

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

**TINKER AIR FORCE BASE INSTRUCTION
10-402**



10 FEBRUARY 2011

Operations

AUGMENTATION DUTY PROGRAM (ADP)

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Certified by: 72 ABW/CC
(Col Herbert H. Wesselman)

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The ADP supports the commander in identifying, training and tracking personnel to meet short-term augmentation needs for installation exercises, contingencies and wartime or emergency situations/scenarios. This instruction provides guidance, establishes procedures and defines responsibilities for the administration of the ADP within the 72d Air Base Wing (72 ABW). It does not apply to the Air Force Reserve and Air National Guard units, except where noted otherwise. Refer recommended changes and questions about this publication to the office of primary responsibility (OPR) using AF IMT 84, Recommendation for Change of Publication. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, Management of Records, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afrims/afrims>. This publication may not be supplemented.

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Chapter 1

GENERAL

1.1. Augmentation requirements should always be filled at the lowest possible organizational level and to the greatest possible extent, by the requirement-owning entity.

1.2. Before seeking ADP assistance, resources must be exhausted at all applicable subordinate levels. After all internal resources have been exhausted, the ADP is used to assess augmentation requests in the following circumstances:

- 1.2.1. a 72 ABW group-level commander/civilian leader seeks augmentation from outside his/her own group/directorate or
- 1.2.2. 72 ABW/CC seeks augmentation assistance from outside the 72 ABW.

Chapter 2

RESPONSIBILITIES

- 2.1. Section 2A—The Installation Commander (IC):**
- 2.2. Appoints the 72 ABW/CV as the ARB Chairperson.**
- 2.3. Appoints the 72 MSG/CD as the ADP Program Manager.**
- 2.4. Approves/Disapproves ADP-related actions/recommendations.**
- 2.5. Authorizes 72 ABW funding as applicable/appropriate, to cover overtime earned by civilian personnel performing augmentee duties during contingencies and exercises.**
- 2.6. Section 2B—The ARB Chairperson:**
- 2.7. Upon recommendation from the Program Manager, determines when an ARB should convene and chairs/facilitates board proceedings.**
- 2.8. Approves ARB recommendations for appropriate intra-/inter-agency coordination and IC review and approval/disapproval.**
- 2.9. Section 2C – The Program Manager:**
- 2.10. Maintains Tinker AFBI 10-402, Augmentation Duty Program, and administers the ADP program.**
- 2.11. Receives, validates and prepares augmentation requests for ARB review.**
- 2.12. Acts as an advisor to the ARB and prepares/publishes ARB minutes for the Chairperson’s signature and IC review/endorsement.**
- 2.13. Coordinates with/assists UACs.**
- 2.14. Maintains ADP-related forms, reports, minutes, appointment letters, etc.**
- 2.15. Section 2D – Augmented Units/Agencies:**
- 2.16. Serve as a non-voting member(s) of the ARB.**
- 2.17. Appoint in writing a primary and alternate UAC (Attachment 2).**
- 2.18. Develop augmentee job descriptions and provide copies to augmentees/their supervisors (Attachment 4).**
- 2.19. Fund/issue augmentee personal protective equipment, i. e., safety equipment, cold/wet weather gear, etc. Use shared equipment/clothing that can be checked-in/checked-out vice individually purchased items to the greatest extent possible.**
- 2.20. Develop, implement and maintain a comprehensive and effective augmentee training program.**
- 2.21. Forward augmentee activation requests (for training, exercises and real-world requirements) to 72 ABW/XP via the Tinker Operations Center Workflow account, with a courtesy copy to the Program Manager. The 72 ABW/XP will coordinate for IC**

consideration and approval/disapproval. If approved, 72 ABW/XP will transmit the augmentation activation to applicable control centers for action.

2.21.1. Include reason for activation, expected duration, number of required augmentees, augmentee reporting criteria and additional information, as required.

2.21.2. Augmentees may be requested “by name” to work specific exercises or events for training purposes or to meet real world requirements.

2.22. Ensure augmentees are provided at least an 8-hour rest period prior to reporting for duty and appropriate rest periods throughout the duration of the activating event.

