Table A8.3. SFS Augmentees Environmental Factors.

ENVIRONMENTAL FACTORS	
Environmental Factors	Outside work Excessive noise, intermittent fumes, smoke, or gasses Working around moving objects or vehicles Unusual fatigue factors (12-hour shifts) Irregular shift and stress Working closely with others
Safety Equipment	Hearing protection
Clearance/Badge Requirements	Must have secret security clearance Restricted area badge with Areas 12, 13 and 19 open
Licenses	None

Table A8.4. SFS Augmentees Equipment.

EQUIPMENT	
SFS will provide:	Unit of assignment (primary) will provide:
Web belt Load Bearing Equipment/Harness Handcuffs with key M-16 Ammo pouch Flashlight Reflective vest	Gas mask Cold weather boots Gore-Tex jacket and pants Cold weather gloves (heavier than flight gloves) Polypro underwear Face mask and watch cap Green scarf
LRS will provide:	
IBA	
Helmet	

Attachment 9

TEAM ACTIVATION

Figure A9.1. Team Activation.

MEMORANDUM FOR 78 ABW/CCC 78 ABW/CC	Date
FROM: Team Chief Unit/CC	
SUBJECT: Team Activation	
1. REASON FOR ACTIVATION:	
2. NUMBER OF REQUIRED AUGMENTEES: Be sure to specify number augmentees needed.	
3. PROJECTED LENGTH OF ACTIVATION (INCLUDE DATES): Example: 4 days, 10-13 Sep 20xx	
4. JUSTIFICATION FOR REQUIREMENT: Example: Reduced manning due to deployment	
5. REASON REQUIREMENT CANNOT BE MET WITH UNIT RESOURCES:	
	Unit Commander/Director Signature
Group Commander/Director: 78 ABW/CV/CCC: CAG	Concur/Nonconcur Approve/Disapprove Final Disposition

DISTRIBUTION: Wing CC/CV/CCC Group CC/CV/CCC Squadron CC/CV/CCC AWG members 78 FSS/CL/FSMPM	

Attachment 10

ADMINISTRATIVE LEAVE FOR CIVILIANS (EXAMPLE)

Figure A10.1. Administrative Leave for Civilians Example.

MEMORANDUM FOR 78 FSS/FSMCA	Date
FROM: Commander/Director	
SUBJECT: Administrative Leave – Exercise TR01-7 (example)	
<p>1. Personnel listed herein worked the night shift during Exercise TR01-7 (example) and were unable to complete their regularly scheduled 40-hour workweek due to the deactivation of the Deployment Control Center (DCC), (date). Due to the interruption of normal duty hours, request administrative leave be granted to the following employees in the amounts as shown in order to complete a 40-hour workweek.</p> <p>2. If you have any questions, please call (enter point of contact with extension).</p>	
Commander/Director	Signed by