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Operations

AUGMENTATION DUTY PROGRAM

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Certified by: 52 MSG/CD
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This instruction implements Air Force Policy Directive (AFPD) 10-2, *Readiness*, 6 Nov 2012 and AFPAM 10-243, *Augmentation Duty*, 1 August 2002. It establishes procedures and defines responsibilities for the Augmentation Program supporting Spangdahlem Air Base (AB) and applies to all 52d Fighter Wing (52 FW) attached and tenant unit personnel on Spangdahlem AB. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at

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SUMMARY OF CHANGES

This document is substantially revised and must be completely reviewed. Administrative changes have been made throughout the entire document and augmentee requirements have been updated.

1. General.

1.1. Policy. The Augmentation Duty Program will provide personnel to support details listed in this instruction or as directed by the 52 FW Vice Commander (52 FW/CV). The

requirements for each detail will vary and the tasked unit will acquire any necessary certifications, licenses and training from the appropriate agencies.

1.2. Wing Augmentation Working Group (AWG). 52 FW/CV or a designated representative will chair an AWG consisting of one voting member from each group and the 52d FW Command Chief Master Sergeant (52 FW/CCC). The AWG will meet as directed by the 52 FW/CV, to revalidate details and group tasking levels in Table 1.

1.3. 52d Mission Support Group Deputy Commander (52 MSG/CD) is the Wing Augmentation Duty Program Officer. 52 MSG/CD implements all new augmentee requirements approved by the 52 FW/CV, augmentee call-ups and any amendments to augmentation procedures.

1.4. 52 MSG Superintendent (52 MSG/CEM) is the Wing Augmentation Duty Program Manager. 52 MSG/CEM administers the program and maintains liaison with other group superintendents to address program concerns.

Table 1. Detail Specifics per Group.

DETAIL SPECIFICS			GROUP BREAKDOWN					
DETAIL	Point of Contact	Personnel Required	FW	MXG	MSG	OG	MDG	726 AMS
Construction Contractor Escort	52 CES Construction 452-7214	Varies Note 1	-	Quotas Assigned by Fair Share Ratio Based on Authorized E5 and Below Population (See Atch 2)				-
Security Forces Augmentation	52 SFS Operations 452-6794	90 Note 2	3	22	53	13	7	2
Urinalysis Observer	52 FW Demand Reduction Unit 452-8304	3 Note 3	Mar, May - Nov	Jan, May, Sep	Oct, Feb, Jun	Mar, Jul, Nov	Apr, Aug, Dec	Apr, Aug, Dec
Assist Drug Testing Program Admin Manager	52 FW Demand Reduction Unit 452-8304	1 Note 4	-	1 Apr - 31 Jul	1 Jul - 31 Oct	1 Jan - 30 Apr	1 Oct - 31 Jan	-
First Term Airman Center (FTAC) Leader	Career Assistance Advisor FTAC Office 452-7775	1 Note 5	-	1 Apr - 31 Jul	1 Jan - 30 Apr	1 Oct - 31 Jan	1 Jul - 31 Oct	-

Fitness Testing Cell	FSS 452-2530	4 Note 6	Apr May Jun	Jul Aug Sep	Jan Feb Mar	Oct Nov Dec	Apr May Jun	Apr May Jun
Cargo Deployment Function	52 LRS IDRC 452-6008	80 Note 7	-	-	80	-	-	-
DETAIL	Point of Contact	Personnel Required	FW	MXG	MSG	OG	MDG	726 AMS
Search and Recovery	52 FSS 452-7827	26 Note 8	-	-	26	-	-	-
Eifel Pride	52 CES Operations 452-5459	Varies Note 9	-	-	-	-	-	-
Snow and Ice Removal Control Operations	52 CES Operations 452-6508	25 Note 10	-	-	25	-	-	-
Post Office	52 CS Postmaster 452-7195	10 Note 11	-	-	10	-	-	-
Precision Measurement and Equipment Laboratory's (PMEL) Central Collection Point (CCP) Support	52 MXG 452-6594	3-4 Note 12	-	4	-	-	-	-

Notes:

1. **Construction Contractor Escort:** Construction Contractor Escort supports base-wide construction in Controlled Movement Areas (e.g. flight line) and Controlled Areas (e.g. Command Post) where contractors require an escort, and is a base-wide responsibility. 52 CES Construction Management determines escort requirements for the upcoming month and tasks units based on the fair share ratios of authorized E-5 and below. See attachment 2 for additional information.