2.23. Ensure augmentees are equipped with proper safety equipment and necessary clothing items prior to start of shift.

2.24. Within two days of augmentee deactivation, provide UACs and Program Manager a report of the hours each augmentee worked. Include the name, date, start/end time and approved absences (see Civilian Personnel Hours of Work and Compensation Guidance in Chapter 6).

2.25. Coordinate augmentee problems (shortages, no-shows for duty/training or behavior) with applicable UACs for resolution.

2.26. Advise applicable UACs of augmentees that need to be reassigned or replaced. Provide specific reasons for reassignment or removal.

2.27. Elevate concerns/unmet requirements and seek assistance from the Program Manager as required.

2.28. Coordinate with UACs and supervisors to recommend recognition for augmentees performing in an outstanding manner. Options are provided below IAW applicable regulations (AFI 36-1004, The Air Force Civilian Recognition Program, for civilians; AFI 36-2803, The Air Force Awards and Decorations Program, and AFI 36-3003, Military Leave Program, for military).

2.28.1. Civilians: Determine if a Notable Achievement Award is warranted for major contributions by an augmentee. A “time-off” incentive award may also be used.

2.28.2. Military: Submit augmentees for the Air Force Achievement Medal based on outstanding contributions while on duty. A “time-off” incentive award may also be used.

2.28.3. Certificates/letters of appreciation may also be awarded to recognize outstanding civilian and/or military augmentees.

2.29. Section 2E – Units/Agencies Providing Augmentees:

2.30. Serve as a non-voting member(s) of the ARB.

2.31. Appoint in writing a primary and alternate UAC (Attachment 2).

2.32. Identify personnel to fill augmentee positions and complete appropriate notifications (Attachment 3) within 15 days of initial requirement levy.

2.32.1. When possible, augmentees should have at least 12 months retainability. Twenty-four (24) months is preferred for positions that require extensive training or experience (identified in applicable augmentee job descriptions (Attachment 4)).

2.32.2. When an augmentee is scheduled to leave the program (retirement, transfer, etc.) identify a replacement in sufficient time (not less than 60 days) to ensure the replacement is fully trained prior to change over.

2.32.3. Fill unexpected augmentee vacancies as soon as possible, but not later than 15 days from the date the vacancy is identified.

2.33. Ensure augmentees meet the physical requirements of their augmented position as identified in the augmentee job description. If the physical qualifications of an augmented position exceeds the requirements of an employee's salaried position, request an occupational health review to determine if a physical exam needs to be scheduled and the member added to the Occupational Health Medical Examination (OHME) program. Exams are conducted at no expense to the augmentee.

2.34. Develop and maintain a method of recalling UACs and augmentees.

2.35. Be prepared to supply the total number of augmentees when tasked. Alternates may be trained to ensure the unit's ability to support the tasked number. When an organization's internal mission requirements and tasked augmentation requirements conflict, the ARB Chairperson or IC determines which requirements take priority.

2.36. Ensure augmentees have the proper badges, security clearances, licenses, certificates, protective equipment and clothing required for the position as identified in the job description.

2.37. Enable and support augmentee availability for meetings, training and duty when scheduled. Augmentee duty takes precedence over routine, day-to-day assignments and when an organization's internal mission requirements and tasked augmentation requirements conflict, the ARB Chairperson or IC will determine which requirements take priority.

2.38. Work closely with the UACs of augmented units to quickly resolve augmentee problems (shortages, no-shows for duty or behavior).

2.39. Advise applicable UACs of any augmentees that need to be reassigned or replaced. Provide specific reasons for reassignment or removal.

2.40. Elevate concerns and seek assistance from the Program Manager, as required.

2.41. Coordinate with UACs/supervisors to recognize outstanding augmentee performance.

Chapter 3

AUGMENTATION RESOURCE BOARD (ARB)

3.1. Upon receipt of a valid augmentation request, the Program Manager will recommend to the Chairperson that an ARB convene. Upon approval from the Chairperson, the Program Manager will schedule the meeting, prepare the agenda/appropriate briefing materials and invite the appropriate ARB members as detailed in paragraph 1.2. and below:

3.1.1. When a 72 ABW group-level commander/civilian leader seeks augmentation outside his/her own group/directorate, voting board members include the Chairperson and all 72 ABW group-level commanders/civilian leaders or their designees.

3.1.2. When the IC seeks augmentation assistance from outside the 72 ABW, voting board members include the Chairperson and OC-ALC and associate AFMC unit vice wing commander equivalents or their designees.

3.1.3. Support agency advisors will be requested as needed (i.e., Comptroller, Civilian Personnel, Military Personnel, etc.).

3.2. ARBs will meet at least annually to review/validate existing augmentation requirements. Annual board composition determined as outlined above in paragraph 3.1.

Chapter 4

HOW TO REQUEST AUGMENTEES/DETERMINING THE AUGMENTEE POOL

4.1. ADP support may be requested by a 72 ABW group-level commander/civilian leader or by the IC.

4.1.1. Forward augmentation requests for validation to the Program Manager using the format at Attachment 5.

4.1.2. The Chairperson will convene the appropriate ARB to consider all validated augmentation requests.

4.2. When an ARB approves an augmentation request, it subsequently levies augmentation taskings on organizations/agencies other than the unit requesting augmentation.

4.2.1. Augmentation pools for positions that may be filled by military and civilian employees are determined by an organization's authorized military and civilian manpower minus authorized exempt populations (see paragraph 4.2.4).

4.2.2. Augmentation pools for positions that may be filled by military members only are determined by an organization's authorized military manpower minus authorized exempt military populations (see paragraph 4.2.4).

4.2.3. Augmentation pools for positions that may be filled by civilian employees only are determined by an organization's authorized civilian manpower minus authorized exempt civilian populations (see paragraph 4.2.4).

4.2.4. Authorized exempt augmentee populations are:

4.2.4.1. Geographically separated units.

4.2.4.2. Depot Maintenance funded personnel.

4.2.4.3. Foreign Military Sales direct case funded personnel.

4.2.4.4. Inspector General.

4.2.4.5. Munitions Air Force Specialty Code (2W0X1).

4.2.4.6. Security Forces (includes DAF police officers).

4.2.4.7. Chaplains/chaplain assistants.

4.2.4.8. Health care providers and nurses.

4.2.4.9. Commanders/directors, first sergeants and squadron-level and above superintendents.

4.3. The ARB determines and approves "fair-share" augmentee taskings amongst the total approved augmentation pool.

4.4. Approved augmentee requirements/tasking(s) are documented via IC approved and signed ARB minutes.

Chapter 5

GUIDELINES FOR USING FEDERAL CIVILIAN EMPLOYEES FOR AUGMENTATION

5.1. When selecting personnel for the augmentation program, managers and supervisors will solicit volunteers for the assignments. If there are more volunteers than needed, selection will be based upon Service Computation Date (SCD) from among qualified candidates. If there are an insufficient number of volunteers, the least senior, qualified employee(s) will be selected by SCD.

5.2. Supervisors of civilian employees identified for augmentee duty must ensure the employee meets the physical requirements of their augmented position as identified in the augmentee job description (Attachment 4). If the physical qualifications of an augmented position exceeds the requirements of an employee's salaried position, request an occupational health review to determine if a physical exam needs to be scheduled and the member added to the OHME program. Exams are conducted at no expense to the augmentee.

Chapter 6

CIVILIAN PERSONNEL HOURS OF WORK AND COMPENSATION GUIDANCE

6.1. The following is provided to help properly account for exercise/alert hours worked by augmentees:

6.1.1. The administrative workweek begins at 0001 on Sunday and ends at 2400 on the next Saturday. The calendar day in which a shift begins is considered the day of duty even though the shift extends into the next calendar day or administrative workweek. Employees should have at least an 8-hour break between shifts. According to the work schedule, the first 8 hours, 9 hours (for 5/4/9), or 10 hours (for 4/10) worked by the augmentee are considered regular non-overtime hours. When possible, avoid scheduling work on Sundays or holidays (or the designated day in lieu of a holiday) as premium pay for non-overtime hours worked is applicable in either situation.

6.1.2. Employees must be advised as soon as possible of their assigned work schedule while on augmentee duty (i.e., five 8-hour days with evening shifts). To the extent operationally feasible, employees will retain their regular duty days and only the shift hours will be changed. Augmentees will not be forced to change their normally scheduled workdays for the purpose of avoiding overtime costs (or compensatory time in lieu of overtime pay).