2. **Security Forces Augmentation:** Security and protection of the base and personnel is a wing-wide responsibility. When activated by the 52 FW/CV, Security Forces will

contact all pre-designated and trained augmentees with specific reporting instructions. Training: Since augmentee duty is not exclusively reserved for first-term Airmen, NCOs should be considered. Augmentee training (to include weapons qualifications) will be conducted as required. Augmentee requirements: Load-bearing equipment/vest, cold/wet weather gear, gas mask, and gloves. (Issued during initial training)

3. Urinalysis Observer: Groups will provide one (1) female and two (2) male observers for their assigned month. Observers must meet criteria in AFI 90-507. The Wing Staff Agency (WSA) will provide (1) female observer on all shared months indicated in Table 1. This arrangement is to offset Construction Contract Escort requirement. The 52 MDG and 726 AMS will also share the monthly tasking within their group/squadron (726 AMS will provide only one male observer).

4. Drug Testing Program Administrative Manager (DTPAM): The DTPAM serves as the administrator of the Drug Testing program and is to be appointed in writing by installation Commander. A full description of DTPAM responsibilities is located in AFI 90-507. Groups will identify an E7 (E6 if Group feels member has credibility/quality to act as a witness for the prosecution to testify at trial) or above to be appointed for the absolute minimum 4-month period, to prevent degradation of the legal legitimacy of the program. Tasked member will conduct a thorough handover with the incumbent DTPAM lasting no less than 2 full work weeks.

5. First Term Airmen Center (FTAC) Leader: FTAC leaders should possess the rank of SSgt or TSgt. Only limited and emergency leaves are permitted during this period. No Temporary Duties (TDY). Members must have passing fitness score (80 or greater). Specific duties are outlined in AFI 36-2624, *The Career Assistance Advisor, First Term Airmen Center and Enlisted Professional Enhancement Programs*. Volunteers from WSA or tenant units will be considered on a case by case basis.

6. Fitness Assessment Augmentee: This partially implements the Installation Commander's requirement to allocate adequate resources for FAC operations per AFI36-2905 by clarifying PTL rotation schedule.

Requires 4x PTLs: 1x PTL (Lt / MSgt / TSgt), 1x PTL (Female), 2x additional – PTLs. The 52 MDG, WSA and 726 AMS will share this requirement and work together to determine available fills.

7. Cargo Deployment Function (CDF): Filled internally by 52 LRS personnel. The CDF is a wing-wide requirement. The CDF supports Phase 1 Exercises, fighter aircraft Air and Space Expeditionary Force (AEF) deployments, Weapons Training Deployments, Tactical Leadership Program deployments, 606 Air Control Squadron (ACS) deployments, and Presidential missions. When activated, 52 LRS will receive partial relief of Construction Contractor Escort duties.

8. Search and Recovery Operations: Filled internally by 52 FSS. Two thirteen person teams IAW AFI 34-242, *Mortuary Affairs Program*. When activated, trained personnel who are tasked to other duties will be immediately returned to fulfill these duties.

9. **Eifel Pride:** Eifel Pride is a base-wide requirement benefitting Spangdahlem AB. It relieves the 52 MSG from pulling manpower from all squadrons for Foreign Object Debris prevention (primary purpose) and base beautification. FTAC Airmen are assigned to the Eifel Pride program for two weeks upon graduation from FTAC. Exemptions from Eifel Pride are approved by 52 MSG/CD.