6.1.3. Timekeepers will mark time sheets with "Exercise/Alert" in the remarks time-in/-out section for applicable documented periods (i.e., overtime, compensatory time, excused absence, etc.).

6.1.4. No Lunch Period (NLP) will be marked on time sheets. Employees will be provided a paid 20-minute on-the-job lunch period (while performing duties) between the third and sixth hours of the shift.

6.1.5. Night differential of 10 percent is authorized for general schedule (GS) augmentees when their non-overtime scheduled shift falls between 1800 and 0600.

6.1.6. Wage grade (WG) augmentees shift differential is authorized at 7.5 percent when most of the non-overtime shift is between 1500 and 2400 and 10 percent when most of their non-overtime shift falls between 2300 and 0800. If an employee's normal shift is at a higher differential, they will receive that higher rate for time worked as an augmentee.

6.1.7. Federal Wage System (WG, Wage Leader or Wage Supervisor) and GS employees are entitled to overtime pay for properly ordered and approved overtime work performed in excess of the normal work schedule. Employees may elect compensatory time in lieu of overtime pay when offered. Employees who are non-exempt from the Fair Labor Standards Act may also be entitled to overtime pay when they are suffered or permitted to perform overtime work (reference AFI 36-802, Pay Setting). GS employees earning above GS-10 step 10 pay may be required to accept compensatory time for overtime work performed; however, overtime is not payable for employees earning above the rate for GS-10 step 10 unless specifically approved in advance by commanders, directors and chief of staff offices or as delegated in writing to management levels.

6.1.8. When Defense Health Program-funded civilians are used as augmentees, the 72d Medical Group must be reimbursed for the augmentee's entire shift (not just overtime).

6.1.9. Augmentee overtime costs are approved by the IC and funded by the 72 ABW.

6.1.10. When assigned duties are completed prior to the end of the shift (regular non-overtime hours) every effort must be made to assign other work, otherwise release the employee back to their normal position/location during normal operating hours.

6.1.11. Scheduled overtime should be ended as soon as it is determined the purpose for overtime has ended. Document hours performed during overtime or the minimum two hours overtime for call-back purposes, if applicable, for timekeeping and pay purposes (there is no charge to leave if overtime ends early).

6.1.12. Augmentees may be required to be on-call or remain at the duty station in a standby status and the parameters for each are as follows:

6.1.12.1. On-Call: Designated augmentees are on notice that, if mission needs dictate, they may be required to report for duty during their normal off-duty time. In these situations, employees are not required to remain at a designated official duty location or their living quarters, but may be required to provide a positive means of contact and remain within a reasonable call-back radius of the official duty location. When on-call, the employee will remain within an established radius, allowed to carry out personal business and must provide a positive means of contact (i.e., home telephone number, cell phone, etc.). The employee is expected to respond when called and report to duty as requested. The employee is not in a duty status until he/she reports to the work location, at which time a minimum of two hours of call-back overtime is applicable (even if work is performed for less than two hours) for the inconvenience of having to prepare and return to duty within an established period of time.

6.1.12.2. Standby Status: Augmentees may be required to be restricted to the official duty station or their living quarters and required to remain in a state of readiness to perform work and have their activities substantially limited such that they cannot use the time effectively for their own purposes. All time for which standby status is ordered is considered hours of work for pay and overtime purposes.

6.1.13. Team chiefs will furnish the details of hours worked by the augmentee within two days of the termination of the event or exercise. Data will be provided to the UAC to include hours worked and any leave or absences.

6.1.14. Owing organizations will avoid working augmentees before or after augmentee shifts. Any overtime work ordered for purposes outside of augmentee duty must be distinguished from overtime (or compensatory time in lieu of overtime pay) authorized for augmentee duty.