10. **Snow and Ice Control (S&IC) Operations:** Filled internally by 52 CES using Pavements and Equipment personnel along with additional 25 augmentees from other CES shops. 52 CES will be relieved from normal Construction Contractor Escort quotas during S&IC operations, typically 1 Nov – 31 Mar.

11. **Post Office:** Filled internally by 52 CS personnel if base volunteers and civilian overhires cannot be obtained. This duty is date specific to support the holiday mail each year (1 November - 15 January) and requires an additional 10 personnel. The delta not filled by volunteers and overhires will be filled by 52 CS operational work centers and therefore will affect customer service response times. If filled from operational work centers, 52 CS will get partial relief from Construction Contractor Escort quotas.

12. **Precision Measurement and Equipment Laboratory (PMEL) Central Collection Point (CCP):** This program supports entire base by collecting, tracking and transporting all base PMEL items needing calibration. 52 MXG fulfills the PMEL CCP support internally with 3-4 personnel. As a result 52 MSG picks up a slight larger ratio in regards to the contractor escort program (see Atch 2, Table 3).

2. Responsibilities.

2.1. Squadron Commanders or equivalent will ensure their unit augmentees are appointed and trained in accordance with this instruction. The squadron superintendent or first sergeant should oversee augmentation requirements for the unit and coordinate with group superintendent as required. Personnel will be notified of their assignment to a particular detail in time to complete all necessary training requirements. Replacements will be appointed and trained prior to an augmentee permanent change of station (PCS) or separation.

2.2. Augmented Unit Requirements. As a minimum, the unit requesting augmentation will accomplish the following: (1) maintain a list of assigned personnel (revalidate each Jan, April, Jul, and Oct), (2) schedule and track team training, (3) ensure requests for augmentee replacement to individual units are timely, (4) forecast any increase/decrease in personnel needed for this detail through the 52 MSG/CD and (5) be responsible for providing any special gear/equipment needed to accomplish this detail. Forecasting/budgeting for the cost of required equipment is the responsibility of the augmented unit.

3. Processes and procedures.

3.1. 52 FW/CV is the approval authority for all new augmentee requirements. Unit commander or wing staff agency chief will submit new augmentee requirements via official memorandum through the group or staff agency and forward it for approval by 52 FW/CV. Sustained use of augmentees should not be used to offset normal manpower shortfalls.

3.2. Appointing augmentees.

3.2.1. Appointing organizations will ensure personnel appointed have a minimum of 1 year of time left on station for all details except Urinalysis Observer, Assistant DTPAM, Eifel Pride and Contractor Construction Escort (See Attachment 2 for Contractor Construction Escort special requirements).

3.2.2. Once appointed, personnel will remain on their augmentation team until they PCS, separate or are replaced by a qualified candidate.

3.3. Training and equipping augmentees.

3.3.1. Augmented units will establish training requirements and conduct training (not on wing mandated training days) needed for task certification, provide augmentee and applicable chain of command with reasonable prior notification of training dates. If an augmentation duty has recurring training requirements, the augmented unit will provide this information to the unit and, detail members, to ensure the training does not conflict with other wing activities.

3.3.2. With the exception of specialized gear provided by the augmented unit, squadrons providing augmentees will ensure personnel assigned to augmentation duties have appropriate personal protective equipment with serviceability verified by their immediate supervisor. Cold and inclement weather gear should be made available to members performing predominately outdoor activities. Gortex jackets, Gortex pants, steel-toed boots, gloves, etc. should be issued to personnel assigned to details like Snow and Ice Removal, Security Forces augmentation, and outdoor activities of the Cargo Deployment Function.

3.4. Activation of augmentees.

3.4.1. The 52 FW/CV through the 52 MSG/CD or designated detail manager will activate the appropriate augmentation duty program.

3.4.2. The augmented and augmenting units will be notified of the activation order by the 52 MSG/CD or 52 MSG/CEM and the appropriate rules of engagement will be issued. At this time, the augmented unit will activate recall procedures for their augmentation duty program, as necessary.