7. Adopted Form

AF IMT 847, Recommendation for Change of Publication

ROBERT D. LABRUTTA, Colonel, USAF
Commander, 72d Air Base Wing

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

Privacy Act of 1974, Authorized by Title 10, U.S.C. 8013
AFPAM 10-243, Augmentation Duty Program, 01 August 2002
AFMAN 33-363, Management of Records, 01 March 2008
AFI 36-815, Absence and Leave, 05 September 2002
AFI 36-802, Pay Setting, 01 September 1998
AFI 36-1004, The Air Force Civilian Recognition Program, 03 December 2009
AFI 36-2803, The Air Force Awards and Decorations Program, 15 Jun 2001
AFI 36-3003, Military Leave Program, 26 October 2009

Abbreviations and Acronyms

ADP— Augmentation Duty Program
ARB— Augmentee Resource Board
GS— General Schedule
IC— Installation Commander
MLA— Master Labor Agreement
NLP— No Lunch Period
OHME— Occupational Health Medical Examination
OPR— Office of Primary Responsibility
RDS— Records Disposition Schedule
WG— Wage Grade
UAC— Unit Augmentation Coordinator

Attachment 2

UNIT AUGMENTATION COORDINATOR (UAC) APPOINTMENT

MEMORANDUM FOR 72 MSG/CD (ADP PROGRAM MANAGER)

FROM: (Augmented/Tasked Organization Commander or Director)

SUBJECT: Unit Augmentation Coordinator (UAC)

The following individuals are appointed as UACs:

PRIMARY UAC

ALTERNATE UAC

LAST NAME, FIRST, MI

LAST NAME, FIRST, MI

RANK/GRADE

RANK/GRADE

OFFICE SYMBOL

OFFICE SYMBOL

DUTY PHONE

DUTY PHONE

Commander's/Director's Signature Block

cc:
UACs

Attachment 3

AUGMENTEE ASSIGNMENT NOTIFICATION

MEMORANDUM FOR (IDENTIFIED AUGMENTEE)

FROM: Commander/Director

SUBJECT: Assignment and Notification as an Augmentation Team Member

1. Effective immediately and until further notice, you are assigned as an augmentee on the (name of team). If you are a civilian employee, you are a volunteer/non-volunteer and a bargaining/non-bargaining unit employee.
2. Our Unit Augmentee Coordinator is (UAC name contact information). Please contact our UAC if you have any questions or concerns.

Commander's/Director's Signature Block

cc:

Employee's supervisor

1st Ind, (Employee's Name)

MEMORANDUM FOR: UAC's NAME

I acknowledge notification of assignment as an augmentation team member. My supervisor is aware of my assignment. If I am a civilian employee, a copy of this memorandum has been filed in my AF Form 971, Supervisor's Employee Brief.

Employee's Signature/Date

Attachment 4

AUGMENTEE JOB DESCRIPTION

(EXAMPLE) RUNNER/DOOR GUARD

Depending on assignment, personnel will deliver various documents to various deployment work centers, guard entryways and verify identities of individuals entering an area.

TRAINING REQUIREMENTS		
REQUIREMENT	COURSE TITLE	TRAINING TIME (HOURS)
Initial	Orientation	1
	Safety	1
	OJT	8
Functional Requirements		Environmental Factors
Use of fingers Both hands required Both legs required Long periods of standing or walking Repeated bending Reaching above shoulder Hearing aid permitted Vision with correction permitted		Outside work Excessive noise, intermittent fumes, smoke or gasses, grease and oils Working around moving objects or vehicles Periods of extreme weather/temperatures Unusual fatigue factors (12 hour shifts) Irregular shifts Stress Working closely with others
Safety Equipment (Provided by Augmenters Unit) Reflective belt Cold/Wet weather gear Hearing protection		Licenses None

Attachment 5
AUGMENTATION REQUEST

MEMORANDUM FOR 72 MSG/CD (ADP PROGRAM MANAGER)

FROM: (Group-Level Commander or Civilian Equivalent)

SUBJECT: Unit Augmentation Request

Provide the following in memo format:

Unit requiring augmentation

Specific capability/function requiring augmentation

Outline number of required augmentees, by position, grade and category (mil/civ or either) and attach an augmentee job description for each listed position (Attachment 4)

Provide Group's/Directorate's authorized/assigned strength and demonstrate how all internal resources have been exhausted leaving augmentation as the only manning option

Provide risks of not augmenting the subject capability/function

Group-level Commander's/Director's Signature Block