3.4.3. If augmentees fail to arrive in a timely manner, augmented units will contact the augmentees unit leadership and/or the 52 MSG/CEM or 52 MSG/CD for assistance.

JOSEPH D. MCFALL, Colonel, USAF
Commander

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

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

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

AFMAN 33-363, *Management of Records*, 1 March 2008, and USAFESUP, 25 November 2008

Adopted Forms

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

Abbreviations and Acronyms

AMS—Air Mobility Squadron

AWG—Augmentation Working Group

CCP—Central Collection Point

CD—Deputy Commander

CEM—Chief Enlisted Manager

CES—Civil Engineering Squadron

CS—Communications Squadron

CV—Vice Commander

DTPAM—Drug Training Program Administrative Manager

DS—Director of Staff

FSS—Force Support Squadron

FTAC—First Term Airmen Center

FW—Fighter Wing

LRS—Logistics Readiness Squadron

MDG—Medical Group

MSG—Mission Support Group

MXG—Maintenance Group

OG—Operations Group

OPR—Office of Primary Responsibility

PCS—Permanent Change of Station

PMEL—Precision Measurement and Equipment Laboratory

SFS—Security Forces Squadron

S&IC—Snow and Ice Control

WSA—Wing Staff Agency

Attachment 2

CONTRACTOR CONSTRUCTION ESCORT ENLISTED FAIR-SHARE RATIO TABLES

1. Contractor Construction Escort will be manned using the following table. The Contractor Construction Escort portion of Table 1 will reflect the following 30-day recurring detail:

Table A1.1. 30-day Recurring Detail.

Contractor Escort (30-day detail)	Ratio: 28/100	Maintenance Group
Contractor Escort (30-day detail)	Ratio: 15/100	Operations Group
Contractor Escort (30-day detail)	Ratio: 50/100	Mission Support Group
Contractor Escort (30-day detail)	Ratio: 7/100	Medical Group

NOTE 1: Contractor escorts will be detailed in the ratio listed above until all escort requirements for a given month are filled. Groups will provide the name, phone number, and supervisor's name of contractor escorts submitted to 52fw.cep@us.af.mil via email by the 23rd of every month. Contractor escort details will continue through exercises.

2. The assignment of Contractor Construction Escorts will be according to the ratios listed in the above table, based on 52 FW enlisted manning numbers. Group Superintendents may negotiate these ratios by providing justification based on facts such as TDY numbers, surge operations, etc. If agreement on fair share distribution cannot be reached at Group Superintendent level, resolution will work through the chain of command. The following table is a representative display of escort assignment according to the above ratio:

Table A1.2. Ratio Table.

Total	Ratio	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
MXG	0.28	2	2	2	2	2	3	3	4	4	4	4	5	5	6	6	6	6	6	6	7	7	8	8
OG	0.15	1	1	1	2	2	2	2	2	2	2	3	3	3	3	3	3	3	4	4	4	4	4	4
MSG	0.5	3	4	5	5	6	6	7	7	8	9	9	9	10	10	11	11	12	12	13	13	14	14	15
MDG	0.07	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	2	2	2	2	2	2	2	2

NOTE: An example requirement (20) is highlighted in bold and italics.

3. Contractor Construction Escorts will be detailed in the given ratios until the total escort requirement for a given month is filled. Construction is a seasonal activity; groups should expect total requirements to change from month to month.

4. Group Points of Contacts will submit the escort information sheet with all the required information filled out for their assigned personnel to the 52 FW/Contractor Construction Escort Program e-mail box by the 23rd of every month. Escorts are required to report to any 52 FW/Contractor Construction Escort Program training that is sent out on the notification e-mail, no matter what days they are assigned. Escorts are required to report to duty with both a valid airfield driver's license and a current line badge. While detailed, escort duties take precedent over primary work center duties and members must be available at all times. Escort duties will continue during base exercises unless otherwise noted in this instruction or directed by 52 FW/CV. When escorts are not required for certain periods of the day they will be directed to report back to their work center and their First Sergeant or supervisor will be notified.